



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

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

Monday, December 14, 2020

3:00 PM

Mora City Hall/ Virtual

Due to the COVID-19 pandemic, some or all of the City Council Members and other meeting participants will be attending electronically. The public may attend the meeting by phone with the following number: 1-415-655-0001. Access code: 126 304 2086 Password: 93279978 Call from a cell phone to avoid charges.

- 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 – November 16, 2020
 - b. Joint Meeting Minutes – November 17, 2020
 - c. November 2020 Claims
 - d. Accept Letter of Retirement – Water/Wastewater Operator I
 - e. Loan from PUC to City Council for the Mora HRA/ Eastwood Senior Living
 - f. Write-off Unpaid Utility Charges
- 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. Public Hearings**

None
- 8. New Business**
 - a. Personnel Policy Financial Limits
 - b. Administrative Services Director Position Description
 - c. 2020 Budget Amendment – Electric Fund
 - d. 2021 Budget, CIP and Fee Schedule
- 9. Old Business**
 - a. Delinquent Water Utility Accounts Procedure
- 10. Communications**
 - a. Utility Billing Monthly Report – November 2020
 - b. Utility Billing Adjustments Report – November 2020
- 11. Reports**
 - a. Public Utilities General Manager
 - b. Public Works Director
 - c. Commissioner Baldwin
 - d. Commissioner Christianson
 - e. Chair Ardner

12. Adjournment

Pursuant to due call and notice thereof, Commissioner Ardner called to order the regular meeting of the Mora Public Utilities Commission at 3:00 PM on Monday, November 16, 2020 in the city hall council chambers.

2. **Roll Call:** Present: Commissioners Greg Ardner, and Ryan Christianson
Absent: Baldwin
Staff Present: Utilities General Manager Crawford, Public Works Director Kohlgraf, Utility Billing Clerk Bliss, City Accountant King, and Deputy City Clerk Yoder
3. **Adopt Agenda:** MOTION made by Christianson, seconded by Ardner, and unanimously carried to approve the agenda as presented.
4. **Consent Agenda:** MOTION made by Ardner, seconded by Christianson, and unanimously carried to approve the consent agenda as presented.
 - a. Regular Meeting Minutes – October 19, 2020
 - b. October 2020 Claims
5. **Open Forum:** Jenni Henry, 550 Riverside Street missed the open forum but was allowed to address the commissioners after item 7a on the agenda about concern over the City's process concerning delinquent water accounts. Henri explained the city entered into a payment plan with one of her tenants, thereby preventing a utility disconnect and doing so prevented the landlord from maintaining lease agreement expectations of tenants to maintain a habitable residence. Henri explained if a renter was not paying the water bill, as agreed upon in their lease, then the delinquent water bill would be assessed to the property owner's taxes with no consequences to the tenant, which in turn removed the ability of the landlord to recoup financial losses from the tenant.

Henri stated if a legal agreement in the form of a lease was in place between a landlord and tenant, the city could not override the lease agreement and create a payment plan for the water utility a tenant was not paying without the property owner's approval, the property owner should have decided if the water utility followed the renter, not the city. Henri asserted awareness that the city had shut off the water utility in the wintertime previously for a different tenant.

Bliss reported speaking with the tenant and landlord, agreed an error was made in regard to accepting a payment plan, and stated the payment plan was not preventing the water utility from being shut off. Bliss explained the reason water service was not disconnected was not related to the COVID-19 pandemic but was due to the City's practice of certifying charges rather than disconnecting the service.

Crawford stated that it was ultimately the property owner's responsibility to pay water and sewer utilities as it runs with the property, electric utilities may be in a tenant's name and not tied to the landlord.

Ardner directed staff to look closer into the situation and if there was an issue to be addressed, to put this item on the agenda for the next regular meeting on December 14.
6. **Special Business:** There were no special business items to discuss.
7. **Public Hearings:**
 - a. **Proposed Assessment of Unpaid Utility Bills:** A list of past-due utility accounts were reviewed. Ardner opened the public hearing at 3:02PM, no one spoke and staff reported that no correspondence was received from the involved account owners. MOTION made by Christianson, seconded by Ardner, and unanimously carried to close the public

hearing for the assessment of unpaid utility bills at 3:04PM. MOTION made by Ardner, seconded by Christianson, and unanimously carried to recommend certification of the entire list of unpaid charges to the Mora City Council.

8. New Business:

- a. **2021 Salary Schedules/Pay Plan:** The 2021 salary schedules and pay plan were reviewed which included a 3% Cost of Living Adjustment (COLA) based on the previously approved collection bargaining agreements. MOTION made by Ardner, seconded by Christianson, and unanimously carried to adopt the City of Mora/Mora Municipal Utilities consolidated salary schedule and pay plan as presented.
- b. **2021 Meeting Schedule:** The proposed 2021 PUC meeting schedule was reviewed by the commissioners. MOTION made by Christianson, seconded by Ardner, and unanimously carried to approve the 2021 PUC meeting dates, at the scheduled time of 3:00 PM, as presented.
- c. **America's Water Infrastructure Act Risk & Resilience Assessment:** Crawford reported America's Water Infrastructure Act (AWIA) was signed into law in October of 2018, requiring all water systems with more than 3,300 people to conduct risk and resilience assessments and develop or update their emergency response plans. MMU must certify to the Environmental Protection Agency that the assessments and emergency plans were complete by June 30, 2021; failure to do so could result in fines up to \$25,000 per day.

Greg Anderson, a city engineer of SEH, stated the assessment would be completed first, followed by an update to the emergency plan, with a proposed completion date of May 2021, and the approximate cost would be \$13,000. MOTION made by Christianson, seconded by Ardner, and unanimously carried to accept the AWIA Risk and Resilience Assessment and Emergency Response Plan proposal from SEH in the amount not to exceed \$13,000 to be paid by the water reserve fund.

9. Old Business:

- a. **WWTP Project Contract Discussion:** The commission reviewed and discussed the status of the reed bed establishment at the Wastewater Treatment Plant (WWTP).

Greg Anderson of SEH reported Constructed Wetland Group (CWG) and Steve Lee of Gridor Construction requested the city sign-off on the WWTP project and pay the final \$20,000 due because they believed the reeds were fully established however, staff and SEH disagreed and thought the reeds were not fully established. Staff and Anderson had requested, but were not provided with, a definition of *established* in regard to the reeds from CWG.

It was discussed that staff and SEH had been working with the University of Minnesota (U of M) and Minnesota Pollution Control Agency (MPCA) at the WWTP who took some reeds back to the U of M; U of M and MPCA representatives recommended staff perform a fly-over with a drone to map the establishment of the reeds in all WWTP beds, to which Anderson suggested keeping the project open until mapping the reed beds in summer of 2021. Anderson thanked and commended Lee for working with the city because many contractors would not if they were in this situation.

Lee expressed concern over drawing out the project, possible legal action from CWG, and the WWTP's possible inability to apply to the reed beds as initially designed and referenced a two-year time span where staff applied 1/8 of the capacity designed for the reed beds. Lee stated if the city stalled the project closure for another year, Gridor's

contractual right was to request less than 70% volatile solids and a specified amount of gallons ratio applied to the reeds however, data indicated that may not be possible for the WWTP. Lee expressed a willingness to help the City pointing out the native reed establishment issues and acknowledged staff's attempts at getting the reeds established but directed staff to stay on track with the volatiles or Lee would need to take a stance to close the project.

Ardner noted the only way to receive support from CWG and Gridor was to keep the project open and withhold the final payment. The commission consensus was to keep the project open and perform a fly-over to map reed establishment in summer 2021.

- b. 2021 Proposed Budget:** Crawford presented the proposed 2021 utility budget and rate changes and pointed out significant revenue and expenditure changes. Due to the absence of commissioner Baldwin, the consensus was to wait to approve the proposed 2021 budget until the December meeting.

10. Communications: The following communications were reviewed.

- a. Quarterly Financial Report
- b. Utility Billing Monthly Report – October 2020
- c. Utility Billing Adjustments Report – October 2020

11. Reports:

- a. Public Utilities General Manager: Crawford presented the option of virtual meetings for the PUC in light of the recent rise in COVID cases; the consensus was a preference for in-person meetings, and they would evaluate for the December meeting.
- b. Public Works Director: Kohlgraf reported the water and sewer truck ordered in April was still waiting for the installation of a box possibly next month, tree trimming was taking place, the electric project on Highway 65 was waiting on the delivery of more wire and the wire installation from Maple Avenue to Peterson Park was underground/under the lake.
- c. Commissioner Baldwin: Absent
- d. Commissioner Christianson: Nothing new to report.
- e. Chairperson Ardner: Ardner inquired about the COVID test samplings done by the U of M at the WWTP; it was reported two samples per week continued to be taken and sent to the U of M, but no report has been received. Crawford and Kohlgraf reported the Kanabec Times had questions about the electric vehicle charging stations and stated Railroad Avenue would be installed the end of the week and staff was working on installing the transformer at the Coborns location. Staff explained to Ardner a small electrical fire was caused by staff removing a tree above the power lines at 219 Grove Street North, where the tree slid down the lines, cutting both lines creating an arc and because the fuse didn't blow right away, the heat started the soffit/facia on fire; minimal damage was received, and the matter was sent to insurance. Ardner was informed a large past due electric bill had been paid but a \$90,000 past due electric bill was still outstanding, and there were no reports of septic haulers using the dump station to date. Ardner reported Baldwin would be absent at the next day's joint PUC-Council meeting.

12. Adjournment: MOTION made by Christianson, seconded by Ardner, and unanimously carried to adjourn at 4:15 PM.

Chair

Secretary

DRAFT

Pursuant to due call and notice thereof Mayor Alan Skramstad and Chair Greg Ardner called to order the joint meeting of the Mora City Council and Public Utilities Commission at 5:00 PM on Tuesday, November 17, 2020 in the city hall council chambers.

2. **Roll Call:** City Council Present: Mayor Skramstad, Anderson, Mathison, Pioske, and Treiber
Absent: None
Public Utilities Commission Present: Chair Ardner and Christianson
Absent: Baldwin
Staff Present: City Administrator Crawford, City Accountant King, and Deputy City Clerk Yoder
3. **Adopt Agenda:** COUNCIL MOTION made by Mathison, seconded by Anderson, and unanimously carried to approve the agenda as presented.
PUC MOTION made by Christianson, seconded by Ardner, and unanimously carried to approve the agenda as presented.
4. **Business Items:**
 - a. **HRA/Eastwood Senior Living Sustainability Discussion:** Crawford reported staff learned on September 3, 2020 that the Mora Housing and Redevelopment Authority (HRA) had two urgent but separate issues:
 - The HRA was unable to meet its financial obligations due to loss of revenue from Eastwood Senior Living (ESL) for the past two years, as well as funding \$55,000 for its new management company, Walker Methodist.
 - ESL would be unable to meet its financial obligations around November. That included general obligation (GO) bond payments involving the city for over \$3M of debt issued, pledging the city's full faith and credit.Crawford recapped previous meetings regarding the council's discussion and efforts to ensure ESL remained open and the management of the HRA; the City Council agreed to take action to keep ESL open to avoid the City's inability to pay over \$3 million in bond payments that would be due if ESL closed.
Crawford expounded the HRA requested financial support from the City in the amount of \$200,000. The City Council, by consensus, approved to convert ESL to a 100% memory care facility.
Crawford reported the HRA had since received CARES Act grant funds, enabling ESL to remain open through December 2020. WM reported to staff of having a housing study completed for the Pine City area and was confident in the proforma recently provided; Skramstad commented that the needs in Mora would be similar to the Pine City study and elaborated on the shortage of memory care in the surrounding area. It was reported the HRA would retain ownership of ESL and retain the management contract with WM.
Discussion ensued regarding the City Council taking over as the HRA board. Ardner referenced a 2009 decision by the City Council that retained the council's ability to take over management of the HRA if financial issues arose in the future.
Crawford reported the City Council could take over as the HRA board by amending the enabling resolution at the earliest of 45 days and wouldn't dissolve the current HRA staff. The City would need a finance director and housing department over the

current HRA staff and the HRA board would be responsible for supervision of the HRA staff.

It was declared the structure of the loan would be the electric utility fund lending to the city general fund, and then the city general fund to the HRA. Both the PUC and City Council identified the estimated \$175,000 requested but needed a definite number; the City Council would recommend a disbursement of funds on a monthly basis upon approval of an expenditure list. Based on the WM summary budget showing a loss of \$95,000 cash in year one and a gain of \$104,000 in year two, staff projected very little revenue to be generated after two years.

Discussion ensued around the CARES Act monies appropriations and if used for lost revenues could have additional negative results. The ESL was losing approximately \$10-12,000 per month.

Because the PUC had concerns over the management of funds, the PUC consensus was for any policy and management decisions to be made by the City Council and not the current HRA board, in addition, during the interim period, the City Council would safeguard the monies.

PUC MOTION made by Christianson, seconded by Ardner and unanimously carried to approve a loan to the City Council in the amount of \$200,000, at the interest rate of 3%, for the term of five years once payments begin after a two-year payment deferral, no early pay-off penalty, and any prepayments before the payment process began would be on principal only; in addition to the City Council becoming the HRA board.

COUNCIL MOTION made by Anderson, seconded by Treiber, and unanimously carried to accept the offer of the PUC as presented to the council.

Crawford explained a needed finance director could oversee the HUD reporting. Crawford proposed a shared staff position of the City and Utility; Council needed to find approximately \$55,000 in the 2021 budget for half of the position. The PUC requested to refrain from a decision until Commissioner Baldwin was in attendance and part of the decision process. The PUC directed staff to add the finance director position to the next PUC meeting agenda and to the 2021 budget.

Discussion ensued around the need for a housing study. The council consensus was since WM was comfortable with the Pine City study, and while a study was valuable, funds were not available to fund it, the ESL would move forward with a conversion to 100% memory care.

The City Council directed staff to revise the budget for the council portion of the finance director position to be reviewed at the December 15 meeting.

- 5. Reports:** *All members moved straight to adjournment and passed over individual reports.*
- a. City Administrator/General Manager
 - b. Public Works Director
 - c. Commissioner Baldwin
 - d. Commissioner Christianson
 - e. Chair Ardner
 - f. Councilmember Anderson
 - g. Councilmember Mathison
 - h. Councilmember Pioske

- i. Councilmember Treiber
- j. Mayor Skramstad

6. Adjournment: Council MOTION made by Treiber, seconded by Mathison, and unanimously carried to adjourn at 6:10 PM. PUC MOTION made by Christianson, seconded by Ardner, and unanimously carried to adjourn at 6:10 PM.

Mayor Skramstad

Chair Ardner

Deputy City Clerk / Secretary

DRAFT

**CITY OF MORA
CHECK LIST-PUC**

CHECK #	Search Name	Fund Descr	Dept Descr	Last Dim Descr	Comments	Amount
CHECK # 000547 NEIGHBORHOOD NATIONAL BANK						
000547	NEIGHBORHOOD NATIO	ELECTRIC FUN	ELECTRIC ADMINIST	Payment Processing E	MONTHLY UB ACH FILE FEE	\$30.00
000547	NEIGHBORHOOD NATIO	ELECTRIC FUN	ELECTRIC ADMINIST	Payment Processing E	MONTHLY BUSINESS ONLINE	\$10.00
000547	NEIGHBORHOOD NATIO	ELECTRIC FUN	ELECTRIC ADMINIST	Bad Debts/NSF Check	MONTHLY RETURNED CHECK	\$10.00
CHECK # 000547 NEIGHBORHOOD NATIONAL BANK						\$50.00
CHECK # 000549 MN DEPT OF REVENUE						
000549	MN DEPT OF REVENUE	ELECTRIC FUN		Sales Tax Payable	SALES & USE TAX PYMT	\$20,408.00
000549	MN DEPT OF REVENUE	ELECTRIC FUN	GENERATION & PO	Other Operating Suppl	SALES & USE TAX PYMT	\$26.00
000549	MN DEPT OF REVENUE	ELECTRIC FUN	GENERATION & PO	Repair/Maint - Bldg &	SALES & USE TAX PYMT	\$3.00
000549	MN DEPT OF REVENUE	ELECTRIC FUN	GENERATION & PO	Small Tools & Equipm	SALES & USE TAX PYMT	\$6.00
000549	MN DEPT OF REVENUE	ELECTRIC FUN	GENERATION & PO	Garbage Removal	SALES & USE TAX PYMT	\$6.00
000549	MN DEPT OF REVENUE	ELECTRIC FUN	GENERATION & PO	Landfill Gen Exp	SALES & USE TAX PYMT	\$34.00
000549	MN DEPT OF REVENUE	ELECTRIC FUN	ELECTRIC DISTRIBU	Maint of Substation E	SALES & USE TAX PYMT	\$3.00
000549	MN DEPT OF REVENUE	ELECTRIC FUN	ELECTRIC DISTRIBU	Small Tools & Equipm	SALES & USE TAX PYMT	\$17.00
000549	MN DEPT OF REVENUE	ELECTRIC FUN	ELECTRIC DISTRIBU	Truck Expense	SALES & USE TAX PYMT	\$1.00
000549	MN DEPT OF REVENUE	ELECTRIC FUN	ELECTRIC DISTRIBU	Maint of St. Lights & S	SALES & USE TAX PYMT	\$304.00
000549	MN DEPT OF REVENUE	ELECTRIC FUN	ELECTRIC DISTRIBU	Misc Distribution Exp	SALES & USE TAX PYMT	\$120.00
000549	MN DEPT OF REVENUE	ELECTRIC FUN	ELECTRIC ADMINIST	Energy Conservation	SALES & USE TAX PYMT	\$2.00
000549	MN DEPT OF REVENUE	ELECTRIC FUN	ELECTRIC ADMINIST	Telephone	SALES & USE TAX PYMT	\$15.00
000549	MN DEPT OF REVENUE	ELECTRIC FUN	ELECTRIC ADMINIST	Other Operating Suppl	SALES & USE TAX PYMT	\$9.00
000549	MN DEPT OF REVENUE	ELECTRIC FUN	ELECTRIC ADMINIST	Office Supplies	SALES & USE TAX PYMT	\$6.00
000549	MN DEPT OF REVENUE	WATER FUND		Sales Tax Payable	SALES & USE TAX PYMT	\$965.00
CHECK # 000549 MN DEPT OF REVENUE						\$21,925.00
CHECK # 000551 PAYLIANCE						
000551	PAYLIANCE	ELECTRIC FUN	ELECTRIC ADMINIST	Payment Processing E	E-CHECK PYMT PROCESSING F	\$37.14
000551	PAYLIANCE	WATER FUND	WATER ADMINISTR	Payment Processing E	E-CHECK PYMT PROCESSING F	\$18.58
000551	PAYLIANCE	SEWER FUND	SEWER ADMINISTR	Payment Processing E	E-CHECK PYMT PROCESSING F	\$18.58
CHECK # 000551 PAYLIANCE						\$74.30
CHECK # 000552 COMPLETE MERCHANT SOLUTIONS						
000552	COMPLETE MERCHANT	ELECTRIC FUN	ELECTRIC ADMINIST	Payment Processing E	CREDIT CARD PYMT PROCESSI	\$332.00
000552	COMPLETE MERCHANT	WATER FUND	WATER ADMINISTR	Payment Processing E	CREDIT CARD PYMT PROCESSI	\$166.00
000552	COMPLETE MERCHANT	SEWER FUND	SEWER ADMINISTR	Payment Processing E	CREDIT CARD PYMT PROCESSI	\$166.00
CHECK # 000552 COMPLETE MERCHANT SOLUTIONS						\$664.00
CHECK # 000553 SMMPA						
000553	SMMPA	ELECTRIC FUN		Accounts Payable	POWER PURCHASED	\$309,663.07
CHECK # 000553 SMMPA						\$309,663.07
CHECK # 000557 ONLINE UTILITY EXCHANGE						
000557	ONLINE UTILITY EXCHA	ELECTRIC FUN	ELECTRIC ADMINIST	Cust UB/Collection	NEW UB CUSTOMER CREDIT C	\$65.10
CHECK # 000557 ONLINE UTILITY EXCHANGE						\$65.10
CHECK # 000558 MORA MUNICIPAL UTILITIES						
000558	MORA MUNICIPAL UTILI	ELECTRIC FUN	GENERATION & PO	Storm Water	NOV UTILITIES	\$15.96
000558	MORA MUNICIPAL UTILI	ELECTRIC FUN	GENERATION & PO	Water	NOV UTILITIES	\$80.72
000558	MORA MUNICIPAL UTILI	ELECTRIC FUN	GENERATION & PO	Sewer	NOV UTILITIES	\$36.27
000558	MORA MUNICIPAL UTILI	WATER FUND	WATER SUPPLY	Storm Water	NOV UTILITIES	\$20.10
000558	MORA MUNICIPAL UTILI	WATER FUND	WATER SUPPLY	Electricity	NOV UTILITIES	\$725.81
000558	MORA MUNICIPAL UTILI	WATER FUND	WATER TREATMENT	Storm Water	NOV UTILITIES	\$10.05
000558	MORA MUNICIPAL UTILI	WATER FUND	WATER TREATMENT	Electricity	NOV UTILITIES	\$853.14
000558	MORA MUNICIPAL UTILI	WATER FUND	WATER DISTRIBUTI	Electricity	NOV UTILITIES	\$40.71
000558	MORA MUNICIPAL UTILI	WATER FUND	WATER DISTRIBUTI	Storm Water	NOV UTILITIES	\$11.23

**CITY OF MORA
CHECK LIST-PUC**

CHECK #	Search Name	Fund Descr	Dept Descr	Last Dim Descr	Comments	Amount
000558	MORA MUNICIPAL UTILI	SEWER FUND	SEWER LIFT STATIO	Electricity	NOV UTILITIES	\$772.91
000558	MORA MUNICIPAL UTILI	SEWER FUND	SEWER LIFT STATIO	Storm Water	NOV UTILITIES	\$10.05
000558	MORA MUNICIPAL UTILI	SEWER FUND	WASTEWATER TREA	Storm Water	NOV UTILITIES	\$20.69
000558	MORA MUNICIPAL UTILI	SEWER FUND	WASTEWATER TREA	Water	NOV UTILITIES	\$104.29
000558	MORA MUNICIPAL UTILI	SEWER FUND	WASTEWATER TREA	Electricity	NOV UTILITIES	\$3,266.35
CHECK # 000558 MORA MUNICIPAL UTILITIES						\$5,968.28
CHECK # 055429 MN MUNICIPAL UTILITIES ASSN						
055429	MN MUNICIPAL UTILITI	ELECTRIC FUN	ELECTRIC DISTRIBU	Meetings, Training, &	KOHLGRAF ELECTRICAL DISTR	\$450.00
CHECK # 055429 MN MUNICIPAL UTILITIES ASSN						\$450.00
CHECK # 055518 CARDMEMBER SERVICE						
055518	CARDMEMBER SERVICE	ELECTRIC FUN		Fixed Assets	EV CHARGER REFLECTIVE POS	\$998.90
055518	CARDMEMBER SERVICE	ELECTRIC FUN	GENERATION & PO	Small Tools & Equipm	IMPACT SOCKET ADAPTER-TO	\$225.77
055518	CARDMEMBER SERVICE	ELECTRIC FUN	ELECTRIC DISTRIBU	Meetings, Training, &	STULC DISTR SCHOOL HOTEL-	\$298.71
CHECK # 055518 CARDMEMBER SERVICE						\$1,523.38
CHECK # 055523 EAST CENTRAL ENERGY						
055523	EAST CENTRAL ENERGY	ELECTRIC FUN	ELECTRIC DISTRIBU	ECE Services	OCT LABOR & EQ	\$901.83
055523	EAST CENTRAL ENERGY	ELECTRIC FUN	ELECTRIC DISTRIBU	ECE Services	OCT DISPATCH SERVICES	\$196.00
055523	EAST CENTRAL ENERGY	ELECTRIC FUN	ELECTRIC DISTRIBU	Line Transformer Exp	XFRMR HOOKUP MATERIALS	\$250.01
CHECK # 055523 EAST CENTRAL ENERGY						\$1,347.84
CHECK # 055524 EAST CENTRAL ENERGY						
055524	EAST CENTRAL ENERGY	SEWER FUND	SEWER LIFT STATIO	Electricity	ELECTRIC	\$107.94
CHECK # 055524 EAST CENTRAL ENERGY						\$107.94
CHECK # 055526 EMMAS PIZZA						
055526	EMMAS PIZZA	ELECTRIC FUN	ELECTRIC ADMINIST	Miscellaneous	JT CC & PUC MTG MEAL	\$32.25
CHECK # 055526 EMMAS PIZZA						\$32.25
CHECK # 055538 LOEFFLER, DEREK						
055538	LOEFFLER, DEREK	ELECTRIC FUN		Undistributed Receipts	REISSUE CK#51880 - 1/31/201	\$180.91
CHECK # 055538 LOEFFLER, DEREK						\$180.91
CHECK # 055539 MATTSON, KEN						
055539	MATTSON, KEN	WATER FUND	WATER ADMINISTR	Uniforms	PANTS	\$75.98
055539	MATTSON, KEN	WATER FUND	WATER ADMINISTR	Other Operating Suppl	BOOTS, CLOTHING	\$110.55
055539	MATTSON, KEN	WATER FUND	WATER ADMINISTR	Uniforms	BOOTS	\$62.68
055539	MATTSON, KEN	SEWER FUND	SEWER ADMINISTR	Uniforms	BOOTS, CLOTHING	\$180.37
055539	MATTSON, KEN	SEWER FUND	SEWER ADMINISTR	Uniforms	BOOTS	\$102.27
055539	MATTSON, KEN	SEWER FUND	SEWER ADMINISTR	Uniforms	PANTS	\$123.97
CHECK # 055539 MATTSON, KEN						\$655.82
CHECK # 055541 MIDCO						
055541	MIDCO	ELECTRIC FUN	ELECTRIC ADMINIST	Telephone	PHONE, INTERNET	\$127.37
055541	MIDCO	WATER FUND	WATER ADMINISTR	Telephone	PHONE, INTERNET	\$180.44
CHECK # 055541 MIDCO						\$307.81
CHECK # 055547 OXYGEN SERVICE CO, INC						
055547	OXYGEN SERVICE CO, I	ELECTRIC FUN	GENERATION & PO	Repair/Maint - Bldg &	5 YR CYL LEASE RENTAL-AR15	\$123.00
CHECK # 055547 OXYGEN SERVICE CO, INC						\$123.00
CHECK # 055555 STULC, JEREMY						
055555	STULC, JEREMY	ELECTRIC FUN	ELECTRIC DISTRIBU	Meetings, Training, &	MEALS FOR DISTR SCHOOLIN	\$31.42
CHECK # 055555 STULC, JEREMY						\$31.42

CITY OF MORA
CHECK LIST-PUC

CHECK #	Search Name	Fund Descr	Dept Descr	Last Dim Descr	Comments	Amount
CHECK # 055556 TOTAL CONTROL SYSTEMS, INC.						
055556	TOTAL CONTROL SYSTE	SEWER FUND	SEWER LIFT STATIO	Repair/Maint - Bldg &	WILLOW & EPC LIFT ST CONT	\$4,866.76
055556	TOTAL CONTROL SYSTE	SEWER FUND	WASTEWATER TREA	Wages & Salaries	COMPUTER DEBUG & VALVE F	\$1,256.25
055556	TOTAL CONTROL SYSTE	SEWER FUND	WASTEWATER TREA	Repair/Maint - Bldg &	COMPUTER & SOFTWARE INST	\$1,740.30
055556	TOTAL CONTROL SYSTE	SEWER FUND	WASTEWATER TREA	Small Tools & Equipm	WWTP COMPUTER & SOFTWA	\$4,428.12
CHECK # 055556 TOTAL CONTROL SYSTEMS, INC.						\$12,291.43
CHECK # 055558 VERIZON WIRELESS						
055558	VERIZON WIRELESS	ELECTRIC FUN	ELECTRIC ADMINIST	Telephone	CELL PHONES, IPADS	\$208.52
055558	VERIZON WIRELESS	WATER FUND	WATER ADMINISTR	Telephone	CELL PHONES, IPADS	\$83.94
055558	VERIZON WIRELESS	SEWER FUND	SEWER ADMINISTR	Telephone	CELL PHONES, IPADS	\$121.97
CHECK # 055558 VERIZON WIRELESS						\$414.43
CHECK # 055560 WINDSTREAM						
055560	WINDSTREAM	SEWER FUND	SEWER ADMINISTR	Telephone	AIRPORT/WTP PHONES	\$128.60
CHECK # 055560 WINDSTREAM						\$128.60
CHECK # 055567 AID ELECTRIC CORPORATION						
055567	AID ELECTRIC CORPOR	ELECTRIC FUN		Fixed Assets	EV CHARGER ELECTRIC INSTA	\$11,730.00
CHECK # 055567 AID ELECTRIC CORPORATION						\$11,730.00
CHECK # 055571 BREEGGEMANN, CINDY						
055571	BREEGGEMANN, CINDY	ELECTRIC FUN		Undistributed Receipts	REFUND OVERPYMT-436 S UNI	\$44.28
CHECK # 055571 BREEGGEMANN, CINDY						\$44.28
CHECK # 055575 CITY OF MORA						
055575	CITY OF MORA	ELECTRIC FUN	ELECTRIC DISTRIBU	Misc Distribution Exp	FIRE DEPT RESPONSE CAUSED	\$500.00
CHECK # 055575 CITY OF MORA						\$500.00
CHECK # 055579 DICKMAN, KATHLEEN						
055579	DICKMAN, KATHLEEN	ELECTRIC FUN		Undistributed Receipts	REFUND METER DEPOSIT-107	\$149.70
CHECK # 055579 DICKMAN, KATHLEEN						\$149.70
CHECK # 055582 KNUDSEN, RODNEY						
055582	KNUDSEN, RODNEY	WATER FUND	WATER ADMINISTR	Uniforms	SHIRTS	\$18.23
055582	KNUDSEN, RODNEY	SEWER FUND	SEWER ADMINISTR	Uniforms	SHIRTS	\$29.75
CHECK # 055582 KNUDSEN, RODNEY						\$47.98
CHECK # 055586 SCHELER, TAMMBERLIE						
055586	SCHELER, TAMMBERLIE	ELECTRIC FUN		Undistributed Receipts	REFUND METER DEPOSIT-213	\$155.31
CHECK # 055586 SCHELER, TAMMBERLIE						\$155.31
CHECK # 055587 SCHNEIDER, HAILEY						
055587	SCHNEIDER, HAILEY	ELECTRIC FUN		Undistributed Receipts	REFUND METER DEPOSIT-218	\$85.85
CHECK # 055587 SCHNEIDER, HAILEY						\$85.85
CHECK # 055588 SCOTT NELSON COACHING INC						
055588	SCOTT NELSON COACHI	ELECTRIC FUN	ELECTRIC ADMINIST	Meetings, Training, &	LEADERSHIP COACHING - KOH	\$156.25
055588	SCOTT NELSON COACHI	WATER FUND	WATER ADMINISTR	Meetings, Training, &	LEADERSHIP COACHING - KOH	\$78.13
055588	SCOTT NELSON COACHI	SEWER FUND	SEWER ADMINISTR	Meetings, Training, &	LEADERSHIP COACHING - KOH	\$78.12
CHECK # 055588 SCOTT NELSON COACHING INC						\$312.50
CHECK # 055596 MIDCO						
055596	MIDCO	SEWER FUND	SEWER ADMINISTR	Telephone	NOV WWTP INTERNET	\$270.00
CHECK # 055596 MIDCO						\$270.00

CITY OF MORA
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CHECK #	Search Name	Fund Descr	Dept Descr	Last Dim Descr	Comments	Amount
CHECK # 055597 NEONLINK LLC						
055597	NEONLINK LLC	ELECTRIC FUN	ELECTRIC ADMINIST	Payment Processing E	NOV PAYMENT PROCESSING	\$123.80
055597	NEONLINK LLC	WATER FUND	WATER ADMINISTR	Payment Processing E	NOV PAYMENT PROCESSING	\$61.90
055597	NEONLINK LLC	SEWER FUND	SEWER ADMINISTR	Payment Processing E	NOV PAYMENT PROCESSING	\$61.90
CHECK # 055597 NEONLINK LLC						\$247.60
CHECK # 055615 ACE HARDWARE						
055615	ACE HARDWARE	ELECTRIC FUN	ELECTRIC DISTRIBU	Maint of Overhead Lin	CAULK FOR OH USE	\$19.98
055615	ACE HARDWARE	ELECTRIC FUN	ELECTRIC DISTRIBU	Maint of Underground	URD WIRE RPR SUPPLIES	\$25.17
055615	ACE HARDWARE	WATER FUND	WATER SUPPLY	Small Tools & Equipm	WELL #6 FURNACE PUMP	\$189.99
055615	ACE HARDWARE	WATER FUND	WATER TREATMENT	Small Tools & Equipm	SHOVELS	\$65.97
055615	ACE HARDWARE	SEWER FUND	SEWER COLLECTION	Small Tools & Equipm	SCREEN ROOM HEATER FURN	\$64.99
055615	ACE HARDWARE	SEWER FUND	WASTEWATER TREA	Small Tools & Equipm	DRAIN CLARIFIER PORTABLE E	\$69.99
CHECK # 055615 ACE HARDWARE						\$436.09
CHECK # 055618 ARAMARK						
055618	ARAMARK	SEWER FUND	WASTEWATER TREA	Other Operating Suppl	RUGS	\$86.22
CHECK # 055618 ARAMARK						\$86.22
CHECK # 055620 AUTO VALUE MORA						
055620	AUTO VALUE MORA	ELECTRIC FUN	GENERATION & PO	Repair/Maint - Bldg &	PARTS CLEANER, HEATER RPR	\$49.25
055620	AUTO VALUE MORA	ELECTRIC FUN	GENERATION & PO	Repair/Maint - Bldg &	SHOP LIGHT	\$39.99
055620	AUTO VALUE MORA	ELECTRIC FUN	GENERATION & PO	Repair/Maint - Bldg &	RETURNED SHOP LIGHT / NE	-\$9.00
055620	AUTO VALUE MORA	ELECTRIC FUN	GENERATION & PO	Landfill Gen Exp	BRAKE PART CLEANER, SPRAY	\$50.86
055620	AUTO VALUE MORA	ELECTRIC FUN	ELECTRIC DISTRIBU	Truck Expense	SENSOR, DOOR HANDLES	\$240.28
055620	AUTO VALUE MORA	ELECTRIC FUN	ELECTRIC DISTRIBU	Truck Expense	BUCKET TRUCK LIGHT	\$7.99
055620	AUTO VALUE MORA	SEWER FUND	WASTEWATER TREA	Repair/Maint - Bldg &	HYDRAULIC POWER UNIT BAT	\$49.99
055620	AUTO VALUE MORA	SEWER FUND	WASTEWATER TREA	Repair/Maint - Bldg &	PORTABLE GENERATOR BATTE	\$104.99
CHECK # 055620 AUTO VALUE MORA						\$534.35
CHECK # 055621 BEAUDRY PROPANE						
055621	BEAUDRY PROPANE	ELECTRIC FUN	GENERATION & PO	Maint of Gen Equip	OIL FOR ENGINES	\$2,847.20
055621	BEAUDRY PROPANE	ELECTRIC FUN	GENERATION & PO	Landfill Gen Exp	OIL FOR LFG	\$1,078.75
CHECK # 055621 BEAUDRY PROPANE						\$3,925.95
CHECK # 055622 BORDER STATES ELECTRIC						
055622	BORDER STATES ELECT	ELECTRIC FUN		Distribution Inventory	METERS	\$17,524.48
055622	BORDER STATES ELECT	ELECTRIC FUN		Fixed Assets	EV CHARGER METER	\$181.39
055622	BORDER STATES ELECT	ELECTRIC FUN	ELECTRIC DISTRIBU	Maint of St. Lights & S	OH STREET LIGHTS	\$2,163.31
CHECK # 055622 BORDER STATES ELECTRIC						\$19,869.18
CHECK # 055624 CINTAS						
055624	CINTAS	ELECTRIC FUN	GENERATION & PO	Other Operating Suppl	MATS, MOPS	\$52.82
CHECK # 055624 CINTAS						\$52.82
CHECK # 055627 DGR ENGINEERING						
055627	DGR ENGINEERING	ELECTRIC FUN	ELECTRIC DISTRIBU	Engineering	DISTR UNDERBUILD RELOCATI	\$1,065.00
055627	DGR ENGINEERING	ELECTRIC FUN	ELECTRIC ADMINIST	Professional Services -	ELECT SYSTEM STUDY	\$3,344.80
055627	DGR ENGINEERING	ELECTRIC FUN	ELECTRIC ADMINIST	Engineering	MISC ELECT SERVICES	\$267.00
CHECK # 055627 DGR ENGINEERING						\$4,676.80
CHECK # 055630 FERGUSON WATERWORKS						
055630	FERGUSON WATERWOR	WATER FUND	WATER DISTRIBUTI	Repair/Maint - Bldg &	GATE VALVE PLUGS	\$99.80
CHECK # 055630 FERGUSON WATERWORKS						\$99.80

**CITY OF MORA
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CHECK #	Search Name	Fund Descr	Dept Descr	Last Dim Descr	Comments	Amount
CHECK # 055632 FREEDOM MAILING SERVICES INC						
055632	FREEDOM MAILING SER	ELECTRIC FUN	ELECTRIC ADMINIST	Cust UB/Collection	BILL PROCESSING	\$455.62
055632	FREEDOM MAILING SER	WATER FUND	WATER ADMINISTR	Cust UB/Collection	BILL PROCESSING	\$227.81
055632	FREEDOM MAILING SER	SEWER FUND	SEWER ADMINISTR	Cust UB/Collection	BILL PROCESSING	\$227.81
CHECK # 055632 FREEDOM MAILING SERVICES INC						\$911.24
CHECK # 055635 GOPHER STATE ONE-CALL INC						
055635	GOPHER STATE ONE-CA	ELECTRIC FUN	ELECTRIC DISTRIBU	Professional Services -	NOV LOCATES	\$17.55
055635	GOPHER STATE ONE-CA	WATER FUND	WATER DISTRIBUTI	Professional Services -	NOV LOCATES	\$17.55
055635	GOPHER STATE ONE-CA	SEWER FUND	SEWER COLLECTION	Professional Services -	NOV LOCATES	\$17.55
CHECK # 055635 GOPHER STATE ONE-CALL INC						\$52.65
CHECK # 055636 HAWKINS, INC						
055636	HAWKINS, INC	WATER FUND	WATER TREATMENT	Chemicals	CHEMICALS	\$3,696.43
CHECK # 055636 HAWKINS, INC						\$3,696.43
CHECK # 055637 IRBY TOOL & SAFETY						
055637	IRBY TOOL & SAFETY	ELECTRIC FUN		Fixed Assets	HWY 65 LAKE PROJECT URD W	\$6,635.59
055637	IRBY TOOL & SAFETY	ELECTRIC FUN	ELECTRIC DISTRIBU	Maint of Underground	URD WIRE CAP SEALS	\$121.50
CHECK # 055637 IRBY TOOL & SAFETY						\$6,757.09
CHECK # 055638 JEFFS MACHINE & WELDING LLC						
055638	JEFFS MACHINE & WEL	WATER FUND	WATER DISTRIBUTI	Repair/Maint - Bldg &	HYDRANT ROD REPAIR	\$20.00
CHECK # 055638 JEFFS MACHINE & WELDING LLC						\$20.00
CHECK # 055639 JOHNSONS HARDWARE & RENTAL						
055639	JOHNSONS HARDWARE	ELECTRIC FUN	ELECTRIC DISTRIBU	Small Tools & Equipm	UTILITY KNIFE	\$12.99
CHECK # 055639 JOHNSONS HARDWARE & RENTAL						\$12.99
CHECK # 055642 KWIK TRIP - GAS PURCHASES						
055642	KWIK TRIP - GAS PURC	ELECTRIC FUN	ELECTRIC DISTRIBU	Truck Expense	FUEL PURCHASES	\$243.29
055642	KWIK TRIP - GAS PURC	WATER FUND	WATER DISTRIBUTI	Motor Fuels	FUEL PURCHASES	\$99.76
055642	KWIK TRIP - GAS PURC	SEWER FUND	SEWER COLLECTION	Motor Fuels	FUEL PURCHASES	\$93.56
CHECK # 055642 KWIK TRIP - GAS PURCHASES						\$436.61
CHECK # 055643 MATTSON ELECTRIC OF MORA LLC						
055643	MATTSON ELECTRIC OF	ELECTRIC FUN	ELECTRIC DISTRIBU	Misc Distribution Exp	N GROVE REWIRE - FIRE CAUS	\$803.78
CHECK # 055643 MATTSON ELECTRIC OF MORA LLC						\$803.78
CHECK # 055647 NORTHERN STATES SUPPLY						
055647	NORTHERN STATES SUP	ELECTRIC FUN	GENERATION & PO	Other Operating Suppl	NITRILE GLVOES	\$211.87
CHECK # 055647 NORTHERN STATES SUPPLY						\$211.87
CHECK # 055648 NORTHLAND FIRE PROTECTION LLC						
055648	NORTHLAND FIRE PROT	ELECTRIC FUN	ELECTRIC DISTRIBU	Truck Expense	FIRE EXTINGUISHER FOR TRU	\$126.50
CHECK # 055648 NORTHLAND FIRE PROTECTION LLC						\$126.50
CHECK # 055649 OSLIN LUMBER						
055649	OSLIN LUMBER	ELECTRIC FUN	ELECTRIC DISTRIBU	Misc Distribution Exp	N GROVE ROOF RPR SUPPLIES	\$25.00
CHECK # 055649 OSLIN LUMBER						\$25.00
CHECK # 055650 OWENS AUTO PARTS						
055650	OWENS AUTO PARTS	ELECTRIC FUN	ELECTRIC DISTRIBU	Truck Expense	TRUCK RPR PARTS	\$21.36
CHECK # 055650 OWENS AUTO PARTS						\$21.36
CHECK # 055651 OXYGEN SERVICE CO, INC						

CITY OF MORA
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CHECK #	Search Name	Fund Descr	Dept Descr	Last Dim Descr	Comments	Amount
055651	OXYGEN SERVICE CO, I	ELECTRIC FUN	GENERATION & PO	Landfill Gen Exp	CYLINDER RENTALS	\$10.80
055651	OXYGEN SERVICE CO, I	ELECTRIC FUN	GENERATION & PO	Repair/Maint - Bldg &	CYLINDER RENTALS	\$25.20
055651	OXYGEN SERVICE CO, I	ELECTRIC FUN	ELECTRIC DISTRIBU	Maint of Substation E	CYLINDER RENTALS	\$43.80
055651	OXYGEN SERVICE CO, I	WATER FUND	WATER DISTRIBUTI	Repair/Maint - Bldg &	CYLINDER RENTALS	\$9.90
CHECK # 055651 OXYGEN SERVICE CO, INC						\$89.70
CHECK # 055653 QUALITY DISPOSAL						
055653	QUALITY DISPOSAL	ELECTRIC FUN	GENERATION & PO	Garbage Removal	GARBAGE	\$75.00
055653	QUALITY DISPOSAL	SEWER FUND	WASTEWATER TREA	Garbage Removal	GARBAGE	\$163.80
CHECK # 055653 QUALITY DISPOSAL						\$238.80
CHECK # 055654 QUILL CORPORATION						
055654	QUILL CORPORATION	ELECTRIC FUN	ELECTRIC ADMINIST	Office Supplies	OFFICE SUPPLIES	\$46.83
055654	QUILL CORPORATION	WATER FUND	WATER ADMINISTR	Office Supplies	OFFICE SUPPLIES	\$10.00
055654	QUILL CORPORATION	SEWER FUND	SEWER ADMINISTR	Office Supplies	OFFICE SUPPLIES	\$10.00
CHECK # 055654 QUILL CORPORATION						\$66.83
CHECK # 055656 RESCO						
055656	RESCO	ELECTRIC FUN		Fixed Assets	HWY 65 ELECTRIC UNDERBUIL	\$30,098.37
CHECK # 055656 RESCO						\$30,098.37
CHECK # 055657 RMB ENVIRONMENTAL LABS INC						
055657	RMB ENVIRONMENTAL	WATER FUND	WATER TREATMENT	Professional Services -	LAB TESTING	\$80.00
055657	RMB ENVIRONMENTAL	SEWER FUND	WASTEWATER TREA	Professional Services -	LAB TESTING	\$523.00
CHECK # 055657 RMB ENVIRONMENTAL LABS INC						\$603.00
CHECK # 055658 SEH						
055658	SEH	SEWER FUND	WASTEWATER TREA	Professional Services -	REED BED VISIT	\$514.78
CHECK # 055658 SEH						\$514.78
CHECK # 055663 USABBLUEBOOK						
055663	USABBLUEBOOK	ELECTRIC FUN	ELECTRIC ADMINIST	Cust UB/Collection	YELLOW BLANK DOOR KNOB C	\$23.47
055663	USABBLUEBOOK	WATER FUND	WATER ADMINISTR	Cust UB/Collection	YELLOW BLANK DOOR KNOB C	\$7.83
CHECK # 055663 USABBLUEBOOK						\$31.30
CHECK # 055665 VIKING ELECTRIC SUPPLY						
055665	VIKING ELECTRIC SUPP	ELECTRIC FUN	ELECTRIC DISTRIBU	Maint of St. Lights & S	STREET LIGHTS	\$2,292.00
CHECK # 055665 VIKING ELECTRIC SUPPLY						\$2,292.00
						\$446,239.31



MORA MUNICIPAL UTILITIES
PUBLIC UTILITIES COMMISSION CHECK LIST

THE NOVEMBER 2020 CLAIMS HAVE BEEN APPROVED FOR PAYMENT BY:

CHAIRMAN

COMMISSION MEMBER

COMMISSION MEMBER

SECRETARY



MEMORANDUM

Date: December 14, 2020
To: Public Utilities Commission
From: Lindy Crawford, Public Utilities General Manager
RE: Accept Letter of Retirement – Water/Wastewater Operator I

SUMMARY

Rodney Knudsen, Water/Wastewater Operator I, has submitted his letter of retirement. His last date of employment will be January 20, 2021. Rodney has been an exemplary employee with the city of Mora for many years.

OPTIONS & IMPACTS

After acceptance of the retirement, steps may be taken to begin the posting and hire process to fill the soon to be vacant position.

RECOMMENDATIONS

Motion to accept Knudsen's letter of retirement, and direct staff to begin the hiring process to fill the soon to be vacant Water/Wastewater Operator I position.

Attachments

Knudsen Letter of Retirement

NOV 17 2020

LETTER OF RETIREMENT

From: Rodney Knudsen
Address: 348 Morrison St
Address (2): _____
Phone: 320-679-2920
E-Mail: _____

Date: 11-17-2020

To: City of Mora / utilities
Address: 101 Lake St South
Address (2): _____
Phone: 320-679-1511
E-Mail: _____

Dear utilities commission

This letter represents my official notice of retirement from my position of operator with the utilities be made final on the 20th day of January, 2021.

It has been with great pleasure to be alongside the individuals at city of mora ^{utilities} and I will always appreciate the experience and knowledge I gained during my time here.

I hope the notice-period is enough for you to find a replacement. Furthermore, please let me know of any help that I could be to train or assist the person that will take over my position.

Sincerely,

Rodney Knudsen
Signature

Rodney Knudsen
Print Name



MEMORANDUM



Date: December 14, 2020
To: Public Utilities Commission
Mayor and City Council
From: Lindy Crawford, City Administrator/Public Utilities General Manager
Sara B. King, Accountant
RE: Loan from PUC to City Council for the Mora HRA/ Eastwood Senior Living

SUMMARY

The City Council and PUC will formally approve a loan from the PUC to the City Council, as discussed at the November 17, 2020 joint meeting. The City Council will then issue the loan to the Mora HRA (HRA) to sustain operations of Eastwood Senior Living (ESL).

BACKGROUND INFORMATION

Over the past several months, City Council has discussed numerous efforts to ensure ESL remained open and agreed to take action to keep ESL open. The HRA requested financial support from the City in the amount of \$200,000. After several discussions and in order to fulfill the HRA's request, the City Council formally requested a loan from the PUC in the amount of \$200,000, which will be used to assist the HRA and sustain operations of ESL. The PUC agreed to issue the loan to the City Council with terms and conditions outlined in Resolution PUC2020-1221, attached.

OPTIONS & IMPACTS

1. Formally approve the loan, as agreed upon: A loan to the City Council in the amount of \$200,000, at the interest rate of 3%, for the term of five years once payments begin after a two-year payment deferral, no early pay-off penalty, and any prepayments before the payment process began would be on principal only; in addition to staff disbursing monies periodically for qualified expenditures, and the City Council becoming the HRA board.
2. Do not approve the loan, leaving the operations of ESL unknown, potentially closing the facility and requiring the City to expend funds to cover outstanding debt service for ESL.

RECOMMENDATIONS

Motion to adopt Resolution PUC2020-1221.

Attachments

Resolution PUC2020-1221

**A JOINT RESOLUTION OF THE MORA PUBLIC UTILITIES COMMISSION AND THE MORA CITY COUNCIL
AUTHORIZING AN INTERFUND LOAN BETWEEN
THE MORA PUBLIC UTILITIES COMMISSION AND THE CITY OF MORA, MINNESOTA**

WHEREAS, the Mora Public Utilities Commission (PUC) and the Mora Housing and Redevelopment Authority (HRA) are component units of the City of Mora (City) and operate on behalf of the City; and

WHEREAS, the Board of Directors of the HRA has requested funds from the City to fund Eastwood Senior Living operations; and

WHEREAS, the Mora City Council has requested to borrow funds from the PUC in order to assist the HRA; and

WHEREAS, both the Mora City Council and PUC have determined it to be in the interest of both the City and the HRA to enter into this temporary loan in the manner specified below.

NOW, THEREFORE, be it resolved that the PUC and the City Council hereby authorize an interfund loan in the amount of \$200,000, at the interest rate of 3.00%, for the term of five years once payments begin after a two-year payment deferral.

Authorization is granted with the following conditions:

1. There shall be no penalty for early payoff, and any prepayments before the payment process began would be on principal only.
2. Loan disbursements shall be done periodically, upon staff approval of qualified expenditures.
3. The PUC requests, and the City Council accepts, that the City Council formally shall become the HRA Board.

PUBLIC UTILITIES COMMISSION

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 14th day of December, 2020.

By: _____
Greg Ardner, Chairman

ATTEST:

Lindy Crawford, City Administrator

CITY COUNCIL

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

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

Motion carried and resolution adopted this 15th day of December, 2020.

By: _____
Alan Skramstad, Mayor

ATTEST:

Lindy Crawford, City Administrator



MEMORANDUM

Date: December 14, 2020
 To: Public Utilities Commission
 From: Jessica Bliss, Utility Billing Clerk
 RE: Write-off Unpaid Utility Charges

SUMMARY

The PUC will review and write off two utility accounts that staff has determined are uncollectible final balances.

BACKGROUND INFORMATION

Unpaid final electric utility accounts are submitted for collection with two different agencies when staff has exhausted collection efforts. Revenue Recapture through the State of Minnesota accepts collection items over \$25.00 to withhold from state income tax refunds and does not charge a fee for this service. Online Utility Exchange Collection Services accepts items over \$50.00 with a 35% commission fee charged for items collected. The customer’s social security number is required for both agencies to attempt to collect for us.

Move Out Date	Balance	Property Address	NOTES
10/01/2019	\$19.98	212 FAIR AVE W	LESS THAN AMOUNT ACCEPTED BY COLLECTIONS - UNPAID AFTER 12+ MONTHS
11/05/2019	\$0.57	69 MALMGREN LANE	LESS THAN AMOUNT ACCEPTED BY COLLECTIONS - UNPAID AFTER 12+ MONTHS

TOTAL \$20.55

OPTIONS & IMPACTS

1. Write-off unpaid final balances on utility accounts that staff has determined will not be collected and move the balances from Accounts Receivable to 2020 Expenses.
2. Leave final unpaid balances on accounts and continue mailing bills to those with forwarding addresses.

RECOMMENDATIONS

Motion to write-off the unpaid final balances on utility accounts as presented, and move the balances from Accounts Receivable to 2020 Expenses.

Attachments
None



MEMORANDUM

Date: December 14, 2020
To: Public Utilities Commission
From: Lindy Crawford, Public Utilities General Manager
RE: Personnel Policy Limits

SUMMARY

The PUC will review and approve the financial limits contained in Appendix A of the personnel policy, effective January 1, 2021.

OPTIONS & IMPACTS

The only change from the 2020 policy limits includes listing the employer contribution of health insurance premium amounts as “up to” instead of actual employer contribution dollar amounts, and is considered in the proposed 2021 budget.

RECOMMENDATIONS

Motion to approve Appendix A, Personnel Policy Limits as presented.

Attachments
Appendix A, Personnel Policy Limits

APPENDIX A
 Personnel Policy Limits
 Effective January 1, 2021

§1808.4 (C) Health Insurance **Employee** Contribution (monthly)
 (does not apply to union employees if another formula is set by union agreement)

Advantage Plan
 Single Coverage\$0.00
 Family Coverage \$412.00

Value Plan
 Single.....\$0.00
 Family\$240.02

H.S.A. Plan
 Single Coverage\$0.00
 Family Coverage\$0.00

§1808.4 (C) Health Insurance **Employer** Contribution (monthly)
 (does not apply to union employees if another formula is set by union agreement)

Advantage Plan
 Single Coverage up to \$900.00
 Family Coverageup to \$1,300.00

Value Plan
 Single..... up to \$900.00
 Familyup to \$1,300.00

H.S.A. Plan
 Single Coverage up to \$900.00*
 Family Coverage up to \$1,300.00*
 *H.S.A. Plan Voluntary Employee Beneficiary
 Association Account (VEBA)\$100.00

§1808.5 (C) Dental Insurance **Employee** Contribution (monthly)

Employee\$34.80
 Employee & Spouse 71.50
 Employee & Children.....\$91.50
 Family (Employee, Spouse & Children)\$134.10

§1808.6 (A) Life/AD&D Insurance Amount
 All Eligible Employees\$50,000.00

§1808.6 (C) (1) Life Insurance **Employee** Contribution (monthly)
 All Eligible Employees \$0.00

§1808.6 (C) (1) Life Insurance **Employer** Contribution (monthly) All
 Eligible Employees\$13.85

§1808.8 (B) (1)	Employee Recognition Award Limits (annual)
	5 years \$15.00
	10 years \$30.00
	15 years \$45.00
	20 years \$60.00
	25 years \$75.00
	30 years \$90.00
	35 years \$105.00
	Retirement (10 to 19 years)..... \$100.00
	Retirement (20 years or more) \$150.00
§1808.10 (D)	Health Care Savings Plan Employee Contribution
	<u>Eligible Employees</u>
	Gross Wages 2%
	Severance Pay 100%
§1808.11	Reimbursement Level..... 50% of eligible expenses
	Maximum Reimbursement\$500 per year
§1817.9 (F)	Mileage Reimbursement.....\$0.40 per mile
§1817.10 (B)	Lodging ReimbursementsPer Receipt
§1817.10 (C)	Meal Reimbursements (includes up to 15% tip)
	Breakfast \$10.00
	Lunch \$15.00
	Dinner \$25.00
§1830.5	Safety Equipment (annual)
	Glasses.....\$300.00
	Clothing & Boot Allowance (annual)
	Non-union Public Works\$410.00
	Non-Union Other Eligible Employees\$0.00

<p>Certified adopted by the City Council on _____ and Public Utilities Commission on _____.</p> <p>By: Lindy Crawford</p>



MEMORANDUM



Date: December 14, 2020
To: Mayor and City Council
Public Utilities Commission
From: Lindy Crawford, City Administrator/Public Utilities General Manager
RE: Administrative Services Director Position Description

SUMMARY

The City Council and PUC will review and consider a position description for the position of administrative services director.

BACKGROUND INFORMATION

After discussing operational needs with the upcoming addition of HRA operations at the city level at the joint meeting on November 17th, staff was directed to revise the city and utility budgets to include the position of a finance director and bring back a position description for review and consideration.

Staff reviewed surrounding finance director position descriptions and the previous city/utility clerk/treasurer position description, and recommends the position be titled administrative services director. The duties of this position are nearly identical to the previous clerk/treasurer position with the addition of acting city administrator in the absence of her/him.

As directed, staff adjusted both budgets to include the position, which is split 50% general fund (city), 25% electric fund, 12.5% water fund, and 12.5% sewer fund. Starting salary range for this position is proposed at \$68,890- \$72,342 as previously presented in the 2021 salary schedule and pay plan.

OPTIONS & IMPACTS

1. Approve the position description as presented or revised.
 - a. In addition to added operations of the HRA, the city's auditor noted a lack of segregation in the finance department and recommended two to three additional employees.
 - b. This position will shift five direct reports from the city administrator, allowing the city administrator more time to focus on essential functions of the city and utility.
 - c. This salaried position will decrease the amount of overtime paid to hourly staff for attending meetings after regular work hours.
 - d. This position will create an acting city administrator in her/his absence. As emergencies arise staff believes having a "number two" clearly identified and available is critical.
 - e. This position will allow for future long-range financial planning to occur. Due to the day-to-day operational demands, this has not been at the forefront for the city and utility.
2. Do nothing.
 - a. With the addition of HRA operations in the near future and staff availability at full capacity, staff will need direction on which activities take precedence over others.

Memorandum

RECOMMENDATIONS

Review and discuss the administrative services director position description. If approved, direct staff to begin the recruitment process for the position.

Attachments

Draft Position Description

City of Mora

Position Description

ADMINISTRATIVE SERVICES DIRECTOR

Department:	Administration/Finance
Grade/Points Classification:	12/194
Reports to:	City Administrator
FLSA Status:	Exempt / Salaried
Union or Non-union Position:	Non-union

OBJECTIVE

To plan and direct the preparation and maintenance of all city and utility finances. Serves as the Chief Financial Officer and City Clerk.

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 the City Administrator.

SUPERVISION EXERCISED

Provides supervision to the finance department staff and Administrative Assistant. Elements of direct control over these positions include planning and evaluating performance, including issuing corrective actions, resolving informal grievances, and initiating disciplinary actions. Department Heads, in conjunction with HR, start, perform, and/or complete the hiring process, interview applicants, and recommend hire, promotion or transfer.

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.

1. Supervises recording of all financial transactions, prepares monthly financial statements for all funds, invests idle funds, and prepares the annual comprehensive financial report. Oversees collection of all money and fees due the city, and accounts payable.
2. Participates in city and utility budget preparation and execution.
3. Plans, formulates, and recommends short and long-range maintenance and capital improvement programs that will improve departmental effectiveness, efficiency, and environment.
4. Manages all tax increment finance districts, prepares reports, and ensures compliance with state laws.
5. Serves as the Clerk of the City, writing and maintaining minute books for the City Council and Public Utility Commission (PUC). Ensures that legal requirements are met, and notices, ordinances, amendments, and council proceedings are published. Ensures that legal requirements are met regarding public notices, publications, and postings of city business. Authenticates and signs city records, measures, and actions including the time and manner of publication in the manner prescribed by law.
6. Oversees and directs the conduct of elections.
7. Oversees and directs special assessment procedures.

City of Mora

Position Description

8. Oversees the bond sale process.
 9. Serves as the City's Data Practices Compliance Officer.
 10. Provides supervision of department staff, approves time sheets, requests for leave and/or overtime. Plans and organizes workloads and staff assignments. Trains, motivates, and evaluates assigned staff, reviewing progress and directing changes as needed.
 11. Ensures that directives and approved finance and accounting policies of the city and utility are enforced, executed, or delegated for compliance.
 12. Maintains for public use copies of all ordinances and codes.
 13. Administers oaths of office to city officials as required by local or state statute.
 14. Oversees the issuance and maintenance of various records, permits and licenses, as approved by the city council or other governing entity.
 15. Advises the city administrator of any departmental needs or concerns.
 16. Performs many duties involving confidential data. Responsible for informing staff of legal and ethical issues involved with the use of confidential data.
 17. Serves as custodian of official city records and public documents. Oversees and directs certification and recording for the city as required on legal documents and other records requiring such certification. Seals and attests by signature to ordinances, resolutions, contracts, easements, deeds, bonds, or other documents requiring city certification, catalogs, and oversees the filing of all city records.
 18. May receive bids for municipal construction contracts and participate in bid openings.
 19. Participates in the development of short and long-range plans. Gathers, interprets, and prepares financial data for studies, reports, and recommendations. Coordinates department activities with other departments and agencies as needed.
 20. Provides city and utility financial advice to the city administrator, City Council and PUC, including the preparation of quarterly budget financial reports.
 21. Oversees the utility billing process, making adjustments within policy. Recommends policy or process changes to the city administrator.
 22. Establishes and maintains internal control procedures and assures that required accounting procedures are maintained. Oversees the maintenance of financial records and prepares or directs the preparation of various financial reports.
 23. Represents the city on various regional boards and commissions as directed by the city administrator.
 24. Attends workshops and seminars as approved to further develop knowledge, skills, and abilities in order to maintain, enhance, or achieve certification in various areas of expertise.
 25. Plans and creates forecasts for complex situations requiring analysis, complex projections, and generally new alternatives.
 26. Using excellent customer service skills, establishes and maintains effective working relationships with other employees and all members of the general public.
 27. Represents the City and Utility in a positive manner while on and off duty.
 28. Serves as the city administrator in his/her absence.
- Performs other related duties as assigned or apparent.

MINIMUM QUALIFICATIONS

Bachelor's degree in Accounting, Finance, Economics, Public Administration or a related field, plus three (3) or more years related experience; or

Associate's degree or equivalent in Accounting or a related field, plus nine (9) or more years related experience; or

An equivalent combination of education and experience sufficient to perform the essential functions of the position.

City of Mora

Position Description

Must have extensive knowledge of governmental and general accounting procedures. Public-sector experience preferred. Supervisory experience required.

Valid Minnesota Class D driver's license required.

EQUIPMENT

Computer including word processing and spreadsheet software, printer, telephone, copier, fax, calculator, postage machine, point-of-sale, vehicle, and other job-related software and equipment.

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.
- Functions, authority, responsibilities and limitations of an elected City Council and appointed boards and commissions.
- Functions, services and funding sources of a municipal government.
- Laws, codes and statutes related to City records and finances
- Records maintenance practices and procedures.
- Computer applications related to the work.
- Basic supervisory practices.
- Applicable federal and state laws, codes, ordinances and regulations.
- Techniques for effectively representing the City in contacts with governmental agencies, community groups, and various professional, educational, regulatory, and legislative organizations.

Skill in:

- Reading, writing, and speaking English, clearly and persuasively in positive or negative situations, responding well to questions, and participating in meetings.
- 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.
- Taking and transcribing accurate minutes.
- Drafting resolutions and ordinances.
- Interpreting codes and laws related to City records and finances.
- Maintaining City records, including filing, storage, retrieval and proper disposal.
- Directing the work of assigned staff.
- Computer skills, specifically spreadsheet, financial, 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.
- 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; research and evaluate data, solve problems and make sound recommendations.

City of Mora

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.
- Work in/for other departments or divisions as needed, in addition to assigned department. This requires the ability to understand and maintain moderate knowledge of other department's operations.

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS

The noise level in the work environment is usually quiet. Occasional travel outside the city is required. 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.

12/10/2020

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



M E M O R A N D U M

Date: December 14, 2020
 To: Public Utilities Commission
 From: Sara B. King, Accountant
 RE: 2020 Budget Amendment – Electric Fund

SUMMARY

Budget amendments are periodically needed to align the Utility’s spending plan.

BACKGROUND INFORMATION

In 2019, the Utility’s former audit firm classified Mora’s Economic Development Authority (EDA) as a “discretely-presented component unit” of the city, which was a change from the previous designation. Because of this change, a budget amendment was requested and approved at the February 18, 2020 PUC meeting.

In 2020, BerganKDV, the Utility’s new audit firm, took a fresh look at the Utility’s relationship to the EDA, and determined that the EDA is actually a “blended component unit” of the city. In response to the new classification, the generally-accepted accounting rules (GASB 34, paragraph 61) require funds provided to the EDA from both the City and Utility to be considered “transfers” and not “contributions”.

Budget Amendments Relating to Accounting Rules for Contributions to the Mora EDA:

Type	Account Code	Account Description	Current 2020 Budget	(Proposed) Amended 2020 Budget	Change from Current Budget (\$)	Justification
Expenditure	E 651-49530-344	Contributions	\$ 20,300	\$ 300	\$ (20,000)	Staff learned during the most recent audit that funds provided to the EDA from both the City and Utility must be considered "transfers" and not "contributions".
Expenditure	E 651-49530-712	Transfer to Special Revenue Fund	-	20,000	20,000	Staff learned during the most recent audit that funds provided to the EDA from both the City and Utility must be considered "transfers" and not "contributions".
			\$ 20,300	\$ 20,300	\$ -	Net effect to Electric Fund Reserve Balance

OPTIONS & IMPACTS

- A. Motion to approve 2020 budget amendments, as presented. If approved, this action would align the Utility’s budget in accordance with GASB 34, paragraph 61, for blended component units.
- B. Deny 2020 budget amendments. If denied, the Utility’s existing budget would be considered out of compliance with GASB 34, paragraph 61, and could result in an audit finding in our 2020 audit (performed in 2021).

Memorandum

RECOMMENDATIONS

Motion to approve 2020 budget amendments, as presented.

Attachments

None



M E M O R A N D U M

Date: December 14, 2020
 To: Public Utilities Commission
 From: Lindy Crawford, Public Utilities General Manager
 Sara King, Accountant
 RE: 2021 Budget, CIP and Fee Schedule

SUMMARY

The PUC will review and adopt the 2021 utility budget, CIP and fee schedule.

BACKGROUND INFORMATION

2021 Operating Budget

Attached for review and consideration is the final 2021 budget for MMU. Significant changes to the budget since the November 17th meeting are:

- Added \$28,000 for Finance Director as directed by the PUC
- Added \$43,000 for transfers to the General Fund (City) for City Garage, HR, and IT expenses
- Reduced (\$49,000) for Well #4 Controls as it was also listed in the CIP
- Reduced (\$32,000) for Airport Lift Station as it was also listed in the CIP

While the PUC cannot rely on this method every budget year, staff recommends utilizing reserve funds from the electric fund, water fund and sewer fund in order to keep utility rate increases low or at zero.

- Electric Fund: using reserves of \$325,229 to offset costs, or 12.64% of fund balance available
- Water Fund: using reserves of \$149,396 to offset costs, or 4.62% of fund balance available
- Sewer Fund: using reserves of \$306,064 to offset costs, or 4.34% of fund balance available

Staff analyzed the impact of a proposed rate increase of 4.25% for electric. The impact is shown below on an average monthly household utility bill. The impact to an average residential utility customer for the proposed rate increases in 2021, including stormwater, would be \$5.92 per month (\$71.04 for the year) or 2.57%. The electric rate increase will be used to cover \$225,000 in expenses for overhead tree maintenance and pole replacement programs – programs that benefit all customers.

Impact of 2021 Proposed Rates on an Average Monthly Household Utility Bill						
Service Charge	Usage	Units	2020	2021	Increase	Increase
1 ELECTRIC RES	1040	kWh	108.31	112.91	4.60	4.25%
20 WATER RES	5000	gal.	44.42	44.42	-	0.00%
23 TEST FEE-WATER	1	fee	0.81	0.81	-	
30 SEWER RES	5000	gal.	58.77	58.77	-	0.00%
71 STORM WATER	1	fee	5.00	5.75	0.75	15.00%
2 ELEC TAX			7.99	8.33	0.34	
4 FRANCHISE FEE TO CITY			5.42	5.65	0.23	
			230.71	236.64	5.92	2.57%

Memorandum

2021 Capital Improvement Plan

In addition to the operating budget MMU has a capital improvement plan (CIP). Prior to 2020, we had not replaced some capital assets and/or equipment necessary to provide services and complete projects. Because of this we are still faced with playing “catch up”. Items that are included in the CIP for 2021 are as follows, in order of expense:

- Electric rate structure study.
- Mower replacement for the WWTP.
- Airport lift station panel replacement.
- Electric service truck – specific to proposed new Plant/Line Manager employee.
- Controls for Well #4.
- Electric overhead tree maintenance program – ongoing from 2020.
- Electric pole replacement program – new and ongoing beyond 2024.
- Heavy duty electric service truck – specific to proposed new Plant/Line Manager employee.

2021 Fee Schedule

Annually the PUC reviews and adopts their fee schedule for the upcoming year. The proposed fee schedule is included in your packet for review. Proposed changes to the fee schedule are:

- Application fee increase
- Labor rate increases
- Electric service fee increases
- Addition of electric connection fees and narrative
- Addition of electric construction fees and narrative
- Addition of electric vehicle charging station fees and narrative

OPTIONS & IMPACTS

1. Review and edit the 2021 budget, CIP and/or fee schedule.
2. Review and approve the 2021 budget, CIP and fee schedule.
3. Failure to adopt the budget and fee schedule could hold back operations and call into question the validity of some fees MMU charges.

RECOMMENDATIONS

Motion to approve the 2021 budget, capital improvement plan and fee schedule as presented.

Attachments

- 2021 Budget Expenditures & Revenues
- 2021 Capital Improvement Plan
- 2021 Fee Schedule



CITY OF MORA

Preliminary Budget - Expenditures - Utilities

Current Period: December 2020

Budget-2021

Preliminary

Last Dimension	2018 Amount	2019 Budget	2019 Amount	2020 Budget	2020 YTD Amount	2021 Budget	Diff From Current
FUND 651 ELECTRIC FUND							
Dept 49510 GENERATION &	\$4,405,814.98	\$4,663,064.00	\$4,082,872.36	\$4,695,631.00	\$3,289,079.88	\$4,678,397.00	-\$17,234.00
Dept 49515 LANDFILL GENER	\$90,168.88	\$96,382.00	\$98,519.96	\$101,931.00	\$87,830.50	\$99,148.00	-\$2,783.00
Dept 49520 ELECTRIC DISTR	\$383,343.80	\$445,077.00	\$314,331.94	\$451,073.00	\$394,944.81	\$477,141.00	\$26,068.00
Dept 49530 ELECTRIC ADMI	\$865,404.27	\$589,083.00	\$707,265.63	\$767,278.00	\$472,626.76	\$635,759.00	-\$131,519.00
FUND 651 ELECTRIC FUND	\$5,744,731.93	\$5,793,606.00	\$5,202,989.89	\$6,015,913.00	\$4,244,481.95	\$5,890,445.00	-\$125,468.00



CITY OF MORA

Preliminary Budget - Expenditures - Utilities

Current Period: December 2020

Budget-2021

Preliminary

Last Dimension	2018 Amount	2019 Budget	2019 Amount	2020 Budget	2020 YTD Amount	2021 Budget	Diff From Current
FUND 652 WATER FUND							
Dept 49410 WATER SUPPLY	\$35,554.52	\$62,166.00	\$18,965.76	\$64,545.00	\$36,059.08	\$57,604.00	-\$6,941.00
Dept 49420 WATER TREATME	\$85,317.75	\$112,483.00	\$99,942.02	\$123,168.00	\$89,129.80	\$122,978.00	-\$190.00
Dept 49430 WATER DISTRIB	\$83,033.20	\$72,499.00	\$117,300.26	\$80,449.00	\$103,940.79	\$78,673.00	-\$1,776.00
Dept 49440 WATER ADMINIS	\$546,626.13	\$485,127.00	\$491,056.93	\$508,531.00	\$390,717.99	\$518,125.00	\$9,594.00
FUND 652 WATER FUND	\$750,531.60	\$732,275.00	\$727,264.97	\$776,693.00	\$619,847.66	\$777,380.00	\$687.00



CITY OF MORA

Preliminary Budget - Expenditures - Utilities

Current Period: December 2020

Budget-2021

Preliminary

Last Dimension	2018 Amount	2019 Budget	2019 Amount	2020 Budget	2020 YTD Amount	2021 Budget	Diff From Current
FUND 653 SEWER FUND							
Dept 49460 SEWER COLLECT	\$47,828.75	\$68,153.00	\$58,785.89	\$73,192.00	\$60,841.66	\$70,457.00	-\$2,735.00
Dept 49463 QUAMBA COLLEC	\$1,535.61	\$5,609.00	\$4,069.44	\$7,864.00	\$1,253.47	\$14,022.00	\$6,158.00
Dept 49470 SEWER LIFT STA	\$30,914.93	\$33,413.00	\$61,034.91	\$41,495.00	\$37,775.79	\$43,323.00	\$1,828.00
Dept 49480 WASTEWATER T	\$244,416.35	\$331,992.00	\$346,885.86	\$328,778.00	\$261,549.99	\$318,801.00	-\$9,977.00
Dept 49490 SEWER ADMINIS	\$815,554.17	\$677,895.00	\$675,460.96	\$696,859.00	\$536,322.21	\$681,614.00	-\$15,245.00
FUND 653 SEWER FUND	\$1,140,249.81	\$1,117,062.00	\$1,146,237.06	\$1,148,188.00	\$897,743.12	\$1,128,217.00	-\$19,971.00



CITY OF MORA

Preliminary Budget - Revenue - Utilities

Current Period: December 2020

Budget-2021

Preliminary

Last Dimension	2018 Amount	2019 Budget	2019 Amount	2020 Budget	2020 YTD Amount	2021 Budget	Diff From Current
FUND 651 ELECTRIC FUND							
Dept 49530 ELECTRIC ADMINI	\$5,811,654.32	\$5,818,704.00	\$6,093,973.90	\$5,927,828.00	\$5,029,554.09	\$6,098,216.00	\$170,388.00
FUND 651 ELECTRIC FUND	\$5,811,654.32	\$5,818,704.00	\$6,093,973.90	\$5,927,828.00	\$5,029,554.09	\$6,098,216.00	\$170,388.00



CITY OF MORA

Preliminary Budget - Revenue - Utilities

Current Period: December 2020

Budget-2021

Preliminary

Last Dimension	2018 Amount	2019 Budget	2019 Amount	2020 Budget	2020 YTD Amount	2021 Budget	Diff From Current
FUND 652 WATER FUND							
Dept 49440 WATER ADMINIST	\$773,714.24	\$734,298.00	\$822,238.12	\$952,650.00	\$755,534.20	\$791,278.00	-\$161,372.00
FUND 652 WATER FUND	\$773,714.24	\$734,298.00	\$822,238.12	\$952,650.00	\$755,534.20	\$791,278.00	-\$161,372.00



CITY OF MORA

Preliminary Budget - Revenue - Utilities

Current Period: December 2020

Budget-2021

Preliminary

Last Dimension	2018 Amount	2019 Budget	2019 Amount	2020 Budget	2020 YTD Amount	2021 Budget	Diff From Current
FUND 653 SEWER FUND							
Dept 49490 SEWER ADMINIST	\$1,110,230.10	\$1,045,584.00	\$1,208,536.27	\$1,065,400.00	\$1,037,699.37	\$1,072,725.00	\$7,325.00
FUND 653 SEWER FUND	\$1,110,230.10	\$1,045,584.00	\$1,208,536.27	\$1,065,400.00	\$1,037,699.37	\$1,072,725.00	\$7,325.00

City of Mora, Minnesota
Capital Improvement Program
 2021 thru 2025

PROJECTS BY DEPARTMENT

Department	Project #	Priority	2021	2022	2023	2024	2025	Total
9440 - Water								
Well # 4 Controls	9440-2020-01	3	55,000					55,000
9440 - Water Total			55,000					55,000
9490 - Sewer								
Water/Sewer Service Truck Replacement	9490-2019-02	4			34,000			34,000
Water/Sewer Service Truck Replacement	9490-2019-03	4				38,000		38,000
Water/Sewer Heavy Duty Service Truck Replacement	9490-2019-05	4		105,000				105,000
Sewer Jet/Vac Truck Replacement	9490-2019-06	3					325,000	325,000
WWTP Mower Replacement	9490-2019-09	2	30,000					30,000
WWTP Cold Storage Conversion	9490-2019-10	4				110,000		110,000
Aeration Blower	9490-2020-01	3		90,000				90,000
Airport Lift Station Panel Replacement	9490-2020-03	2	35,000					35,000
9490 - Sewer Total			65,000	195,000	34,000	148,000	325,000	767,000
9530 - Electric								
Elec Dept Bucket Truck Replacement	9530-2019-01	3					140,000	140,000
Elec Dept Service Truck Replacement	9530-2019-03	3		35,000				35,000
Elec Dept Service Truck Replacement	9530-2019-04	3				30,000		30,000
Power Plant Yard Improvements	9530-2019-10	3			30,000			30,000
Elec Dept Overhead Tree Maintenance	9530-2019-11	2	75,000					75,000
Elec Dept Overhead Tree Maintenance	9530-2019-12	2		75,000	75,000			150,000
Electric Pole Replacement Project	9530-2020-01	1	150,000	75,000	75,000	75,000		375,000
New Heavy Duty Bucket Truck	9530-2020-02	2	250,000					250,000
New Electric Service Truck - Half-Ton	9530-2020-03	2	43,000					43,000
Electric Rate Structure Study	9530-2020-04	2	15,000					15,000
9530 - Electric Total			533,000	185,000	180,000	105,000	140,000	1,143,000
GRAND TOTAL			653,000	380,000	214,000	253,000	465,000	1,965,000

DRAFT
MORA MUNICIPAL UTILITIES
2021 Rate Schedules

Adopted
December __, 2020

Effective January 1, 2021
or for utility bills calculated
after January 1, 2021

Certified adopted by the commission on
12/__/20

By: Lindy Crawford

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**MORA MUNICIPAL UTILITIES
2021 SUMMARY OF RATES**

Code	Rate Name	Charges	
Fees			Amount
	Application Fee		\$ 210
	Credit Reference Letter		\$5
	Returned Check (NSF) Fee		\$30
	Key Deposit		\$50
	Photocopies		\$0.25
	Disconnect and Reconnect Charge		
	Customer Request		\$25
	After Business Hours		\$125
	For Non-Payment		\$75
	After Business Hours		\$175
	Meter Tampering Fee		\$500
	Meter Testing Fee		\$100
	Penalty for certifying to taxes or a collection agency		10.00%
	Customer Deposits		
	Delinquency Risk Less Than 10%		\$100
	Delinquency Risk Greater Than 10% & Less Than 25%		\$200
	Delinquency Risk Greater Than 25%		\$300
	Deposit Interest Rate		2.70%
Availability Charges		Per EDU	
	Water Availability Charge (WAC)		\$1,500
	Sewer Availability Charge (SAC)		\$2,400
Labor Rates		Per Hour	Over Time
	Water/Sewer Worker	\$5052	\$6364
	Electrical Worker	\$5153	\$6466
Equipment Rates		Per Hour	
	Service Truck		\$50
	Jetter		\$65
	Televising Trailer		\$100
	Bucket Truck		\$90
	Digger/Derrick Truck		\$70
	Vactor Truck		\$125
	All Other Equipment		\$25

Materials		Mark-Up
	All materials over invoice	10%

Water Service		Monthly Customer Charge	Charge Per 1,000 Gallons	Other Charge
20/21	5/8"x3/4" Meter Service	\$20.35	\$4.81	
	1" Meter Service	\$20.95	\$4.81	
	1-1/2" Meter Service	\$21.86	\$4.81	
	2" Meter Service	\$23.49	\$4.81	
	3" Meter Service	\$30.71	\$4.81	
	4" Meter Service	\$31.24	\$4.81	
	6" Meter Service	\$32.77	\$4.81	
18	Bulk Water Service		\$35.46	
	Fire Suppression Sprinkler Connections	\$2.55		
19	Outdoor Water Use Rider			\$358
27	Temporary Water Service Rider			\$100

Sewer Service		Monthly Customer Charge	Charge Per 1,000 Gallons	Other Charge
30/31/500	General Sanitary Sewer Service	\$21.27	\$7.50	
34	Special Sanitary Sewer Service-112%	\$21.27	\$8.40	
36	Special Sanitary Sewer Service-50%	\$21.27	\$3.78	
37/38	Unmetered Sewer Service (closed)	\$96.25		
39	Bulk Sewer Service		\$63	

Electric Service		Monthly Customer Charge	Charge Per kWh	Demand Charge per kW
1/2	Residential Electric Service	\$12.83 13.38	\$0.0918 0957	
3/4	Rural Residential Electric Service	\$12.83 13.38	\$0.0970 1011	
	Small General Electric Service			
5	Single Phase (1Φ)	\$12.83 13.38	\$0.0989 1031	
6	Three Phase (3Φ)	\$21.51 22.42	\$0.0989 1031	
8/40	Medium General Electric Service	\$12.83 13.38	\$0.0637 0664	\$10.55 11.00
9/41	Large General Electric Service	\$12.83 13.38	\$0.0563 0587	\$10.55 11.00
45/46	Custom Industrial Electric Service		Negotiable	
12	Street Lighting Service-Utility Owned Equipment	\$12.83 13.38	\$0.0989 1031	
15	Street Lighting Service-Customer Owned Equipment	\$12.83 13.38	\$0.0791 0825	
	Private Outdoor Lighting Service			
80	LED Light 100 W Eq.	\$11.36 11.84		
81	LED Light 250 W Eq.	\$16.97 17.69		
85	100 HPS	\$11.36 11.84		
86	200 HPS	\$13.89 14.48		

87	250 HPS	\$16.97 17.69		
88	400 HPS	\$20.10 20.95		
	1500 Quartz (closed)	\$53.33 55.60		
16	Traffic Signal Service	\$12.83 13.38	\$0.079 10825	
17	Outdoor Warning Siren Service	\$1.00		
	Municipal Government Service Rider			
	Small General Electric Service			
10	Single Phase (1Φ)	\$12.82 13.36	\$0.079 10825	
13	Three Phase (3Φ)	\$21.51 22.42	\$0.079 10825	
11	Medium General Electric Service	\$12.82 13.36	\$0.060 60632	\$10.55 11.00
	Large General Electric Service	\$12.82 13.36	\$0.056 30587	\$10.55 11.00
				Other Charge
25	Temporary Service Rider			\$100
48/49	Co-generation & Small Power Production Rider			Negotiable
	Connection Fees			
	Single Phase (1Φ)			\$30
	Three Phase (3Φ)			\$50
	Construction Fees			
	Single Phase (1Φ)			\$200
	Three Phase (3Φ)			\$500 plus actual costs
	Winter (11/1- 3/31)			Actual costs
	Platted develop			Actual costs
	Electric Vehicle Charging Stations			
	Level 2 Charger			\$2 per hour
	DC Fast Charger			\$0.30/minute plus \$5 connection fee

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MORA MUNICIPAL UTILITIES

**RATE SCHEDULE
FEES AND SURCHARGES****APPLICABILITY:**

Fees under this schedule are applicable to all customers served by and all utilities provided by Mora Municipal Utilities as conditions warrant.

FEES:

- a. Application Fee: ~~\$1020~~
- b. Credit Reference Letter:..... \$5
- c. Returned Check (NSF) Charge:..... \$30 ¹
in the case of a check returned by any financial institution for any reason this charge shall be imposed.
- d. Key Deposit:..... \$50
For any keys of the utility lent to non-utility staff. Key deposit may be forfeited if not returned by the date indicated at the time the deposit is made.
- e. Photocopies \$0.25
For any size black & white copy, one or two sided.
- f. Disconnect and Reconnect Charge:
 - i. Customer Service Request
i.e. safety service, conservation service, seasonal service, etc.
 - 1. During business hours \$25
 - 2. After 4:00 p.m.,
weekends, or holidays. \$125
 - ii. For non-payment
 - 1. During business hours \$75
 - 2. After 4:00 p.m.,
weekends, or holidays \$175
 - iii. General maintenance.....no charge
 - 1. Up to three hours of work completed on utility owned infrastructure during business hours.
- g. Meter Tampering Fee:..... \$500 ²
- h. Meter Testing Fee: \$100 ³
If a water customer requests a meter test and the meter is found to be accurate within minus 3% to plus 1 ½% a meter test fee shall be charged. If an electric customer requests a meter test and the meter is found to be accurate within minus 2% to plus 2% a meter test fee shall be charged.

AVAILABILITY CHARGES

Availability charges are assessed based on Equivalent Dwelling Unit (EDU). Contact the building department for a calculation of the availability charges for a particular type of connection.

¹ Minnesota Statutes 604.113 (2) (a) sets a maximum fee for returned checks.

² Mora City Code 52.15 (F) applies to water meters only. This fee also applies to electric meters.

³ Mora City Code 52.15 (G) applies to water meters only. This fee also applies to electric meters.

- a. Water Availability Charge (WAC) \$1,500
b. Sewer Availability Charge (SAC)..... \$2,400

Type of Facility	Parameter	EDU
Animal Care		
Clinic / Hospital	17 Fixture Units	1
Washing Station	1 Tub	1
Grooming	4 Stations	1
Arena	100 Seats	1
Automotive		
Dealership	3,250 sq. ft.	1
Service Center	2 Service Bays	1
Body Shop	14 Service Bays	1
Detailing	14 Employees	1
Car Wash	Non-Automatic	1
Car Wash	Automatic	3
Bakery (including office, meeting and storage spaces)	Retail Bakery With Production Area, No Customer Seating 1,600 sq. ft.	1
	Retail Bakery With Production Area and Seating – Calculate Using Food & Drink	-
	Wholesale Bakery – Calculate as a mixed use or Warehouse	-
Bank (excluding vault)	2,400 sq. ft.	1
Banquet Hall	1,650 sq. ft.	1
Barber Shop / Salon	4 Stations	1
Boarding House	5 Beds	1
Bowling Alley	3 Lanes	1
Clinic	17 Fixture Units	1
Office	2,400 sq. ft.	1
Church	250 Seats	1
Bar (drinks only, no food)	25 Seats	1
Correctional Facility	3 Inmates	1
	14 Guards	1
Office	2,400 sq. ft.	1
Convention Center	14 People at 15 sq. ft. Per Person	1
Daycare Facility	900 sq. ft.	1
Elderly Housing		
Guest Unit (with washing machine)	1 Unit	1
Guest Unit (without washing machine)	1 Unit	.80
Guest Unit (no kitchen, no washing machine)	1 Unit	.50
Nursing Home / Memory Care / Assisted Living	2 Beds	1
Exterior Bleachers	110 Seats	1
Fire Station		
Office	2,400 sq. ft.	1
Meeting Room	1,650 sq. ft.	1
Warehouse / Storage	7,000 sq. ft.	1
Food and Drink	300 sq. ft.	1
Funeral Home	1,200 sq. ft.	1

Game Room With Liquor	590 sq. ft.	1
Without Liquor	2,060 sq. ft.	1
Gas Station / Convenience Store	Per Restroom	1
General Office Building	2,400 sq. ft.	1
Greenhouse Area Not Open to the Public	15,000 sq. ft.	1
Area Open to the Public	3,000 sq. ft.	1
Group Home Secondary Treatment (residents leave during day)	5 Beds	1
Primary Treatment (residents stay all day)	3 Beds	1
Gym / Exercise Area With Showers	700 sq. ft.	1
Without Showers	2,000 sq. ft.	1
Hangar Private Aircraft	Per Hangar	1
Corporate	See Building Official	-
Hospital	Per Bed	1
Laundromat	Per Washing Machine	1
Manufacturing	7,000 sq. ft.	1
Massage Salon	1,200 sq. ft.	1
Mini Storage	17 Fixture Units	1
Motel / Hotel	2 Beds	1
Park Building	17 Fixture Units	1
Residential Apartment Structure	1 Unit	1
Apartment Structure	4 or More Units	.80
Manufactured Home	1 Unit	1
Single Family	1 Unit	1
Restaurant 24 Hour Service	10 Seats	1
Not 24 Hour Service	15 Seats	1
With Liquor	8 Seats	1
Retail Store	3,000 sq. ft.	1
School Elementary	50 Students	1
Secondary	25 Students	1
Swimming Pool	27 Swimmers	1
Theater In-Door	64 Seats	1
Drive-In	55 Parking Spaces	1
Treatment Center Inpatient Beds	2 Beds	1
Office	2,400 sq. ft.	1
Meeting Room	1,600 sq. ft.	1
Warehouse	7,000 sq. ft.	1

SURCHARGES:

- a. Sales Tax..... 6.875%
A tax applied to all water and electric service charges except as noted below.
 - i. Electricity sold to residential customers is not taxable for the billing months of November, December, January, February, March, and April when sold to metered customers who use it as their primary source of residential heat.⁴
 - ii. Water sold to residential customers is exempt from the tax. In this instance residential means any single family or multi-family structure, residential care or nursing home facilities, garages on the same property as residential structures, and mobile homes.⁵
 - iii. Water sold to mixed residential and non-residential customers is not taxable if less than 50% of the square footage of the structure served is dedicated to non-residential uses.⁶
 - iv. Exemption from sales taxes may be obtained if the customer files the appropriate tax-exempt certificate.
- b. Electric Franchise Fee 5%
A fee levied by the City of Mora on gross electric sales within the City of Mora.
- c. Community Water Supply Service
Connection Fee (monthly)..... 81.0¢ ⁷
This is a state mandated monthly fee charged to all active water customers. There are no exemptions from this fee.

TERMS AND CONDITIONS OF SERVICE:

The General Terms and Conditions of the Utility shall apply to this schedule.

Approval Date: December __, 2020
Effective Date: January 1, 2021

⁴ see Sales Tax Fact Sheet 157 for more information
⁵ see Sales Tax Fact Sheet 157 for more information
⁶ see Sales Tax Fact Sheet 157 for more information
⁷ Minnesota Statutes 144.3831

**RATE SCHEDULE
CUSTOMER ACCOUNT DEPOSITS**

APPLICABILITY:

Fees under this schedule are applicable to all customers served by and all utilities provided by Mora Municipal Utilities as conditions warrant.

REQUIRED:

If electric service is in the name of a renter or a private (non-recorded) contract for deed purchaser or a mobile home owner, a deposit shall be required – these types of customers are considered non-owners.

DETERMINATION:

Non-owners shall be required to pay a \$100-\$300 deposit based on the applicant's credit report from Online Utility Exchange, regardless of any deposit previously paid or refunded to the applicant by MMU.

DEPOSITS:

Delinquency Risk Less Than 10%	\$100
Delinquency Risk Greater Than 10% & Less Than 25%	\$200
Delinquency Risk Greater Than 25%	\$300

An applicant who is a former customer who has a delinquent account from prior service with MMU will be required to pay the balance of the prior account, including penalties, and a \$300 deposit.

An applicant who does not provide a valid social security number will be charged a \$300 deposit.

An applicant requesting service for a property with electric heat will be charged a minimum of a \$200 deposit.

An applicant for a business account that is not carried in the name of the property owner will be charged a deposit equal to 2.5 times the expected largest monthly bill of the year.

INTEREST ON DEPOSITS:⁸

Deposits will earn interest at the rate established annually by the Commissioner of Commerce of the State of Minnesota.

Interest Rate 2.70%

Earned interest shall be credited to the customer's account after twelve (12) months and monthly thereafter or refunded as described below.

⁸ Minnesota Statutes 325E.02 (b). and <https://mn.gov/commerce/industries/telecom/interest-rates/>

REFUND OF DEPOSITS:⁹

If a customer pays their utility bill on time for twelve (12) consecutive months the deposit, including accrued interest, will be credited to their account.

If a customer cancels service with an outstanding deposit a check for the amount of the deposit, including accrued interest, will be mailed to the customer's forwarding address within forty-five (45) days. The customer's deposit may be reduced under the following circumstances:

- The customer's deposit shall be used to pay their final utility bill.

UNCLAIMED DEPOSITS:¹⁰

Deposits to be refunded, excluding any charges that may lawfully be withheld, that remain unclaimed by the customer for more than one year after the termination of service are presumed abandoned.

Abandoned deposits shall be remitted to the Commissioner of Commerce of the State of Minnesota as required by law.

Approval Date: December __, 2020

Effective Date: January 1, 2021

⁹ Minnesota Statutes 325E.02. Commissioner of the Department of Commerce sets the interest rate December 15th effective the following January 1st.

¹⁰ Minnesota Statutes 345.34.

MORA MUNICIPAL UTILITIES

**RATE SCHEDULE
LABOR, EQUIPMENT, AND MATERIALS****APPLICABILITY:**

Fees under this schedule are applicable to all customers served by and all utilities provided by Mora Municipal Utilities as conditions warrant.

LABOR RATES:

- a. Water/Sewer Worker
 - i. Regular Time..... \$~~520~~
 - ii. Over time \$~~6364~~
- b. Electric Worker
 - i. Regular Time..... \$~~5153~~
 - ii. Over time \$~~6466~~

EQUIPMENT RATES

- a. Service Trucks \$50
- b. Jetter \$65
- c. Televising Trailer..... \$100
- d. Bucket Truck \$90
- e. Digger/Derrick Truck..... \$70
- f. Vactor Truck \$125
- g. All Other Equipment..... \$25

MATERIALS

- a. All materials over invoice 10%

TERMS AND CONDITIONS OF SERVICE:

The General Terms and Conditions of the Utility shall apply to this schedule.

Approval Date: December __, 2020
Effective Date: January 1, 2021

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MORA MUNICIPAL UTILITIES – WATER SERVICE

**RATE SCHEDULE
GENERAL WATER SERVICE****AVAILABILITY:**

At all locations where facilities of adequate capacity and suitable pressure are adjacent to the location to be served.

APPLICATION:

To all customers with service taken at one point and measured through one meter. Customer charge determined by the size of the water meter installed.

RATES:

<u>Customer Charge per Month</u>		
5/8" x 3/4" Meter Service	\$20.35	[20/21]
1" Meter Service	\$20.95	[]
1-1/2" Meter Service	\$21.86	[]
2" Meter Service	\$23.49	[]
3" Meter Service	\$30.71	[]
4" Meter Service	\$31.24	[]
6" Meter Service	\$32.77	[]
 Usage Charge per 1,000 Gallons	 \$4.81	 [20/21]

MINIMUM BILL:

The customer charge is the monthly minimum bill for any facilities served for any month or portion of a month.

TERMS OF PAYMENT:

Bills are due within ten (10) days of receipt and delinquent if not paid in full by the due date noted on the bill. There will be a ten percent (10%) late payment charge on the unpaid balance added to all accounts that are not paid by the due date. An additional ten percent (10%) penalty shall be added to accounts where action is taken via a third party to collect the account (i.e. collection agency, revenue recapture, or special assessment process).

TERMS AND CONDITIONS OF SERVICE:

1. The General Terms and Conditions of the Utility shall apply to this rate schedule.
2. MMU shall not be liable for any damage or loss sustained by customer resulting from interruptions, deficiencies, or imperfections of service provided under this rate.

Approval Date: December __, 2020
Effective Date: January 1, 2021

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MORA MUNICIPAL UTILITIES – WATER SERVICE

**RATE SCHEDULE
BULK WATER SERVICE****AVAILABILITY:**

By prior arrangement only.

APPLICATION:

To all customers requiring bulk water to be taken from a source provided by the Utilities.

RATES:

Usage per 1,000 Gallons \$35.46 [18]

MINIMUM BILL:

The minimum bill is for 1,000 gallons.

TERMS OF PAYMENT:

Bills are due within ten (10) days of receipt and delinquent if not paid in full by the due date noted on the bill. There will be a ten percent (10%) late payment charge on the unpaid balance added to all accounts that are not paid by the due date. An additional ten percent (10%) penalty shall be added to accounts where action is taken via a third party to collect the account (i.e. collection agency, revenue recapture, or special assessment process).

TERMS AND CONDITIONS OF SERVICE:

1. The General Terms and Conditions of the Utility shall apply to this rate schedule.
2. MMU shall not be liable for any damage or loss sustained by customer resulting from interruptions, deficiencies, or imperfections of service provided under this rate.
3. The customer shall provide adequate containers for accepting the water at the designated bulk water facility.
4. The customer shall follow all posted and otherwise given directions regarding the use of the bulk water facility.

Approval Date: December __, 2020
Effective Date: January 1, 2021

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MORA MUNICIPAL UTILITIES – WATER SERVICE

**RATE SCHEDULE
FIRE SUPPRESSION SPRINKLER CONNECTIONS****AVAILABILITY:**

At all locations where facilities of adequate capacity and suitable pressure are adjacent to the location to be served.

APPLICATION:

To all customers with service taken at one point by an unmetered connection to the public water supply for the provision of water to a fire suppression sprinkler system. Customers with metered connections to fire suppression sprinkler systems shall be charged under the General Water Service rate.

RATES:

Customer Charge per Month \$2.55 [24]

MINIMUM BILL:

The customer charge is the monthly minimum bill for any facilities served for any month or portion of a month.

TERMS OF PAYMENT:

Bills are due within ten (10) days of receipt and delinquent if not paid in full by the due date noted on the bill. There will be a ten percent (10%) late payment charge on the unpaid balance added to all accounts that are not paid by the due date. An additional ten percent (10%) penalty shall be added to accounts where action is taken via a third party to collect the account (i.e. collection agency, revenue recapture, or special assessment process).

TERMS AND CONDITIONS OF SERVICE:

1. The General Terms and Conditions of the Utility shall apply to this rate schedule.
2. MMU shall not be liable for any damage or loss sustained by customer resulting from interruptions, deficiencies, or imperfections of service provided under this rate.

Approval Date: December __, 2020
Effective Date: January 1, 2021

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MORA MUNICIPAL UTILITIES – WATER SERVICE

**RATE SCHEDULE
OUTDOOR WATER USE RIDER****AVAILABILITY:**

At all locations where facilities of adequate capacity and suitable pressure are adjacent to the location to be served.

APPLICATION:

To all customers for use of water exclusively out of doors where the water used does not find its way into the sanitary sewer system. This service is available and the customer charge billed from June through October. All usage is billed in the month used. This is a metered service.

This rate schedule rider is to be applied in conjunction with the following schedules:

- General Water Service

RATES:

Outdoor Meter Service Application Fee		
5/8"x 3/4" meter	\$359	[19]
1" meter	\$483	[19]
1-1/2" meter	actual cost	[19]
2" meter	actual cost	[19]

MINIMUM BILL:

The customer charge is the monthly minimum bill for any facilities served for any month or portion of a month.

TERMS OF PAYMENT:

Bills are due within ten (10) days of receipt and delinquent if not paid in full by the due date noted on the bill. There will be a ten percent (10%) late payment charge on the unpaid balance added to all accounts that are not paid by the due date. An additional ten percent (10%) penalty shall be added to accounts where action is taken via a third party to collect the account (i.e. collection agency, revenue recapture, or special assessment process).

TERMS AND CONDITIONS OF SERVICE:

1. The utility shall provide an additional meter to the customer that is to be installed by a licensed plumber.
2. The utility shall inspect the meter and installation to ensure that it complies with the rules of the utility and of this particular rate.
3. Water used through this meter shall not be used to calculate the sanitary sewer charge.
4. MMU shall not be liable for any damage or loss sustained by customer resulting from

interruptions, deficiencies, or imperfections of service provided under this rate.

REMARKS:

Fee covers cost of meter (price varies based on size of the meter) as well as set-up and inspection. Rates are for Badger disc meters less than 2". Rates for 2" meter are for Badger E-Series. Rates for larger meters are determined by MMU's meter pricing policy.

Approval Date: December __, 2020
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MORA MUNICIPAL UTILITIES – WATER SERVICE

**RATE SCHEDULE
TEMPORARY WATER SERVICE RIDER****AVAILABILITY:**

At all locations where facilities of adequate capacity and suitable pressure are adjacent to the location to be served.

APPLICATION:

To all customers for temporary access to and use of the municipal water supply where service is required on a short term basis (i.e. construction).

This rate schedule rider is to be applied in conjunction with the following schedules:

- General Water Service

RATES:

Temporary Meter Set-up Fee \$100 [27]

MINIMUM BILL:

The customer charge is the monthly minimum bill for any facilities served for any month or portion of a month.

TERMS OF PAYMENT:

Bills are due within ten (10) days of receipt and delinquent if not paid in full by the due date noted on the bill. There will be a ten percent (10%) late payment charge on the unpaid balance added to all accounts that are not paid by the due date. An additional ten percent (10%) penalty shall be added to accounts where action is taken via a third party to collect the account (i.e. collection agency, revenue recapture, or special assessment process).

TERMS AND CONDITIONS OF SERVICE:

1. The utility shall provide connection to the fire hydrant or other source of water as well as backflow prevention and meter.
2. Customers shall be required to provide hoses, etc. for their use of the water.
3. Operation of fire hydrants or other control devices shall be at the direction of the Public Works Director.
4. MMU shall not be liable for any damage or loss sustained by customer resulting from interruptions, deficiencies, or imperfections of service provided under this rate.

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MORA MUNICIPAL UTILITIES – SEWER SERVICE

**RATE SCHEDULE
GENERAL SANITARY SEWER SERVICE****AVAILABILITY:**

At all locations where facilities of adequate capacity are adjacent to the location of the premises to be served.

APPLICATION:

This rate schedule shall apply to sewer service provided to all customers.

RATES:

Customer Charge per Month	\$21.27	[30/31/500]
Usage Charge per 1,000 Gallons	\$7.50	[30/31]

MINIMUM BILL:

The customer charge is the monthly minimum bill for any facilities served for any month or portion of a month.

TERMS OF PAYMENT:

Bills are due within ten (10) days of receipt and delinquent if not paid in full by the due date noted on the bill. There will be a ten percent (10%) late payment charge on the unpaid balance added to all accounts that are not paid by the due date. An additional ten percent (10%) penalty shall be added to accounts where action is taken via a third party to collect the account (i.e. collection agency, revenue recapture, or special assessment process).

TERMS AND CONDITIONS OF SERVICE:

1. Usage charge based on the amount of water consumed in the same period.
2. MMU shall not be liable for any damage or loss sustained by customer resulting from interruptions, deficiencies, or imperfections of service provided under this rate.

Approval Date: December __, 2020
Effective Date: January 1, 2021

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MORA MUNICIPAL UTILITIES – SEWER SERVICE

**RATE SCHEDULE
SPECIAL SANITARY SEWER SERVICE-112%****AVAILABILITY:**

At all locations where facilities of adequate capacity are adjacent to the location of the premises to be served.

APPLICATION:

This rate schedule shall apply to sewer service provided to customers who discharge higher than domestic strength sewage into the system from food preparation or other similar activities (i.e. restaurants, institutions, industries). Usage charge per 1,000 gallons is 112% of the usage charge per 1,000 gallons for General Sanitary Sewer Service.

RATES:

Customer Charge per Month	\$21.27	[34]
Usage Charge per 1,000 Gallons	\$8.40	[34]

MINIMUM BILL:

The customer charge is the monthly minimum bill for any facilities served for any month or portion of a month.

TERMS OF PAYMENT:

Bills are due within ten (10) days of receipt and delinquent if not paid in full by the due date noted on the bill. There will be a ten percent (10%) late payment charge on the unpaid balance added to all accounts that are not paid by the due date. An additional ten percent (10%) penalty shall be added to accounts where action is taken via a third party to collect the account (i.e. collection agency, revenue recapture, or special assessment process).

TERMS AND CONDITIONS OF SERVICE:

1. Usage charge based on the amount of water consumed in the same period.
2. MMU shall not be liable for any damage or loss sustained by customer resulting from interruptions, deficiencies, or imperfections of service provided under this rate.

Approval Date: December __, 2020
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MORA MUNICIPAL UTILITIES – SEWER SERVICE

**RATE SCHEDULE
SPECIAL SANITARY SEWER SERVICE-50%****AVAILABILITY:**

At all locations where facilities of adequate capacity are adjacent to the location of the premises to be served.

APPLICATION:

This rate schedule shall apply to sewer service provided to customers who discharge basically clean water into the system from fish tanks, swimming pools, or other similar activities that cannot reasonably discharge water in any other manner. Usage charge per 1,000 gallons is 50% of the usage charge per 1,000 gallons for General Sanitary Sewer Service.

RATES:

Customer Charge per Month	\$21.27	[36]
Usage Charge per 1,000 Gallons	\$3.78	[36]

MINIMUM BILL:

The customer charge is the monthly minimum bill for any facilities served for any month or portion of a month.

TERMS OF PAYMENT:

Bills are due within ten (10) days of receipt and delinquent if not paid in full by the due date noted on the bill. There will be a ten percent (10%) late payment charge on the unpaid balance added to all accounts that are not paid by the due date. An additional ten percent (10%) penalty shall be added to accounts where action is taken via a third party to collect the account (i.e. collection agency, revenue recapture, or special assessment process).

TERMS AND CONDITIONS OF SERVICE:

1. Usage charge based on the amount of water consumed in the same period or other method that best reflects the amount of water entering the sanitary sewer system.
2. MMU shall not be liable for any damage or loss sustained by customer resulting from interruptions, deficiencies, or imperfections of service provided under this rate.

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Effective Date: January 1, 2021

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MORA MUNICIPAL UTILITIES – SEWER SERVICE

**RATE SCHEDULE
UNMETERED SANITARY SEWER SERVICE
(closed)**

AVAILABILITY:

At all locations where facilities of adequate capacity are adjacent to the location of the premises to be served.

APPLICATION:

This rate schedule shall apply to sewer service provided to all customers where installation of a water meter is impractical as determined by the Public Works Director. Rate is based on 10,000 gallons of usage per month.

RATES:

Customer Charge per Month \$96.25 [37/38]

MINIMUM BILL:

The customer charge is the monthly minimum bill for any facilities served for any month or portion of a month.

TERMS OF PAYMENT:

Bills are due within ten (10) days of receipt and delinquent if not paid in full by the due date noted on the bill. There will be a ten percent (10%) late payment charge on the unpaid balance added to all accounts that are not paid by the due date. An additional ten percent (10%) penalty shall be added to accounts where action is taken via a third party to collect the account (i.e. collection agency, revenue recapture, or special assessment process).

TERMS AND CONDITIONS OF SERVICE:

1. Usage charge is based on 10,000 gallons of water usage per month.
2. MMU shall not be liable for any damage or loss sustained by customer resulting from interruptions, deficiencies, or imperfections of service provided under this rate.
3. This service is closed to all but existing customers on this service.

Approval Date: December __, 2020
Effective Date: January 1, 2021

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MORA MUNICIPAL UTILITIES – SEWER SERVICE

**RATE SCHEDULE
BULK SEWER SERVICE****AVAILABILITY:**

By prior arrangement only.

APPLICATION:

To all customers requiring bulk sewerage disposal to be delivered to a point provided by the Utilities.

RATES:

Usage per 1,000 Gallons \$63 [39]

MINIMUM BILL:

The minimum bill is the actual amount owed.

TERMS OF PAYMENT:

Bills are due within ten (10) days of receipt and delinquent if not paid in full by the due date noted on the bill. There will be a ten percent (10%) late payment charge on the unpaid balance added to all accounts that are not paid by the due date. An additional ten percent (10%) penalty shall be added to accounts where action is taken via a third party to collect the account (i.e. collection agency, revenue recapture, or special assessment process).

TERMS AND CONDITIONS OF SERVICE:

1. The General Terms and Conditions of the Utility shall apply to this rate schedule.
2. MMU shall not be liable for any damage or loss sustained by customer resulting from interruptions, deficiencies, or imperfections of service provided under this rate.
3. The customer shall provide adequate equipment for delivering the sewerage to the designated receiving point.
4. The customer shall follow all posted and otherwise given directions regarding the use of the bulk sewerage facility.

Approval Date: December __, 2020
Effective Date: January 1, 2021

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MORA MUNICIPAL UTILITIES – ELECTRIC SERVICE

**RATE SCHEDULE
RESIDENTIAL ELECTRICAL SERVICE****AVAILABILITY:**

At all locations inside the corporate limits of the City of Mora where facilities of adequate capacity and suitable voltage are adjacent to the premises to be served. Where service desired by the customer is not adjacent to the premises to be served, additional contract arrangements may be required prior to service being furnished.

APPLICATION:

To electric service required for residential purposes in individual private dwellings and in individually metered apartments when such service is supplied at one point of delivery and measured through one meter. Residential accounts are defined as separately metered premises containing one dwelling unit that is used primarily for occupancy by one or more individuals for a consecutive period of thirty days or more. A dwelling unit is defined for this purpose as a separate unit with living and sleeping spaces as well as bathing and cooking facilities. Existing single metered, multi-unit dwellings having not in excess of four (4) separate dwelling units in the same structure may be served under this rate.

CHARACTER OF SERVICE:

Single phase (1Φ), 60 Hertz, 120/240 volts alternating current.

RATES:

Customer Charge per Month	\$ 12.83 13.38	[1/2]
Energy Charge per kWh	9. 1857 ¢	[1/2]

MINIMUM BILL:

The customer charge is the monthly minimum bill.

TERMS OF PAYMENT:

Bills are due within ten (10) days of receipt and delinquent if not paid in full by the due date noted on the bill. There will be a ten percent (10%) late payment charge on the unpaid balance added to all accounts that are not paid by the due date. An additional ten percent (10%) penalty shall be added to accounts where action is taken via a third party to collect the account (i.e. collection agency, revenue recapture, or special assessment process).

TERMS AND CONDITIONS OF SERVICE:

1. Service furnished under this rate schedule is subject to applicable provisions of MMU's published Electric Service Rules and Regulations.
2. MMU shall not be liable for any damage or loss sustained by customer resulting from

- interruptions, deficiencies, or imperfections of service provided under this rate.
3. Energy furnished under this rate shall not be resold.

MORA MUNICIPAL UTILITIES – ELECTRIC SERVICE

**RATE SCHEDULE
RURAL RESIDENTIAL ELECTRICAL SERVICE****AVAILABILITY:**

At all locations outside of the corporate limits of the city of Mora where facilities of adequate capacity and suitable voltage are adjacent to the premises to be served. Where service desired by the customer is not adjacent to the premises to be served, additional contract arrangements may be required prior to service being furnished.

APPLICATION:

To electric service required for residential purposes in individual private dwellings and in individually metered apartments when such service is supplied at one point of delivery and measured through one meter. Residential accounts are defined as separately metered premises containing one dwelling unit that is used primarily for occupancy by one or more individuals for a consecutive period of thirty days or more. A dwelling unit is defined for this purpose as a separate unit with living and sleeping spaces as well as bathing and cooking facilities. Existing single metered, multi-unit dwellings having not in excess of four (4) separate dwelling units in the same structure may be served under this rate.

CHARACTER OF SERVICE:

Single phase (1Φ), 60 Hertz, 120/240 volts alternating current.

RATES:

Customer Charge per Month	\$ 12.83 13.38	[3/4]
Energy Charge per kWh	9.70 10.11¢	[3/4]

MINIMUM BILL:

The customer charge is the monthly minimum bill.

TERMS OF PAYMENT:

Bills are due within ten (10) days of receipt and delinquent if not paid in full by the due date noted on the bill. There will be a ten percent (10%) late payment charge on the unpaid balance added to all accounts that are not paid by the due date. An additional ten percent (10%) penalty shall be added to accounts where action is taken via a third party to collect the account (i.e. collection agency, revenue recapture, or special assessment process).

TERMS AND CONDITIONS OF SERVICE:

1. Service furnished under this rate schedule is subject to applicable provisions of MMU's published Electric Service Rules and Regulations.
2. MMU shall not be liable for any damage or loss sustained by customer resulting from

- interruptions, deficiencies, or imperfections of service provided under this rate.
3. Energy furnished under this rate shall not be resold.

MORA MUNICIPAL UTILITIES – ELECTRIC SERVICE

**RATE SCHEDULE
SMALL GENERAL ELECTRICAL SERVICE****AVAILABILITY:**

At all locations for loads of less than 50 kW where facilities of adequate capacity and suitable voltage are adjacent to the premises to be served. For loads where the service desired by the customer is not adjacent to the premises to be served, additional contract arrangements may be required prior to service being furnished.

APPLICATION:

To commercial, industrial, governmental, and other types of general service customers with all service taken at one point and measured through one meter. This rate schedule shall apply to electric service provided to commercial accounts with secondary metering having a connected load of 50 KVA or less or transformer capacity of 50 KVA or less. Commercial accounts are defined as separately metered premises not eligible for service under residential rate schedules. Commercial accounts having loads in excess of 50 KVA will be placed on other rate schedules as appropriate. Also applicable to temporary service in accordance with MMU's published Electric Service Rules and Regulations. Not applicable to standby service.

CHARACTER OF SERVICE:

Single phase (1Φ) or three phase (3Φ), 60 Hertz, alternating current at any one of the standard secondary service voltages as described in MMU's published Electric Service Rules and Regulations.

RATES:

Customer Charge per Month 1Φ	\$12.83 <u>13.38</u>	[5]
Customer Charge per Month 3Φ	\$21.51 <u>22.42</u>	[6]
Energy Charge per kWh	9.89 <u>10.31</u> ¢	[5/6]

MINIMUM BILL:

The customer charge is the monthly minimum bill.

TERMS OF PAYMENT:

Bills are due within ten (10) days of receipt and delinquent if not paid in full by the due date noted on the bill. There will be a ten percent (10%) late payment charge on the unpaid balance added to all accounts that are not paid by the due date. An additional ten percent (10%) penalty shall be added to accounts where action is taken via a third party to collect the account (i.e. collection agency, revenue recapture, or special assessment process).

TERMS AND CONDITIONS OF SERVICE

1. Service furnished under this rate schedule is subject to applicable provisions of

MMU's published Electric Service Rules and Regulations.

2. Unless authorized by separate written agreement, standby electric generating equipment installed by the customer shall not be interconnected, or operated in parallel, with the MMU system. Customer shall own, install, operate, and maintain electrical interlocking equipment, which will prevent parallel operation, and such equipment shall be approved by MMU prior to installation.
3. MMU shall not be liable for any damage or loss sustained by customer resulting from interruptions, deficiencies, or imperfections of service provided under this rate.
4. Energy furnished under this rate shall not be resold.

MORA MUNICIPAL UTILITIES – ELECTRIC SERVICE

**RATE SCHEDULE
MEDIUM GENERAL SERVICE****AVAILABILITY:**

At all locations for loads where the demand averages at least 50 kW over the prior twelve billing periods, but less than 250 kW, and where facilities of adequate capacity and suitable voltage are adjacent to the premises to be served. For loads where the service desired by the customer is not adjacent to the premises to be served, additional contract arrangements may be required prior to service being furnished.

APPLICATION:

To commercial, industrial, and governmental customers with all service taken at one point and measured through one meter, with secondary metering, who have a connected load of over 50 KVA or transformer capacity of over 50 KVA and do not own their transformers. Also applicable to temporary service in accordance with MMU's published Electric Service Rules and Regulations. Not applicable to standby service.

CHARACTER OF SERVICE:

Three phase (3Φ), 60 Hertz, alternating current at any one of the standard secondary service voltages as described in MMU's published Electric Service Rules and Regulations.

RATES:

Customer Charge per Month	\$ 12.83 <u>13.38</u>	[8]
Energy Charge per kWh	6.3764¢ [8]	
Demand Charge per kW.....	\$ 10.55 <u>11.00</u>	[40]

DETERMINATION OF DEMAND:

Measured demand is defined as the maximum rate at which energy is used for any period of fifteen consecutive minutes during the billing period. Billing periods may not coincide with calendar months.

MINIMUM BILL:

The monthly minimum bill shall not be less than the customer charge plus the billing demand, as provided above, whether or not energy is used.

TERMS OF PAYMENT:

Bills are due within ten (10) days of receipt and delinquent if not paid in full by the due date noted on the bill. There will be a ten percent (10%) late payment charge on the unpaid balance added to all accounts that are not paid by the due date. An additional ten percent (10%) penalty shall be added to accounts where action is taken via a third party to collect the account (i.e. collection agency, revenue recapture, or special assessment process).

TERMS AND CONDITIONS OF SERVICE:

1. Service furnished under this rate schedule is subject to applicable provisions of MMU's published Electric Service Rules and Regulations.
2. Unless authorized by separate written agreement, standby electric generating equipment installed by the customer shall not be interconnected or operated in parallel with the MMU system. Customer shall own, install, operate, and maintain electrical interlocking equipment, which will prevent parallel operation, and such equipment shall be approved by MMU prior to installation.
3. MMU shall not be liable for any damage or loss sustained by customer resulting from interruptions, deficiencies, or imperfections of service provided under this rate.
4. Energy furnished under this rate shall not be resold.

Approval Date: December __, 2020
Effective Date: January 1, 2021

MORA MUNICIPAL UTILITIES – ELECTRIC SERVICE

**RATE SCHEDULE
LARGE GENERAL SERVICE****AVAILABILITY:**

At all locations for loads where the demand averages at least 250 kW over the prior twelve billing periods, but less than 5,000 kW, and where facilities of adequate capacity and suitable voltage are adjacent to the premises to be served. For loads where the service desired by the customer is not adjacent to the premises to be served, additional contract arrangements may be required prior to service being furnished.

APPLICATION:

To commercial, industrial, and governmental customers with all service taken at one point and measured through one meter. This rate is applicable to commercial customers with primary metering who own their transformers. Also applicable to temporary service in accordance with MMU's published Electric Service Rules and Regulations. Not applicable to standby service.

CHARACTER OF SERVICE:

Three phase (3Φ), 60 Hertz alternating current at 2,400/4,160 volts or 7,200/12,470 volts.

RATES:

Customer Charge per Month	\$12.83 <u>13.38</u>	[9]
Energy Charge per kWh	5.63 <u>5.77</u>	[9]
Demand Charge per kW.....	\$10.55 <u>11.00</u>	[41]

POWER FACTOR ADJUSTMENT:

The customer agrees to maintain an average power factor of 0.95 or greater for the billing period and to prevent a leading power factor. If the customer's average power factor is less than 0.95 for the billing period, the billing demand will be determined by multiplying the measured demand by 0.95 and dividing the results by the customer's average power factor.

The average power factor is defined to be the quotient obtained by dividing the kilowatt hours (kWh) used during the month by the square root of the sum of the squares of the kWh used and the lagging kilovolt ampere-hours reactive (kvar) supplied during the same period.

DETERMINATION OF DEMAND:

Measured demand is defined as the maximum rate at which energy is used for any period of fifteen consecutive minutes during the billing period. Billing periods may not coincide with calendar months.

MINIMUM BILL:

The monthly minimum bill shall not be less than the customer charge plus the billing demand, as provided above, whether or not energy is used.

TERMS OF PAYMENT:

Bills are due within ten (10) days of receipt and delinquent if not paid in full by the due date noted on the bill. There will be a ten percent (10%) late payment charge on the unpaid balance added to all accounts that are not paid by the due date. An additional ten percent (10%) penalty shall be added to accounts where action is taken via a third party to collect the account (i.e. collection agency, revenue recapture, or special assessment process).

TERMS AND CONDITIONS OF SERVICE:

1. Service furnished under this rate schedule is subject to applicable provisions of MMU's published Electric Service Rules and Regulations.
2. Unless authorized by separate written agreement, standby electric generating equipment installed by the customer shall not be interconnected or operated in parallel with the MMU system. Customer shall own, install, operate, and maintain electrical interlocking equipment, which will prevent parallel operation, and such equipment shall be approved by MMU prior to installation.
3. MMU shall not be liable for any damage or loss sustained by customer resulting from interruptions, deficiencies, or imperfections of service provided under this rate.
4. Energy furnished under this rate shall not be resold.
5. A separate electric service agreement may be required for service under this rate schedule.

**RATE SCHEDULE
CUSTOM INDUSTRIAL SERVICE**

AVAILABILITY:

At all locations for loads where the demand averages at least 5,000 kW over the prior twelve billing periods, and where facilities of adequate capacity and voltage are adjacent to the premises to be served. For loads where the service desired by the customer is not adjacent to the premises to be served, contract arrangements may be required prior to service being furnished.

APPLICATION:

To industrial customers with all service taken at one point and measured through one meter or meter totalizer. Not applicable to stand-by service.

CHARACTER OF SERVICE:

Three phase (3Φ), 60 Hertz alternating current at 2,400/4,160 volts or 7,200/12,470 volts.

RATE:

Customer Charge per Month	negotiable	[45]
Energy Charge per kWh	negotiable	[45]
Demand Charge per kW.....	negotiable	[46]

POWER FACTOR ADJUSTMENT:

The customer agrees to maintain an average power factor of 0.95 or greater for the billing period and to prevent a leading power factor. If the customer's average power factor is less than 0.95 for the billing period, the billing demand will be determined by multiplying the measured demand by 0.95 and dividing the results by the customer's average power factor.

The average power factor is defined to be the quotient obtained by dividing the kilowatt hours (kWh) used during the month by the square root of the sum of the squares of the kWh used and the lagging kilovolt ampere-hours reactive (kvar) supplied during the same period.

DETERMINATION OF DEMAND:

Measured demand is defined as the maximum rate at which energy is used for any period of fifteen consecutive minutes during the billing period. Billing periods may not coincide with calendar months.

MINIMUM BILL:

The minimum bill shall not be less than the customer charge and billing demand, as provided above, whether or not energy is used.

TERMS OF PAYMENT:

Bills are due within ten (10) days of receipt and delinquent if not paid in full by the due date noted on the bill. There will be a ten percent (10%) late payment charge on the unpaid balance added to all accounts that are not paid by the due date. An additional ten percent (10%) penalty shall be added to accounts where action is taken via a third party to collect the account (i.e. collection agency, revenue recapture, or special assessment process).

TERMS AND CONDITIONS OF SERVICE:

1. Service furnished under this rate schedule is subject to applicable provisions of MMU's published Electric Service Rules and Regulations.
2. Unless authorized by separate written agreement, stand-by electric generating equipment installed by the customer shall not be interconnected or operated in parallel with the MMU system: Customer shall own, install, operate, and maintain electrical interlocking equipment which will prevent parallel operation, and such equipment shall be approved by MMU prior to installation.
3. MMU shall not be liable for any damage or loss sustained by customer resulting from interruptions, deficiencies, or imperfections of service provided under this rate.
4. Energy furnished under this rate shall not be resold.
5. Customer agrees to manage its utilization equipment so as not to unbalance the current per phase by more than 10%.
6. MMU may require a separate electric service agreement for service under this rate schedule.

MORA MUNICIPAL UTILITIES – ELECTRIC SERVICE

**RATE SCHEDULE
STREET LIGHTING
UTILITY OWNED EQUIPMENT****AVAILABILITY:**

To governmental units for the illumination of public thoroughfares and parks by means of MMU owned overhead street lighting facilities.

APPLICATION:

This rate schedule is applicable to publicly owned street and park lighting except for where customer owned equipment is installed (see Rate Schedule ST-2). The rate includes equipment, maintenance, and energy. This is an unmetered service.

CHARACTER OF SERVICE:

Single phase (1Φ) or three phase (3Φ), 60 Hertz, alternating current at any one of the standard secondary service voltages as described in MMU's published Electric Service Rules and Regulations.

RATES:

Customer Charge per Month	\$ 12.83 <u>13.38</u>	[12]
Energy Charge per kWh	9.89 <u>10.31</u> ¢	[12]

MINIMUM BILL:

The customer charge is the monthly minimum bill for any facilities served for any month or portion of a month.

TERMS OF PAYMENT:

Bills are due within ten (10) days of receipt and delinquent if not paid in full by the due date noted on the bill. There will be a ten percent (10%) late payment charge on the unpaid balance added to all accounts that are not paid by the due date. An additional ten percent (10%) penalty shall be added to accounts where action is taken via a third party to collect the account (i.e. collection agency, revenue recapture, or special assessment process).

TERMS AND CONDITIONS OF SERVICE:

1. This rate is based on lamps being lighted every night from approximately thirty (30) minutes after sunset to thirty (30) minutes before sunrise, providing dusk to dawn operation.
2. MMU shall supply the luminaire, lamp, control device, arm, and wire for the initial installation of the service on an existing utility pole.
3. When MMU does not have a suitable pole or secondary service available at the desired location and it is necessary to install a transformer or a pole or to extend secondary lines a distance greater than one hundred fifty feet (150'), the customer

shall pay MMU the actual costs for installing the transformer or pole and/or making such line extensions.

4. Rates for all units include the supply of electric capacity and energy, annual cleaning of refractors and reflectors, and renewal or replacement of all control devices, lamps, lenses, and refractors due to normal wear only.
5. MMU will replace inoperative lamps and otherwise maintain luminaries during regular daytime hours. No credit will be allowed for periods during which the lamps are out of service. Routine lamp replacement will be made on a group replacement schedule.
6. MMU will determine the amount of energy used during any month by multiplying the rated kilowatt capacity of all lamps and accessory equipment by 350 hours for the month for the equivalent of 4200 hours of operation per year.
7. MMU shall not be liable for any damage or loss sustained by customer resulting from interruptions, deficiencies, or imperfections of service provided under this rate.

Remarks: Power usage for unmetered services is calculated on a formula taking into account the size of the lamp, hours of service per day and number of days per month. Multiple accounts based on location or other factors may be utilized for billing purposes.

MORA MUNICIPAL UTILITIES – ELECTRIC SERVICE

**RATE SCHEDULE
STREET LIGHTING
CUSTOMER OWNED EQUIPMENT**

AVAILABILITY:

To governmental units for the illumination of public thoroughfares or parks by means of customer-owned lighting facilities.

APPLICATION:

This rate schedule is applicable to publicly owned street and park lighting where customer owned equipment is used (see Rate Schedule ST-1 for utility owned equipment). The rate includes maintenance and energy only. This is a metered or an unmetered service.

CHARACTER OF SERVICE:

Single phase (1Φ) or three phase (3Φ), 60 Hertz, alternating current at any one of the standard secondary service voltages as described in MMU's published Electric Service Rules and Regulations.

RATES:

Customer Charge per Month	\$ 12.83 13.38	[15]
Energy Charge per kWh	7.91 8.25¢	[15]

MINIMUM BILL:

The customer charge is the monthly minimum bill for any facilities served for any month or portion of a month.

TERMS OF PAYMENT:

Bills are due within ten (10) days of receipt and delinquent if not paid in full by the due date noted on the bill. There will be a ten percent (10%) late payment charge on the unpaid balance added to all accounts that are not paid by the due date. An additional ten percent (10%) penalty shall be added to accounts where action is taken via a third party to collect the account (i.e. collection agency, revenue recapture, or special assessment process).

TERMS AND CONDITIONS OF SERVICE:

1. This rate is based on lamps being lighted every night from approximately thirty (30) minutes after sunset to thirty (30) minutes before sunrise, providing dusk to dawn operation.
2. Unless metered MMU will determine the amount of energy used during any month by multiplying the rated kilowatt capacity of all lamps and accessory equipment by 350 hours for the month for the equivalent of 4200 hours of operation per year.

3. Rates for all units include the supply of electric capacity and energy only. MMU shall maintain and replace refractors and reflectors, control devices, lamps, and lenses at its cost to the customer.
4. This rate schedule does not include the initial installation of the lighting system, nor does it cover maintenance or replacement of poles, cables, controllers, or luminaire components other than those specified herein.
5. Energy will be supplied at service points mutually agreed upon by the Customer and the MMU.
6. Service under this rate will be furnished only upon execution of a separate agreement between the customer and MMU.
7. MMU shall not be liable for any damage or loss sustained by customer resulting from interruptions, deficiencies, or imperfections of service provided under this rate.

Remarks: Power usage for unmetered services is calculated on a formula taking into account the size of the lamp, hours of service per day and number of days per month. Multiple accounts based on location or other factors may be utilized for billing purposes.

MORA MUNICIPAL UTILITIES – ELECTRIC SERVICE

**RATE SCHEDULE
PRIVATE OUTDOOR LIGHTING SERVICE****AVAILABILITY:**

At all locations whenever the service can be provided with overhead wiring on an existing MMU owned pole.

APPLICATION:

To all classes of customers contracting for security lighting. This rate schedule shall apply to all Utility owned outdoor lighting installed on or for the sole benefit of private property. The rate shall include installation and maintenance of the fixture and energy supplied to the fixture. This is an unmetered service.

CHARACTER OF SERVICE:

Single phase (1Φ) or three phase (3Φ), 60 Hertz, alternating current at any one of the standard secondary service voltages as described in MMU's published Electric Service Rules and Regulations.

RATES:

Customer Charge Per Month:

LED Light 100 W Eq.....	\$11. 8436 [80]	
LED Light 250 W Eq.....	\$16.97 17.69	[81]
100 Watt HPS lamp	\$11. 3684 [85]	
200 Watt HPS lamp	\$13.89 14.48	[86]
250 Watt HPS lamp	\$16.97 17.69	[87]
400 Watt HPS lamp	\$20. 1095 [88]	
1500 Watt Quartz lamp.....	\$53.33 55.60	[89] (closed)

TERMS OF PAYMENT:

Bills are due within ten (10) days of receipt and delinquent if not paid in full by the due date noted on the bill. There will be a ten percent (10%) late payment charge on the unpaid balance added to all accounts that are not paid by the due date. An additional ten percent (10%) penalty shall be added to accounts where action is taken via a third party to collect the account (i.e. collection agency, revenue recapture, or special assessment process).

TERMS AND CONDITIONS OF SERVICE:

1. MMU will furnish, install, own, and maintain a standard lighting unit consisting of a luminaire, complete with lamp and control device wired for operation, supported by a bracket mounted on an MMU owned pole, and will supply all electrical energy necessary for the operation of the unit.
2. When MMU does not have a suitable pole or secondary service available at the desired location and it is necessary to install a transformer or a pole or to extend secondary lines a distance greater than one hundred fifty feet (150'), the customer

shall pay MMU the actual costs for installing the transformer or pole and/or making such line extensions.

3. Service under this rate is not available underground or in underground areas unless the customer pays MMU the complete cost of the necessary underground facilities.
4. Lamps will automatically be switched on approximately thirty (30) minutes after sunset and off thirty (30) minutes before sunrise, providing dusk to dawn operation of approximately 4,200 hours per year.
5. MMU will make every attempt to replace inoperative lamps and maintain luminaries during regular daytime work hours within three (3) working days after notification by the customer. No credit will be allowed for periods during which the lamp was out of service.
6. MMU will, at the customer's expense, relocate or change the position of any lamp or pole as requested in writing by the customer.
7. Service furnished under this rate is subject to applicable provisions of MMU's published Electric Service Rules and Regulations.
8. MMU shall not be liable for any damage or loss sustained by customer resulting from interruptions, deficiencies, or imperfections of service provided under this rate.
9. The 1500 watt quartz lamp rate is closed to all customers except those currently on this service.

Approval Date: December __, 2020

Effective Date: January 1, 2021

MORA MUNICIPAL UTILITIES – ELECTRIC SERVICE

**RATE SCHEDULE
TRAFFIC SIGNAL SERVICE****AVAILABILITY:**

To governmental units for electric service to customer-owned traffic signal systems on public thoroughfares.

APPLICATION:

This rate schedule is applicable to publicly owned traffic signal systems on public thoroughfares, including any associated lighting. The rate includes energy only.

CHARACTER OF SERVICE:

Single phase (1Φ) or three phase (3Φ), 60 Hertz, alternating current at any one of the standard secondary service voltages as described in MMU's published Electric Service Rules and Regulations.

RATES:

Customer Charge per month	\$ 12.83 <u>13.38</u>	[16]
Energy Charge per kWh	7.91 <u>8.25</u> ¢	[16]

MINIMUM BILL:

The customer charge is the monthly minimum bill for any facilities served for any month or portion of a month.

TERMS OF PAYMENT:

Bills are due within ten (10) days of receipt and delinquent if not paid in full by the due date noted on the bill. There will be a ten percent (10%) late payment charge on the unpaid balance added to all accounts that are not paid by the due date. An additional ten percent (10%) penalty shall be added to accounts where action is taken via a third party to collect the account (i.e. collection agency, revenue recapture, or special assessment process).

TERMS AND CONDITIONS OF SERVICE:

1. MMU shall not be liable for any damage or loss sustained by customer resulting from interruptions, deficiencies, or imperfections of service provided under this rate.
2. MMU will replace inoperative lamps as needed at its cost to the customer. No credit will be allowed for periods during which the lamps are out of service. Routine lamp replacement may be made on a group replacement schedule.

Approval Date: December __, 2020

Effective Date: January 1, 2021

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MORA MUNICIPAL UTILITIES – ELECTRIC SERVICE

**RATE SCHEDULE
OUTDOOR WARNING SIREN SERVICE****AVAILABILITY:**

At all locations where facilities of adequate capacity and suitable voltage are adjacent to the location of the siren to be served.

APPLICATION:

To City of Mora for the periodic operation of outdoor warning sirens. This rate is for energy only and is based on the rating of the siren and ancillary equipment as well as estimated runtime per year. This is an unmetered service.

CHARACTER OF SERVICE:

Single of three phase, 60 Hertz, alternating current at any one of the standard secondary service voltages as described in MMU's published Electric Service Rules and Regulations.

RATES:

Customer Charge		
Siren #1 (Edgewood) per month.....	\$ 1	[17]
Siren #2 (St. Mary's) per month	\$ 1	[17]

MINIMUM BILL:

The customer charge is the monthly minimum bill for any facilities served for any month or portion of a month.

TERMS OF PAYMENT:

Bills are due within ten (10) days of receipt and delinquent if not paid in full by the due date noted on the bill. There will be a ten percent (10%) late payment charge on the unpaid balance added to all accounts that are not paid by the due date. An additional ten percent (10%) penalty shall be added to accounts where action is taken via a third party to collect the account (i.e. collection agency, revenue recapture, or special assessment process).

TERMS AND CONDITIONS OF SERVICE:

1. The customer shall furnish, install, own, operate, and maintain all sirens. The customer shall also furnish, install, own, and maintain any structures required for the mounting and support of sirens; except where the customer specifically requests and MMU agrees to use MMU owned poles for this purpose. In such cases, MMU will assist in the installation and removal of sirens and the customer shall pay MMU for the actual costs thereof.
2. When MMU does not have secondary service available at the siren location and it is necessary to install a transformer or to extend secondary lines a distance greater

than one hundred fifty feet (150'), the customer shall pay MMU the actual costs for installing the transformer and/or making such line extensions.

3. MMU will make the connection and disconnection with its distribution lines.
4. Loads other than sirens shall not be connected to the siren's circuit.
5. This service shall be billed in conjunction with another service of the customer.
6. The customer shall furnish MMU with a map indicating the location of sirens to be operated and shall notify MMU at least thirty (30) days in advance of the planned addition, removal, or relocation of any siren.
7. MMU shall not be liable for any damage or loss sustained by customer resulting from interruptions, deficiencies, or imperfections of service provided under this rate.

MORA MUNICIPAL UTILITIES – ELECTRIC SERVICE

**RATE SCHEDULE
MUNICIPAL GOVERNMENT SERVICE RIDER****AVAILABILITY:**

To the City of Mora, the Mora Municipal Utilities, and the Mora Economic Development Authority for all uses except for lighting, traffic signals, and outdoor warning sirens.

APPLICATION:

This rider applies to all municipal governmental accounts. Each governmental account shall be assigned an applicable rate. The rider shall apply a reduction against energy charges only as follows: Small General Rate 20%; Medium General Rate 5%; Large General Rate 0%.

RATES:

Discount on energy charge only:

Small General 1Φ per kWh	7.918.25 ¢	[10]
Small General 3Φ per kWh	7.918.25 ¢	[13]
Medium General per kWh.....	6.0632 ¢	[11]
Large General per kWh	5.6387 ¢	[xx]

TERMS AND CONDITIONS OF SERVICE:

1. Terms and conditions of service of the applicable rate schedule apply.
2. Discount applies to energy charges only, customer charges, demand charges, and other charges and fees apply.

Approval Date: December __, 2020
Effective Date: January 1, 2021

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MORA MUNICIPAL UTILITIES – ELECTRIC SERVICE

**RATE SCHEDULE
TEMPORARY ELECTRIC SERVICE RIDER****AVAILABILITY:**

At all locations where facilities of adequate capacity and suitable voltage are adjacent to the location to be served.

APPLICATION:

To all customers for temporary access to and use of the municipal electric supply where service is required on a short term basis (i.e. construction).

This rate schedule rider is to be applied in conjunction with the following schedules:

- Small General Electric Service

RATES:

Temporary Meter Set-up Fee \$100 [25]

MINIMUM BILL:

The customer charge is the monthly minimum bill for any facilities served for any month or portion of a month.

TERMS OF PAYMENT:

Bills are due within ten (10) days of receipt and delinquent if not paid in full by the due date noted on the bill. There will be a ten percent (10%) late payment charge on the unpaid balance added to all accounts that are not paid by the due date. An additional ten percent (10%) penalty shall be added to accounts where action is taken via a third party to collect the account (i.e. collection agency, revenue recapture, or special assessment process).

TERMS AND CONDITIONS OF SERVICE:

1. The utility shall provide connection to the customer's load center as well as a meter. The customer shall provide the load center, including meter socket, in an approved configuration suitable for the intended use according to the National Electrical Safety Code.
2. Customers shall be required to provide power cords, etc. for their use of the electricity.
3. MMU shall not be liable for any damage or loss sustained by customer resulting from interruptions, deficiencies, or imperfections of service provided under this rate.

Approval Date: December __, 2020
Effective Date: January 1, 2021

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**RATE SCHEDULE
COGENERATION AND SMALL POWER PRODUCTION RIDER**

AVAILABILITY:

By separate written agreement only.

APPLICATION:

To residential and general service customers contracting for electric service for one year or more, with all service taken at one point and where part or all of the electrical requirements of the customer can be supplied by customer-owned electrical generating equipment which is connected for operation in parallel with MMU's system.

This rate schedule rider is to be applied in conjunction with the following schedules:

- Residential Service
- Rural Residential Service
- Small General Service
- Medium General Service
- Large General Service
- Custom Industrial Service

CHARACTER OF SERVICE:

Single phase (1Φ) or three phase (3Φ), 60 Hertz alternating current at any one of the standard secondary service voltages as described in MMU's published electric Service Rules and Regulations.

RATES:

Customer Charge.....	The customer charge shall be determined in accordance with the applicable rate schedule and shall be applied in accordance with the provisions of Section VII (B or C as applicable) of MMU's Rules Covering Cogeneration and Small Power Production Facilities. [48]
Energy Charge.....	The energy charge shall be determined in accordance with the applicable rate schedule and shall be applied in accordance with the provisions of Section VII (B or C as applicable) of MMU's Rules Covering Cogeneration and Small Power Production Facilities. [48]
Demand Charge	The demand charge shall be determined in accordance with the applicable rate schedule and shall be

applied in accordance with the provisions of Section VII (C) of MMU's Rules Covering Cogeneration and Small Power Production Facilities.

[49]

Energy and Capacity Credits.....Energy and capacity credits shall be applied in accordance with the provisions of Section VII (B or C as applicable) of MMU's Rules Covering Cogeneration and Small Power Production Facilities.

MINIMUM BILL:

The customer charge is the monthly minimum bill for any facilities served for any month or portion of a month.

TERMS OF PAYMENT:

Bills are due within ten (10) days of receipt and delinquent if not paid in full by the due date noted on the bill. There will be a ten percent (10%) late payment charge on the unpaid balance added to all accounts that are not paid by the due date. An additional ten percent (10%) penalty shall be added to accounts where action is taken via a third party to collect the account (i.e. collection agency, revenue recapture, or special assessment process).

TERMS AND CONDITIONS OF SERVICE:

1. Service furnished under this rate schedule rider is subject to applicable provisions of MMU's published Electric Service Rules and Regulations and Rules Covering Cogeneration and Small Power Production.
2. Service under this rate schedule rider will be furnished only to customers whose maximum electrical generating capacity is 40 kW or less; such service may be limited at the sole discretion of MMU, to those customers who obtain "qualifying" status under FERC Regulations (18CFR Part 292) implementing section 201 of the Public Utility Regulatory Policies Act of 1978.
3. Service under this rate schedule rider will be furnished only after the customer and MMU have entered into a separate written agreement which specifies the type of metering and interconnection facilities to be employed, the responsibilities for installation, ownership, and maintenance of these facilities, and the procedures required for safe and technically acceptable operation of parallel electrical generating equipment.
4. MMU shall not be liable for any damage or loss sustained by the customer resulting from the parallel operation of the customer's electrical generating equipment, or resulting from interruptions, deficiencies, or imperfections of service provided under this rate schedule rider.
5. Energy furnished under this rate schedule rider shall not be resold.

Approval Date: December __, 2020

Effective Date: January 1, 2021

RATE SCHEDULE
ELECTRICAL SUPPLY CONNECTION FEES

AVAILABILITY:

At all locations where facilities of adequate capacity and suitable voltage are adjacent to the location to be served.

APPLICATION:

To all customers for access to and use of the municipal electric supply.

The connection fee shall be a one-time fee, prior to connection, to all classes of customers contracting for electrical service.

RATES:

Single phase (1Φ)	\$30
Three phase (3Φ)	\$50

TERMS OF PAYMENT:

Payment is due prior to connection of electrical service. No service shall be connected until payment is received in full.

TERMS AND CONDITIONS OF SERVICE:

1. Service furnished under this rate schedule is subject to applicable provisions of MMU's published Electric Service Rules and Regulations.
2. MMU shall not be liable for any damage or loss sustained by customer resulting from interruptions, deficiencies, or imperfections of service provided under this rate.

Approval Date: December __, 2020
Effective Date: January 1, 2021

RATE SCHEDULE
ELECTRICAL SUPPLY CONSTRUCTION FEES

AVAILABILITY:

At all locations where construction of electrical supply is requested and will be served.

APPLICATION:

To all customers for construction, access to and use of the municipal electric supply.

The construction fee shall be a one-time fee, prior to construction, to all classes of customers requesting to contract for electrical service.

RATES:

Single phase (1Φ)	\$200
Three phase (3Φ)	\$500 plus actual costs
Winter (November 1- March 31)	actual costs
Platted developments	actual costs

TERMS OF PAYMENT:

Bills are due within ten (10) days of receipt and delinquent if not paid in full by the due date noted on the bill. There will be a ten percent (10%) late payment charge on the unpaid balance added to all accounts that are not paid by the due date. An additional ten percent (10%) penalty shall be added to accounts where action is taken via a third party to collect the account (i.e. collection agency, revenue recapture, or special assessment process).

Construction shall not begin until bills are received in full. Bills for unforeseen costs incurred will be issued to the customer upon receipt by MMU and shall be paid prior to connection of electrical service.

Platted developments shall be required to pay the estimated project costs before construction begins. The estimated project costs will be determined by MMU.

TERMS AND CONDITIONS OF SERVICE:

1. Construction during November 1st - March 31st will be billed at actual costs.
2. MMU reserves the right to select external contractors as needed to complete construction, and if possible, will obtain two bids to complete construction.
3. MMU shall provide right-of-way tree trimming for new service prior to construction.
4. Service furnished under this rate schedule is subject to applicable provisions of MMU's published Electric Service Rules and Regulations.
5. MMU shall not be liable for any damage or loss sustained by customer resulting from interruptions, deficiencies, or imperfections of service provided under this rate.

**RATE SCHEDULE
ELECTRIC VEHICLE CHARGING STATION FEES**

AVAILABILITY:

At all locations where City of Mora/MMU owned electric vehicle charging stations are available.

APPLICATION:

To all customers for access to and use of the municipal electric supply and electric vehicle charging stations.

RATES:

Level 2 Charger\$2 per hour
DC Fast Charger\$5 connection fee plus \$0.30 per minute

TERMS OF PAYMENT:

Payment is due electronically at the electric vehicle charging station and must be made prior to the use of the electric vehicle charging station. There will be a ten percent (10%) penalty added to accounts where action is taken via a third party to collect the payment (i.e. collection agency, revenue recapture, or special assessment process).

TERMS AND CONDITIONS OF SERVICE:

1. Service furnished under this rate schedule is subject to applicable provisions of MMU's published Electric Service Rules and Regulations.
2. MMU shall not be liable for any damage or loss sustained by customer resulting from interruptions, deficiencies, or imperfections of service provided under this rate.



MEMORANDUM

Date: December 14, 2020
To: Public Utilities Commission
From: Jessica Bliss, Utility Billing Clerk
Lindy Crawford, Public Utilities General Manager
RE: Delinquent Water Utility Accounts Procedure

SUMMARY

The PUC will review and discuss procedures relating to delinquent water utility accounts as it relates to the City Code.

BACKGROUND INFORMATION

At the November 16th PUC meeting a customer brought forward concerns to the PUC regarding utility billing department procedures for delinquent water utility accounts. After further review staff is requesting to discuss the procedures as it relates to the City Code.

Currently, in most circumstances, we do not disconnect water services when an account is delinquent. Instead the service remains on and if account balances are severely delinquent at the time the City certifies unpaid charges, those balances go to City Council for certification approval after a public hearing is held with the PUC. There are many reasons why, some listed by the League of Minnesota Cities (LMC) below, certifying the delinquent balance rather than disconnecting the service is beneficial to both parties:

1. Concerns about shutting off water services in cold weather are eliminated.
2. The city/utility does not have to investigate the residence or unit to determine if it is occupied.
3. Certification is not limited even when other laws restrict shutting off utilities in special situations.
4. A city/utility is protected if the property with delinquent utility charges is sold after the delinquent charges are certified due to the fact that the water/sewer charges run with the property.
5. Confusion is alleviated when joint owners of property disagree as to who is responsible for utility charges (for example, in divorce proceedings). The unpaid charges simply run with the property and must be paid as property taxes are paid.
6. Certified delinquent charges take priority over other unsecured creditors if a consumer later files for bankruptcy.

City Code § 50.24, attached, explains the process in regards to certifying unpaid utility charges, however it also states water services will be disconnected if left unpaid; akin to how delinquent electric accounts are handled. Staff is seeking clarification on how the PUC would like to move forward with delinquent water accounts.

OPTIONS & IMPACTS

1. Continue current practice of certifying delinquent water charges and recommend the City Council amend City Code.
2. Do not amend City Code and begin disconnecting water service if an account becomes delinquent.

Memorandum

RECOMMENDATIONS

Review, discuss and direct staff appropriately.

Attachments

City Code § 50.24

PAYMENT AND COLLECTION OF UTILITY BILLS

§ 50.20 DEFINITIONS.

For the purpose of this chapter, the following definitions shall apply unless the context clearly indicates or requires a different meaning.

ACCOUNT. A record of utility services used by each property and the periodic costs for those utility services.

CITY UTILITY SYSTEM. Facilities used for providing public utility service owned or operated by the city or agency thereof, including electric, sanitary sewer, storm water, and water service.

OWNER. The person owning the property receiving utility service.

TENANT. A person, other than the property owner, occupying and receiving utility service.

UTILITY RATE SCHEDULE. A schedule of all utility rates and charges set by the Public Utilities Commission.

(Ord. 346, passed 6-6-2006)

§ 50.21 ACCOUNTS.

(A) Water, sanitary sewer and storm sewer services shall be carried in the name of the owner who personally, or by his or her authorized agent, applied for such service. The owner shall be liable for water, sanitary sewer, and storm water services supplied to the property, whether he or she is occupying the property or not, and any unpaid charges (including taxes, fees and penalties) shall be a lien upon the property.

(B) Electric service may be carried in the name of the owner or tenant.

(1) If carried in the name of the owner, the deposit for establishing service shall be waived. If carried in the name of the owner, the owner shall be liable for electric services supplied to the property, whether he or she is occupying the property or not, and any unpaid charges shall be a lien upon the property.

(2) If carried in the name of the tenant a deposit to establish service shall be required. If carried in the name of the tenant the owner shall not be liable for any unpaid electric charges.

(Ord. 346, passed 6-6-2006)

§ 50.22 BILLING.

Water, sanitary sewer, storm water and electric charges shall be billed on one (1) bill as applicable to each account. All charges for water, sanitary sewer, storm water and electric service shall be due on the tenth (10th) day of the month and considered delinquent after the tenth (10th) day of the month. All bills shall contain the address and telephone number of the utility office. Bills shall be mailed to the customers on or before the last day of each month and specify the water and electricity consumed and all utility charges in accordance with the current fee schedule set by the Public Utilities Commission.

(Ord. 346, passed 6-6-2006)

§ 50.23 UTILITY RATE SCHEDULE.

(A) The utility rate schedule shall be adopted by ordinance of the City Council.

(B) Each year, the Public Utilities Commission shall establish one (1) or more certification cutoff dates. All city utility accounts, unless exempt for other legal reason, which have been billed a delinquent bill and remain unpaid as of the certification cut-off date shall have the balance on the account included in a preliminary certification list.

(Ord. 346, passed 6-6-2006)

§ 50.24 DELINQUENT ACCOUNTS.

(A) *Penalties.* A late payment penalty shall be assessed on the full balance of all accounts with a past due balance in an amount set forth by the City Council from time to time.

(B) *Shut-off for nonpayment.* Water or electric service shall not be shut-off until notice and an opportunity for a hearing before an employee designated by the public utility commission has been provided to the occupant and owner of the premises involved.

(1) If any bill is not paid by the due date listed on the bill, a second bill will be mailed by first class mail and shall state that if payment is not made within ten (10) days of the mailing of the second bill, water or electric service to the premises will be shut off for nonpayment.

(2) The second bill and shut-off notice shall contain the title, address and telephone number of the official in charge of billing; the title, address and phone number shall be clearly visible and easily readable.

(3) The notice shall also state that any occupant or owner has the right to a hearing before the water or electric service is shut off. The owner or occupant may be represented in person and by counsel or any other person of his or her choosing.

The owner or occupant may present orally or in writing his or her complaint to the city official in charge of utility billing. This official shall be authorized to order continuation of the customer's service and shall have the authority to adjust the customer's bill or enter into a mutually agreeable payment plan.

(4) If an occupant or owner requests a hearing, the water or electric service shall not be shut off until the hearing process is complete.

(5) If a customer fails to pay and fails to request a hearing under this part, service will be shut off at the time specified in the notice.

(C) *Certification for collection with taxes.* Unpaid charges on utility accounts shall not be certified to the County Auditor until notice and an opportunity for a hearing have been provided to the owner of the premises involved. The notice shall be sent by first class mail and shall state that if payment is not made before the date for certification, the entire amount unpaid plus penalties will be certified to the County Auditor for collection as other taxes are collected. The notice shall also state that the occupant may, before such certification date, attend or schedule a hearing on the matter to object to certification of unpaid utility charges.

(D) A hearing shall be held on the matter by the Public Utility Commission. Property owners with unpaid utility charges shall have the opportunity to object to the certification of unpaid charges to be collected as taxes are collected. If, after the hearing, the City Council finds that the amounts claimed as delinquent are actually due and unpaid and that there is no legal reason why the unpaid charges should not be certified for collection with taxes in accordance with this subchapter, the city may certify the unpaid charges to the county auditor for collection as other taxes are collected.

(E) For each certification sustained, the property owner shall have the following options after the hearing:

(1) To pay the certified delinquent amount after the hearing date, but before the certification deadline.

(2) To pay the certified charges as billed to them by the county on their property tax statement with a collection term of one (1) year.

(F) Fifteen (15) days after the hearing, the certified roll, minus any payments, shall be delivered to the County Auditor.

(Ord. 346, passed 6-6-2006; Am. Ord. 376, passed 1-20-2009)

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	\$ 725,179.76	\$ 705,793.25	\$ 790,994.12	\$ 888,277.49	\$ 618,748.50	\$ 746,701.04	
Current Period	\$ 555,704.84	\$ 497,019.39	\$ 532,608.19	\$ 551,300.51	\$ 579,482.47	\$ 659,525.21	\$ 545,317.99	\$ 616,153.44	\$ 579,109.88	\$ 441,253.51	\$ 578,769.88	
1 Period Overdue	\$ 28,985.02	\$ 35,747.28	\$ 32,808.33	\$ 23,753.59	\$ 25,596.14	\$ 16,360.71	\$ 111,589.98	\$ 46,188.93	\$ 163,212.84	\$ 40,726.39	\$ 30,934.79	
2 Periods Overdue	\$ 8,396.86	\$ 11,454.21	\$ 17,307.07	\$ 19,021.53	\$ 13,850.87	\$ 14,200.48	\$ 9,298.69	\$ 101,298.20	\$ 28,743.15	\$ 19,557.39	\$ 15,932.14	
3 Periods Overdue	\$ 8,471.17	\$ 7,568.36	\$ 12,342.36	\$ 22,938.35	\$ 34,120.00	\$ 35,242.42	\$ 39,776.30	\$ 27,353.55	\$ 117,211.62	\$ 117,103.05	\$ 121,015.53	
Total Penalties Applied to Account	\$ 6,226.45	\$ 6,190.49	\$ 7,827.78	\$ -	-	-	\$ -	\$ 5,744.83	\$ 22,811.95	\$ 8,593.96	\$ 7,698.64	
Past Due/Disconnection Notices Mailed (customer 30 days or more past due) *	71	66	0	0	0	0	52	38	70	51	6	
Utility Disconnects	0	6	0	0	0	0	0	13	3	2	2	0
Missed Payments on Payment Agreement	0	0	0	0	0	0	0	0	3	0	0	0
No Response to Past Due/Disc Notice/Door Tag	0	6	0	0	0	0	0	13	0	2	2	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				
11/30/20	Quamba Sewer	750	\$5625.00	Reading misentry resulted in billing error. Customer was charged for 754 gallons rather than their 4 gallon average (currently estimating readings due to faulty meter). Adjusted overcharge off.
11/30/20	Quamba Reserve	750	\$750.00	
11/30/20	Quamba Sewer	78	\$585.00	Reading misentry resulted in billing error. Customer was charged for 78 gallons rather than their 0 gallon average (currently estimating readings due to faulty meter). Adjusted overcharge off.
11/30/20	Quamba Reserve	78	\$78.00	