



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

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

Tuesday, February 20, 2024

3:00 PM

Mora City Hall

**1. Call to Order / Pledge of Allegiance**

**2. Roll Call**

- PUC Chair Greg Ardner
- Commissioner Ryan Christianson
- Commissioner Dave Chmiel
- Commissioner Brett Baldwin
- Commissioner Joe Heggernes

**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. January 16, 2024 Regular Meeting Minutes
- b. January 2024 Claims

**5. Open Forum** *(Individuals may address the council about any item not contained on the regular agenda. There is a maximum of fifteen (15) minutes set aside for open forum. A maximum of three (3) minutes is allotted per person. The City Council will take no official action on items discussed at the forum, with the exception of referral to staff for future report.)*

**6. Special Business-** none

**7. New Business**

- a. Customer Agenda Request High Water Usage – JCF Properties
- b. Quamba Flow Meter Purchase
- c. 101 Villa Drive
- d. Employee Wellness Fund Contribution
- e. Electric Automated Outage Call Out System – Mpower
- f. Well Maintenance / Repair – High Service Pump Maintenance/Repair
- g. Wastewater Plant Digester and PFA Funding

**8. Old Business**

- a. Heavy Duty Service Truck Update

**9. Reports**

- a. Public Utilities General Manager
- b. Public Works Director
- c. Commissioner Dave Chmiel
- d. Commissioner Joe Heggernes
- e. Commissioner Ryan Christianson
- f. Commissioner Brett Baldwin
- g. Public Utilities Chair Greg Ardner

**10. Adjournment**



Pursuant to due call and notice thereof, Commissioner Chair Ardner called to order the regular meeting of the Mora Public Utilities Commission at 3:00PM on Tuesday, January 16, 2024, in the City Hall council chambers.

2. **Roll Call / Oath of Office:** Present: Commissioners, Greg Ardner, Ryan Christianson, Dave Chmiel, Joe Heggernes and Brett Baldwin

Staff Present: General Manager Glenn Anderson, Administrative Services Director Natasha Segelstrom, Public Works Director Joe Kohlgraf, Accountant Kelly Christianson, Human Resources Director Mandi Yoder, Utility Billing Clerk Jessica Bliss

Ryan Christianson took the Oath of Office for the Public Utilities Commission with a term expiration date of December 31, 2026.

Dave Chmiel took the Oath of Office for the Public Utilities Commission with a term expiration date of December 31, 2026.

3. **Adopt Agenda:** MOTION Made by Chmiel, seconded by Heggernes, and unanimously carried by the PUC to approve the agendas presented.
4. **Consent Agenda:** MOTION made by Chmiel, seconded by Christianson, and unanimously carried to approve the consent agenda.

- a. **Meeting Minutes** – December 18, 2023
- b. **Claims** - December 2023
- c. **Fee Schedule**
- d. **Amended Meeting Minutes: 11/20/2023**

5. **Open Forum:** No one spoke at open forum.

6. **New Business:**

- a. **Distributed Energy Report – Cogeneration Report:** Utility Billing Clerk Jessica Bliss presented the 2023 Distributed Energy Report. She explained the first schedule outlined the amount that would be returned to the net solar customers, second schedule was SMMPA's average cost to the utility and the third outlined current solar customers and how much was received and delivered. There were 8 solar customers and three solar customers that were paid out at year end. MOTION made by Christianson, seconded by Heggernes and unanimously carried to accept the Distributed Energy Report.
- b. **Personnel Policy Updates:** Human Resources Director Mandi Yoder presented information that would bring the personnel policy into compliance and the current policy was dated. She explained that sections relating to the Cities financial liability and other duties were the responsibilities of the employer and that updates were needed to follow state and federal law. The goal is to be in line with the League of Minnesota Cities template and the City Attorney provided areas that needed to be updated. Yoder asked the PUC for a consensus to move forward with the personnel policy update. The consensus from the PUC was to proceed with the Personnel Policy Update.
- c. **Arthur Township Lift Station Generator Purchase 2024-** Kohlgraf presented a request to purchase a power generation backup for Arthur Township lift station (River Lift) for a three-phase power back-up that would be used for emergency

wastewater pumping. This was an added protection to have efficiency during power outages. This was part of the Capital improvement program, and any additional cost would be expensed to the lift station and repair. Kohlgraf explained due to the type of generator, Kohlgraf was only able to receive one quote. The quote from Kodiak power was \$53,500 and electrical switchgear cost could be higher. MOTION made Baldwin, seconded by Heggernes, and approved to purchase and install the lift station generator.

- d. **Transformer Purchase:** Kohlgraf brought forward a request to purchase transformers for the North-West Feeder upgrade that would provide more efficient power distribution and upgrade power from 2,400 to 7,200 throughout the City. He explained the recommended purchase was not the lowest quote for each transformer type due to delivery dates ranging from 50-84 weeks. Approval would secure the price for the product and ensure timeliness for project completion. The requested purchase from T&R Electric for pad mount three phase transformer total cost was \$95,536; requested purchase from B&B Transformer quote for pad mount single phase transformer total cost was \$86,115 and the requested purchase price for pole mount single phase transformer was \$140,598. MOTION made by Baldwin, seconded by Heggernes, and unanimously carried to approve the transformer purchases from T&R Electric and B&B Transformer.
  
- e. **Well 6 Generator Purchase:** Kohlgraf brought forward a request for purchase and installation of power generation backup for well house #6 for water supply backup. He further detailed the water supply plan through the Minnesota Department of Health in which municipal wells could feed the water system in case of an emergency. He explained well #5 had generation capability during power outages. This request was part of the Capital Improvement Program and funded through water fixed assets. The cost for the generator was \$76,075, which was \$6,075 over the amount in the CIP and that amount would be taken out of repair and maintenance line item in the budget. The PUC asked if a portable generator could be used instead of a stationary generator and Kohlgraf explained could not be used for this purpose without rewiring and portable generators cost more than the requested generator. MOTION made by Christianson, seconded by Chmiel, and unanimously carried to approve the purchase of the generator backup for well #6 quoted price be taken from fixed assets and repair/maintenance line item.
  
- f. **Water Sewer Heavy Duty Truck Purchase:** Kohlgraf brought forward a request for purchase of Water/Sewer heavy duty truck to replace a 2012 Ford F-500 service/crane 4x4 with an equivalent truck setup. The truck was purchased new and explained this vehicle is used for day-to-day maintenance within the department and vehicle replacement purchased through state bid. He explained the used vehicle market was limited and the mileage on those vehicles had approximately 100,000 miles which was similar to the truck that would be replaced. This request through state bid would allow truck package options and the utility to have the truck in the queue for build. The truck was budgeted through the CIP and the projected delivery date is November and the current truck's anticipated salvage value would be \$8,000. MOTION was made by Baldwin, seconded by Christianson, and unanimously approved to purchase replacement vehicles using state bid pricing, not to exceed \$125,000.

- g. Water Sewer Service Truck Repair:** Kohlgraf brought forward a request to purchase a water/sewer service truck. He explained the current truck was purchased new and used daily throughout the city and Quamba. The truck was also used to attend regional safety meetings and for staff training. This was a budgeted item in the CIP and would replace the 2014 Chevrolet extended cab. The request was to purchase the water/sewer service truck through state bid, not to exceed \$80,000. MOTION made by Christianson, seconded by Heggernes and unanimously carried to approve state bid purchase not to exceed \$80,000 for water/sewer service truck replacement.

**7. Old Business:** There was no old business discussed.

**8. Communications:** The PUC reviewed the communications. Bliss explained the large 4<sup>th</sup> Quarter adjustment had been due to a new commercial meter configuration. The meter programmer corrected the issue, and the customer paid their bill in full. Bliss explained large 4<sup>th</sup> quarter balance was written off at year end and summarized the 2023 outage report which detailed the cause of the electric outage and the impacted locations.

- a. 2023 4<sup>th</sup> Quarter Electric Vehicle Report**
- b. 2023 4<sup>th</sup> Quarter Account Adjustment Report**
- c. 2023 4<sup>th</sup> Quarter Utility Balance Update**
- d. 2023 Outage Report-Reliability Report**

**9. Reports:**

- a. Public Utilities General Manager:** Anderson noted that staff were completing year end items and busy with numerous projects.
- b. Public Works Director:** Kohlgraf summarized the natural gas generation for the electric crew and detailed MMU Electric on call rotation. He explained the afterhours call system for when MMU becomes self sufficient and explained how AMI meters would assist with staff and customers during outages. Summarized the electrical systems upgrade and staff working pole replacements and insulators. Water/Wastewater Department were fully staffed and caught up with jetting and sewer maintenance. MMU will be electrical rebates for the Wastewater plant next month from SMMPA.
- c. Commissioner Heggernes:** Nothing new to report.
- d. Commissioner Chmiel:** Requested additional information on the water meter test fee that was on the Fee Schedule, and he believed that it was a service to the customers. Bliss explained the fee was to re-coup costs and ensure accuracy. Kohlgraf further explained when that fee would arise with customers and that during his time with the City/MMU he recalled a customer being charged 2-3 times.
- e. Commissioner Baldwin:** Nothing new to report.
- f. Commissioner Christianson:** Nothing new to report
- g. Chairperson Ardner:** Nothing new to report

**10. Adjournment:** MOTION made by Heggernes, seconded by Chmiel, and unanimously carried to adjourn at 3:43PM.



**CITY OF MORA  
CHECK LIST-PUC**

CHECK #	Search Name	Fund Descr	Dept Descr	Last Dim Descr	Comments	Amount
001590 NEXIO - COMPLETE MERCHANT SOLUTIONS						
001590	NEXIO - COMPLETE ME	ELECTRIC FUN		Accounts Payable	CREDIT CARD PYMT PROCESSI	\$569.90
001590	NEXIO - COMPLETE ME	WATER FUND		Accounts Payable	CREDIT CARD PYMT PROCESSI	\$284.94
001590	NEXIO - COMPLETE ME	SEWER FUND		Accounts Payable	CREDIT CARD PYMT PROCESSI	\$284.95
001590 NEXIO - COMPLETE MERCHANT SOLUTIONS						\$1,139.79
001591 MORA MUNICIPAL UTILITIES						
001591	MORA MUNICIPAL UTILI	ELECTRIC FUN		Accounts Payable	UTILITIES	\$24.46
001591	MORA MUNICIPAL UTILI	ELECTRIC FUN		Accounts Payable	UTILITIES	\$86.75
001591	MORA MUNICIPAL UTILI	ELECTRIC FUN		Accounts Payable	UTILITIES	\$19.77
001591	MORA MUNICIPAL UTILI	WATER FUND		Accounts Payable	UTILITIES	\$13.69
001591	MORA MUNICIPAL UTILI	WATER FUND		Accounts Payable	UTILITIES	\$95.67
001591	MORA MUNICIPAL UTILI	WATER FUND		Accounts Payable	UTILITIES	\$12.26
001591	MORA MUNICIPAL UTILI	WATER FUND		Accounts Payable	UTILITIES	\$24.52
001591	MORA MUNICIPAL UTILI	WATER FUND		Accounts Payable	UTILITIES	\$1,244.76
001591	MORA MUNICIPAL UTILI	WATER FUND		Accounts Payable	UTILITIES	\$1,233.42
001591	MORA MUNICIPAL UTILI	SEWER FUND		Accounts Payable	UTILITIES	\$80.96
001591	MORA MUNICIPAL UTILI	SEWER FUND		Accounts Payable	UTILITIES	\$1,160.20
001591	MORA MUNICIPAL UTILI	SEWER FUND		Accounts Payable	UTILITIES	\$3,444.87
001591	MORA MUNICIPAL UTILI	SEWER FUND		Accounts Payable	UTILITIES	\$12.26
001591	MORA MUNICIPAL UTILI	SEWER FUND		Accounts Payable	UTILITIES	\$25.23
001591 MORA MUNICIPAL UTILITIES						\$7,478.82
001592 ONLINE COLLECTIONS						
001592	ONLINE COLLECTIONS	ELECTRIC FUN		Accounts Payable	NEW UB CUSTOMER CREDIT C	\$50.72
001592 ONLINE COLLECTIONS						\$50.72
001594 PAYLIANCE						
001594	PAYLIANCE	ELECTRIC FUN		Accounts Payable	E-CHECK PYMT PROCESSING F	\$53.70
001594	PAYLIANCE	WATER FUND		Accounts Payable	E-CHECK PYMT PROCESSING F	\$26.85
001594	PAYLIANCE	SEWER FUND		Accounts Payable	E-CHECK PYMT PROCESSING F	\$26.85
001594 PAYLIANCE						\$107.40
001595 MN DEPT OF REVENUE						
001595	MN DEPT OF REVENUE	ELECTRIC FUN		Accounts Payable	SALES & USE TAX PYMT - DEC	\$27,711.00
001595	MN DEPT OF REVENUE	WATER FUND		Accounts Payable	SALES & USE TAX PYMT - DEC	\$1,012.00
001595 MN DEPT OF REVENUE						\$28,723.00
001596 SMMPA						
001596	SMMPA	ELECTRIC FUN		Accounts Payable	POWER PURCHASED	\$387,229.46
001596 SMMPA						\$387,229.46
001613 NEIGHBORHOOD NATIONAL BANK						
001613	NEIGHBORHOOD NATIO	ELECTRIC FUN	ELECTRIC ADMINIST	Bad Debts/NSF Check	SPECIAL HANDLING INSTRUCT	\$10.00
001613 NEIGHBORHOOD NATIONAL BANK						\$10.00
001615 NEIGHBORHOOD NATIONAL BANK						
001615	NEIGHBORHOOD NATIO	ELECTRIC FUN	ELECTRIC ADMINIST	Cust UB/Collection	STOP PAYMENT FOR LOST CH	\$25.00
001615 NEIGHBORHOOD NATIONAL BANK						\$25.00
060381 DEBUERE, DARREN						
060381	DEBUERE, DARREN	ELECTRIC FUN		Undistributed Receipts	REFUND DEPOSIT - 431 W CE	-\$197.34
060381 DEBUERE, DARREN						-\$197.34
061489 DGR ENGINEERING						

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

CHECK #	Search Name	Fund Descr	Dept Descr	Last Dim Descr	Comments	Amount
061489	DGR ENGINEERING	ELECTRIC FUN	ELECTRIC ADMINIST	Professional Services -	GRIP GRANT ASSISTANCE	\$892.50
061489	DGR ENGINEERING					\$892.50
061493	GREAT NORTHERN ENVIRONMENTAL LLC					
061493	GREAT NORTHERN ENV	SEWER FUND	WASTEWATER TREA	Lubricants & Additives	BLOWER GREASE & OIL	\$574.26
061493	GREAT NORTHERN ENVIRONMENTAL LLC					\$574.26
061497	MIDCO					
061497	MIDCO	ELECTRIC FUN	ELECTRIC ADMINIST	Telephone	PHONE/INTERNET	\$120.39
061497	MIDCO	WATER FUND	WATER ADMINISTR	Telephone	PHONE/INTERNET	\$183.25
061497	MIDCO	SEWER FUND	SEWER ADMINISTR	Telephone	INTERNET	\$270.39
061497	MIDCO					\$574.03
061498	MN MUNICIPAL UTILITIES ASSN					
061498	MN MUNICIPAL UTILITI	ELECTRIC FUN	ELECTRIC ADMINIST	Dues & Subscriptions	2024 ELECTRIC UTILITY MEMB	\$11,405.00
061498	MN MUNICIPAL UTILITIES ASSN					\$11,405.00
061503	VERIZON WIRELESS					
061503	VERIZON WIRELESS	ELECTRIC FUN	ELECTRIC ADMINIST	Telephone	CELL/IPAD	\$216.07
061503	VERIZON WIRELESS	WATER FUND	WATER ADMINISTR	Telephone	CELL/IPAD	\$62.52
061503	VERIZON WIRELESS	SEWER FUND	SEWER ADMINISTR	Telephone	CELL/IPAD	\$99.40
061503	VERIZON WIRELESS					\$377.99
061512	AMAZON CAPITAL SERVICES					
061512	AMAZON CAPITAL SERV	ELECTRIC FUN	ELECTRIC ADMINIST	Office Supplies	OFFICE SUPPLIES	\$12.91
061512	AMAZON CAPITAL SERVICES					\$12.91
061520	EHLERS & ASSOCIATES					
061520	EHLERS & ASSOCIATES	ELECTRIC FUN	ELECTRIC ADMINIST	Meetings, Training, &	2024 PUBLIC FINANCE SEMINA	\$87.50
061520	EHLERS & ASSOCIATES	WATER FUND	WATER ADMINISTR	Meetings, Training, &	2024 PUBLIC FINANCE SEMINA	\$43.75
061520	EHLERS & ASSOCIATES	SEWER FUND	SEWER ADMINISTR	Meetings, Training, &	2024 PUBLIC FINANCE SEMINA	\$43.75
061520	EHLERS & ASSOCIATES					\$175.00
061524	MATTSON ELECTRIC OF MORA LLC					
061524	MATTSON ELECTRIC OF	WATER FUND	WATER SUPPLY	Repair/Maint - Bldg &	WELL HOUSE HEATER RPR	\$254.01
061524	MATTSON ELECTRIC OF MORA LLC					\$254.01
061537	ASPEN EQUIPMENT, LLC					
061537	ASPEN EQUIPMENT, LLC	ELECTRIC FUN	ELECTRIC DISTRIBU	Truck Expense	SMALL BUCKET TRUCK REPAIR	\$2,500.29
061537	ASPEN EQUIPMENT, LLC					\$2,500.29
061540	DEBUERE, DARREN					
061540	DEBUERE, DARREN	ELECTRIC FUN		Undistributed Receipts	REPLACE CK#60381-DEPOSIT	\$197.34
061540	DEBUERE, DARREN					\$197.34
061545	MINNESOTA PUMP WORKS INC					
061545	MINNESOTA PUMP WOR	SEWER FUND	WASTEWATER TREA	Repair/Maint - Bldg &	SLUDGE MIXER REPAIR & PAR	\$4,139.17
061545	MINNESOTA PUMP WORKS INC					\$4,139.17
061546	MN MUNICIPAL UTILITIES ASSN					
061546	MN MUNICIPAL UTILITI	ELECTRIC FUN	ELECTRIC ADMINIST	Meetings, Training, &	JOB TRNG & SAFETY PROGRA	\$3,739.50
061546	MN MUNICIPAL UTILITIES ASSN					\$3,739.50
061547	PETERSON, JEN					
061547	PETERSON, JEN	ELECTRIC FUN		Undistributed Receipts	REFUND DEPOSIT - 454 MCLE	\$168.49
061547	PETERSON, JEN					\$168.49



CITY OF MORA  
CHECK LIST-PUC

CHECK #	Search Name	Fund Descr	Dept Descr	Last Dim Descr	Comments	Amount
061549	SAMPSON, JUDD					
061549	SAMPSON, JUDD	ELECTRIC FUN		Undistributed Receipts	REFUND OVERPAYMENT - 724	\$69.95
061549	SAMPSON, JUDD					\$69.95
061550	WATERS, STEVEN					
061550	WATERS, STEVEN	ELECTRIC FUN		Undistributed Receipts	REFUND DEPOSIT - 431 W CE	\$90.07
061550	WATERS, STEVEN					\$90.07
061551	CENTURYLINK					
061551	CENTURYLINK	SEWER FUND	SEWER ADMINISTR	Telephone	WWTP PHONE	\$132.64
061551	CENTURYLINK					\$132.64
061555	MN PUBLIC FACILITIES AUTHORITY					
061555	MN PUBLIC FACILITIES	WATER FUND	WATER ADMINISTR	Interest Expense	MPFA LOAN PAYMENT - WATE	\$5,697.72
061555	MN PUBLIC FACILITIES	SEWER FUND	SEWER ADMINISTR	Interest Expense	MPFA LOAN PAYMENT - WAST	\$10,485.00
061555	MN PUBLIC FACILITIES AUTHORITY					\$16,182.72
061559	ONLINE COLLECTIONS					
061559	ONLINE COLLECTIONS	ELECTRIC FUN		Accounts Payable	H WALKER COLLECTION COM	\$25.02
061559	ONLINE COLLECTIONS					\$25.02
061560	MN POLLUTION CONTROL AGENCY					
061560	MN POLLUTION CONTR	SEWER FUND	SEWER ADMINISTR	Dues & Subscriptions	NPDES/SDS PERMIT	\$1,240.00
061560	MN POLLUTION CONTROL AGENCY					\$1,240.00
061567	ELAN FINANCIAL SERVICES					
061567	ELAN FINANCIAL SERVI	ELECTRIC FUN	ELECTRIC ADMINIST	Meetings, Training, &	EHLERS CONF HOTEL - CHRIS	\$82.93
061567	ELAN FINANCIAL SERVI	ELECTRIC FUN	ELECTRIC ADMINIST	Meetings, Training, &	YODER CONF - MCFOA	\$108.74
061567	ELAN FINANCIAL SERVI	ELECTRIC FUN	ELECTRIC ADMINIST	Dues & Subscriptions	BOILERS LICENSE - WINTHER	\$50.00
061567	ELAN FINANCIAL SERVI	ELECTRIC FUN	ELECTRIC ADMINIST	Dues & Subscriptions	BOILERS LICENSE - LASS - MN	\$50.00
061567	ELAN FINANCIAL SERVI	WATER FUND	WATER ADMINISTR	Meetings, Training, &	EHLERS CONF HOTEL - CHRIS	\$41.46
061567	ELAN FINANCIAL SERVI	WATER FUND	WATER ADMINISTR	Meetings, Training, &	YODER CONF - MCFOA	\$54.38
061567	ELAN FINANCIAL SERVI	WATER FUND	WATER ADMINISTR	Dues & Subscriptions	DNR WATER PERMIT - DNR	\$1,365.26
061567	ELAN FINANCIAL SERVI	SEWER FUND	SEWER ADMINISTR	Meetings, Training, &	YODER CONF - MCFOA	\$54.38
061567	ELAN FINANCIAL SERVI	SEWER FUND	SEWER ADMINISTR	Meetings, Training, &	MRWA TRNG - KLEVEN - MWO	\$300.00
061567	ELAN FINANCIAL SERVI	SEWER FUND	SEWER ADMINISTR	Meetings, Training, &	CSWEA/MWOA CONF - MATTS	\$85.00
061567	ELAN FINANCIAL SERVI	SEWER FUND	SEWER ADMINISTR	Meetings, Training, &	EHLERS CONF HOTEL - CHRIS	\$41.46
061567	ELAN FINANCIAL SERVICES					\$2,233.61
061572	NEONLINK LLC					
061572	NEONLINK LLC	ELECTRIC FUN	ELECTRIC ADMINIST	Payment Processing E	PAYMENT PROCESSING	\$171.20
061572	NEONLINK LLC	WATER FUND	WATER ADMINISTR	Payment Processing E	PAYMENT PROCESSING	\$85.60
061572	NEONLINK LLC	SEWER FUND	SEWER ADMINISTR	Payment Processing E	PAYMENT PROCESSING	\$85.60
061572	NEONLINK LLC					\$342.40
061579	BEAUDRY OIL & PROPANE					
061579	BEAUDRY OIL & PROPANE	ELECTRIC FUN	GENERATION & PO	Fuel Oil	BULK FUEL	\$18,640.61
061579	BEAUDRY OIL & PROPANE	ELECTRIC FUN	GENERATION & PO	Fuel Oil	BULK FUEL	\$18,635.56
061579	BEAUDRY OIL & PROPANE					\$37,276.17
061586	ONLINE COLLECTIONS					
061586	ONLINE COLLECTIONS	ELECTRIC FUN	ELECTRIC ADMINIST	Cust UB/Collection	H WALKER COLLECTION COM	\$9.54
061586	ONLINE COLLECTIONS					\$9.54
061592	LEAGUE OF MN CITIES INS TRUST					
061592	LEAGUE OF MN CITIES I	ELECTRIC FUN		Prepaid Ins	2024 PROP & CASUALTY INS P	\$51,407.00

**CITY OF MORA  
CHECK LIST-PUC**

CHECK #	Search Name	Fund Descr	Dept Descr	Last Dim Descr	Comments	Amount
061592	LEAGUE OF MN CITIES I	WATER FUND		Prepaid Ins	2024 PROP & CASUALTY INS P	\$8,172.00
061592	LEAGUE OF MN CITIES I	SEWER FUND		Prepaid Ins	2024 PROP & CASUALTY INS P	\$18,304.00
061592	LEAGUE OF MN CITIES INS TRUST					\$77,883.00
061603	LEAGUE OF MN CITIES INS TRUST WC					
061603	LEAGUE OF MN CITIES I	ELECTRIC FUN		Prepaid Ins	2024 WORKERS COMP INS PR	\$8,385.70
061603	LEAGUE OF MN CITIES I	WATER FUND		Prepaid Ins	2024 WORKERS COMP INS PR	\$3,202.21
061603	LEAGUE OF MN CITIES I	SEWER FUND		Prepaid Ins	2024 WORKERS COMP INS PR	\$4,891.94
061603	LEAGUE OF MN CITIES INS TRUST WC					\$16,479.85
061605	MIDCO					
061605	MIDCO	ELECTRIC FUN	ELECTRIC ADMINIST	Telephone	PHONE/INTERNET	\$120.39
061605	MIDCO	WATER FUND	WATER ADMINISTR	Telephone	PHONE/INTERNET	\$183.65
061605	MIDCO	SEWER FUND	SEWER ADMINISTR	Telephone	INTERNET	\$270.39
061605	MIDCO					\$574.43
061607	MN MUNICIPAL UTILITIES ASSN					
061607	MN MUNICIPAL UTILITI	SEWER FUND	SEWER ADMINISTR	Meetings, Training, &	ELECTRICAL SKILLS TRNG - RA	\$920.00
061607	MN MUNICIPAL UTILITIES ASSN					\$920.00
061609	MPOWER TECHNOLOGIES, INC.					
061609	MPOWER TECHNOLOGI	ELECTRIC FUN	ELECTRIC DISTRIBU	Maint of GIS	AUTOMATED CALL CENTER	\$7,500.00
061609	MPOWER TECHNOLOGIES, INC.					\$7,500.00
061614	TR COMPUTER SALES, LLC					
061614	TR COMPUTER SALES, L	ELECTRIC FUN		Fixed Assets	COMPUTER SETUP & MONITO	\$592.50
061614	TR COMPUTER SALES, LLC					\$592.50
061615	VERIZON WIRELESS					
061615	VERIZON WIRELESS	ELECTRIC FUN	ELECTRIC ADMINIST	Telephone	CELL/IPAD	\$216.07
061615	VERIZON WIRELESS	WATER FUND	WATER ADMINISTR	Telephone	CELL/IPAD	\$62.52
061615	VERIZON WIRELESS	SEWER FUND	SEWER ADMINISTR	Telephone	CELL/IPAD	\$99.40
061615	VERIZON WIRELESS					\$377.99
061618	ACE HARDWARE					
061618	ACE HARDWARE	ELECTRIC FUN	GENERATION & PO	Maint of Gen Equip	OIL PUMP PLUGS	\$6.59
061618	ACE HARDWARE	SEWER FUND	WASTEWATER TREA	Cleaning Supplies	CLEANING SUPPLIES	\$16.57
061618	ACE HARDWARE					\$23.16
061620	ARAMARK					
061620	ARAMARK	SEWER FUND	WASTEWATER TREA	Other Operating Suppl	WWTP RUGS	\$185.70
061620	ARAMARK					\$185.70
061621	AUTO VALUE MORA					
061621	AUTO VALUE MORA	ELECTRIC FUN	GENERATION & PO	Maint of Gen Equip	OIL & OIL SQUIRT CAN	\$32.98
061621	AUTO VALUE MORA	ELECTRIC FUN	GENERATION & PO	Repair/Maint - Bldg &	AIR REGULATOR FOR WORK B	\$60.99
061621	AUTO VALUE MORA	ELECTRIC FUN	GENERATION & PO	Maint of Gen Equip	ENG #5 OIL HEATER RPR PAR	\$64.14
061621	AUTO VALUE MORA					\$158.11
061624	CINTAS					
061624	CINTAS	ELECTRIC FUN	GENERATION & PO	Cleaning Supplies	SCRAPER, MOPS	\$18.79
061624	CINTAS	ELECTRIC FUN	GENERATION & PO	Repair/Maint - Bldg &	MATS	\$18.79
061624	CINTAS					\$37.58
061626	EAST CENTRAL ENERGY-ECE SERV					
061626	EAST CENTRAL ENERGY	ELECTRIC FUN	ELECTRIC DISTRIBU	ECE Services	JAN DISPATCH SERVICES	\$191.97

**CITY OF MORA  
CHECK LIST-PUC**

CHECK #	Search Name	Fund Descr	Dept Descr	Last Dim Descr	Comments	Amount
061626	EAST CENTRAL ENERGY	ELECTRIC FUN	ELECTRIC DISTRIBU	ECE Services	JAN TOLL FREE CHARGES	\$1.95
061626	EAST CENTRAL ENERGY-ECE SERV					\$193.92
061627	EAST CENTRAL ENERGY-ELECT					
061627	EAST CENTRAL ENERGY	SEWER FUND	SEWER LIFT STATIO	Electricity	ELECTRICITY	\$159.39
061627	EAST CENTRAL ENERGY-ELECT					\$159.39
061628	FEDERATED COOP					
061628	FEDERATED COOP	ELECTRIC FUN	GENERATION & PO	Repair/Maint - Bldg &	WELDER/TORCH GAS	\$104.35
061628	FEDERATED COOP					\$104.35
061629	FERGUSON WATERWORKS					
061629	FERGUSON WATERWOR	WATER FUND		Inventory Materials/S	WATER METERS	\$1,757.10
061629	FERGUSON WATERWORKS					\$1,757.10
061630	FREEDOM MAILING SERVICES INC					
061630	FREEDOM MAILING SER	ELECTRIC FUN	ELECTRIC ADMINIST	Cust UB/Collection	BILL PROCESSING	\$507.39
061630	FREEDOM MAILING SER	WATER FUND	WATER ADMINISTR	Cust UB/Collection	BILL PROCESSING	\$253.70
061630	FREEDOM MAILING SER	SEWER FUND	SEWER ADMINISTR	Cust UB/Collection	BILL PROCESSING	\$253.70
061630	FREEDOM MAILING SERVICES INC					\$1,014.79
061632	GOPHER STATE ONE-CALL INC					
061632	GOPHER STATE ONE-CA	ELECTRIC FUN	ELECTRIC DISTRIBU	Professional Services -	JAN LOCATES	\$7.02
061632	GOPHER STATE ONE-CA	ELECTRIC FUN	ELECTRIC DISTRIBU	Professional Services -	2024 ANNL FACILITY OPERAT	\$10.00
061632	GOPHER STATE ONE-CA	WATER FUND	WATER DISTRIBUTI	Professional Services -	2024 ANNL FACILITY OPERAT	\$10.00
061632	GOPHER STATE ONE-CA	WATER FUND	WATER DISTRIBUTI	Professional Services -	JAN LOCATES	\$7.02
061632	GOPHER STATE ONE-CA	SEWER FUND	SEWER COLLECTION	Professional Services -	2024 ANNL FACILITY OPERAT	\$10.00
061632	GOPHER STATE ONE-CA	SEWER FUND	SEWER COLLECTION	Professional Services -	JAN LOCATES	\$7.02
061632	GOPHER STATE ONE-CALL INC					\$51.06
061633	GRAINGER, INC					
061633	GRAINGER, INC	ELECTRIC FUN	ELECTRIC DISTRIBU	Maint of Substation E	SUBST BASEBOARD HEATER	\$85.50
061633	GRAINGER, INC					\$85.50
061634	GRANITE CITY JOBBING					
061634	GRANITE CITY JOBBING	ELECTRIC FUN	GENERATION & PO	Other Operating Suppl	PAPER SUPPLIES	\$73.26
061634	GRANITE CITY JOBBING					\$73.26
061635	HAWKINS INC					
061635	HAWKINS INC	WATER FUND	WATER TREATMENT	Chemicals	CHEMICALS	\$5,950.22
061635	HAWKINS INC	WATER FUND	WATER TREATMENT	Chemicals	CHEMICALS	\$40.00
061635	HAWKINS INC					\$5,990.22
061636	HOME SERVE USA					
061636	HOME SERVE USA	WATER FUND		Leak Protection Premi	JANUARY SERVLIN PREMIUM	\$859.00
061636	HOME SERVE USA	SEWER FUND		Leak Protection Premi	JANUARY SERVLIN PREMIUM	\$912.00
061636	HOME SERVE USA					\$1,771.00
061637	JOHNSONS HARDWARE & RENTAL					
061637	JOHNSONS HARDWARE	ELECTRIC FUN	ELECTRIC DISTRIBU	Maint of Substation E	SUBST WINDOW FOAM	\$8.99
061637	JOHNSONS HARDWARE	WATER FUND	WATER SUPPLY	Repair/Maint - Bldg &	WELL THERMOMETER	\$8.99
061637	JOHNSONS HARDWARE	SEWER FUND	WASTEWATER TREA	Small Tools & Equipm	TIN SNIPS	\$16.99
061637	JOHNSONS HARDWARE	SEWER FUND	WASTEWATER TREA	Repair/Maint - Bldg &	SCISSORS, AIR FRESHENER, C	\$77.43
061637	JOHNSONS HARDWARE & RENTAL					\$112.40
061639	KWIK TRIP - GAS PURCHASES					

**CITY OF MORA  
CHECK LIST-PUC**

CHECK #	Search Name	Fund Descr	Dept Descr	Last Dim Descr	Comments	Amount
061639	KWIK TRIP - GAS PURC	ELECTRIC FUN	ELECTRIC DISTRIBU	Truck Expense	FUEL	\$448.23
061639	KWIK TRIP - GAS PURC	WATER FUND	WATER DISTRIBUTI	Motor Fuels	FUEL	\$234.52
061639	KWIK TRIP - GAS PURC	SEWER FUND	SEWER COLLECTION	Motor Fuels	FUEL	\$420.41
061639	KWIK TRIP - GAS PURC	SEWER FUND	QUAMBA COLLECTI	Motor Fuels	FUEL	\$214.76
061639 KWIK TRIP - GAS PURCHASES						\$1,317.92
061641 MERCURY TECHNOLOGIES OF MN						
061641	MERCURY TECHNOLOGI	ELECTRIC FUN	ELECTRIC ADMINIST	Energy Conservation	FLUORESCENT LAMP RECYCLI	\$1,222.62
061641 MERCURY TECHNOLOGIES OF MN						\$1,222.62
061643 MN ENERGY RESOURCES CORP						
061643	MN ENERGY RESOURCE	ELECTRIC FUN	GENERATION & PO	Generation Exp	NATURAL GAS-GENERATION	\$314.25
061643	MN ENERGY RESOURCE	ELECTRIC FUN	GENERATION & PO	Natural Gas - Heat	NATURAL GAS-BOILER	\$991.84
061643	MN ENERGY RESOURCE	WATER FUND	WATER SUPPLY	Natural Gas - Heat	NATURAL GAS	\$65.69
061643	MN ENERGY RESOURCE	WATER FUND	WATER TREATMENT	Natural Gas - Heat	NATURAL GAS	\$222.18
061643	MN ENERGY RESOURCE	SEWER FUND	WASTEWATER TREA	Natural Gas - Heat	NATURAL GAS	\$615.26
061643 MN ENERGY RESOURCES CORP						\$2,209.22
061645 NORTHERN STATES SUPPLY						
061645	NORTHERN STATES SUP	ELECTRIC FUN	ELECTRIC DISTRIBU	Misc Distribution Exp	GLOVES - JEREMY & MATT	\$273.33
061645 NORTHERN STATES SUPPLY						\$273.33
061646 OAK GALLERY & FRAME SHOP						
061646	OAK GALLERY & FRAME	ELECTRIC FUN	ELECTRIC ADMINIST	Postage	RETURNED URD CONNECTORS	\$42.17
061646 OAK GALLERY & FRAME SHOP						\$42.17
061648 OXYGEN SERVICE CO, INC						
061648	OXYGEN SERVICE CO, I	ELECTRIC FUN	GENERATION & PO	Repair/Maint - Bldg &	OXYGEN CYLINDER RENTAL	\$33.48
061648	OXYGEN SERVICE CO, I	ELECTRIC FUN	GENERATION & PO	Landfill Gen Exp	LFG NITROGEN CYLINDER REN	\$14.35
061648	OXYGEN SERVICE CO, I	ELECTRIC FUN	GENERATION & PO	Repair/Maint - Bldg &	WELDER GAS	\$104.35
061648	OXYGEN SERVICE CO, I	ELECTRIC FUN	ELECTRIC DISTRIBU	Maint of Substation E	SUBST CYLINDER RENTAL	\$57.26
061648	OXYGEN SERVICE CO, I	WATER FUND	WATER DISTRIBUTI	Repair/Maint - Bldg &	CARB DIOX CYLINDER RENTAL	\$19.84
061648 OXYGEN SERVICE CO, INC						\$229.28
061649 QUALITY DISPOSAL						
061649	QUALITY DISPOSAL	ELECTRIC FUN	GENERATION & PO	Garbage Removal	GARBAGE	\$92.66
061649	QUALITY DISPOSAL	SEWER FUND	WASTEWATER TREA	Garbage Removal	GARBAGE	\$225.87
061649 QUALITY DISPOSAL						\$318.53
061651 RMB ENVIRONMENTAL LABS INC						
061651	RMB ENVIRONMENTAL	WATER FUND	WATER TREATMENT	Professional Services -	LAB TESTING	\$109.73
061651	RMB ENVIRONMENTAL	SEWER FUND	WASTEWATER TREA	Professional Services -	LAB TESTING	\$1,035.85
061651 RMB ENVIRONMENTAL LABS INC						\$1,145.58
061653 TEAM LABORATORY CHEMICAL, LLC						
061653	TEAM LABORATORY CH	SEWER FUND	WASTEWATER TREA	Chemicals	BACTERIAL BUGS	\$1,149.00
061653 TEAM LABORATORY CHEMICAL, LLC						\$1,149.00
061655 VIKING ELECTRIC SUPPLY						
061655	VIKING ELECTRIC SUPP	ELECTRIC FUN	ELECTRIC DISTRIBU	Maint of St. Lights & S	STREET LIGHTS	\$789.70
061655 VIKING ELECTRIC SUPPLY						\$789.70
						\$631,922.12



MORA MUNICIPAL UTILITIES  
PUBLIC UTILITIES COMMISSION CHECK LIST

THE JANUARY – FEBRUARY 2024 CLAIMS HAVE BEEN APPROVED FOR PAYMENT BY:

\_\_\_\_\_

CHAIRMAN

\_\_\_\_\_

COMMISSION MEMBER

\_\_\_\_\_

COMMISSION MEMBER

\_\_\_\_\_

COMMISSION MEMBER

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COMMISSION MEMBER

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SECRETARY





# MEMORANDUM

Date February 15<sup>th</sup>, 2024  
To Public Utilities Commission  
From Joseph Kohlgraf- Public Work Director  
RE JCF Properties Water Use

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## SUMMARY

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John Fuhr, owner of JCF Properties has requested to be on the agenda for discussion of a high-water usages in the months of August and September of 2023.

## BACKGROUND INFORMATION

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John Fuhr will be present a request for credit to account for the period of July 27<sup>th</sup> through October 8<sup>th</sup>, 2023. High water usage was recorded at that time, a meter failure and a lightning strike were brought into reference to this. Owner is asking for a credit of 50% for the amount of water used above the amount of water used above the average for the above time period. Please reference agenda request.

## OPTIONS & IMPACTS

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Options and impacts to be discussed at the PUC meeting.

## RECOMMENDATIONS

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Item to be discussed at meeting.

*Attachments;* John Fuhr/JCF Properties agenda request







Direct Phone: 320.364.1173  
City Hall: 320.679.1511  
Email: n.segelstrom@cityofmora.com

## REQUEST TO BE PLACED ON PUC AGENDA

NAME: John Fuhr DAYTIME PHONE NO.: 612-812-7936  
(PLEASE PRINT)

ORGANIZATION REPRESENTING: JCF Properties

ADDRESS: 1819 Hwy 65 DATE OF PUC MEETING  
Mora, MN REQUESTING TO ATTEND 2/20/2024

TOPIC TO BE PRESENTED TO PUC: Lightning strike on July 27, 2024 caused water meter at above  
property to malfunction and give substantially elevated water usage readings, which wasn't verified until  
October 8th by the city at which point it was determined to not be working at all.

ACTION REQUESTED OF PUC: We are asking that the PUC credit our account for an amount equal to  
50% of the amount of water used above our average for the period of July 27 through October 8, 2024.  
We feel this is fair due to the extenuating circumstances that can be explained at this meeting.

CITY STAFF CONTACTED ABOUT REQUEST: Joe Kohlgraf

John Fuhr  
SIGNATURE

1/21/2024  
DATE

**\*\*NOTE\*\*** Regular Public Utility Council meetings are scheduled for the **Monday before the 3<sup>rd</sup> Tuesday at 3:00 P.M.** in the Council Chambers at City Hall.

Members of the public are provided with the opportunity to request items be placed on PUC Agenda for consideration or discussion. A written request to be placed on the PUC Agenda must be received in the City Clerk's office at City Hall before noon on the Monday prior to the PUC Meeting. Prior to submitting the request, the specifics of the request must be discussed with the General Manager or his/her designee.

For City use only:  
City staff with whom the request was discussed: B. Anderson  
Date specifics discussed with City staff: 2-1-24





# MEMORANDUM

Date January 23, 2024  
 To Public Utilities Commission  
 From Joseph Kohlgraf- Public Work Director  
 RE Quamba Lift Station- Meter Replacement

## SUMMARY

The PUC will review a recommendation from staff for purchase and installation of a six-inch (6”) flow meter for quamba sift station force main. The existing meter has failed and is in need of replacement for continued flow tracking.

## BACKGROUND INFORMATION

Quamba lift station currently has a flow meter that has catastrophically failed and needs replacement for continued flow tracking. Staff has received two (2) quotes for replacement, one from MTS (Badger meter) for the exact replacement, and one from TCS, (Rosemount meter). There is a difference in pricing, as the MTS quote is meter only. The second, from TCS, is for the meter (\$6,000 est.) and scada control programing. Staff have been moving toward more scada control for offsite control, monitoring, and troubleshooting. Although the cost from TCS is higher, continued movement to these types of electronic controls are more common for efficiency and troubleshooting. Monies for this purchase would come out of the repair budget and any overage would come out of the general sewer fund if needed.

## OPTIONS & IMPACTS

Option 1- Motion to approve purchase of Rosemount flow meter/Total control systems quoted price (\$10,833.00) to be taken from fixed assets and repair/maintenance line item.

Option 2- Do not approve the quote recommended by staff, approve quote from MTS relating to cost.

Option 3- Do nothing at this time. Flows out of the Quamba Lift station will not be recorded moving forward.

## RECOMMENDATIONS

Staff recommends approving purchase of Rosemount flow meter/scada controls from Total Control Systems with funds coming out of Fixed assets and repair/maintenance line item.

*Attachments/* Metering and Technology quote, Total Control Systems quote





Metering And  
Technology Solutions  
12016 Riverwood Dr  
Burnsville MN 55337  
United States

# Estimate

#EST1669

12/19/2023

**Customer**

City of Mora  
101 Lake Street South  
Mora MN 55051  
United States

<b>TOTAL</b>
<b>\$4,820.00</b>
<b>Expires: 1/18/2024</b>

<b>Expires</b> 1/18/2024	<b>Sales Rep</b>
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Quantity	Item	Rate	Amount
1	<p><b>M20006HRLREMSUB50SSGR</b> 6" M2000 Mag Meter; Hard Rubber Liner; Remote Mount with 50' cable; Submersible; Stainless Steel Grounding Rings; Standard Lay Length; 10' T.T. cable.</p> <p>2M-A-060FAAC1HJBS-RAAACBMKDBABTH-NAF</p> <p>Product Type: 2M - M2000 Certification: A - GENERAL SAFETY/PURPOSE Meter Size: 060 - 6" / DN150 Process Connections: FAA - ASME; CLASS 150 FLG; RF Base Material: C1 - CARBON STEEL Liner Material: H - HARD RUBBER Electrodes: J - Hastelloy C-22 (Standard / Measuring &amp; Empty pipe) Grounding rings: B - 316 SS GND RINGS Meter Lay Length: S - STANDARD Transmitter: RA - REMOTE MOUNT; LOCAL DSP; AL ENCL; IP67 Power Supply: AA - 110/220V AC Hardware: C - M20 THRD; POLY CABLE GLANDS Junction Box: B - ALUMINUM ENCL.; IP68/TYPE 6P Remote Cable Length: MK - 50 M / 165 FT; STD CABLE Input/Output Channel: DBA - STD INPUT/OUTPUT Communications: B - STD COMMS RS232 MODBUS RTU Wiring Method: TH - TWIST TIGHT - 10 FT (MTR, ASSY) Programming: NA - Gallons/gallons per minute (North America Standard) Testing &amp; Tagging: F - 0.2% 3-Point Calibration; Factory (Standard); required for zero straight run</p>	\$4,805.00	\$4,805.00
4	<p><b>GA6RUBBER</b> 6" DROP IN THICK ROUND RUBBER GASKET</p>	\$3.75	\$15.00

<b>Subtotal</b>	\$4,820.00
<b>Tax Total (0%)</b>	\$0.00
<b>Total</b>	\$4,820.00





Total Control Systems, Inc  
38841 Nyman Drive NE  
PO Box 40  
Stanchfield, MN 55080-0040  
Phone 320-396-4442 / Fax 320-396-4443

January 23, 2024

To: Joe K      Re: Quamba, Minnesota –Lift Station Flowmeter

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**Total Control Systems, Inc. (TCS)** proposes to furnish (only) equipment in accordance with the project plans and specifications to meet the full functional intent of the specifications that were received.

Including:

Rosemount Flowmeter 6 inch  
AC power, Remote Transmitter with LOI Display,  
SST Electrodes - Bulletnose, Polyurethane Liner,  
Two Discrete Channels (DI/DO 1, DO 2),  
Class 1 Div 2 Area Classifications,  
(2) SST Ground Rings, Submergence Protection w/100 ft Cable.  
Includes: 6" Spool Piece (9-5/8" Long), Gaskets, 6" Uni-Flange,  
Nut/Bolts Sets.  
Installation assistance  
Quamba SLS PLC programming for SCADA  
Mora SCADA PLC programming  
Mora SCADA screens and alarms programming  
Documentation  
Startup, Testing and Commissioning  
Shipping

Price for the Quamba Flowmeter: **\$10,833.00 excluding tax.**

Does **not** include:

Sales tax (City exempt)  
Hardware problems with the existing panel  
Conduit  
Permits  
Safety Equipment

- We acknowledge receipt of Addendum No .
- Terms are Net 30 days from invoice date. No retainage allowed. A 1.5% charge per month added to any past due balance. Price may be dependent on past credit history.
- All Terms in accordance to project contract specifications.
- This quote/proposal valid for 60 days.
- Work to commence after receipt of an acceptable written purchase order acknowledging acceptance of our terms.
- F.O.B. job-site.

- Start-up service/training, documentation and equipment adjustment is included as specified.
- TCSI does not accept any liquidated damages.
- ALL PANELS FURNISHED BY TCS WILL HAVE A UL 508 SERIALIZED OR UL698A ENCLOSED INDUSTRIAL CONTROL PANEL RELATING TO HAZARDOUS LOCATIONS WITH INTRINSICALLY SAFE CIRCUIT EXTENSIONS LABEL, AS REQUIRED.

If you have any questions regarding our proposal, please contact our office. We look forward to working with you on this project.

Sincerely,  
**TOTAL CONTROL SYSTEMS, INC.**

Al Doberstein

AD/kd





### REQUEST TO BE PLACED ON PUC AGENDA

NAME: CURT ROBERTSON DAYTIME PHONE NO.: 763 377 2023  
(PLEASE PRINT) LAUREL ROBERTSON

ORGANIZATION REPRESENTING: Myself

ADDRESS: 101 VILIA DRIVE DATE OF PUC MEETING  
MORA, MN 55051 REQUESTING TO ATTEND 2/20/24

TOPIC TO BE PRESENTED TO PUC: CONCERN ABOUT SEWER BACKUP

ACTION REQUESTED OF PUC: Written maintenance schedule for lines  
affecting our property. Written answer if city will pay (or commission)  
for all losses for future claims. Written information on City  
plans if any to help prevent future back-up.  
CITY STAFF CONTACTED ABOUT REQUEST: Glenn Anderson

Curt Robertson  
SIGNATURE

JAN 29, 2024  
DATE

**\*\*NOTE\*\*** Regular Public Utility Council meetings are scheduled for the **Monday before the 3<sup>rd</sup> Tuesday at 3:00 P.M.** in the Council Chambers at City Hall.

Members of the public are provided with the opportunity to request items be placed on PUC Agenda for consideration or discussion. A written request to be placed on the PUC Agenda must be received in the City Clerk's office at City Hall before noon on the Monday prior to the PUC Meeting. Prior to submitting the request, the specifics of the request must be discussed with the General Manager or his/her designee.

For City use only:  
City staff with whom the request was discussed: Glenn Anderson  
Date specifics discussed with City staff: 1/29/2024



Summary of sewer backups  
Meeting with Glenn Anderson, City Administrator  
January 29, 2024

Dates of Losses:

1. April 10, 2008, \$4806 City paid deductible. (rags)
2. March 23, 2019, \$6566 City denied deductible but later paid (Wet wipes)
3. November 1, 2021, \$9713 City paid deductible. (Grease)

I have lost the ability to change insurance policies for now due to these claims, so my insurance costs have increased. I am very concerned about the effect this will have on home value when we go to sell our home.

After the 2008 loss, the MN League denied any responsibility due to the city performing annual maintenance according to their schedule. They reported for a city to be responsible for damage due to sewer back-up, it first must be shown that a defect exists, that the defect caused the damage, and that the city knew of the defect and did not repair in a timely manner. They of course denied that any of this was the case.

For 2019 loss the administrator stated they found root intrusion and build-up of non-biodegradable rags. She then said that it was unfortunate and not the city's problem. She reported that the League of Cities stated Mora is not responsible and further denied refunding our deductible. It was later refunded when we asked again after the 2021 loss. At that time, we could file a claim for anything over our personal policy limits, but the city policy was not a replacement policy. We had upped our homeowner's policy to have additional sewer back-up coverage after the first claim, another consequence for us since the City was not accepting any responsibility beyond the deductible after we fought for it.

Mr. Kohlgraf reported in an email on June 19, 2019, that our line was on a more routine checklist. Instead of the normal annual checks for cleaning, he states our line had been cleaned twice a year or more depending on inspections. On numerous inspections, he reported non-biodegradable rags were found. They were planning on televising the line as time allowed.

After the second loss, we paid \$3,000 to install a backflow valve in hopes of stopping this in the future. While we believe it slowed down the back-up flow for the third loss in 2021 it did not stop a significant loss requiring replacement of everything we had just replaced in 2019.

After the third loss, the following was reported at a public utilities commission meeting:

There was grease in the line.

The city checked the line October 29<sup>th</sup> two days before the back-up and reported there was no blockage and no grease seen at that time. Also, the blockage was in an area that was not generally a problem per maintenance staff. Mr. Kohlgraf stated it usually takes longer than that to cause an obstruction. I asked how long it takes to check the line to see if it's ok and did not get an answer, but was told a visual inspection could note a problem.

I feel no one should have to endure this three times and that it does not meet any standard of reasonableness.

My request at that time from the council was:

1. To get my deductibles from 2019 and 2021 reimbursed, which was done.
2. For city insurance to cover the current and future claim losses as it causes increasing rates for me and possibly a concern with being dropped over repeated claims. The council reported there was a precedence for city claim payment as this had been done in the past. This would include clean-up, restoration to former condition and full replacement of any damaged property and furnishings.
3. I asked the council what their plan was to prevent this in the future, I asked for this to be in writing. Nothing has been received.
4. I stated that whatever was being done at that time was not working. I have consulted with others in the plumbing field, and it was felt there is an engineering issue in the city line in this location for this to have happened three times, regardless of stated causes. The line is not adequate.
5. Mr. Kohlgraf reported at the second planning meeting I attended that monthly checks were being done by pulling back the cover. He states they plan to continue the monthly checks and will jet the line twice a year and flush more often. I do not know if that has continued. He stated the jets clean out the grease the best but obviously it can build up fast based on the findings in our case.
6. Mr. Kohlgraf stated the city was considering some type of pipelining to prevent roots from getting in. I do not know if this was done.
7. I requested jetting quarterly, but this was denied.
8. I have requested a written maintenance schedule for any line that affects my property, but this has not been provided.
9. I also requested in two different meetings that the city accept responsibility if this happens again, to avoid another claim being filed. I asked that this answer be provided in writing. I cannot wait to get an answer when it happens as insurance requires that action be taken immediately to prevent further damage.
10. These various requests were made shortly after the third occurrence and no written response has been received as requested.
11. It was suggested that a grinder might solve the problem, but I was told by Mr. Kohlgraf that it is way too expensive and out of the question.
12. A rag catcher was placed in line affecting St Clare, but this was denied for the lines affecting my property.

In an e-mail from Mr. Kohlgraf dated October 4, 2022, it was reported that the city has been cleaning the lines and using root killer quarterly and will continue to do so. Our main line to the cul-de-sac was not showing any concern at that time.

I e-mailed Mr. Kohlgraf and yourself on February 22, 2023, for an update on my line. With no reply, I emailed again on March 10 and do understand it was a very busy winter with a lot of snow. I do not have a record of an answer but eventually made verbal contact.

We would like the following in writing.

1. Written maintenance schedule for the lines that affect our property.
2. Written answer if the city can be billed directly in the future for clean-up including restoration by professional cleaner, and purchase and replacement of all damaged items, which in the past has included sheet rock replacement, new flooring, trim, and some furniture replacement. This would keep us from filing a claim to our insurance.
3. Written information on what plans the city might be working on to help prevent further backs.

Review of city maintenance policy completed verbally.

Curt and Laurel Robertson

101 Villa Drive





# MEMORANDUM

Date 2/20/2024  
 To Public Utilities Commission  
 From Natasha Segelstrom, Administrative Services Director  
 Joe Kohlgraf, Public Works Director  
 RE 101 Villa Drive

## SUMMARY

On January 29, 2024, City Administrator / Utilities General Manager met with Curt and Laurel Robertson and referred them to the Public Utilities Commission for consideration of their requests. Curt and Laurel Robertson of 101 Villa Drive requested to be added to the Public Utilities Commission agenda to further discuss issues presented at their residence and insurance claims in 2008, 2019, and November 2021.

## BACKGROUND INFORMATION

October 18, 2019, there had been a plugged line on Birch Street (north/south line) which ties into Villa Drive. The plugged line was in the city line and rags were present. The Villa (senior housing) had a rag catching manhole installed. This had been a bad spot, and there had been repairs to the main line.

- On March 23, 2019, staff had been called to the property for a plugged line. The plug had been on the east/west line of Villa, west of Birch approximately 104 feet to a service tap. This was jetted clean that night and televised on April 4, 2019. There had been a root ball on the service tap for 7<sup>th</sup> Street Apartments and was cleaned with the bulldog root remover on June 6, 2019.
- November 5, 2020 the line was cleaned with the bulldog and tree roots were present 100 feet from Birch Street. The line was flushed with 1,000 gallons of water on September 17, 2021, and on October 29, 2021.
- The last backup was reported on November 1, 2021 and the bulldog was used. There had been roots, rags and grease found 20 feet east of Birch Street.

## OPTIONS AND IMPACTS

The city does not have the ability to control items that enter the sewer lines. There is no way of estimating build-up time for grease, rags, or roots. While there have been three sewage backups in the past, there seems to be a different cause for the backups and at different locations. Agreeing to any future payments/claim reimbursement may set precedence for other customers in the community that are faced with a similar situation or set precedence for the next customer to reside at 101 Villa Drive.

There are no guarantees that the proposed solutions will solve any future problems or backups.

## RECOMMENDATIONS

Listen and discuss the request brought forward by the residents at 101 Villa Drive and direct staff to look at a possible solution.

*Attachments*  
*Summary of Events provided by C. Robertson*

Memorandum





# MEMORANDUM



Date: 2/16/2024  
To: Public Utilities Commission  
From: Natasha Segelstrom, Administrative Services Director  
RE: Wellness Fund Contribution

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## ITEM SUMMARY

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The PUC will consider a contribution to the Steering Committee’s Wellness Fund.

## BACKGROUND INFORMATION

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The Steering Committee consists of City and Utility Staff, a PUC Commissioner, and a seat from the City Council. The Committee’s purpose is “To work together to promote workplace wellness and teamwork through employee engagement and to discuss and attempt to resolve issues of mutual concern.”

The wellness committee meets the six times per year to discuss employee recognition, staffing updates, and to coordinate wellness activities that encourages healthy habits and an active lifestyle.

In the past, wellness funds have gone towards the employee recognition dinner and wellness activity reimbursements.

## RECOMMENDATIONS

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Motion to approve a \$500 contribution to the wellness fund.

Memorandum



# MEMORANDUM

Date February 6<sup>th</sup>, 2024  
 To Public Utilities Commission  
 From Joseph Kohlgraf- Public Work Director  
 RE Electric Automated Outage System-mpower

## SUMMARY

The PUC will review/discuss the purchase of an automated electrical outage call-out system.

## BACKGROUND INFORMATION

Staff has been working toward a system to put in place for the electrical distribution repairs, on-call (weekends) and emergency issues related to the electrical distribution system for coverage of the MMU electrical system at the end of march due to the contract with ECE being nullified. After-hours and emergency calls in the past were received by local law enforcement by phone and callouts were made to staff for after-hours/emergencies. Currently, the sheriff's office has declined to take that service over again. The proposal you have attached is for an automated system that will be directly tied to our current GIS system and will be able to accept and receive information that can be sent directly to staff for response, which will help pinpoint the issues and control paperwork relating to the issue. This system will have the capability to expand as we move forward with the water utilities side for on-call when law enforcement is unable to take the calls. The start-up/building/set-up costs for this program is \$15,000.00 (one time) and will have a maintenance/housing fee of \$1,500 a year moving forward. This is a high cost, but staff feels that this will be a way to better control emergency an on-call issues moving forward with both electric and water/sewer.

## OPTIONS & IMPACTS

- Option 1- Motion to approve purchase of Automated answering system from mpower for \$15,000.00 to come out of electric distribution fund balance.
- Option 2- Do not approve and work to find other options.

## RECOMMENDATIONS

Staff recommends approving purchase of  
*Attachments/mpower*



Account Name City of Mora  
 Shipping Address 101 Lake Street South  
 Mora, MN 55051-1588

Created Date 11/9/2023  
 Quote Name IVR Revised Price  
 Quote Number 00001375

Contact Name Joe Kohlgraf

Prepared By Greg Calcari  
 Phone (920) 470-0292  
 Email gcalcari@mpwr.net

Product	Description	Quantity	Sales Price	Total Price	Line Item Description
mPower Multi-channel IVR (Interactive Voice Response) System for OMS	IVR software with interface for mPower OMS. Product consists of API and REST services to support, filter, disseminate and consume data managed within the Twilio platform.	1.00	\$6,000.00	\$6,000.00	
mPower Multi-channel IVR System Deployment Services	Define, create and tweak communication logic within the Twilio studio. Create, modify or append MS SQL views to support two-way data exchange between mPower OMS and the Twilio communication platform. Install, test and train customer on utilization and methodologies of new IVR interface.	5.00	\$1,500.00	\$7,500.00	
mPower Multi-channel IVR System Maintenance	IVR annual software maintenance	1.00	\$1,500.00	\$1,500.00	
Note	Field to type custom Notes, Inclusions, ect.	1.00	\$0.00	\$0.00	City of Mora is licensed to utilize this software for additional utilities without additional license fees or annual maintenance
Note	Field to type custom Notes, Inclusions, ect.	1.00	\$0.00	\$0.00	mPower Services to work with City of Mora to set up IVR Call Center for other utilities = \$1,500 per day. mPower estimates three days would be required for each additional utility

**Total Price** \$15,000.00

**Terms and Conditions**

50% deposit required for software, maintenance and deployment services. Balance(s) due upon software installation and/or completion of services. mPower services are provided on a time and material basis; travel, lodging and per diem expenses to be reimbursed by customer.

This proposal is to be treated as confidential and is not to be viewed by, or shared with, anyone that is not directly or contractually involved in the solicitation, preparation, evaluation or procurement of goods and services as outlined in this proposal.



# Sales Quotation

## Terms and Conditions

50% deposit required for software, maintenance and deployment services. Balance(s) due upon software installation and/or completion of services. mPower services are provided on a time and material basis; travel, lodging and per diem expenses to be reimbursed by customer.

This proposal is to be treated as confidential and is not to be viewed by, or shared with, anyone that is not directly or contractually involved in the solicitation, preparation, evaluation or procurement of goods and services as outlined in this proposal.



# MEMORANDUM

Date February 6<sup>th</sup>, 2024  
To Public Utilities Commission  
From Joseph Kohlgraf- Public Work Director  
RE Well Maintenance/Repair-High Service Pump Maintenance/Repair

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## SUMMARY

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The PUC will review/discuss maintenance and repair costs for Well #6 and High service pump #3 at Water treatment plant.

## BACKGROUND INFORMATION

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The Utilities have 3 wells for supplying water and 3 high service pumps at the water treatment plant for pumping water to the distribution system. Both items/groups are on a 10-year rotation for repair and maintenance. High service pump #3 was due in 2023 and well #6 was due in 2024. Costs have been built into the budget for this year on both and would like to present these items for approval today due to the cost of the maintenance/repair. Estimated costs for well rehab #6 is \$17,375.00 and HS pump #3 is \$11,430.00.

## OPTIONS & IMPACTS

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Staff asks for motion to approve maintenance/repair dollar amounts on well #6 and HS pump #3 with funds coming out of the respecting fund accounts in the repair line item.

## RECOMMENDATIONS

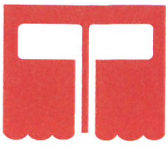
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Staff recommends approving maintenance/repair of well #6 and HS pump #3 from water supply-230 fund (not to exceed \$20,000.00) and water treatment-230 fund (not to exceed \$14,000.00)

*Attachments/*Thein Well Estimate







# THEIN WELL

PO BOX 778 · 11355 HWY 71 NE · SPICER, MN 56288  
102 DUNDAS RD · MONTICELLO, MN 55362  
CLARA CITY, MN 56222 · VERMILLION, SD 57069  
www.theinwell.com · E-mail: theinwell@tds.net  
1-800-450-8000

item no. 7f  
WELLS ~ PUMPS  
SALES ~ SERVICE

Since 1893

February 9, 2024

Joe Kohlgraf  
City of Mora  
101 Lake St. South  
Mora, MN 55051

Dear Joe,

We at Thein Well Company are pleased to provide you with an estimate to repair your high service pump as well as Well 6.

### Hi Service Pump

ITEM	UNIT	EST. QTY.	UNIT PRICE	EST. TOTAL
Equipment and labor to pull pump	LS	1	3,150.00	\$ 3,150.00
Equipment and labor to re-install pump	LS	1	3,675.00	\$ 3,675.00
Shop-time	HR	12	125	\$ 1,500.00
Standard Motor Repair 30HP (less re-wind)	LS	1	2000	\$ 2,000.00
8" x 5' Turbine Column	EA	1	800	\$ 800.00
Rubber Bearing Inserts	EA	3	35	\$ 105.00
Misc. (pump packing, motor oil, etc.)	LS	1	200	\$ 200.00
Estimated Total				\$11,430.00

### Well #6

ITEM	UNIT	EST. QTY.	UNIT PRICE	EST. TOTAL
Equipment and labor to pull pump	LS	1	4,000.00	\$ 4,000.00
Equipment and labor to re-install pump	LS	1	4,500.00	\$ 4,500.00
Shop-time	HR	15	125	\$ 1,875.00
Standard Motor Repair 60 HP(less re-wind)	LS	1	2600	\$ 2,600.00
8" x 5' Turbine Column	EA	1	800	\$ 800.00
8" X 10' Turbine Column	EA	2	1040	\$ 2,080.00
Rubber Bearing Inserts	EA	10	35	\$ 350.00
Stainless Steel Bowl Shaft	EA	1	820	\$ 820.00
Machining	LS	1	150	\$ 150.00
Misc. (pump packing, motor oil, etc.)	LS	1	200	\$ 200.00
Estimated Total				\$17,375.00

To schedule, or if you have any questions, please feel free to contact me at (800)450-8000, or email zack@theinwell.com.

Sincerely,

Zack Thein  
Thein Well Company

Licensed, Bonded and Insured

**CERTIFIED MASTER WATER WELL CONTRACTOR**  
Equal Opportunity Employer

MEMBER  
NGWA

MEMBER  
AWWA





# MEMORANDUM

Date February 15<sup>th</sup>, 2024  
To Public Utilities Commission  
From Joseph Kohlgraf- Public Work Director  
RE Wastewater Plant Digester/PFA

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## SUMMARY

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SEH, (Greg Anderson) will lead a discussion on the proposal of building a new digester and reed beds at the Mora Wastewater Treatment Plant.

## BACKGROUND INFORMATION

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The Wastewater treatment plant rehab project in 2015 originally planned for a new digester (larger) and supplemental reed beds to be built to relieve field applications. Due to the cost, both were taken out of the project in 2015. Staff has discussed interest in moving forward and restarting the planning due to process control issues today and moving forward. SEH will lay out the order for starting this project, first addressing the PPL (project Priority List) for funding from PFA (public Financing Authority). Staff feels that getting started with this now is a necessity with possible upcoming permit changes from the MPCA.

## OPTIONS & IMPACTS

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Staff would like PUC to consider SEH to start the process of applying for the PPL for digester and reed bed additions. Funding for this project will be discussed in future meetings as the process moves forward.

## RECOMMENDATIONS

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Item to be discussed at meeting by SEH, Staff recommends motion for SEH to start the process of the PPL with completion of the questionnaire and request, and submittal.

*Attachments;* SEH Memorandum





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for All of Us®

## MEMORANDUM

TO: Glenn Anderson, City Administrator

FROM: Greg Anderson, PE (Lic. MN)

DATE: February 15, 2024

RE: Wastewater Plant Digester and PFA Funding  
SEH No. MORA0 173807 14.00

A new digester was originally included in the preliminary design for the Wastewater Treatment Plant Improvement Project constructed in 2015. Budget constraints at the time eliminated a new digester from the final design and ultimately construction. The 2015 plant improvements constructed reed beds as part of the solids treatment at the plant. The goal is to ultimately eliminate land application of solids, but for now land application is still needed.

Public Works staff has done an excellent job of making the original digester work with the plant improvements and reed beds, but it is becoming increasingly difficult to maintain enough space in the digester prior to sending solids to the reed beds. The construction of a new digester and possibly more reed beds should be reviewed to improve operations at the wastewater plant. A new digester and additional reed beds will be an expensive project that will likely require outside funding for the City to afford.

The Public Facilities Authority (PFA) for the state has a low interest loan program that the City used for the 2015 project. Step one is requesting placement on their Project Priority List (PPL). The deadline for placement on the PPL is the first Friday of March each year. We are recommending the City take the first step towards this project by requesting placement on the PPL this year.

Requesting placement on the PPL does not obligate the City into accepting the funds/or completing the project. The PPL is a clearinghouse for most funding agencies and usually their first question when you reach out to them is "are you on the PPL?". The 2015 project did receive funding from the PFA as well as grant funds for phosphorus removal and energy efficiency items in the project. Over half of the cost of the 2015 project was ultimately funded with grant funds.

If the City were to request placement on the PPL this March, the soonest we'd be looking at construction is 3 years out, and typically projects stay on the PPL longer. The project could stay on the list for 5 years or more while we put the funding together. Usually on a large project like the digester, I'd expect having funding from several sources to hopefully drive down the local share. It would likely be a mix of local funds, grant funds and low interest loan.

Engineers | Architects | Planners | Scientists

Short Elliott Hendrickson Inc., 3535 Vadnais Center Drive, St. Paul, MN 55110-3507

651.490.2000 | 800.325.2055 | 888.908.8166 fax | [sehinc.com](http://sehinc.com)

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Memorandum  
February 15, 2024  
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The PPL placement request does take some effort to compile current plant flows, estimate potential project costs and complete a questionnaire/scoring sheet (attached). We have started that effort with help from Public Works Director Kohlgraf. Should the Public Utilities Commission (PUC) and City Council approve of placement on the PPL we will complete the questionnaire and request and submit by Friday, March 1<sup>st</sup>.

dmk

Attachments

c: Joe Kohlgraf, City of Mora  
Natasha Segelstrom, City of Mora

x:\ko\m\mora0\173807\2024\ppl\ppl application for new digester.docx



# PPL Wastewater Existing Facility Improvements Scoring Worksheet

## Project Priority List (PPL)

Minnesota Rule Chapter 7077.0117

Doc Type: PPL Points Determination

### MPCA Use Only

Project Number
Staff Engineer
Total Points
Date

### Facility Information (please print)

Project name: \_\_\_\_\_

Applicant name (if different): \_\_\_\_\_

Contact name: \_\_\_\_\_ Title: \_\_\_\_\_

E-mail address: \_\_\_\_\_ Phone: \_\_\_\_\_

**Instructions:** This worksheet is used to score all requests for state financial assistance for wastewater improvement projects for Minnesota Pollution Control Agency (MPCA) permitted facilities. Scoring is based on the environmental criteria contained in Minnesota Rule Chapter 7077. The result of scoring is a ranked list called the Project Priority List (PPL) from which projects will be selected for funding.

Applicants must complete their sections of the worksheet and submit it with their requests for placement on the PPL. As part of completing the worksheet, the applicant must provide sufficient documentation to support the award of points. Complete application information is located on the MPCA website at <http://www.pca.state.mn.us/ppl>.

Complete this form if your proposal includes improvements to wastewater collection and/or treatment facilities that have an existing National Pollutant Discharge Elimination System (NPDES) Permit or a State Disposal System (SDS) Permit.

**For more information, contact:** Bill Dunn, Clean Water Revolving Fund Coordinator at 651-757-2324, Fax 651-297-8324, or [bill.dunn@state.mn.us](mailto:bill.dunn@state.mn.us).

### Applicant completes questions 15-40 and 85; MPCA completes 45-80, 90-95 Points

#### [15] Existing and proposed stabilization ponds located in karst areas and SDS facilities with high ground water table [subp. 6]

- 15.1 Does this project replace or rehabilitate stabilization ponds located over karst areas?  Yes  No
- 15.2 Does this project replace or rehabilitate wastewater treatment facilities having a disposal site (spray irrigation, rapid infiltration, etc.) with less than three feet of vertical separation from the treated wastewater discharge point to the seasonally high ground water table or to bedrock?  Yes  No

If Yes to either 15.1 or 15.2, enter 20 points

#### [20] Existing facility at or above 85% capacity [subp. 1]

**Complete 20.1** if project improves only the treatment facility or improves both the treatment facility and the collection facilities.

- 20.1 Is this treatment facility at or above 85% of either its permitted hydraulic flow or organic loading capacity as determined by the last 12 month average wet weather flow (AWW) or average annual discharge, **and** will the project proposal appropriately resolve capacity issues either through expansion of treatment capacity or reduction of loadings?  Yes  No

Permitted hydraulic and/or organic loading capacity: \_\_\_\_\_

Actual hydraulic and/or organic loading capacity: \_\_\_\_\_

**Complete 20.2** if project improves only the collection facilities.

- 20.2 Is this collection facility at or above 85% of the design peak instantaneous wet weather flow (PIWW) or provide documentation of other physical conditions, such as by-passing to show the peak flow has exceeded the design PIWW, **and** will the project proposal appropriately resolve capacity issues through expansion of collection facility capacity?  Yes  No

Design PIWW: \_\_\_\_\_

Documented peak flow: \_\_\_\_\_

If Yes to either 20.1 or 20.2, enter 5 points

Project name: \_\_\_\_\_

Points

**[25] Existing age of treatment or collection facilities within the proposed project service area [subp. 2]**  
(Age is determined by the construction year of all or a substantial portion of the existing facility addressed by project.)

25.1 Last significant construction year of treatment or collection facilities, which are proposed to be repaired or replaced within the service area?  Yes  No

Enter Year: \_\_\_\_\_

25.2 Are the facilities 20 years or more old? If yes, attach documentation of last significant construction year.  Yes  No

If Yes, enter 20 points

**[30] Existing excessive infiltration/inflow (i/i) with proposed reduction plan [subp. 3]**

30.1 Does this facility have excessive infiltration or inflow? (Minn. R. 7077.0105, subp. 12 and 13)

Calculate infiltration: \_\_\_\_\_ gallon/capita/day Greater than 120 gallon/capita/day?  Yes  No

Calculate inflow: \_\_\_\_\_ gallon/capita/day Greater than 275 gallon/capita/day?  Yes  No

30.2 Does the proposal include measures to correct excessive infiltration or inflow?  Yes  No

If Yes to both 30.1 and 30.2, enter 15 points

**[35] Existing or proposed land (including sub-surface) discharge [subp. 4]**

35.1 Does the facility currently land discharge treated wastewater effluent, will it continue to land discharge, **and** not create or contribute to known ground water nitrate levels over 10 mg/L?  Yes  No

35.2 Does the proposed alternative call for the consumptive use (nitrogen or volume) spray irrigation or on-land disposal systems, that are required by permit to denitrify (nitrate limit)?  Yes  No

If Yes to either 35.1 or 35.2, enter 20 points

**[40] Existing stringent limit that exceeds secondary treatment [subp. 5]**

40.1 Is the existing facility currently subject to CBOD or TSS permit limits that are more stringent than secondary treatment (25 mg/l and 30 mg/l), or has an ammonia, total nitrogen or phosphorus limit? (Minn. R. 7050.0211) Exclude facilities discharging to Class 7 waters that are subject to 15 CBOD.  Yes  No

If Yes, enter 10 points

**[45] Existing effluent discharge violations (Enforcement staff) [subp. 7]**

45.1 Is the existing facility on the Significant Noncompliance List (CFR, title 40, section 123.45, appendix A) **and** would the proposed project designed to eliminate the problem?  Yes  No

If Yes, enter 5 points

**[50] Existing repeated facility failures (Enforcement staff) [subp. 8]**

50.1 Has the existing treatment or collection facility experienced bypasses, overflows and/or surcharges during two or more storm events within a 12-month period when operating at less than "peak instantaneous wet weather flow" **and** is the proposed project designed to eliminate such failures?  Yes  No

If Yes, enter 10 points

**[55] Existing discharge to outstanding resource value water (ORVW) or impaired water (Effluent Limits Coord.) [subp. 9]**

55.1 Does the existing facility currently discharge into an ORVW or Impaired water?  Yes  No

If Yes, enter 5 points

55.2 If yes, does the existing facility also have existing acute/chronic effluent discharge standards violations? (see question 45.1 or subp. 7)?  Yes  No

If Yes to both 55.1 and 55.2, enter 5 points

55.3 If yes, does the existing facility also have existing chronic failures? (see question 50.1 or subp. 8)  Yes  No

If Yes to 55.1, 55.2, and 55.3, enter 5 points

**[60] Existing discharge near potable water intake (Effluent Limits Coordinator) [subp. 10]**

60.1 Is there potable water intake within 25 miles downstream of the existing facility discharge?  Yes  No

If Yes, enter 5 points



[65] Existing endangered or threatened species (Effluent Limits Coordinator) [subp. 11]

65.1 Does the receiving water downstream from the existing facility discharge support any endangered or threatened species?  Yes  No

If Yes, enter 5 points

[70] Proposed introduction of more stringent discharge limits for an existing facility (Effluent Limits Coordinator) [subp. 12] Does this existing treatment facility need to meet more intensive and/or extensive wastewater treatment standards because of:

- 70.1 More stringent facility discharge limits as incorporated into MPCA permit revisions?  Yes  No
- 70.2 Discontinuation of an existing permit variance?  Yes  No
- 70.3 Need to treat additional hydraulic or organic loading capacities without increasing either the permitted frozen effluent mass limit or concentration of discharges to the receiving waters?  Yes  No

If Yes to 70.1, 70.2 or 70.3, enter 10 points

[75] Existing receiving water classification (Effluent Limits Coordinator) [subp. 13]

Only the most strict classification can be used, 7 points maximum

75.1 Receiving water classification is 2A  Yes  No

If Yes to 75.1, enter 7 points

75.2 Receiving water classification is 1, 2Bd  Yes  No

If No to 75.1 and Yes to 75.2, enter 5 points

75.3 Receiving water classification is 2B, 2C, 2D  Yes  No

If No to 75.1 and 75.2 and Yes to 75.3, enter 3 points

75.4 Receiving water classification is 7  Yes  No

If No to 75.1, 75.2 and 75.3 and Yes to 75.4, enter 1 point

[80] Project facility effluent to stream impact dilution ratio (Effluent Limits Coordinator) [subp. 14]

For all discharges to rivers, streams, or ditches (flowing receiving water), calculate the facility effluent low flow by averaging the influent flow reported on the monthly discharge monitoring reports (DMRs) for the three consecutive months with the lowest influent flow in three climatic years, April 1 to March 31.

80.1 What is the ratio of the influent low flow of the facility to the 7Q10 flow of the receiving water? Dilution Ratio\* = Wastewater Treatment Facility (WWTF) Low Flow (million gallons per day [mgd]) / Receiving water low flow (mgd)

( \_\_\_\_ mgd/ \_\_\_\_ mgd = Dilution Ratio ) Dilution Ratio =

\*For all "Dilution Ratios" greater than 1.0 or if the 7Q10 receiving water flow = 0 mgd set dilution ratio = 1.0

Note: Round up calculated value for dilution ratio to the next whole number (e.g., 8.3 = 9). 15 x dilution ratio =

[85] Proposed project implements corrective measures (Effluent Limits Coordinator) [subp. 15]

- 85.1 Will the project implement corrective measure(s) for problems identified in a study, such as:  Yes  No
- Clean Water Partnership Project
  - Impaired Water Study
  - EPA-approved Watershed Restoration Action Strategy
  - Equivalent (other) study, e.g., County Water Plan

Type of Study: Attach supporting documentation and identify relevant sections.

If Yes, enter 5 points

[90] Proposed project helps meet a total maximum daily load (TMDL) for a receiving water (Effluent Limits Coord) [subp. 16]

90.1 Does this project contribute to the achievement of a TMDL by being designed to reduce the discharge of pollutants as required by an Agency approved TMDL implementation plan or does the project require a National Pollutant Discharge Elimination System (NPDES) Permit or State Disposal System (SDS) Permit that will require the reduced discharge of pollutants based on a TMDL?  Yes  No

If Yes, enter 20 points

**Project name:**

**Points**

**[95] Propose project points reduction for new/expanded discharges into specified waters** (*Effluent Limits Coord*) [subp. 17]

95.1 Does the proposed project involve a new or expanded discharge\* to one or more of the following specified waters?  Yes  No

- a) Outstanding Resource Value Waters (Minn. R. 7050.0180)
- b) Impaired waters (Section 303(d) of the Clean Water Act)
- c) Classification 2A, lake, or wetland that exceeds 200,000 gallons per day

\* If new permit requirements include frozen effluent mass limits from the existing permit, the facility is not defined as expanding and negative points will not be assigned.

If Yes, enter minus 5 points

**[100] Project includes wastewater reuse**

100.1 Does the project include the beneficial use of treated wastewater effluent that will reduce or replace the use of a groundwater, surface water, or potable water source?  Yes  No

100.2 Do the project components needed to beneficially use treated wastewater effluent account for at least 20% of the total eligible project cost?  Yes  No

100.3 Does the project receive points under item 35 (Minn. R. 7077.0117, subp. 4) for land discharge?  Yes  No

If Yes to both 100.1 and 100.2, enter 30 points

**Total**

**Instructions:** Submit completed form to [ppl.submittals.pca@state.mn.us](mailto:ppl.submittals.pca@state.mn.us).

For more information, please contact Bill Dunn, Clean Water Revolving Fund Coordinator at 651-757-2324 or [bill.dunn@state.mn.us](mailto:bill.dunn@state.mn.us). You can also visit our website at: <https://www.pca.state.mn.us/business-with-us/apply-for-financial-assistance>

1. **New project/Update to existing PPL project:**  New project  Update to existing project  Rescore

MPCA Project number: \_\_\_\_\_

2. **NPDES/SDS Permit number:** \_\_\_\_\_

3. **Project description:**

4. **Facility Plan/Preliminary Engineering Report submitted along with PPL Application?**  Yes  No

5. **Applicant name:** \_\_\_\_\_

Project area: \_\_\_\_\_

Town/city: \_\_\_\_\_

Population: \_\_\_\_\_

County: \_\_\_\_\_

6. **Contact person:** \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

7. **Project engineering consultants/Firm name (if applicable):** \_\_\_\_\_

Contact name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

8. <b>Project area description:</b>	<input type="checkbox"/> <b>Sewered</b>	<input type="checkbox"/> <b>Unsewered</b> (submit map of project area)
a. Number of existing households:		
b. Number of non-residential users:		
c. Number of failing SSTS systems:	N/A	

**Need or problem project addresses:**  
(Check all that apply)

- |   |  |
|---|--|
| <input type="checkbox"/> Rehab collection system                | <input type="checkbox"/> Failing SSTS systems          |
| <input type="checkbox"/> Connection to an existing system       | <input type="checkbox"/> Rehab of an existing facility |
| <input type="checkbox"/> New treatment and/or collection system | <input type="checkbox"/> Advanced treatment            |
| <input type="checkbox"/> Expansion of existing treatment plant  | <input type="checkbox"/> Other                         |

**Note: Required attachments for unsewered area projects.** A map of the project service area which has an identifiable scale, identifies all the structures with wastewater flows, and has the maximum impact zone clearly encircled.

9. **Project estimated cost (\$):** \_\_\_\_\_

10. **Current project status:** \_\_\_\_\_

11. **Desired construction state date, if financing is available (month/year):** \_\_\_\_\_

12. **Project Needs Categories (check all that apply):**

- New Collector System
- New Interceptors
- Sewer System Rehab
- Infiltration/Inflow
- Secondary Treatment
- Advanced Treatment
- Reuse
- Water Efficiency
- Energy Efficiency
- Renewable Energy

13. **Please indicate if this project may qualify for Green Project Reserve (GPR), and has potentially eligible components or the entire project is applying to be determined GPR eligible.**

The U.S. Environmental Protection Agency (EPA) has provided a guidance document listing examples of projects that will qualify for Green Project Reserve dollars. Below is an abbreviated list of those examples. If the proposed project matches one or more of the examples, check the box next to the example that describes the project. For more information, see *Guidance for Green Project Reserve* at <https://www.pca.state.mn.us/business-with-us/apply-for-financial-assistance>.

**Categorical eligible project types (check all that apply):**

- 1. Water Efficiency
  - 2. Energy Efficiency
  - 3. Environmentally Innovative
  - 4. Non-categorical (describe below)
- 

**On behalf of an eligible project as their authorized authority, I hereby submit this application for placement on the PPL:**

## Authorized Representative

Signature: \_\_\_\_\_ Title: \_\_\_\_\_  
(This document has been electronically signed.)

Email: \_\_\_\_\_ Date (mm/dd/yyyy): \_\_\_\_\_



# MEMORANDUM

Date February 12<sup>th</sup>, 2024  
To Public Utilities Commission  
From Joseph Kohlgraf- Public Work Director  
RE Water/Sewer Heavy Duty Service Truck Purchase- Update

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## SUMMARY

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The PUC will review/discuss price update from staff for purchase of Water/Sewer Heavy Duty Ford F-500 4X4 service/crane truck MN State Bid Pricing.

## BACKGROUND INFORMATION

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After January's approval for the purchase of Water/Sewer heavy duty service truck, MN state bid costs were re-released with a price increase to the utility box and crane attachment. This is an increase from the budgeted cost of \$125,000 to the actual cost of \$162,109, with a deficit of \$37,109. At this time, we are asking to approve the purchase price to be moved to \$163,000 to be taken out of water/waste reserves.

## OPTIONS & IMPACTS

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Option 1- Approve purchase price increase of \$163,000 with additional costs to come out of reserves.

Option 2- Do not approve purchase increase. The current price will include truck and utility box only.

## RECOMMENDATIONS

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Staff recommends motion to approve purchase increase from \$125,000.00 up to \$163,000.00 for increased costs of utility box and Crane using state bid contracts.

*Attachments/none*