



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

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

Monday, April 15, 2024

3:00 PM

Mora City Hall

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

**2. Roll Call**

- |   |   |
|---|---|
| <input type="checkbox"/> PUC Chair Greg Ardner          | <input type="checkbox"/> Commissioner Brett Baldwin |
| <input type="checkbox"/> Commissioner Ryan Christianson | <input type="checkbox"/> Commissioner Dave Chmiel   |
| <input type="checkbox"/> 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. PUC Meeting Minutes – March 18, 2024
- b. PUC Special Meeting Minutes – March 26, 2024
- c. Claims – March 2024
- d. Probation Release – Electric Journeyman Lineworker D. Winther

**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. Training Information Session Proposal

**8. Old Business**

**9. Communications**

- a. 1<sup>st</sup> Quarter 2024 Utility Account Adjustment Report – Jessica B.
- b. 1<sup>st</sup> Quarter 2024 Utility Balance Update – Jessica B.
- c. 1<sup>st</sup> Quarter EV Report – Jessica B.
- d. Quarterly Sewer Backup Report

**10. 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

**11. 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 Monday, March 18, 2024, in the City Hall council chambers.

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

**2. Roll Call**

Present: Commissioners, Greg Ardner, Ryan Christianson, Joe Heggernes and Dave Chmiel

Absent: Commissioner Brett Baldwin

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

**3. Adopt Agenda:** MOTION was made by Heggernes, seconded by Christianson, and unanimously carried by the PUC to approve the agenda presented.

**4. Consent Agenda:** MOTION was made by Christianson, seconded by Heggernes, and unanimously carried to approve the consent agenda.

- a. **Meeting Minutes** – February 20, 2024
- b. **Claims** - February 2024
- c. **AFSCME MOU** – Line Workers to Schedule C of CBA
- d. **Probation Release** – Electric Manager Derrick Lass
- e. **Probation Release** – Water Wastewater Operator II Rusty Kleven

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

**6. New Business:** There was no new business.

**7. Communications:**

- a. **4<sup>th</sup> Quarter 2023 Financial Report:** Accountant Kelly Christianson provided a summary for the 2023 4<sup>th</sup> Quarter financial statement. She explained that there were adjustments that would take place from 2022 at the request of the Auditors. The adjustments did not impact the cash balance it was to account for OPEB pensions and 2023-year-end adjustments. Christianson noted the revenues for sales were above budget and electricity use was down. She noted an increase to the water and sewer fund revenues and that expenditures were lower than the amount budgeted.

**8. Reports:**

- a. **Public Utilities General Manager:** Recognized staff for their recent MMUA certification. Provided an update on SMMPA and rates.
- b. **Public Works Director:** Noted an upcoming Solar Project with Olympac. The on-call phone system was in place and working well. Working on a transformer for the Northwest Feeder.
- c. **Commissioner Heggernes:** Nothing new to report.
- d. **Commissioner Chmiel:** Nothing new to report.
- e. **Commissioner Baldwin:** Absent.
- f. **Commissioner Christianson:** Nothing new to report.
- g. **Chairperson Ardner:** Nothing new to report.

**9. Closed Session:**

The Public Utilities Commission held a closed meeting to evaluate the performance of Public Utilities General Manager Glenn Anderson. The meeting was closed pursuant Minn. Stat. § 13D.05, subd. 3(a). MOTION was made by Christianson, seconded by Chmiel, and unanimously carried by the PUC to enter closed session at 3:21PM.

MOTION was made by Christianson, seconded by Heggernes, and unanimously carried to open the meeting at 4:13PM.

MOTION was made by Christianson, seconded by Chmiel, and carried out by the PUC to postpone the salary step increase for six months pending the evaluation of the Utilities General Manager by the PUC. Motion passed 3-1. Opposed by Chairman Ardner. Brett Baldwin did not attend the PUC meeting.

**10. Adjournment:** MOTION was made by Chmiel, seconded by Heggernes, and unanimously carried to adjourn at 4:27PM.

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Chair

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Secretary

Pursuant to due call and notice thereof, Commissioner Chair Ardner called to order the special meeting of the Mora Public Utilities Commission at 3:00 pm on Tuesday, March 26, 2024, in the City Hall council chambers.

- 2. Roll Call / Oath of Office:** Present: Chair Greg Ardner, Commissioners Ryan Christianson, Dave Chmiel, Joe Heggernes, and Brett Baldwin  
Staff Present: General Manager Glenn Anderson, and Human Resources Director Mandi Yoder

**Adopt Agenda:** MOTION Made by Baldwin, seconded by Heggernes, and unanimously carried by the Public Utilities Commission (PUC) to approve the agenda as presented.

- 3. Closed Session:** Annual Review Utilities General Manager, Glenn Anderson

MOTION made by Baldwin, seconded by Christianson, and unanimously carried by the PUC to go into closed session, at the time of 3:02 pm, to consider the annual review of the Utilities General Manger, Glenn Anderson, pursuant to §13D.05, subd. 3(a) of the Minnesota Open Meeting Law.

MOTION made by Christianson, seconded by Chmiel, and unanimously carried by the PUC to leave the closed session at the time of 3:46 pm.

MOTION was made by Heggernes, seconded by Christianson, and unanimously carried by the PUC to amend the March 18, 2024, MOTION which stated, "To postpone the salary step increase for six months pending the evaluation of the Utilities General Manager by the PUC," for the reasons that the Utilities did not have a mission statement and the Electric Manager was excluded from the first evaluation due to a probationary status.

The amended MOTION will now read: "To postpone the salary step increase for six months pending the evaluation of the Utilities General Manager by the PUC; to remove question number 1) 1. Knowledge of the organizational structure, including the organization's mission and services and communicates them clearly; to include the Electric Manager in the next evaluation; and to request all staff participating provide specific incidences, avoiding generalizations."

- 4. Adjournment:** MOTION made by Chmiel, seconded by Heggernes, and unanimously carried by the PUC to adjourn at 3:54 pm.

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Chair

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Secretary



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

CHECK #	Search Name	Fund Descr	Dept Descr	Last Dim Descr	Comments	Amount
001648 PAYLIANCE						
001648	PAYLIANCE	ELECTRIC FUN	ELECTRIC ADMINIST	Payment Processing E	E-CHECK PYMT PROCESSING F	\$55.94
001648	PAYLIANCE	WATER FUND	WATER ADMINISTR	Payment Processing E	E-CHECK PYMT PROCESSING F	\$27.98
001648	PAYLIANCE	SEWER FUND	SEWER ADMINISTR	Payment Processing E	E-CHECK PYMT PROCESSING F	\$27.98
001648 PAYLIANCE						\$111.90
001649 MN DEPT OF REVENUE						
001649	MN DEPT OF REVENUE	ELECTRIC FUN		Sales Tax Payable	SALES & USE TAX PYMT-FEB	\$29,885.00
001649	MN DEPT OF REVENUE	ELECTRIC FUN	GENERATION & PO	Repair/Maint - Bldg &	SALES & USE TAX PYMT-FEB	\$18.00
001649	MN DEPT OF REVENUE	ELECTRIC FUN	GENERATION & PO	Landfill Gen Exp	SALES & USE TAX PYMT-FEB	\$6.00
001649	MN DEPT OF REVENUE	ELECTRIC FUN	GENERATION & PO	Garbage Removal	SALES & USE TAX PYMT-FEB	\$7.00
001649	MN DEPT OF REVENUE	ELECTRIC FUN	ELECTRIC DISTRIBU	Misc Distribution Exp	SALES & USE TAX PYMT-FEB	\$4.00
001649	MN DEPT OF REVENUE	ELECTRIC FUN	ELECTRIC DISTRIBU	Truck Expense	SALES & USE TAX PYMT-FEB	\$141.00
001649	MN DEPT OF REVENUE	ELECTRIC FUN	ELECTRIC DISTRIBU	Cleaning Supplies	SALES & USE TAX PYMT-FEB	\$2.00
001649	MN DEPT OF REVENUE	ELECTRIC FUN	ELECTRIC DISTRIBU	Maint of St. Lights & S	SALES & USE TAX PYMT-FEB	\$56.00
001649	MN DEPT OF REVENUE	ELECTRIC FUN	ELECTRIC DISTRIBU	Maint of Substation E	SALES & USE TAX PYMT-FEB	\$9.00
001649	MN DEPT OF REVENUE	ELECTRIC FUN	ELECTRIC ADMINIST	Telephone	SALES & USE TAX PYMT-FEB	\$16.00
001649	MN DEPT OF REVENUE	ELECTRIC FUN	ELECTRIC ADMINIST	Office Supplies	SALES & USE TAX PYMT-FEB	\$4.00
001649	MN DEPT OF REVENUE	WATER FUND		Sales Tax Payable	SALES & USE TAX PYMT-FEB	\$979.00
001649 MN DEPT OF REVENUE						\$31,127.00
001650 SMMPA						
001650	SMMPA	ELECTRIC FUN		Accounts Payable	POWER PURCHASED-FEB 2024	\$360,200.75
001650 SMMPA						\$360,200.75
001652 NEIGHBORHOOD NATIONAL BANK						
001652	NEIGHBORHOOD NATIO	ELECTRIC FUN	ELECTRIC ADMINIST	Bad Debts/NSF Check	SPECIAL HANDLING INSTRUCT	\$10.00
001652 NEIGHBORHOOD NATIONAL BANK						\$10.00
061797 ITRON, INC						
061797	ITRON, INC	ELECTRIC FUN	ELECTRIC DISTRIBU	Professional Services -	ANNL HARDWARE, SOFTWARE	\$1,218.34
061797	ITRON, INC	WATER FUND	WATER DISTRIBUTI	Professional Services -	ANNL HARDWARE, SOFTWARE	\$609.17
061797	ITRON, INC	SEWER FUND	WASTEWATER TREA	Professional Services -	ANNL HARDWARE, SOFTWARE	\$609.17
061797 ITRON, INC						\$2,436.68
061800 LASS, DERRICK						
061800	LASS, DERRICK	ELECTRIC FUN	GENERATION & PO	Dues & Subscriptions	BOILER LICENSE FEE	\$20.00
061800 LASS, DERRICK						\$20.00
061805 MPOWER TECHNOLOGIES, INC.						
061805	MPOWER TECHNOLOGI	ELECTRIC FUN	ELECTRIC DISTRIBU	Maint of GIS	AUTOMATED CALL CENTER CO	\$7,500.00
061805 MPOWER TECHNOLOGIES, INC.						\$7,500.00
061808 SEH						
061808	SEH	SEWER FUND	SEWER ADMINISTR	Engineering	WWTP PPL APPL FOR FUTURE	\$441.00
061808 SEH						\$441.00
061817 AMAZON CAPITAL SERVICES						
061817	AMAZON CAPITAL SERV	ELECTRIC FUN	ELECTRIC DISTRIBU	Truck Expense	ELECTRIC TRUCK CHARGES	\$357.36
061817	AMAZON CAPITAL SERV	SEWER FUND	WASTEWATER TREA	Small Tools & Equipm	CHAIN HOISTS	\$139.10
061817	AMAZON CAPITAL SERV	SEWER FUND	WASTEWATER TREA	Repair/Maint - Bldg &	HAZMAT SUITS	\$138.49
061817 AMAZON CAPITAL SERVICES						\$634.95
061818 CUMMINGS, JEROME						
061818	CUMMINGS, JEROME	ELECTRIC FUN		Undistributed Receipts	REFUND DEPOSIT - 793 PORT	\$301.79

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

CHECK #	Search Name	Fund Descr	Dept Descr	Last Dim Descr	Comments	Amount
061818	CUMMINGS, JEROME					\$301.79
061821	FRANSEEN, HAROLD					
061821	FRANSEEN, HAROLD	ELECTRIC FUN		Undistributed Receipts	REFUND METER DEPOSIT	\$71.74
061821	FRANSEEN, HAROLD					\$71.74
061822	KLEVEN, RUSTY					
061822	KLEVEN, RUSTY	WATER FUND	WATER ADMINISTR	Meetings, Training, &	MEALS FOR ELECTRIC TRNG I	\$14.63
061822	KLEVEN, RUSTY	SEWER FUND	SEWER ADMINISTR	Meetings, Training, &	MEALS FOR ELECTRIC TRNG I	\$23.86
061822	KLEVEN, RUSTY					\$38.49
061825	PRIEBE, RILEY					
061825	PRIEBE, RILEY	WATER FUND	WATER ADMINISTR	Uniforms	PANTS, GLOVES, BOOTS, GLAS	\$196.78
061825	PRIEBE, RILEY	SEWER FUND	SEWER ADMINISTR	Uniforms	PANTS, GLOVES, BOOTS, GLAS	\$321.06
061825	PRIEBE, RILEY					\$517.84
061826	RAMTHUN, DYLAN					
061826	RAMTHUN, DYLAN	WATER FUND	WATER ADMINISTR	Uniforms	MEALS FOR ELECTRIC TRAINI	\$22.68
061826	RAMTHUN, DYLAN	SEWER FUND	SEWER ADMINISTR	Uniforms	MEALS FOR ELECTRIC TRAINI	\$37.01
061826	RAMTHUN, DYLAN					\$59.69
061828	THEIN WELL CO, INC					
061828	THEIN WELL CO, INC	WATER FUND	WATER SUPPLY	Repair/Maint - Bldg &	WELL #6 PUMP REPAIR	\$17,203.90
061828	THEIN WELL CO, INC	WATER FUND	WATER SUPPLY	Professional Services -	ANNL INSPECTIONS-PUMPS &	\$430.00
061828	THEIN WELL CO, INC	WATER FUND	WATER TREATMENT	Professional Services -	ANNL INSPECTIONS-HIGH SER	\$195.00
061828	THEIN WELL CO, INC	WATER FUND	WATER TREATMENT	Repair/Maint - Bldg &	HIGH SERVICE PUMP #3 REPA	\$11,093.60
061828	THEIN WELL CO, INC					\$28,922.50
061830	WYNALDA, QUENTIN					
061830	WYNALDA, QUENTIN	ELECTRIC FUN		Undistributed Receipts	REFUND DEPOSIT - 454 MCLE	\$136.28
061830	WYNALDA, QUENTIN					\$136.28
061835	CENTURYLINK					
061835	CENTURYLINK	SEWER FUND	SEWER ADMINISTR	Telephone	WWTP PHONE	\$131.54
061835	CENTURYLINK					\$131.54
061836	ELAN FINANCIAL SERVICES					
061836	ELAN FINANCIAL SERVI	ELECTRIC FUN	ELECTRIC DISTRIBU	Maint of GIS	ELECT ON-CALL PHONE SYSTE	\$150.00
061836	ELAN FINANCIAL SERVI	ELECTRIC FUN	ELECTRIC DISTRIBU	Uniforms	FIRE RESISTANT CLOTHING-W	\$398.80
061836	ELAN FINANCIAL SERVI	ELECTRIC FUN	ELECTRIC DISTRIBU	Uniforms	RETURNED FR CLOTHING-WIN	-\$200.00
061836	ELAN FINANCIAL SERVI	ELECTRIC FUN	ELECTRIC DISTRIBU	Uniforms	RETURNED FR CLOTHING-STU	-\$199.00
061836	ELAN FINANCIAL SERVI	WATER FUND	WATER ADMINISTR	Meetings, Training, &	ELECTRIC TRNG HOTEL - KLEV	\$99.57
061836	ELAN FINANCIAL SERVI	WATER FUND	WATER ADMINISTR	Meetings, Training, &	TRAINING REGISTRATION-KO	\$275.00
061836	ELAN FINANCIAL SERVI	SEWER FUND	SEWER ADMINISTR	Meetings, Training, &	ELECTRIC TRNG HOTEL - KLEV	\$99.57
061836	ELAN FINANCIAL SERVICES					\$623.94
061843	A & A SEPTIC SERVICE LLC					
061843	A & A SEPTIC SERVICE	SEWER FUND	QUAMBA COLLECTI	Repair/Maint - Bldg &	PUMPING SERVICES - QUAMBA	\$487.50
061843	A & A SEPTIC SERVICE LLC					\$487.50
061844	AMAZON CAPITAL SERVICES					
061844	AMAZON CAPITAL SERV	ELECTRIC FUN	ELECTRIC DISTRIBU	Misc Distribution Exp	ELECTRIC INVERTER/CHARGE	\$176.95
061844	AMAZON CAPITAL SERV	WATER FUND	WATER DISTRIBUTI	Repair/Maint - Bldg &	BOOT & SHOE PROTECTING C	\$81.97
061844	AMAZON CAPITAL SERVICES					\$258.92
061846	BERGANKDV, LTD					



**CITY OF MORA**  
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CHECK #	Search Name	Fund Descr	Dept Descr	Last Dim Descr	Comments	Amount
061846	BERGANKDV, LTD	ELECTRIC FUN	ELECTRIC ADMINIST	Auditing	2023 AUDIT	\$5,060.00
061846	BERGANKDV, LTD	WATER FUND	WATER ADMINISTR	Auditing	2023 AUDIT	\$2,300.00
061846	BERGANKDV, LTD	SEWER FUND	SEWER ADMINISTR	Auditing	2023 AUDIT	\$2,300.00
061846 BERGANKDV, LTD						\$9,660.00
061857 MN DEPT OF HEALTH-WATER FEE						
061857	MN DEPT OF HEALTH-W	WATER FUND		State Water Fee	JAN - MAR 2024 WATER CONN	\$2,937.00
061857 MN DEPT OF HEALTH-WATER FEE						\$2,937.00
061866 AMADOR LOCKSMITH & DOOR SERV						
061866	AMADOR LOCKSMITH &	ELECTRIC FUN	ELECTRIC DISTRIBU	Maint of Substation E	SUBSTATION LOCK RPR & REP	\$565.50
061866	AMADOR LOCKSMITH &	ELECTRIC FUN	ELECTRIC DISTRIBU	Maint of Substation E	SUBSTATION LOCK RPR & REP	\$320.50
061866 AMADOR LOCKSMITH & DOOR SERV						\$886.00
061871 KORTERRA, INC						
061871	KORTERRA, INC	ELECTRIC FUN	ELECTRIC DISTRIBU	Professional Services -	ANNUAL LOCATING SERVICE F	\$419.00
061871	KORTERRA, INC	WATER FUND	WATER DISTRIBUTI	Professional Services -	ANNUAL LOCATING SERVICE F	\$419.00
061871	KORTERRA, INC	SEWER FUND	SEWER COLLECTION	Professional Services -	ANNUAL LOCATING SERVICE F	\$419.00
061871 KORTERRA, INC						\$1,257.00
061873 NEONLINK LLC						
061873	NEONLINK LLC	ELECTRIC FUN	ELECTRIC ADMINIST	Payment Processing E	PAYMENT PROCESSING	\$174.80
061873	NEONLINK LLC	WATER FUND	WATER ADMINISTR	Payment Processing E	PAYMENT PROCESSING	\$87.40
061873	NEONLINK LLC	SEWER FUND	SEWER ADMINISTR	Payment Processing E	PAYMENT PROCESSING	\$87.40
061873 NEONLINK LLC						\$349.60
061875 ACE HARDWARE						
061875	ACE HARDWARE	ELECTRIC FUN	GENERATION & PO	Cleaning Supplies	LYSOL	\$9.99
061875	ACE HARDWARE	ELECTRIC FUN	ELECTRIC DISTRIBU	Maint of Underground	LOCATOR BATTERIES	\$19.99
061875	ACE HARDWARE	ELECTRIC FUN	ELECTRIC DISTRIBU	Maint of Overhead Lin	CHAINSAW FUEL	\$8.99
061875	ACE HARDWARE	ELECTRIC FUN	ELECTRIC DISTRIBU	Small Tools & Equipm	TRUCK TOOLS	\$197.51
061875	ACE HARDWARE	ELECTRIC FUN	ELECTRIC DISTRIBU	Misc Distribution Exp	PAINT FOR TOOLS, STRING	\$33.95
061875 ACE HARDWARE						\$270.43
061877 ARAMARK						
061877	ARAMARK	SEWER FUND	WASTEWATER TREA	Other Operating Suppl	WWTP RUGS	\$92.85
061877 ARAMARK						\$92.85
061878 AUTO VALUE MORA						
061878	AUTO VALUE MORA	ELECTRIC FUN	ELECTRIC DISTRIBU	Truck Expense	INVERTER INSTALLATION PAR	\$338.54
061878	AUTO VALUE MORA	ELECTRIC FUN	ELECTRIC DISTRIBU	Truck Expense	WIPERS	\$86.00
061878	AUTO VALUE MORA	WATER FUND	WATER DISTRIBUTI	Motor Fuels	CAN FUEL FOR SAW	\$11.99
061878 AUTO VALUE MORA						\$436.53
061880 BORDER STATES ELECTRIC						
061880	BORDER STATES ELECT	ELECTRIC FUN		Distribution Inventory	ELECTRIC METERS	\$1,228.38
061880	BORDER STATES ELECT	ELECTRIC FUN	ELECTRIC DISTRIBU	Maint of Underground	RED LOCATE FLAGS	\$562.85
061880	BORDER STATES ELECT	ELECTRIC FUN	ELECTRIC DISTRIBU	Maint of Overhead Lin	POLE TOP PIN	\$905.50
061880	BORDER STATES ELECT	ELECTRIC FUN	ELECTRIC DISTRIBU	Maint of Overhead Lin	OH WIRE EYELETS, WIRE WED	\$1,635.84
061880	BORDER STATES ELECT	ELECTRIC FUN	ELECTRIC DISTRIBU	Maint of Overhead Lin	OH INSULATORS, WIRE, GROU	\$3,809.34
061880	BORDER STATES ELECT	ELECTRIC FUN	ELECTRIC DISTRIBU	Maint of Overhead Lin	OH LINE CLAMPS	\$1,145.15
061880	BORDER STATES ELECT	ELECTRIC FUN	ELECTRIC DISTRIBU	Line Transformer Exp	TRANSFORMER FUSE HOLDER	\$1,315.04
061880 BORDER STATES ELECTRIC						\$10,602.10
061882 CASWELL CYCLE						
061882	CASWELL CYCLE	SEWER FUND	SEWER COLLECTION	Repair/Maint - Bldg &	SAW BLADE & SLEEVE	\$41.42

**CITY OF MORA**  
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CHECK #	Search Name	Fund Descr	Dept Descr	Last Dim Descr	Comments	Amount
061882	CASWELL CYCLE					\$41.42
061883	CINTAS					
061883	CINTAS	ELECTRIC FUN	GENERATION & PO	Cleaning Supplies	MOPS	\$18.79
061883	CINTAS	ELECTRIC FUN	GENERATION & PO	Repair/Maint - Bldg &	MATS	\$18.79
061883	CINTAS					\$37.58
061884	CORE & MAIN LP					
061884	CORE & MAIN LP	SEWER FUND	SEWER COLLECTION	Repair/Maint - Bldg &	SEWER PIPE REPAIR CLAMP	\$231.74
061884	CORE & MAIN LP					\$231.74
061886	DGR ENGINEERING					
061886	DGR ENGINEERING	ELECTRIC FUN	ELECTRIC DISTRIBU	Professional Services -	SOLAR REVIEW-MELLO SMELL	\$264.00
061886	DGR ENGINEERING	ELECTRIC FUN	ELECTRIC ADMINIST	Professional Services -	GRIP GRANT ASSISTANCE	\$835.50
061886	DGR ENGINEERING					\$1,099.50
061888	EAST CENTRAL ENERGY-ELECT					
061888	EAST CENTRAL ENERGY	SEWER FUND	SEWER LIFT STATIO	Electricity	ELECTRICITY	\$148.97
061888	EAST CENTRAL ENERGY-ELECT					\$148.97
061890	ELECTRIC MOTOR SERVICE INC					
061890	ELECTRIC MOTOR SERV	ELECTRIC FUN	GENERATION & PO	Landfill Gen Exp	LFG COOLING MOTOR BELT	\$451.58
061890	ELECTRIC MOTOR SERVICE INC					\$451.58
061891	FEDERATED COOP					
061891	FEDERATED COOP	SEWER FUND	WASTEWATER TREA	Repair/Maint - Bldg &	LIME FOR SOLID NEUTRALIZE	\$58.48
061891	FEDERATED COOP					\$58.48
061892	FERGUSON ENT POLLARDWATER					
061892	FERGUSON ENT POLLAR	WATER FUND	WATER TREATMENT	Small Tools & Equipm	LAB EQUIPMENT	\$91.82
061892	FERGUSON ENT POLLARDWATER					\$91.82
061893	FERGUSON WATERWORKS					
061893	FERGUSON WATERWOR	WATER FUND	WATER DISTRIBUTI	Repair/Maint - Bldg &	METER COUPLINGS	\$308.76
061893	FERGUSON WATERWORKS					\$308.76
061895	FREEDOM MAILING SERVICES INC					
061895	FREEDOM MAILING SER	ELECTRIC FUN	ELECTRIC ADMINIST	Professional Services -	FOLD & INSERT NEWSLETTER	\$10.63
061895	FREEDOM MAILING SER	ELECTRIC FUN	ELECTRIC ADMINIST	Cust UB/Collection	BILL PROCESSING	\$503.74
061895	FREEDOM MAILING SER	WATER FUND	WATER ADMINISTR	Professional Services -	FOLD & INSERT NEWSLETTER	\$5.32
061895	FREEDOM MAILING SER	WATER FUND	WATER ADMINISTR	Cust UB/Collection	BILL PROCESSING	\$251.87
061895	FREEDOM MAILING SER	SEWER FUND	SEWER ADMINISTR	Cust UB/Collection	BILL PROCESSING	\$251.87
061895	FREEDOM MAILING SER	SEWER FUND	SEWER ADMINISTR	Professional Services -	FOLD & INSERT NEWSLETTER	\$5.32
061895	FREEDOM MAILING SERVICES INC					\$1,028.75
061897	GOPHER STATE ONE-CALL INC					
061897	GOPHER STATE ONE-CA	ELECTRIC FUN	ELECTRIC DISTRIBU	Professional Services -	MARCH LOCATES	\$16.20
061897	GOPHER STATE ONE-CA	WATER FUND	WATER DISTRIBUTI	Professional Services -	MARCH LOCATES	\$16.20
061897	GOPHER STATE ONE-CA	SEWER FUND	SEWER COLLECTION	Professional Services -	MARCH LOCATES	\$16.20
061897	GOPHER STATE ONE-CALL INC					\$48.60
061899	GRANITE WATER WORKS INC					
061899	GRANITE WATER WORK	SEWER FUND	SEWER COLLECTION	Repair/Maint - Bldg &	SEWER LINE RPR PARTS	\$1,193.31
061899	GRANITE WATER WORKS INC					\$1,193.31
061900	HAWKINS INC					
061900	HAWKINS INC	WATER FUND	WATER TREATMENT	Chemicals	CHEMICALS	\$2,853.67

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

CHECK #	Search Name	Fund Descr	Dept Descr	Last Dim Descr	Comments	Amount
061900 HAWKINS INC						\$2,853.67
061901 HOME SERVE USA						
061901	HOME SERVE USA	WATER FUND		Leak Protection Premi	MARCH 2024 SERVLIN	\$861.00
061901	HOME SERVE USA	SEWER FUND		Leak Protection Premi	MARCH 2024 SERVLIN	\$914.00
061901 HOME SERVE USA						\$1,775.00
061904 IRBY TOOL & SAFETY						
061904	IRBY TOOL & SAFETY	ELECTRIC FUN	ELECTRIC DISTRIBU	Line Transformer Exp	TRANSFORMER BASEMENT	\$4,785.00
061904 IRBY TOOL & SAFETY						\$4,785.00
061905 JOHNSONS HARDWARE & RENTAL						
061905	JOHNSONS HARDWARE	SEWER FUND	SEWER COLLECTION	Repair/Maint - Bldg &	MANHOLE ADHESIVE	\$27.98
061905	JOHNSONS HARDWARE	SEWER FUND	SEWER COLLECTION	Small Tools & Equipm	LIFTING HOOKS	\$9.98
061905 JOHNSONS HARDWARE & RENTAL						\$37.96
061907 KWIK TRIP - GAS PURCHASES						
061907	KWIK TRIP - GAS PURC	ELECTRIC FUN	ELECTRIC DISTRIBU	Truck Expense	FUEL	\$620.06
061907	KWIK TRIP - GAS PURC	WATER FUND	WATER DISTRIBUTI	Motor Fuels	FUEL	\$269.88
061907	KWIK TRIP - GAS PURC	SEWER FUND	SEWER COLLECTION	Motor Fuels	FUEL	\$485.30
061907	KWIK TRIP - GAS PURC	SEWER FUND	WASTEWATER TREA	Motor Fuels	FUEL	\$27.81
061907 KWIK TRIP - GAS PURCHASES						\$1,403.05
061910 MN ENERGY RESOURCES CORP						
061910	MN ENERGY RESOURCE	ELECTRIC FUN	GENERATION & PO	Generation Exp	NATURAL GAS-GENERATION	\$259.27
061910	MN ENERGY RESOURCE	ELECTRIC FUN	GENERATION & PO	Natural Gas - Heat	NATURAL GAS-BOILER	\$602.36
061910	MN ENERGY RESOURCE	WATER FUND	WATER SUPPLY	Natural Gas - Heat	NATURAL GAS	\$44.35
061910	MN ENERGY RESOURCE	WATER FUND	WATER TREATMENT	Natural Gas - Heat	NATURAL GAS	\$199.56
061910	MN ENERGY RESOURCE	SEWER FUND	WASTEWATER TREA	Natural Gas - Heat	NATURAL GAS	\$396.08
061910 MN ENERGY RESOURCES CORP						\$1,501.62
061911 ONLINE COLLECTIONS						
061911	ONLINE COLLECTIONS	ELECTRIC FUN	ELECTRIC ADMINIST	Cust UB/Collection	MARCH COMMISSION DUE - S	\$300.88
061911 ONLINE COLLECTIONS						\$300.88
061912 OREILLY AUTOMOTIVE, INC						
061912	OREILLY AUTOMOTIVE,	ELECTRIC FUN	ELECTRIC DISTRIBU	Truck Expense	INVERTER INSTALLATION PAR	\$68.67
061912 OREILLY AUTOMOTIVE, INC						\$68.67
061913 OXYGEN SERVICE CO, INC						
061913	OXYGEN SERVICE CO, I	ELECTRIC FUN	GENERATION & PO	Landfill Gen Exp	LFG NITROGEN CYLINDER REN	\$14.88
061913	OXYGEN SERVICE CO, I	ELECTRIC FUN	GENERATION & PO	Repair/Maint - Bldg &	OXYGEN CYLINDER RENTAL	\$34.72
061913	OXYGEN SERVICE CO, I	ELECTRIC FUN	ELECTRIC DISTRIBU	Maint of Substation E	SUBST CYLINDER RENTAL	\$65.19
061913 OXYGEN SERVICE CO, INC						\$114.79
061914 QUALITY DISPOSAL						
061914	QUALITY DISPOSAL	ELECTRIC FUN	GENERATION & PO	Garbage Removal	GARBAGE	\$92.66
061914	QUALITY DISPOSAL	SEWER FUND	WASTEWATER TREA	Garbage Removal	GARBAGE	\$225.87
061914 QUALITY DISPOSAL						\$318.53
061915 RMB ENVIRONMENTAL LABS INC						
061915	RMB ENVIRONMENTAL	SEWER FUND	WASTEWATER TREA	Professional Services -	LAB TESTING	\$1,428.53
061915 RMB ENVIRONMENTAL LABS INC						\$1,428.53
061917 T&R ELECTRIC						
061917	T&R ELECTRIC	ELECTRIC FUN		Distribution Inventory	SINGLE PHASE PADMOUNT TR	\$37,902.62

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

CHECK #	Search Name	Fund Descr	Dept Descr	Last Dim Descr	Comments	Amount
061917 T&R ELECTRIC						\$37,902.62
061918 UPPER CASE PRINTING INK						
061918	UPPER CASE PRINTING	ELECTRIC FUN	ELECTRIC ADMINIST	Professional Services -	NEWSLETTER PRINTING	\$123.68
061918	UPPER CASE PRINTING	WATER FUND	WATER ADMINISTR	Professional Services -	NEWSLETTER PRINTING	\$61.84
061918	UPPER CASE PRINTING	SEWER FUND	SEWER ADMINISTR	Professional Services -	NEWSLETTER PRINTING	\$61.84
061918 UPPER CASE PRINTING INK						\$247.36
061919 USABLUBOOK						
061919	USABLUBOOK	ELECTRIC FUN	ELECTRIC ADMINIST	Cust UB/Collection	DOOR KNOB CARDS - YELLOW	\$121.90
061919	USABLUBOOK	WATER FUND	WATER ADMINISTR	Cust UB/Collection	DOOR KNOB CARDS - BLUE	\$81.26
061919 USABLUBOOK						\$203.16
						\$518,205.37



MORA MUNICIPAL UTILITIES  
PUBLIC UTILITIES COMMISSION CHECK LIST

THE MARCH – APRIL 2024 CLAIMS HAVE BEEN APPROVED FOR PAYMENT BY:

\_\_\_\_\_  
CHAIRMAN

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

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

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

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

\_\_\_\_\_  
SECRETARY





# MEMORANDUM

Date April 2, 2024  
To Public Utilities Commission  
From Joseph Kohlgraf- Public Work Director  
RE Dakota Winther-Electric Journeyman Lineman Probation Release

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## SUMMARY

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The PUC will review a recommendation to probationary release for Dakota Winther, Electric Journeyman lineman.

## BACKGROUND INFORMATION

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On September 25<sup>th</sup>, 2023, Dakota Winther was hired to fill the electric journeyman lineman position. He has currently met the 6-month probationary period (March 25, 2024) with no concerns from staff about his job performance, staff suggests that Dakota be released from probation. Under the employment hiring condition, as of March 25, Dakota will be moved to from Step G to Step H, \$44.27 as noted in the 2024 pay plan.

## OPTIONS & IMPACTS

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No impacts to this release of probation. This is a budgeted item.

## RECOMMENDATIONS

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Staff recommends approving the 6-month probation release, March 25<sup>th</sup>, 2024, of Dakota Winther for the Electric Journeyman Lineman position as laid out in the employment language when hired.

*Attachments/*







# MEMORANDUM



Date April 16, 2024  
 To Mayor and City Council  
 From Glenn Anderson, City Administrator/Public Utilities General Manager  
 RE Training - Information Session Proposal

## SUMMARY & BACKGROUND INFORMATION

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In the 2024 budget, funds had been allocated for all staff training with John Graci Leadership Solutions LLC.

To expand on the training provided to staff, an added opportunity to discuss “Working within lines of authority” has been presented to provide more details to the council and PUC. If approved, this would take place in the form of a work session at a later date.

The one-hour session will expand and discuss the types of authority given to individuals in managerial positions that allow them to direct the work of subordinates. It’s the power that allows those in charge to make decisions, assign work and deal with day-to-day operational issues. Clear lines of authority create unity, accountability, eliminates confusion and reduces the deterioration of relationships in the workplace.

The intent is to provide the City Council and PUC more information and expand the services John Graci offers and explore his coaching services which would discuss and assess areas of improvement, interview employee who is being coached and discuss and assess areas of improvement.

### Coaching Sessions Fees:

1. 1 hour phone interview with employees leader/HR to discuss and assess areas of improvement. \$200
2. 1 hour in-person interview with the employee who is being coached to discuss and assess areas of improvement \$350.
3. Additional coaching fee is \$350 per hour. Recommend coaching sessions last no more than 1hour.
4. Coaching sessions can be discontinued at any time by the City of Mora or Graci Leadership Solutions, LLC.

## RECOMMENDATIONS

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Discuss setting a work session and receive additional information from John Graci Leadership.



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

**January 1<sup>st</sup> , 2024 – March 31, 2024**

JAN 2024	SERVICE	QTY	AMOUNT	NOTES
NO ADJUSTMENTS				

FEB 2024	SERVICE	QTY	AMOUNT	NOTES
2/23/24	Water Res	317,000 gallons	-\$1,753.01	Water meter was faulty after a potential lightning strike. After staff investigated and customer came to PUC meeting, the adjustments were approved to credit the overcharges.
2/23/24	Sewer Res	317,000 gallons	-\$2,735.71	

MAR 2025	SERVICE	QTY	AMOUNT	NOTES
3/7/24	Water Res	7,000 gallons	-\$39.48	Newly installed water meter was not programmed properly and customer was billed 7,000 gallons instead of the 700 they used, staff credited the overcharges. Programming has been corrected.
3/7/24	Sewer Res	7,000 gallons	-\$61.60	



**Utility Billing Monthly Report  
Calendar Year 2024**

item no. 9b

Description	QTR 1			QTR 2			QTR 3			QTR 4		
	As of 1/31/2024	As of 2/28/2024	As of 3/31/2024	As of 4/30/2024	As of 5/31/2024	As of 6/30/2024	As of 7/31/2024	As of 8/31/2024	As of 9/30/2024	As of 10/31/2024	As of 11/30/2024	As of 12/31/2024
<b>Total Account Balances</b>	\$ 768,663.78	\$ 769,627.98	\$ 773,870.35									
Current Period	\$ 722,711.70	\$ 725,127.30	\$ 726,026.45									
1 Period Overdue	\$ 29,009.07	\$ 26,555.06	\$ 31,389.54									
2 Periods Overdue	\$ 5,088.14	\$ 6,600.54	\$ 3,308.35									
3 Periods Overdue	\$ 12,081.18	\$ 11,760.04	\$ 13,383.89									
<b>Total Penalty Balances on Accounts</b>	\$ 4,830.79	\$ 5,810.42	\$ 5,701.04									
<b>Past Due/Disconnection Notices Mailed</b>	103	113	94									
<b>Total Utility Disconnects</b>	8	5	1									
Missed Payments on Payment Agreement	5	1	1									
No Response to Past Due/Disc Notice/Door Tag	3	4	0									

COMMENTS:

3 Periods Overdue' includes pre-payment on accounts, energy assistance, and a solar connection credits.



COBORN'S DCFC EV STATION QUARTERLY USAGE REPORT					
JANUARY 1, 2024 - MARCH 31, 2024					
Start Date & Time		Plug Duration (approx mins)	Charge Duration (approx mins)	Energy (kWh)	Cost
1/1/2024	6:54 PM	47.00	47.00	31.65	\$19.40
1/2/2024	1:13 PM	55.00	54.00	40.10	\$21.50
1/2/2024	2:15 PM	52.00	52.00	27.96	\$20.90
1/5/2024	5:52 PM	26.00	26.00	17.89	\$13.10
1/6/2024	9:21 PM	34.00	34.00	25.02	\$15.50
1/7/2024	7:14 PM	37.00	36.00	24.04	\$16.10
1/9/2024	12:31 PM	55.00	55.00	24.86	\$21.80
1/11/2024	3:45 PM	22.00	22.00	7.65	\$11.60
1/12/2024	2:29 PM	37.00	36.00	14.22	\$16.40
1/12/2024	3:07 PM	17.00	15.00	4.43	\$10.40
1/15/2024	12:26 PM	21.00	21.00	12.54	\$11.60
1/15/2024	8:06 PM	53.00	52.00	33.52	\$20.90
1/16/2024	2:45 PM	36.00	35.00	12.95	\$15.80
1/18/2024	2:42 PM	60.00	59.00	29.79	\$23.00
1/18/2024	3:44 PM	48.00	48.00	34.67	\$19.70
1/19/2024	9:47 PM	44.00	43.00	31.40	\$18.20
1/19/2024	9:55 PM	18.00	17.00	12.69	\$10.70
1/21/2024	3:02 PM	54.00	53.00	44.28	\$21.50
1/21/2024	6:39 PM	45.00	44.00	29.04	\$18.50
1/26/2024	4:30 PM	43.00	42.00	30.07	\$17.90
1/28/2024	6:56 PM	33.00	33.00	22.09	\$15.20
2/2/2024	3:03 PM	25.00	25.00	20.32	\$12.80
2/4/2024	1:55 PM	59.00	58.00	37.98	\$22.70
2/4/2024	6:39 PM	29.00	29.00	18.42	\$14.00
2/7/2024	12:20 PM	31.00	30.00	22.42	\$14.30
2/9/2024	6:37 PM	30.00	30.00	19.24	\$14.30
2/10/2024	4:03 PM	31.00	31.00	24.45	\$14.60
2/11/2024	11:37 AM	42.00	42.00	23.92	\$17.90
2/11/2024	12:49 PM	46.00	45.00	32.24	\$19.10
2/14/2024	2:34 PM	20.00	20.00	14.80	\$11.00
2/16/2024	6:20 PM	49.00	48.00	30.52	\$19.70
2/16/2024	1:49 PM	113.00	100.00	63.45	\$38.90
2/17/2024	10:05 AM	33.00	32.00	19.25	\$14.90
2/18/2024	11:27 AM	43.00	43.00	26.20	\$17.90
2/18/2024	11:44 PM	44.00	43.00	18.51	\$18.20
2/18/2024	5:33 PM	66.00	66.00	34.48	\$25.10
2/19/2024	3:43 PM	47.00	47.00	14.55	\$19.40
2/22/2024	12:23 AM	13.00	13.00	9.28	\$8.90
2/23/2024	10:23 AM	47.00	46.00	18.78	\$19.10
2/24/2024	3:59 PM	28.00	27.00	14.20	\$13.40
2/25/2024	5:18 PM	40.00	39.00	32.17	\$17.30
2/26/2024	8:25 AM	11.00	11.00	3.11	\$8.30
2/26/2024	7:05 PM	13.00	13.00	6.59	\$9.20
2/28/2024	10:03 AM	58.00	56.00	16.35	\$22.40
3/1/2024	5:11 PM	25.00	24.00	13.84	\$12.80
3/4/2024	7:01 PM	29.00	29.00	10.87	\$14.00
3/5/2024	7:42 AM	65.00	64.00	48.87	\$24.80
3/8/2024	2:35 PM	36.00	35.00	29.30	\$15.80
3/8/2024	5:15 PM	36.00	35.00	12.18	\$15.80
3/9/2024	11:05 AM	36.00	36.00	18.44	\$16.10
3/9/2024	6:28 PM	17.00	17.00	13.75	\$10.40
3/10/2024	11:36 AM	27.00	27.00	19.78	\$13.40
3/15/2024	4:43 PM	28.00	28.00	15.21	\$13.70
3/17/2024	11:35 AM	21.00	20.00	16.26	\$11.30
3/18/2024	6:07 PM	28.00	28.00	19.48	\$13.70
3/20/2024	8:04 AM	60.00	60.00	17.93	\$23.30

<b>Quarterly Total</b>	<b>36.05</b>	<b>35.35</b>	<b>1267.97</b>	<b>\$938.20</b>
	<b>Hours</b>	<b>Hours</b>	<b>kWh</b>	<b>Customer Cost</b>

<b>10% to ZEF</b>
<b>\$844.38 to be paid to MMU</b>





KLOCKA L2 EV STATION QUARTERLY USAGE REPORT				
JANUARY 1, 2024 - MARCH 31, 2024				
Start Date & Time	Plug Duration (approx hours)	Charge Duration approx (hours)	Energy (kWh)	Cost
2/24/2024 11:39 AM	1.55	1.53	17.516	\$3.09
3/27/2024 1:55 PM	0.63	0.63	6.449	\$1.26
3/31/2024 11:42 AM	0.83	0.82	9.133	\$1.66
<b>Quarterly Total</b>	<b>3.01</b> Hours	<b>2.98</b> Hours	<b>33.098</b> kWh	<b>\$6.01</b> Customer Cost

<b>10% to ZEF</b>
<b>\$5.41 to be paid to MMU</b>



