

Board Meeting January 11, 2021

The Milford Municipal Utilities Board of Trustees met in regular session on Monday, January 11, 2021 at 6:15 P.M. in the Board Room. In attendance were Board Members LeeAnn Reetz, Mike Anderson, Ken Behrens and Kae Hoppe; General Manager, Brad Willemsen, Utility employee Michael Norgaard, Wade Newcomer, and Lindsay Radunz; Utility Attorney Abby Walleck and guests, Katie Sterk and Josh Pope, Bolton & Menk. Kevin Wharton, absent.

Vice Chairman Mike Anderson called the meeting to order. Vice Chairman Mike Anderson read a statement on COVID-19, the State of Iowa Proclamation and social distancing at public gathering. MMU has provided for the public to attend the board meeting through electronic means. It was noted that no one was participating electronically.

The agenda, minutes, financial statements and bills were approved as presented. The following bills were presented for payment:

Alpha Wireless	Annual Radio Maint Agreement	675.00
American Water Works Asso	Subscription - AWWA Standards	850.00
Arnold Motor Supply	Supplies	11.76
Base	Cafeteria Monthly	30.00
Boji Auto Repair LLC	Tire Repair	26.22
Bolton & Menk, Inc.	Engineering - Water Plant Study	2,868.00
Bomgaars	Supplies & Uniforms	1,429.09
Card Service Center	Office Supplies	103.14
Centurylink Communications, LLC	Phone	442.55
City of Milford	City Sewer, Storm Sewer, CC Fee	37,725.59
Core & Main LP	Distribution	910.20
CORNELL ABSTRACT COMPANY	Legal	60.00
Crossroads Mobile Maintenance, LLC	Inspections	4,344.92
Cutting Edge Sales & Service	Small Tools	39.22
Dairyland Power Cooperative	Statement Printing	2,497.23
Dickinson County News	Publishing	158.07
Hawkins, Inc.	Chemicals	1,635.68
Ia Assoc of Muni Utilities	NASSA Safety Training	985.80
Iowa One Call	Locates	58.50
Jaycox Implement, Inc.	A770 Bobcat Skidloader	21,788.58
Linda Ruble	Postage Reimbursement	14.05
Maahs & Walleck	Legal	1,188.00
MaxYield Cooperative	Fuel	1,053.07
Micro-Comm, Inc.	Filter Control Panels	95,000.00
Milford Commercial Club	Annual Dues	100.00
Municipal Supply, Inc.	Distribution	349.80
National Benefit Services, LLC	Employee Benefits	24.00
R & D Industries, Inc.	Computer Contract & Support	3,793.53
SCI Communications Inc.	Phone System Work	655.67
State Hygienic Laboratory	Lab Testing	60.50
Storey Kenworthy	Office Supplies	176.25
Stuart C. Irby Co.	Distribution & Inventory	988.48
Sunshine Foods	Office Supplies	149.94
Tantalus Systems Inc.	Equipment for New Meter Read System	5,446.82
True Value - Milford	Supplies	225.15
TurnKey Financial Equipment	Manual Transaction Drawer - Drive-thru	2,352.46
Upper Des Moines Opportunity	LIHEAP Reimbursement	294.24
Utility Equipment Company	Inventory	4,796.86
Van Wert Inc.	Water Meters for New Reading System	31,392.00
Winther, Stave & Co., LLP	Audit	2,500.00

Danbom Properties LLC	LED Lighting Rebate	61.20
JBrooke Properties	LED Lighting Rebate	674.90
Aflac	AFLAC benefit	379.54
Aspire	Employee Funded Benefit	470.00
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Base	FSA payment	111.98
Base	FSA payment	883.32
Base	FSA payment	300.04
Collection Services Center	Employee Withholding	184.61
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Department of Energy	WAPA	25,107.11
Internal Revenue Service	Fica, Med, FWH 12.18.20	6,270.17
Internal Revenue Service	Fica, Med 12.18.20 Holiday Stipend	550.80
Internal Revenue Service	Fica, Med, FWH 12.31.20	5,697.43
Iowa Department of Revenue	Monthly Withholding	2,214.00
Iowa Department of Revenue	Monthly Sales Tax	8,332.00
Iowa Department of Revenue	Monthly WET Tax	4,336.00
IPERS	November 2020 IPERS	7,509.62
Lakes Lawn LLC	Lawn Care	341.02
Lakes Lawn LLC	Lawn Care	141.29
Lakes Lawn LLC	Lawn Care	182.72
MidAmerican Energy	Neal 4	0.00
MMU	Utilities	4,470.49
MMU - Investment Fund	Dec 20 budgeted transfer	46,512.00
MMU - Investment Fund	eusc transfer	30,415.35
MMU-Medical Insurance Account	December 20 transfer	251.66
NIMECA	Legal	93.75
NIMECA	Power Bill	113,424.99
NIMECA	Employee Benefit	232.24
Principal Life	Employee Benefit	380.19
Reliance Standard Life Insurance Company	Employee Benefit	153.76
United Community Bank	Loan Payment	7,883.11
Verizon Wireless	Phone	202.15
Wellmark	Employee Benefit	9,171.35

Hoppe/Behrens made a motion to approve Mike Anderson as 2021 Board Chairperson. Motion passed unanimously.

Hoppe/Reetz made a motion to approve Ken Behrens as 2021 Board Vice Chairperson. Motion passed unanimously.

Behrens/Hoppe made a motion to approve LeeAnn Reetz as 2021 Board Secretary-Treasurer. Motion passed unanimously.

Behrens/Reetz made a motion to approve continuing to retain Attorney Abby Walleck as MMU's Board Attorney. Motion passed unanimously.

Behrens/Reetz made a motion by to approve 2021 IRS Mileage Rate Reimbursement of 56 cent per mile. Motion passed unanimously.

Katie Sterk from Bolton & Menk presented on Water System Preliminary Engineering Report. Katie reported the findings of the report to the Board. The report included information regarding the existing water treatment system and proposed improvement alternatives. The Board will review and consider the report.

Hoppe/Behrens made a motion to approve Bolton & Menk Master Agreement for Professional Services. Motion passed unanimously.

Behrens/Reetz made a motion to approve Bolton & Menk Task Order 1 P Avenue & 13th Street Reconstruction Improvements. Motion passed unanimously.

Behrens/Reetz made a motion to approve the Electrical Safety Program and Confined Space Program. Motion passed unanimously.

Hoppe/Behrens made a motion to approve the website quote for \$1,000.00 to Blue Lake Websites. Motion passed unanimously.

Hoppe/Behrens made a motion to approve the Apprenticeship Wage Scale for Brady. Motion passed unanimously.

Discussion of changes to the 2021 Board Meeting dates was tabled. Manager Willemsen will investigate different options and report back to the Board.

Accountant Lindsay Radunz had a wage review by the Board of Trustees. Behrens/Reetz made a motion to approve a pay increase of \$1.00 per hour with the previously granted 3% raise on top of that for Lindsay Radunz retroactive to December 28, 2020. Motion passed unanimously.

Manager Willemsen was evaluated by the Board of Trustees. No action was taken.

Possible Land Acquisition was discussed by the Board of Trustees. Manager Willemsen was directed by the Board to move forward with negotiating the land acquisition.

Items discussed in the Manager's Report:

1. Manager Willemsen discussed the long-term plans of MMU.
2. Manager Willemsen informed the Board that Osceola Rural Water's current contract expires April 2021. Attorney Walleck will draft a contract to be presented to the Board.
3. Manager Willemsen gave an update on the P Ave. and 13th St. project plans.
4. Manager Willemsen reviewed a draft of the Equipment Sharing Agreement with the Board. The agreement between the City of Milford and MMU is being reviewed.
5. Manager Willemsen reviewed a draft of the Board Governance Guidelines and Board Binder.

The Board of Trustees adjourned the meeting. The next regular meeting of the Milford Municipal Utilities Board of Trustees will be February 8th, 2021.

Mike Anderson, Chairman

LeeAnn Reetz, Board Secretary