

Board Meeting August 10, 2020

The Milford Municipal Utilities Board of Trustees met in regular session on Monday, August 10, 2020 in the Board Room. In attendance were Board Members Kevin Wharton, Keith Wurtz, Mike Anderson, Ken Behrens and Kae Hoppe; General Manager, Brad Willemssen, Utility employees Logan Davids and Lindsay Radunz; and Guests Bill Smith, Florencia Smith, and their daughters Maria and Sandra. Utility Attorney Abby Walleck was absent.

Chairman Wurtz called the meeting to order. Chairman Wurtz 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 approved for payment:

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| Arnold Motor Supply | Supplies | 140.75 |
| ATC Group Services LLC | SPCC Plan Update - Spill Control | 1,500.00 |
| Barco Municipal Products Inc. | Safety Equipment | 1,819.03 |
| Base | Cafeteria Monthly & Plan Renewal | 280.00 |
| BETH OGREN | CREDIT REFUNDS - 53634 | 34.94 |
| Bolton & Menk, Inc. | Engineering - Water Plant Study | 5,992.50 |
| Bomgaars | Supplies | 194.99 |
| Border States Electric Supply | Inventory | 1,669.74 |
| Campus Cleaners | Rugs | 18.60 |
| Card Service Center | Supplies | 537.34 |
| Central States Ind. Supply Inc. | Engine Maintenance | 1,112.21 |
| Centurylink Communications, LLC | Phone | 470.59 |
| City of Milford | City Sewer, Storm Sewer, CC Fee | 38,847.51 |
| Core & Main LP | Inventory | 273.85 |
| Dairyland Power Cooperative | Statement Printing | 1,229.31 |
| DGR and Associates Company | Engineering | 925.00 |
| Dickinson County News | Publishing - Minutes | 135.08 |
| Hawkins, Inc. | Chemicals | 4,262.32 |
| Iowa One Call | Locates | 97.20 |
| Iowa Utilities Board | FY2020 4th Qtr Direct Assessment | 49.95 |
| JOSIE KRIVOLAVY | CREDIT REFUNDS - 51252 | 76.89 |
| Lakes Lawn LLC | Lawn Care | 134.18 |
| LORINA RAYLEE FRANKLIN | CREDIT REFUNDS - 55112 | 12.12 |
| Maahs & Walleck | Legal | 1,672.00 |
| MaxYield Cooperative | Fuel | 472.86 |
| Mid-American Research Chemical | Chemical | 151.03 |
| Mitchell J. Burgin | Mowing | 405.00 |
| National Benefit Services, LLC | Employee Benefits | 21.00 |
| Okoboji Pioneer Booster Club | Community Development | 500.00 |
| Professional Computer Solutions, LLC | Computer Hosting Fees | 828.00 |
| R & D Industries, Inc. | Computer Contract, Support, Scada Computer | 2,365.81 |
| Redcort Software | Annual Timeclock Support Plan | 125.00 |
| Rody And Laurian Pederson | Purchased Power | 16.63 |
| Spencer Municipal Hospital | New Employee Physical | 225.15 |
| Storey Kenworthy | Office Supplies | 196.58 |
| Stuart C. Irby Co. | Safety & Inventory | 3,613.94 |
| Sunshine Foods | Office Supplies | 61.44 |

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| Top Notch Graphix | Truck Decal | 107.00 |
| True Value - Milford | Supplies | 275.01 |
| Wedeking Pit & Plant, Inc. | Distribution | 429.45 |
| WILLIAMS & COMPANY PC | Consulting | 2,850.00 |
| Aflac | employee benefit | 379.54 |
| Aspire | Employee Funded Benefit | 430.00 |
| Aspire | Employee Funded Benefit | 470.00 |
| Collection Services Center | Employee Withholding | 184.61 |
| Collection Services Center | Employee Withholding | 184.61 |
| Department of Energy | WAPA | 25,020.75 |
| Internal Revenue Service | Fica, med, FWH 7.17.20 | 5,446.44 |
| Internal Revenue Service | Fica, Med, FWH 7.31.20 | 5,610.00 |
| Iowa Department of Revenue | Quarterly Use Tax | 225.41 |
| Iowa Department of Revenue | Monthly Sales Tax | 8,497.00 |
| Iowa Department of Revenue | Monthly WET Tax | 5,603.00 |
| Iowa Department of Revenue | Monthly Withholding | 1,947.00 |
| MMU | Utilities | 3652.17 |
| MMU - Investment Fund | eusc transfer | 30,515.13 |
| MMU - Investment Fund | Budgeted Transfer | 46,512.00 |
| MMU-Medical Insurance Account | cafeteria transfer | 363.20 |
| NIMECA | Power Bill | 116,037.95 |
| NIMECA | Legal | 350.70 |
| NIMECA | Employee Benefit | 208.86 |
| Principal Life | Employee Benefit | 378.52 |
| Reliance Standard Life Insurance Company | Employee Benefit | 144.36 |
| United Community Bank | Loan Payment | 7,883.11 |
| Verizon Wireless | Phone | 139.15 |
| Wellmark | Employee Benefit | 10,050.65 |

Behrens/Anderson made a motion to deny the request to install a dock at the pumphouse property by Bill Smith. Motion passed unanimously.

Hoppe/Behrens made a motion to removal the old dock access and stairs at the pump house property. Motion passed unanimously.

Hoppe/Wharton made a motion to approve the Water Plant Structural Evaluation by Bolton & Menk. Motion passed unanimously.

Hoppe/Behrens made a motion to hire a part-time office employee. Motion passed unanimously.

Manager Willemsen presented revisions to the Employee Handbook. Behrens/Wharton made a motion to approve the Employee Handbook.

Manager Willemsen presented the new Employee Benefit and Compensation Policy. Hoppe/Wharton made a motion to approve the Employee Benefit and Compensation Policy.

Manager Willemsen presented the MMU Job Descriptions. Anderson/Behrens made a motion to approve the MMU Job Descriptions.

The Board conducted the General Manager's six-month evaluation. His conditional raise was approved along with allowing him to build up to 520 hours of sick leave.

Items discussed in the Manager Report:

1. The Request for Quotes for the meter change are in and money will have to be borrowed for the water meter rates. General Manager Willemssen presented on the options regarding the same.
2. Water plant relocation site was discussed.
3. Assistance for MMU staff during an outage has been located.

The Board of Trustees adjourned the meeting. The next regular meeting of the Milford Municipal Board of Trustees will be September 14, 2020.

Keith Wurtz, Chairman

Brad Willemssen, General Manager