

Board Meeting December 7, 2020

The Milford Municipal Utilities Board of Trustees met in regular session on Monday, December 7, 2020 at 6:15 P.M. in the Community Center. In attendance were Board Members Kevin Wharton, Keith Wurtz, Mike Anderson, Ken Behrens and Kae Hoppe; General Manager, Brad Willemssen, Utility employee Michael Norgaard, Wade Newcomer, Linda Ruble, Logan Davids, and Lindsay Radunz; Utility Attorney Abby Walleck and guests, Steve Brush and Leann Reetz.

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 presented for payment:

Arnold Motor Supply	Supplies	293.57
Base	Cafeteria Monthly	30.00
Bomgaars	Supplies	102.91
Border States Electric Supply	Supplies	51.67
Campus Cleaners	Rugs	418.80
Card Service Center	Office Supplies	477.15
Centurylink Communications, LLC	Phone	443.65
City of Milford	City Sewer, Storm Sewer, CC Fee	44,335.94
CORY GROEN	CREDIT REFUNDS - 54813	24.74
Crescent Electric Supply Company	Inventory and Distribution	416.31
Dairyland Power Cooperative	Statement Printing	1,539.76
Dickinson County News	Publishing	201.66
Harold Beck & Sons, Inc.	Rotary Actuator for Water Plant	4,989.00
Hawkins, Inc.	Chemicals	6,250.45
Ia Assoc of Muni Utilities	Apprenticeship Program - Brady	1,200.00
Iowa One Call	Locates	90.00
Iowa Utilities Board	FY2020 Industry Direct Assessment	1,842.00
Kapp's Fire Extinguisher Sales	Annual Inspection	229.94
Lakes News Shopper	Advertisement	85.00
LANDON KNOWLES	CREDIT REFUNDS - 54800	10.89
Maahs & Walleck	Legal	528.00
Marco, Inc.	Copier Contract	218.18
Menards	Supplies	108.46
MidAmerican Energy	Wheeling	12,076.12
Milford Commercial Club	Community Development	125.00
National Benefit Services, LLC	Employee Benefits	24.00
Pitney Bowes	Postage Meter Lease	152.34
Professional Computer Solutions, LLC	Annual Contract & Hosting Fees	19,281.00
Professional Computer Solutions, LLC	Computer - Inventory Module	1,298.08
	License/Support	
R & D Industries, Inc.	Computer Contract & Support	1,141.13
SHERRY THOMS	CREDIT REFUNDS - 54482	18.64
Spencer Municipal Hospital	Drug Screen	131.20
State Hygienic Laboratory	Lab Testing	60.50
Storey Kenworthy	Office Supplies	801.60
Subsurface Solutions	Distribution	540.00
Sunshine Foods	Office Supplies	139.25
The Accurate Court Reporter	Subscription	156.00
True Value - Milford	Supplies	187.36

UnityPoint Clinic-Occupational Medicine	Drug Screen	42.00
Utility Equipment Company	Distribution	425.00
Vander Werff and Associates, Inc.	Real Estate Appraisal - 1212 Q Ave	2,542.55
Winther Stave & Co LLP	Audit Fees	7,500.00
Upper Des Moines Opportunity	refund	19.21
Aflac	Employee Funded Benefit	379.54
Aspire	Employee Funded Benefit	470.00
Aspire	Employee Funded Benefit	470.00
Base	cafeteria payment	135.60
Collection Services Center	Employee Withholding	184.61
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Department of Energy	WAPA	26,132.89
Internal Revenue Service	Fica, Med, FWH 11.20.20	6,019.37
Internal Revenue Service	Fica, Med, FWH 12.4.20	5,969.73
Iowa Department of Revenue	Monthly Withholding	2,032.00
Iowa Department of Revenue	Monthly Sales Tax	8,716.00
Iowa Department of Revenue	Monthly WET Tax	5,742.00
MidAmerican Energy	Neal 4	8,000.00
MMU	Utilities	3,541.84
MMU - Investment Fund	budgeted transfer	46,512.00
MMU - Investment Fund	October eusc transfer	32,406.37
MMU-Medical Insurance Account	Nov 20 cafeteria transfer	251.66
NIMECA	Power Bill	108,884.18
NIMECA	Employee Benefit	220.01
Principal Life	Employee Benefit	402.95
Reliance Standard Life Insurance Company	Employee Benefit	168.46
SCI Communications Inc.	Phone System & Headsets	938.75
United Community Bank	Loan Payment	7,883.11
Verizon Wireless	Phone	552.14
Wellmark	Employee Benefit	14,607.88

Behrens/Wharton made a motion to approve the Tax Exemption Certificate for the Capital Loan Note. Motion passed unanimously.

Wharton/Anderson made a motion to approve Resolution 2020-12-10 approving the Loan Agreement, the issuance of Capital Loan note, and payment terms. Roll call – Wharton, Behrens, Hoppe, Anderson, and Wurtz – Aye. Motion passed unanimously.

Steve Brush from AMI presented on new water and electric meters, features of the same, the advantages to the potential upgrade, and the plan for installation of meters and timeline for installation. Behrens/Hoppe made a motion to approve the AMI quote for the approximately \$20,000.00 upgrade to Tantalus electric meter system. Motion passed unanimously.

Anderson/Behrens made a motion to the purchase of the Bobcat Skid Loader with the trade of the 2014 A770 for net purchase price of \$21,640.45. Motion passed unanimously.

Wharton/Behrens made a motion to approve the quote from Marco to purchase a new copy machine for the office. Motion passed unanimously.

Wharton/Hoppe made a motion to approval the renewal of the current Blue Cross Blue Shield health insurance plan for the MMU staff for 2021. Motion passed unanimously.

Manager Willemsen presented that the annual employee evaluations were conducted and reviewed with personal committee and his and the committee's recommendation on a bonus program and wage increases. Anderson/Hoppe made a motion to approve raise for Linda Ruble in the amount of \$1.00 per hour plus a flat 3% raise, a flat 3% raise for all other employees commencing December 28, 2020 and a \$400 holiday stipend for all employees. Motion passed unanimously. At the January Board meeting, the board will review and discuss a potential points/tenure bonus program and review Lindsay Radunz and Brad Willemsen.

Items discussed in the Manager's Report:

1. Bolton & Menk will present results of the Water Plant Study at the January Board meeting. General Manager Willemsen and water plant staff meet with Bolton & Menk and some changes are being made to the study based on input from the staff.
2. A Master Agreement for Professional Services from Bolton & Menk for A34 project and other projects will be addressed at January meeting when Bolton & Menk presents on the plant study.
3. Manager Willemsen provided an update on the NIMECA/FERC lawsuit.
4. Manager Willemsen would like to send out a request for proposals for an update of the MMU website. Board provided input on areas to be included in the RFP.
5. Manager Willemsen presented the 2021 Board Meeting dates.
6. Discussion was made about a potential land purchase and research regarding same.

The Board of Trustees adjourned the meeting. The next regular meeting of the Milford Municipal Utilities Board of Trustees will be January 11, 2021.

Keith Wurtz, Chairman

Ken Behrens, Board Secretary