

Board Meeting February 10, 2020

The Milford Municipal Utilities Board of Trustees met in regular session on Monday, February 2020 at 6:15 P.M. in the Board Room. In attendance were Board Members Keith Wurtz, Mike Anderson, Kevin Wharton, Ken Behrens and Kae Hoppe; General Manager, Brad Willemsen, Utility employee Linda Ruble, Lindsay Radunz, Logan Davids, Wade Newcomer and Michael Norgaard; and Utility Attorney Abby Walleck. Guest present was Don Breuker.

Chairman Wurtz called the meeting to order.

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

Ahlers & Cooney, P.C.	Legal	3,331.00
Alpha Wireless	Radio Maint	62.40
Arnold Motor Supply	Supplies	502.54
Base	Cafeteria Monthly	30.00
Bomgaars	Supplies	925.52
Border States Electric Supply	Meter Testing	33.00
Campus Cleaners	Rugs	418.80
Card Service Center	Supplies	122.32
CCP Industries	Lab	317.06
Centurylink Communications, LLC	Phone	403.16
Cintas Corporation	Safety	167.61
CITY OF ARNOLDS PARK	Purchased Water	546.00
City of Milford	City Sewer, Storm Sewer, CC Fee	37,605.25
DGR and Associates Company	Engineering	895.00
Dickinson County News	Publishing	177.44
Hawkins, Inc.	Chemicals	1,887.90
IGL Sanitary District	Semi Annual Sewer	6,328.36
Iowa Lakes Regional Water	Street Repair - 10th & Q Ave	595.07
Iowa One Call	Locates	19.80
KDW Advisors, LLC	Consulting	996.92
Ken Borth Auto Plaza Inc.	Repairs	554.88
Logan Davids	Travel Reimbursement	210.46
Maahs & Walleck	Legal	2,156.00
MaxYield Cooperative	Fuel	556.90
McDonald Supply	Community Development	181.56
Menards	Supplies	348.46
Mid-American Research Chemical	Oil	135.16
Municipal Supply, Inc.	Inventory	282.00
National Benefit Services, LLC	Employee Benefits	15.00
Pixler Elec of Spencer, Inc.	Supplies	709.06
Professional Computer Solutions, LLC	Computer Hosting Fees	828.00
R & D Industries, Inc.	Computer	1,006.13
State Hygienic Laboratory	Lab Testing	308.50
Storey Kenworthy	Office Supplies	386.78
Stuart C. Irby Co.	Inventory	2,104.11
True Value - Milford	Supplies	617.66
Winther, Stave & Co., LLP	Audit	3,325.00
Ziegler, Inc.	Engine Maintenance	10,293.86
The Accurate Court Reporter	Subscription	156.00
Verizon Wireless	phone	91.24
Wellmark	employee benefit	7,841.30
Aspire	employee benefit	285.00
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Collection Services Center	employee withholding	184.61
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Department of Energy	WAPA	28,104.87
Internal Revenue Service	FICA, MED, FWH 011720	4,536.84
Internal Revenue Service	fica, med, fwh	5,098.20
Iowa Department of Revenue	Monthly State Withholding	1,847.00
Iowa Department of Revenue	Qtrly Use Tax	502.69
Iowa Department of Revenue	Monthly WET Tax	4,357.00
Iowa Department of Revenue	Monthly Sales Tax	10,380.00
MMU	Utilities	4,628.65
MMU - Investment Fund	budgeted reserve Jan 20	20,068.00
MMU - Investment Fund	eusc transfer	29,502.54
MMU-Medical Insurance Account	cafeteria transfer	334.62
NIMECA	NERC Fee	317.34
NIMECA	Legal	935.55
NIMECA	Insurance - Substations	50.43
NIMECA	Power bill	140,351.55
NIMECA	Employee Benefit	172.73
NIMECA	Annual Meter Maintenance	688.49
Principal Life	employee benefit	610.52
Reliance Standard Life Insurance Company	employee benefit	75.58
United Community Bank	loan payment	7,883.11

Don Breuker presented on the current 457 Plan sponsored by MMU for its employees and a new option, Maneuver. This would be an add-on plan to the current plan with no additional cost to MMU. Wharton/Behrens made a Motion to approve the Agreement to Provide Discretionary Investment Advisory Services to Plan Participants for Maneuver program. Motion passed unanimously.

Anderson/Wharton made a motion to publish the 2019 wage information for all MMU employees. Motion passed unanimously.

Keith Wurtz	925.00
Wanda Nelson	700.00
Michael Anderson	925.00
Suzanne Prunty	625.00
Kevin Wharton	925.00
Ken Behrens	150.00
Kae Hoppe	75.00
Eric Stoll	106,959.90
Logan Davids	82,947.76
Ethan Rader	68,241.86
Jack Brashear	8,942.07
Michelle Ridd	25,504.56
Kirby Berhow	2,990.00
Lindsay Radunz	21,116.50
Brady Pannhoff	10,610.39
Linda Ruble	58,425.36
Wade Newcomer	85,147.59
James Mammen	15,849.71
David Coleman	12,393.75
Michael Norgaard	31,297.19
Dan Schnetzer	1,600.00

Staff presented the Audit report for Fiscal year ending June 30, 2019 conducted by Winther-Stave. Behrens/Anderson made a motion to approve the Audit Report. Motion passed unanimously.

Logan Davids presented on testing and classes being done by electric employees and their request of the Board's consideration of a wage increase for said certifications. Behrens/Wharton motion to deny the request. Motion passed 3-2 (Wharton, Behrens, Hoppe – ayes; Anderson and Wurtz – nays)

Water department staff presented invoices for UECO, MicroComm, and Hach for needed repairs at the water plant. Behrens/Hoppe made a motion to approve the UECO invoice. Motion passed unanimously. Hoppe/Behrens made a motion to approve MicroComm invoice for new filter control system. Motion passed unanimously. Hoppe/Wharton made a motion to approve Hach invoices for one replacement for each of the CL17 and TU5300 on the Hach Invoice. Motion passed unanimously.

Staff presented the fiscal year ending June 30, 2021 Electric and Water budgets. Staff fielded questions from the Board. The Board requested adjustments to the reserve funds for Community Development Fund and capital outlays for meter reading on electric and water. Anderson/Hoppe made a motion to set the date for the Public Hearing for March 9, 2020 at 6:15 PM and to authorize the staff to publish the budget and date. Motion passed unanimously.

#### Items discussed in the Staff Reports:

1. Logan Davids reported on CAT repairs; electric department assisted City with 44 street light replacements along HWY 71; Brady is signed up for apprenticeship program; Ethan doing crane class this week; and general maintenance being done at power plant.
2. Mike Norgaard reported that the rapid mixer has been ordered; leak on Chaplin that has been repaired; there is a current leak on 17<sup>th</sup> street that is set to be repaired next week; working with potential new engineers on preparing quotes for plant; and provided an update on SCADA install.

#### Items discussed in the Attorney Report:

1. RFPs being prepared by HR Green for water plant rehab or replace. Anticipate all engineers presenting at March meeting.
2. With the completion of the Option Agreement with NRS, the next step is to work on interconnection agreement. Logan and Attorney Walleck are working on the same. Will need some information from DGR and insurance carrier to finalize.
3. Osceola Rural Water has made revisions to the purchase agreement of water line and would like Board to reconsider. Letter to go out to customer affected by line purchase.
4. NIMECA has inquired whether Brad will be our representative or if Logan will stay on. If MMU is wanting to make the switch, Logan will need to sign a resignation and a resolution will need to be approved by the Board.
5. Attorney Walleck recommended that new General Manager be added as point of contact for DNR, NIMECA, IAMU, etc. with an additional employee listed for redundancy and a board member or legal counsel added as a checks and balance.

The Board of Trustees adjourned the meeting. The next regular meeting of the Milford Municipal Board of Trustees will be March 9, 2020.

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Keith Wurtz, Chairman

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Mike Anderson, Vice-Chairman