

Board Meeting May 11, 2020

The Milford Municipal Utilities Board of Trustees met in regular session on Monday, May 11, 2020 in the Community Room. In attendance were Board Members Kevin Wharton, Keith Wurtz, Mike Anderson, Ken Behrens and Kae Hoppe; General Manager, Brad Willemsen, Utility employee Lindsay Radunz; and Utility Attorney Abby Walleck.

Chairman Wurtz called the meeting to order. Chairman Wurtz read a statement on COVID-19, the State of Iowa Proclamation and limitations of on gatherings of more than 10 people. 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:

Arnold Motor Supply	Supplies	267.50
Base	Cafeteria Monthly	30.00
Blue Water Prairie Landscape and Design	Pump House Retaining Wall	22,500.00
Card Service Center	Office Supplies	61.04
Centurylink Communications, LLC	Phone	451.51
City of Milford	City Sewer, Storm Sewer, CC	34,895.73
City of Milford	Fee	
Dairyland Power Cooperative	H Avenue Project 10-13th Street	173,120.35
DGR and Associates Company	Statement Printing	1,947.18
Dickinson County News	Engineering - Mar'20	1,081.50
H R Green	Publishing	160.75
Hach Company	Engineering	626.50
Hawkins, Inc.	Purchase Turbidity Meter	3,978.00
Ia Assoc of Muni Utilities	Chemicals	3,835.57
Iowa One Call	EIA-861 Report	150.00
Jaycox Implement, Inc.	Locates	57.60
JUAN PEREZ	Repair	174.47
Lakes News Shopper	CREDIT REFUNDS - 52615	4.54
Maahs & Walleck	Employment Ad - Lineman	118.80
MATTHEW PETERSEN	Legal	1,430.00
Metering & Technology Solutions	CREDIT REFUNDS - 52671	90.62
Michael Norgaard	Finished Water Meter for Plant	3,665.92
National Benefit Services, LLC	Postage Reimbursement	7.09
Professional Computer Solutions, LLC	Employee Benefits	21.00
R & D Industries, Inc.	Computer Hosting Fees	828.00
ROB GOEBEL	Computer Contract	1,006.13
Spencer Municipal Hospital	CREDIT REFUNDS - 54035	4.40
State Hygienic Laboratory	Drug Screen	39.63
Storey Kenworthy	Lab Testing	308.50
Stuart C. Irby Co.	Office Supplies	130.88
Stuart C. Irby Co.	Safety	840.08
True Value - Milford	Safety Equipment	380.92
UnityPoint Clinic-Occupational Medicine	Supplies	206.59
Walker Process Equipment	Drug Screen	42.00
Web Graphics	Purchase Rapid Mixer	16,293.00
Cintas Corporation	Office Supplies	223.98
Verizon Wireless	Safety	77.81
Wellmark	Phone	91.09
Aflac	Employee Benefit	9,908.29
	employee benefit	348.60

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Aspire	employee benefit	455.00
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Base	FSA Payment	326.74
Collection Services Center	employee withholding	184.61
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Department of Energy	WAPA	24,272.13
Internal Revenue Service	employee withholding	5,539.74
Internal Revenue Service	employee withholding	8,347.72
Iowa Department of Revenue	Monthly Withholding	2,030.00
Iowa Department of Revenue	Monthly WET Tax	4,249.00
Iowa Department of Revenue	Monthly Sales Tax	9,215.00
Iowa Department of Revenue	Quarterly Use Tax	10,288.55
IPERS	April 2020 IPERS	6,819.31
MidAmerican Energy	Neal 4	15,000.00
MMU	Utilities	3,902.73
MMU - Investment Fund	budgeted reserve transfer	20,068.00
MMU - Investment Fund	eusc transfer	30,201.54
MMU-Medical Insurance Account	cafeteria transfer	223.08
NIMECA	Legal	5,778.15
NIMECA	Legal	1,323.00
NIMECA	Power Bill	111,156.42
NIMECA	Employee Benefit	185.08
Principal Life	Employee Benefit	360.76
Reliance Standard Life Insurance Company	Employee Benefit	144.36
United Community Bank	Loan Payment	7,883.11

Behrens/Wharton made a motion to approve Resolution 2020-05-05 adopting Employee Educational Agreement. Roll call vote: Ayes – Wharton, Hoppe, Behrens, Anderson, and Wurtz. Nays – none. Motion passed unanimously.

Anderson/Behrens made a motion to approve Resolution 2020-05-06 adopting Tuition Assistance Policy. Roll call vote: Ayes – Wharton, Hoppe, Behrens Anderson, and Wurtz. Nays – none. Motion passed unanimously.

Discussion of General Manager’s three-month performance review was completed. Anderson/Hoppe made the Motion to approve Brad’s vacation and sick time should be implemented as provided for after the three-month review. Motion passed unanimously.

Items discussed in the Manager Report:

1. New lineman, Evan Green, was hired. His new start date is May 18th. He has been quarantining and will do so for a total of 2 weeks.
2. Bolton & Menk met with water staff about Water Plant Study.
3. Employee Handbook and job descriptions are being worked on. Based on review of job descriptions, it may be worth exploring a part-time or full-time person for the office.
4. Staff is still working on locating a part-time or full-time person Water department or at minimum, an on-call person.
5. Rate analysis is on-going with DGR and IAMU.

The Board of Trustees adjourned the meeting. The next regular meeting of the Milford Municipal Board of Trustees will be June 8, 2020.

Keith Wurtz, Chairman

Brad Willemsen, General Manager