

Board Meeting September 14, 2020

The Milford Municipal Utilities Board of Trustees met in regular session on Monday, September 14, 2020 in the Board Room. In attendance were Board Members Kevin Wharton, Keith Wurtz, Mike Anderson, Ken Behrens and Kae Hoppe; General Manager, Brad Willemsen, Utility employee Linda Ruble; 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 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:

Amy's Sign Design	Safety	210.00
Arnold Motor Supply	Supplies	366.36
Aspire	recordkeeping fees	160.00
Base	Cafeteria Monthly	30.00
Beck Engineering	Pump House Boundary Survey	1,000.00
Bolton & Menk, Inc.	Engineering	3,597.50
Border States Electric Supply	Small Tools, Bldg Maint.	567.28
Campus Cleaners	Rugs	418.80
Card Service Center	Conference	231.04
Central States Ind. Supply Inc.	Engine Maintenance	2,207.89
Centurylink Communications, LLC	Phone	439.55
City of Milford	City Sewer, Storm Sewer, CC Fee	41,571.26
Converged Technologies, LLC	Phone System	318.75
Core & Main LP	Inventory	414.12
Dairyland Power Cooperative	Statement Printing	1,238.74
DGR and Associates Company	Engineering	8,788.50
Dickinson County News	Publishing	349.88
Dickinson County Treasurer	Property Tax	2,121.50
DYLAN ELLIS	CREDIT REFUNDS - 53770	32.65
Great Lakes Concrete	Distribution	226.00
H & D Underground, Inc.	Subcontractor-boring	920.70
Hach Company	Equipment	8,327.03
Hawkins, Inc.	Chemicals	3,508.53
Hawkins, Inc.	Chemicals	5,127.46
IGL Sanitary District	Semi Annual Sewer	3,856.71
Integrity Data Solutions, Inc.	Inventory Barcode Scanner	6,650.40
Iowa One Call	Locates	69.30
JOHN WINEBRINNER	CREDIT REFUNDS - 54600	140.65
JORDAN ROBERTS	CREDIT REFUNDS - 54771	66.88
Lakes News Shopper	Employment Ad	59.40
Maahs & Walleck	Legal	2,046.00
Marco, Inc.	Copier Contract	462.56
MaxYield Cooperative	Fuel	673.67
Menards	Plant maintenance	224.72
Mid-American Research Chemical	Supplies	526.68
Mitchell J. Burgin	Mowing	405.00
Municipal Supply, Inc.	Inventory	11,335.00
Municipal Supply, Inc.	Inventory	3,834.08
National Benefit Services, LLC	Employee Benefits	24.00

Pitney Bowes	Postage machine lease	152.34
Plymouth County Treasurer	Property Tax	55.50
Professional Computer Solutions, LLC	Computer	235.50
Professional Computer Solutions, LLC	Hosting Fees	828.00
R & D Industries, Inc.	Computer Contract	1,006.13
Rody And Laurian Pederson	Purchased Power	13.44
State Hygienic Laboratory	Lab Testing	1,342.00
Stuart C. Irby Co.	Inventory	3,456.33
Sunshine Foods	Supplies	7.96
True Value - Milford	Supplies	219.32
Webster County Treasurer	Property Tax	497.00
Woodbury County Treasurer	Property Tax	1,837.00
Aflac	Employee benefit	379.54
Aspire	Employee Funded Benefit	470.00
Aspire	Employee Funded Benefit	470.00
Aspire	457 Plan 09.11.20 payroll	470.00
Base	Cafeteria reimbursement	191.11
Collection Services Center	Employee Withholding	184.61
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Collection Services Center	Employee withholding	184.61
Department of Energy	WAPA	27,092.19
Internal Revenue Service	Fica, Med, FWH 8.14.20	5,551.20
Internal Revenue Service	Fica, Med, FWH 8.28.20	5,208.12
Internal Revenue Service	FICA, SS, FWH 9.11.20	5,167.71
Iowa Department of Revenue	Monthly Withholding	2,959.00
Iowa Department of Revenue	Monthly WET Tax	6,488.00
Iowa Department of Revenue	Monthly Sales Tax	9,564.00
IPERS	July 2020 IPERS	10,073.27
MidAmerican Energy	Neal 4	23,000.00
MidAmerican Energy	Neal 4	26,000.00
MMU	Utilities	3,227.47
MMU - Investment Fund	Budgeted transfer	46,512.00
MMU - Investment Fund	Eusc transfer	30,654.04
MMU-Medical Insurance Account	transfer	251.66
NIMECA	Legal	2,017.05
NIMECA	Power Bill	103,300.36
NIMECA	Employee Benefit	208.86
NIMECA	Property Tax	374.50
NIMECA	Legal	2,440.50
Principal Life	Employee Benefit	357.43
Reliance Standard Life Insurance Company	Employee Benefit	144.36
United Community Bank	Loan Payment	7,883.11
Verizon Wireless	Phone	140.14
Wellmark	Employee Benefit	10,050.65

Anderson/Wharton made a motion to set a Public Hearing on a water rate increase of 10% for October 12, 2020 at 6:15pm. Motion passed 4-1; Wharton, Wurtz, Anderson, Hoppe – Aye; Behrens-nay.

Hoppe/Behrens made a motion to approve retroactively one-week of vacation to conform with the new employee handbook provisions for Lindsay, Brady and Mike and retain Wade's current level of vacation until his 8-year anniversary. Motion passed unanimously.

Anderson/Behrens made a motion approve the Manager's additional 10 days of vacation pursuant his six-month review. Motion passed unanimously.

Anderson/Hoppe made a motion to approve the directional boring quotes from M Ave and 7th Street from H&D Underground, Inc. for the electric system upgrade. Motion passed unanimously.

Items discussed in the Manager Report:

1. General Manager Willemsen presented on option for land purchase and the need for an appraisal. Board agreed that the same should be completed.
2. MMU Employees and the City are working to install lights on 6th Street by the new middle school.
3. General Manager Willemsen discussed his drafted MMU Safety Programs.
4. General Manager discussed possible changes to the 13th Street project scope.
5. Attorney Walleck provided an update on the Families First Coronavirus Response Act and implementation with the MMU employees.
6. General Manager Willemsen discussed repayment options for CTS loan.
7. General Manager Willemsen presented on proposed NIMECA co-op for employees.
8. General Manager Willemsen presented on safety training options for MMU employees.

The Board of Trustees adjourned the meeting. The next regular meeting of the Milford Municipal Board of Trustees will be October 12, 2020.

Keith Wurtz, Chairman

Brad Willemsen, General Manager