

Board Meeting April 18, 2022

The Milford Municipal Utilities Board of Trustees met in regular session on Monday, April 18, 2022 at 6:15 P.M. in the Community Center Board Room. In attendance were Board Members Mike Anderson, Kae Hoppe, Kevin Wharton, and Ken Behrens; General Manager Brad Willemsen; Utility Employees Lindsay Radunz, Linda Ruble, Lacey Van Kleek, Mike Norgaard, Ethan Rader, and Evan Green; Bolton and Menk Engineer Katie Sterk; Utility Attorney Dan DeKoter; and Mayor Steve Anderson. Board Member LeeAnn Reetz was absent.

Chairman Anderson called the meeting to order.

Chairman Anderson introduced MMU Legal Counsel Dan DeKoter.

Behrens/Wharton made a motion to approve the agenda, minutes, financial statements, and bills. Motion passed unanimously. The following bills were presented for payment:

Ahlers & Cooney, P.C.	Legal	1,661.00
Alger Companies	Repair	262.00
Alpha Wireless	Radio Repair	78.29
Arnold Motor Supply	Supplies	608.68
Base	Cafeteria Monthly	30.00
Boji Auto Repair LLC	Repair	2,882.92
Bolton & Menk, Inc.	Engineering - Communications	10,840.00
Bolton & Menk, Inc.	Engineering	2,644.00
Border States Electric Supply	Safety Equipment	378.78
Calgon Carbon Corporation	Carbon Exchange Filters	56,760.00
Card Service Center	Supplies, Fuel	272.60
City Laundering Co.	Rugs	44.05
City of Milford	City Sewer, Storm Sewer, CC Fee	39,700.11
Cooperative Energy Company	Fuel Meter for Tank	931.62
Core & Main LP	Distribution	1,264.80
Dairyland Power Cooperative	Statement Printing	1,329.12
DGR and Associates Company	Engineering	10,318.88
Dickinson Con Conserv Board	Disposal	30.00
Dickinson County News	Publishing	52.16
Ditch Witch of Minnesota and Iowa	Fuel Filters	146.64
DOUGLAS MABEN	CREDIT REFUNDS - 57490	63.72
Hach Company	Lab Testing	1,576.05
Harold K. Scholz, CO.	Subcontractor	2,933.55
Hawkins, Inc.	Chemicals	1,381.66
Heller Enterprises	Backflow Testing	478.00
Ia Assoc of Muni Utilities	NASSA Safety Traning	1,084.39
MacroTech, Inc.	Copper Node	5,128.74
Marco, Inc.	Copier Contract	144.27
Menards	Supplies	274.67
Milford Electric, Inc.	Repair	38.57
National Benefit Services, LLC	Employee Benefits	21.00
NEW Cooperative, Inc.	Fuel	864.86
North Central International, Inc.	Repair	3,759.92
PAT THOMSEN	Repair	70.00
Power Line Supply	PPE FR Uniform	463.90
Professional Computer Solutions, LLC	Computer Hosting Fees	978.00
R & D Industries, Inc.	Computer Contract	1,141.13
SCI Communications Inc.	Phone System Repair	422.08
State Hygienic Laboratory	Lab Testing	101.00
Storey Kenworthy	Office Supplies	145.12
Stuart C. Irby Co.	Distribution	211.86
Tantalus Systems Inc.	Project Management Services	5,000.00

Titan Machinery	Repair	497.57
TJ HOLDINGS LLC	CREDIT REFUNDS - 58253	91.74
True Value - Milford	Supplies	313.62
Van Wert Inc.	Water Meters for New Reading System	6,078.23
Waste Management	Dumpster Rent	547.71
Wedeking Pit & Plant, Inc.	Distribution	351.25
Ziegler, Inc.	Cable Rental	4,750.80
Centurylink Communications, LLC	Phone	465.32
Iowa Department of Revenue	Statewide Property Tax	33.22
Aflac	Employee Funded Benefit	357.44
Aspire	Employee Funded Benefit	695.00
Aspire	Employee Funded Benefit	695.00
Base	FSA Claim	339.43
Collection Services Center	Employee Withholding	184.61
Collection Services Center	Employee Withholding	184.61
Department of Energy	WAPA	25,212.46
Internal Revenue Service	Fica, Med, FWH 3.25.22	6,398.11
Internal Revenue Service	Fica, Med, FWH 4.8.22	6,645.06
IPERS	Mar 22 IPERS	9,037.70
MidAmerican Energy	Neal 4	14,000.00
MMU	Utilities	5,342.33
MMU - Investment Fund	Feb 22 EUSC Transfer	38,376.91
MMU - Investment Fund	April 22 Budgeted reserve transfer	32,998.00
MMU-Medical Insurance Account	Mar 22 FSA Transfer	761.70
NIMECA	Property Tax	312.50
NIMECA	Power Bill	161,454.09
NIMECA	Employee Benefits	246.82
Principal Life	Employee Benefit	434.58
Reliance Standard Life Insurance Company	Employee Benefit	158.26
United Community Bank	Loan Payment	7,883.11
United Community Bank	Water Meter Loan Payment	7,637.09
Verizon Wireless	Phone	521.87
Verizon Wireless	Phone-collector boxes	45.06
Wellmark	Employee Benefit	10,875.90

Milford Municipal Utilities Business Meeting

1. Consideration and possible approval to accept the EMC insurance renewal

Hoppe/Behrens made a motion to accept the EMC insurance renewal. Motion passed unanimously.

2. Consideration and possible approval to proceed with the Bolton & Menk Water System Preliminary Engineering Report (PER) and Intended Use Plan (IUP) application.

Katie Sterk with Bolton & Menk presented the updated Water System Preliminary Engineering Report (PER) and Intended Use Plan (IUP). Behrens/Wharton made a motion to proceed with the Water System Preliminary Engineering Report (PER) and Intended Use Plan (IUP) applications. Motion passed unanimously.

3. Consideration and possible approval to proceed with the SRF Planning and Design Loan Application.

Hoppe/Behrens made a motion to proceed with the SRF Planning and Design Loan Application. Motion passed unanimously.

4. Consideration and possible approval of Apprenticeship Module C raise for Evan Green

Wharton/Behrens made a motion to give a \$1.00 per hour raise to Evan Green retroactive to the March 26 pay period for completion of Apprenticeship Module C. Motion passed unanimously.

5. Consideration and approval of Employee attendance at meetings

Requested attendance of employees will be reimbursed.

6. Consideration and possible approval to set a special meeting for April 25, 2022 at 6:15 to attend the City Council meeting.

Hoppe/Behrens made a motion to set a special meeting for April 25, 2022 at 6:15 in the Community Center Board Room. Motion passed unanimously.

7. Consideration and possible approval to accept proposal for concrete pad install.

Hoppe/Behrens made a motion to have Bolton & Menk explore the options and sites for the pad mount transformer storage or a fence at the current location. Motion passed unanimously.

8. Discussion on and possible approval of Disconnect Policy

The Board asked Attorney DeKoter to review the Disconnect policy.

9. Set Public Hearing Date for Amending Budget Year ending June 30, 2022. Proposed date of May 16, 2022, the next regular meeting.

Behrens/Hoppe made a motion to Set a Public Hearing for Amending Budget Year ending June 30, 2022. Proposed date of May 16, 2022 at 6:15, the next regular meeting.

Trustee Hoppe has resigned from the Personnel Committee. Chairperson Anderson appointed Trustee Behrens to the Personnel Committee and appointed Trustee Hoppe to Vice Chairperson.

Items discussed in the Manager's Report:

1. Bolton & Menk Engineer Katie Sterk answered questions on the Communications Services and the timing to release information to the public. The Communications Services will be added to the May Board agenda.
2. Willemssen will meet with the Personnel Committee to discuss changes/additions to the Employment Handbook and the Benefits and Compensation Policy. The updated Employment Handbook, Benefits and Compensation Policy, and wage scale will be presented to the Board at the next regular Board meeting.
3. Willemssen updated the Board on the progress of the 13th St and P Ave. project.
4. Reinsbach, Radunz, and Willemssen met with Tim Oswald of Piper Sandler to discuss bonding options for the A34 and Water Plant projects. Oswald, Radunz, and Willemssen then discussed MMU's Cash Reserve policy. Oswald will attend the next regular Board meeting to present the policies and answer any questions on bonding.
5. Willemssen and Electric Superintendent Matthes met with DGR engineers to review the preliminary plans for the Distribution and Substation Improvements along with plans to install an Electric Vehicle Charging Station. DGR will attend the May Board meeting to present the results of the plans.

Attorney DeKoter then discussed the need for legal counsel attendance at regular meetings, taking the minutes and publishing following Board approval.

The Board of Trustees adjourned the meeting at 7:45 p.m. The next regular meeting of the Milford Municipal Utilities Board of Trustees will be May 16, 2022.

Mike Anderson, Chairman

LeeAnn Reetz, Board Secretary