

## Board Meeting May 16, 2022

The Milford Municipal Utilities Board of Trustees met in regular session on Monday, May 16, 2022 at 6:15 P.M. in the Community Center Board Room. In attendance were Board Members Mike Anderson, LeeAnn Reetz, Ken Behrens, Kevin Wharton, and Kae Hoppe; General Manager Brad Willemsen; Utility Employees Lindsay Radunz and Linda Ruble; Bolton & Menk Engineer Katie Sterk; DGR Engineers Blair Metzger and Andy Koob; Winther, Stave & Co. CPA Arvin Druvenga; Piper Sandler & Co. Managing Director Tim Oswald; Mayor Steve Anderson and City Administrator LeAnn Reinsbach.

Chairman Anderson called the meeting to order.

Public Hearing was held on the Authorization of a Budget Amendment for year ending June 30, 2022. No comments were made during the public hearing and no comments were provided to the office prior to the hearing.

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                           | 104.00    |
| Alpha Wireless                                      | 2-Way Radio                     | 750.00    |
| Arnold Motor Supply                                 | Supplies                        | 240.04    |
| ASHLEY DINE   | CREDIT REFUNDS - 57507          | 40.66     |
| Base  | Cafeteria Monthly               | 30.00     |
| Beehive Crafts and Framing                          | System Maps                     | 1,100.32  |
| Bolton & Menk, Inc.                                 | Engineering                     | 4,176.00  |
| Bomgaars  | Supplies                        | 242.90    |
| Card Service Center                                 | Office Supplies                 | 62.64     |
| City Laundering Co.                                 | Rugs                            | 44.05     |
| City of Milford                                     | City Sewer, Storm Sewer, CC Fee | 41,707.65 |
| Core & Main LP                                      | Inventory                       | 2,300.00  |
| Dairyland Power Cooperative                         | Statement Printing              | 1,310.03  |
| DeKoter, Thole, Dawson, Rockman & Krikke,<br>P.L.C. | Legal                           | 2,000.00  |
| Dickinson County News                               | Publishing                      | 163.67    |
| Ditch Witch of Minnesota and Iowa                   | Battery for Locator             | 790.82    |
| Hach Company  | Lab Testing                     | 2,657.70  |
| Ia Assoc of Muni Utilities                          | WAPA MIR Report                 | 75.00     |
| Iowa One Call                                       | Locates                         | 101.70    |
| Iowa Utilities Board                                | IEC/CGRER Assessment            | 4,123.00  |
| KUOO  | One Call Awareness Campaign Ad  | 315.00    |
| National Benefit Services, LLC                      | Employee Benefits               | 18.00     |
| NEW Cooperative, Inc.                               | Fuel                            | 1,738.62  |
| Power Line Supply                                   | Distribution                    | 795.25    |
| Professional Computer Solutions, LLC                | Computer Hosting Fees & Program | 1,138.00  |
| R & D Industries, Inc.                              | Computer Contract               | 1,026.13  |
| Rick's Pest Control                                 | Pest Control                    | 220.00    |
| SANDY ZEARING                                       | CREDIT REFUNDS - 56433          | 37.06     |
| Spencer Municipal Hospital                          | Drug Screen                     | 118.89    |
| State Hygienic Laboratory                           | Lab Testing                     | 347.50    |
| Storey Kenworthy                                    | Office Supplies                 | 349.68    |
| Stuart C. Irby Co.                                  | Distribution & Safety           | 450.20    |
| Sunshine Foods                                      | Office Supplies                 | 36.41     |

|  |                                     |            |
|--|-------------------------------------|------------|
| TIM NAPPE                                | CREDIT REFUNDS - 23578              | 323.91     |
| Titan Machinery                          | Repair                              | 489.83     |
| True Value - Milford                     | Supplies                            | 355.43     |
| Ziegler, Inc.                            | Cable Rental                        | 4,750.80   |
| Centurylink Communications, LLC          | Phone                               | 471.14     |
| MHR Insurance                            | Insurance Renewal                   | 117,356.82 |
| Van Wert Inc.                            | Water Meters for New Reading System | 10,857.34  |
| Aflac                                    | Employee paid benefit               | 357.44     |
| Aspire                                   | Employee Funded Benefit             | 695.00     |
| Aspire                                   | Employee Funded Benefit             | 695.00     |
| Black Hills Energy                       | Gas Service                         | 240.53     |
| Brady Pannhoff                           | Reimbursement                       | 15.47      |
| Collection Services Center               | Employee Withholding                | 184.61     |
| Collection Services Center               | Employee Withholding                | 184.61     |
| Department of Energy                     | WAPA                                | 24,272.13  |
| Internal Revenue Service                 | Fica, Med, FWH 4.22.22              | 6,472.87   |
| Internal Revenue Service                 | Fica, Med, FWH 5.6.22               | 6,419.83   |
| Iowa Department of Revenue               | Monthly Withholding                 | 2,603.00   |
| Iowa Department of Revenue               | Monthly Sales Tax                   | 8,898.08   |
| Iowa Department of Revenue               | Monthly WET Tax                     | 5,244.63   |
| Iowa Department of Revenue               | Quarterly Use Tax                   | 435.92     |
| IPERS                                    | April 22 IPERS                      | 8,148.69   |
| MidAmerican Energy                       | Neal 4                              | 11,000.00  |
| MMU                                      | Utilities                           | 6,752.51   |
| MMU - Investment Fund                    | Mar 22 eusc transfer                | 38,959.34  |
| MMU - Investment Fund                    | May 22 budgeted reserve transfer    | 32,998.00  |
| MMU-Medical Insurance Account            | Apr 22 FSA Transfer                 | 761.70     |
| NIMECA                                   | Power Bill                          | 149,473.35 |
| NIMECA                                   | Employee Benefits                   | 246.82     |
| NIMECA                                   | APX-NAR Transfer Fee                | 19.77      |
| Principal Life                           | Employee Benefit                    | 379.08     |
| 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                               | 521.73     |
| Verizon Wireless                         | Phone Data - 3 Collector Boxes      | 75.30      |
| Verizon Wireless                         | Phone-collector boxes               | 45.06      |
| Wellmark                                 | Employee Benefit                    | 10,000.22  |

#### Milford Municipal Utilities Business Meeting

##### 1. Consideration and possible approval of Budget Amendment for year ending June 30, 2022

Behrens/Wharton made a motion to approve the Budget Amendment for year ending June 30, 2022. Roll call vote: Ayes – Anderson, Reetz, Wharton, Hoppe, Behrens; Nays – none. Motion passed unanimously.

##### 2. Consideration and possible approval of Audit quote

Hoppe/Wharton made a motion to approve the audit quote with Winther, Stave & Co. for an anticipated maximum fee of \$19,500 for June 30, 2022, \$21,500 for June 30, 2023, and \$23,500 for June 30, 2024. Motion passed unanimously.

3. Consideration and possible approval to sign and submit the Water Treatment Facility Preliminary Engineering Report (PER) and Intended Use Plan (IUP)

Behrens/Wharton made a motion to sign and submit the Water Treatment Facility Preliminary Engineering Report (PER) and Intended Use Plan (IUP). Roll call vote: Ayes – Anderson, Reetz, Wharton, Hoppe, Behrens; Nays – none. Motion passed unanimously.

4. Consideration and possible approval to sign and submit the SFR Planning and Design Loan Application

Behrens/Wharton made a motion to approve to sign and submit the SRF Planning and Design Loan Application. Motion passed unanimously.

5. Consideration and possible approval to proceed with Water Treatment Facility Communications Services

Katie Sterk with Bolton & Menk briefed the Board on the launch of the Communications Services promoting the construction of the Water Treatment Facility. Wharton/Hoppe made a motion to move ahead with the Communication Services Schedule by removing the billboard, redistribute the billboard funds and look into social media avenues. The following schedule will be implemented:

|                   |   |
|-------------------|---|
| July 2022         | First bill insert/email blast/social media post and post video on website |
| Aug 2022          | Second bill insert/email blast  |
| Sept 2022         | Second social media post  |
| Oct 2022          | Third bill insert/email blast   |
| Nov 2022          | Third social media post   |
| Dec 2022-Feb 2023 | HOLIDAY BREAK   |
| Mar 2023          | Repeat first bill insert/email blast/social media                         |
| April 2023        | Repeat second bill insert/email blast/social media                        |
| May 2023          | Repeat third bill insert/email blast/social media                         |

6. Consideration and possible approval of Task Order 4 Water Treatment Facility Preliminary Design

Behrens/Wharton made a motion to approve Task Order 4 Water Treatment Facility Preliminary Design. Motion passed unanimously.

7. Consideration and possible approval of Financial Services Agreement with Piper Sandler & Co.

Hoppe/Behrens made a motion to approve the Financial Services Agreement with Piper Sandler & Co. Motion passed unanimously.

8. Consideration and possible approval of Water and Electric Cash Reserve Policy

Hoppe/Behrens made a motion to approve the Water and Electric Cash Reserve Policy. Motion passed unanimously. The Board was also interested in Tim presenting a Debt Service Agreement Policy.

9. Consideration and possible approval of MMU Governance Handbook

Behrens/Reetz made a motion to approve the MMU Governance Handbook. Motion passed 3-2.

10. Consideration and possible approval of Disconnect Rules

Behrens/Hoppe made a motion to approve the Disconnect Rules policy. Motion passed unanimously

11. Consideration and possible approval of Employee Policy Handbook, Employee Benefits and Compensation Policy, Education agreement and Tuition Assistance Policy, and Job Descriptions

Hoppe/Wharton made a motion to table the changes to the Employee Policy Handbook, Employee Benefits and Compensation Policy, Educational Agreement and Tuition Assistance Policy, and Job Descriptions. Motion passed unanimously

12. Consideration and possible approval of Ethan Rader wage increase

Hoppe/Behrens made a motion to approve a \$3.00 per hour wage increase for Ethan Rader retroactive to December 25, 2021. Motion passed unanimously

13. Consideration and possible approval of Electric and Water Department wages

After the review of a recent wage comparison survey, results show MMU's Electric and Water Departments wages are comparable and competitive. The Personnel Committee recommends wages remain at current levels. A cost-of-living increase was requested by a board member. Behrens/Reetz made a motion to approve the wages as presented with no increase at this time, to be revisited in November with performance evaluations. Motion passed 4-1.

14. Consideration and possible approval to create MMU email addresses specific to MMU/Board use

Reetz/Hoppe made a motion for the Board to have specific MMU email addresses and for the GM to look into a separate device and electronic board book. Motion passed. 4-1

15. Discussion of current and future joint projects with the City of Milford

Mayor Anderson addressed the Board with concerns on current and future MMU/City projects.

Items discussed in the Manager's Report:

1. Discussion on having a special meeting to discuss the Water Plant new construction with Bolton & Menk. Willemsen will add a special meeting agenda item when Bolton & Menk have the plans ready for presentation.
2. Willemsen informed the Board that the Osceola County Rural Water System Emergency Services agreement is drafted and will be added to the June 20th agenda. The Board also discussed the need to draft a contract with West Okoboji. Willemsen was directed to have the attorney draft a contract.
3. Willemsen updated the Board on the progress of the transformer storage. Lot pins will be located at the current storage site and Willemsen will get quotes to build a fence at the site.
4. A water leak on the north side of Lower Gar next to 230<sup>th</sup> Ave. was isolated at the time of the leak. The contractor and Water Department have been able to locate the leak and will have it repaired.
5. MMU and the City of Milford will have a joint meeting June 20<sup>th</sup> at 6:15 p.m.

The Board of Trustee adjourned the meeting at 8:25 p.m. The next regular meeting of the Milford Municipal Utilities Board of Trustees will be June 20, 2022.

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Mike Anderson, Chairman

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LeeAnn Reetz, Board Secretary