

Board Meeting July 18, 2022

The Milford Municipal Utilities Board of Trustees met in regular session on Monday, July 18, 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 (6:30); General Manager Brad Willemssen; Utility Employee Lindsay Radunz; Piper Sandler Financial Advisor Tim Oswald; City Administrator LeAnn Reinsbach; Bolton & Menk Engineer Josh Pope (7:00).

Chairman Anderson called the meeting to order.

Public hearing on the authorization of a Loan and Disbursement Agreement and the issuance of Notes to evidence the obligation of the City thereunder. Chairman Anderson read the following statement: This is the day and time previously set for a hearing relating to the financing for the water treatment plant project. Due to potential changes in the financing plan for the project, the hearing is being cancelled and will be rescheduled for a later date when the details of the financing plan have been determined.

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	5,214.50
AMANDA WARD	CREDIT REFUNDS - 57052	89.43
Aspire	Admin Fee	200.00
Base	Cafeteria Monthly	30.00
Bolton & Menk, Inc.	Engineering	15,838.00
Bomgaars	Uniform & Small Tools	186.98
Card Service Center	Comm Dev, Postage, Fuel	158.03
CASEY FONDER	CREDIT REFUNDS - 56900	69.47
City of Milford	City Sewer, Storm Sewer, CC Fee, ESRI, Equip	53,667.64
Cooperative Response Center, Inc.	On Call Phone Service	521.00
Crescent Electric Supply Company	Repair	68.91
DeKoter, Thole, Dawson, Rockman & Krikke, P.L.C.	Legal	2,625.00
DGR and Associates Company	Engineering	3,651.96
Dickinson County News	Publishing	295.51
Ethan Rader	Travel Reimbursement	13.64
Hawkins, Inc.	Chemicals	7,688.36
Heller Enterprises	Plant Equip Maint	439.00
Ia Assoc of Muni Utilities	ISEP Safety Training	1,084.39
Ia Depart of Natural Res	Annual Water Supply Fee	365.79
Iowa One Call	Locates	172.80
LENDCO HOLDINGS LLC	CREDIT REFUNDS - 58164	129.18
Marco, Inc.	Copier Contract	158.06
Menards	Supplies	815.44
Mitchell J. Burgin	Mowing	960.00
National Benefit Services, LLC	Employee Benefits	18.00
NEW Cooperative, Inc.	Fuel	1,120.55
Power Line Supply	PPE FR Uniform, Hammer Drill, Boots	2,039.44
Professional Computer Solutions, LLC	Computer Hosting Fees, Check Blanks	1,852.95
R & D Industries, Inc.	Computer Contract & Support	2,058.01
Rody And Laurian Pederson	Purchased Power	9.25
Spencer Municipal Hospital	Drug Screen	79.26

State Hygienic Laboratory	Lab Testing	101.00
Storey Kenworthy	Office Supplies	653.04
Stuart C. Irby Co.	Safety	897.82
Sunshine Foods	Supplies	55.73
T L C Embroidery	Uniforms	79.25
True Value - Milford	Supplies	540.84
United States Geological Survey	Lakeside Lab Support - Gage Maint	1,260.00
UnityPoint Clinic-Occupational Medicine	Drug Screen	42.00
Wedeking Pit & Plant, Inc.	Distribution	177.60
Ziegler, Inc.	Annual Maintenance Contract & Cable Rental	32,687.12
Centurylink Communications, LLC	Phone	403.17
Aflac	Employee Funded Benefit AFLAC June 22	357.44
Aspire	Employee Funded Benefit	470.00
Aspire	Employee Paid Benefit	470.00
Base	Base FSA Claim	247.31
Black Hills Energy	Gas Service	51.20
Collection Services Center	Employee Withholding	184.61
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Department of Energy	WAPA	23,368.64
Internal Revenue Service	Fica, Med, FWH 7.1.22	6,716.94
Internal Revenue Service	FICA, Med, FWH 7.15.22 Payroll	6,821.62
IPERS	June 2022 IPERS	8,033.57
MMU	Utilities	4,930.69
MMU - Investment Fund	May 2022 eusc transfer	37,790.40
MMU-Medical Insurance Account	June 2022 FSA Transfer	761.70
NIMECA	APX-NAR Transfer Fee	9.54
NIMECA	Power Bill	94,927.89
NIMECA	Employee Benefits	246.82
Principal Life	Employee Benefit	406.83
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	466.01
Verizon Wireless	Phone Data - 3 Collector Boxes	75.20
Verizon Wireless	Phone-collector boxes	45.06
Wellmark	Employee Benefit	10,438.06

Milford Municipal Utilities Business Meeting

1. Consideration and possible approval of Resolution instituting proceedings to take additional action.
No action taken.
2. Consideration and possible approval of Community Development Block Grant Request for Proposal
Wharton/Behrens made a motion to approve the Community Development Block Grant Request for Proposal to Simmering-Cory & Iowa Codification not to exceed \$28,000. Motion passed unanimously.
3. Consideration and possible approval of Resolution 2022-07-01 Electric Service Rules
Behrens/Wharton made a motion to approve Resolution 2022-07-01 Electric Service Rules. Roll call vote: Ayes – Anderson, Reetz, Wharton, Behrens. Nays – none. Absent – Hoppe. Motion passed unanimously.

4. Consideration and possible approval of Resolution 2022-07-02 Water Service Rules
Behrens/Wharton made a motion to approve Resolution 2022-07-02 Water Service Rules. Roll call vote: Ayes – Anderson, Reetz, Wharton, Behrens. Nays – none. Absent – Hoppe. Motion passed unanimously.
5. Consideration and possible approval of Resolution 2022-07-03 Water Service Guidelines for Property Construction and Water Service Repair
Wharton/Behrens made a motion to approve Resolution 2022-07-03 Water Service Guidelines for Property Construction and Water Service Repair. Roll call vote: Ayes – Reetz, Wharton, Behrens. Nays – Anderson. Absent – Hoppe. Motion passed.
6. Consideration and possible approval of Resolution 2022-07-04 Debt Fund Policy
Wharton/Behrens made a motion to approve Resolution 2022-07-04 Debt Fund Policy. Roll call vote: Ayes – Anderson, Reetz, Wharton, Behrens, Hoppe. Nays – none. Motion passed unanimously.
7. Consideration and possible approval of A34 Memorandum of Understanding between the City of Milford and Milford Municipal Utilities.
The A34 Memorandum of Understanding was tabled. It will be reviewed at the next special meeting after the attorney and engineer have more time to put their edits in.
8. Consideration and possible approval to set special meeting for August 22 at 6:30
Behrens/Wharton made a motion to approve having a special meeting Monday, July 25 at 6:30 p.m. Motion passed unanimously.
9. Consideration and possible approval of Resolution 2022-07-05 to Set Public Hearing Date for proposed plans, specifications, form of contract, and estimated cost of the Project A34 materials
Reetz/Behrens made a motion to approve Resolution 2022-07-05 to Set Public Hearing Date for proposed plans, specifications, form of contract, and estimated cost of the Project A34 materials. Roll call vote: Ayes – Anderson, Reetz, Wharton, Behrens, Hoppe. Nays – none. Motion passed unanimously.
10. Consideration and possible approval of iPad
Wharton/Behrens made a motion to approve the iPad purchase from Apple Business Team for \$1,760.15. Motion passed 4-1.
11. Consideration and possible approval of Employee Policy Handbook, Employee Benefits and Compensation Policy, Educational Agreement and Tuition Assistance Policy, Job Descriptions, and wage scale.
The Employee Policy Handbook, Employee Benefits and Compensation Policy, Educational Agreement and Tuition Assistance Policy, Job Descriptions, and wage scale was tabled until an HR representative can review a couple of items.

Items discussed in the Manager's Report:

1. The NIMECA annual picnic is Thursday, August 11 at 5 p.m. There will be a NIMECA Board meeting Friday, August 12 at 9 a.m.
2. Our attorney has responded to the IUB investigation on the Iowa One Call complaint.
3. Discussion on property purchase.

4. Chairman Anderson commented on the timeline for the water treatment facility project. Due to supply chain volatility and construction bids coming in high on other projects in the area, it would be wise to take our time to get the project done right.
5. Josh Pope from Bolten and Menk added from an engineering perspective that they expect funding agencies to be understanding of the supply chain issues. The PER is usually valid with the DNR for one year. Currently, he is seeing months of lead time and bids all over the place depending on the construction company's availability.

The Board of Trustee adjourned the meeting at 7:10 p.m. The next regular meeting of the Milford Municipal Utilities Board of Trustees will be August 15, 2022.

Mike Anderson, Chairman

LeeAnn Reetz, Board Secretary