

Board Meeting October 16, 2023

The Milford Municipal Utilities Board of Trustees met in regular session on Monday, October 16, 2023 at 6:18 P.M. in the Community Center Board Room. In attendance were Board Members Mike Anderson, LeeAnn Reetz (by phone), Ken Behrens, Kevin Wharton, and Kae Hoppe; General Manager Brad Willemssen; Utility Employees Lindsay Radunz and Wade Newcomer; Bolton & Menk Engineer Kris Swanson.

Chairman Anderson called the meeting to order.

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

Ahlers & Cooney, P.C.	Legal	2,376.51
Alpha Wireless	FCC Licensing	280.00
American Water Works Assoc	AWWA Annual Membership Dues	418.00
Arnold Motor Supply	Supplies	141.75
ASHLEY JANSSEN	CREDIT REFUNDS - 60026	43.43
Base	Cafeteria Monthly	30.00
Bolton & Menk, Inc.	Engineering	58,515.60
Bomgaars	Supplies	252.95
Border States Electric Supply	Meter Seals	463.01
Card Service Center	Office Supplies, Education, Postage	1,664.52
City Laundering Company	Rugs	71.15
City of Milford	City Sewer, Storm Sewer, CC Fee	52,544.63
Cooperative Energy Company	Fuel	604.19
Cooperative Response Center, Inc.	On Call Phone Service	579.73
Dairyland Power Cooperative	Statement Printing	1,816.38
Dakota Supply Group	Substation Improvement Project	6,095.60
	Materials	
DGR and Associates Company	Engineering	22,075.64
Dickinson County News	Publishing	178.35
Don Pierson Ford Lincoln, Inc.	Truck Repair	1,350.96
EDUARDO RIVERA	CREDIT REFUNDS - 61645	21.69
Great Lakes Concrete	Distribution	1,725.00
H & N Chevy Buick	Vehicle Maintenance	82.54
Hawkins, Inc.	Chemicals	2,909.91
Ia Assoc of Muni Utilities	ISEP Safety Training	1,193.00
Ia Depart of Natural Res	Annual Water Use Fee	115.00
Iowa One Call	Locates	179.20
Marco, Inc.	Copier Contract	136.32
MARIA ISABEL GOMEZ	CREDIT REFUNDS - 60762	159.54
Menards	Supplies	47.15
Milford Communications	Phone	393.17
Milford Electric, Inc.	Generator Repair	507.91
Mitchell J. Burgin	Mowing	730.00
Municipal Supply, Inc.	Wall Charger for Handheld Reader	117.13
National Benefit Services, LLC	Employee Benefits	9.00
NEW Cooperative, Inc.	Fuel	435.07
Plows Plus, Inc.	Plow Mount Kit	1,243.01
Plumb Supply	Distribution	77.70
Power Line Supply	Safety	109.65
Professional Computer Solutions, LLC	Computer Hosting Fees	1,013.00

R & D Industries, Inc.	Computer Contract & Support	1,135.25
Resco	Distribution Improvement Project	241,306.40
	Materials	
Rody And Laurian Pederson	Purchased Power	9.59
State Hygienic Laboratory	Lab Testing	209.00
Storey Kenworthy	Office Supplies	159.84
Stuart C. Irby Co.	Locating Paint	3,237.60
Stuart C. Irby Co.	Distribution Improvement Project	1,058.75
	Materials	
Sunshine Foods	Supplies	175.47
Tiger Pride Lawn Care	Pest Control	130.00
Titan Machinery Inc.	Parts	20.94
True Value - Milford	Supplies	495.36
United States Geological Survey	Lakeside Lab Support - Gage Maint	1,403.00
Wedeking Pit & Plant, Inc.	Distribution	388.45
Wesco Distribution, Inc.	Distribution Improvement Project	83,888.00
	Materials	
Aflac	Employee Funded Benefit AFLAC	430.96
Aspire	Employee Funded Benefit	320.00
Aspire	Employee Funded Benefit	320.00
Base	FSA Claim	186.86
Base	FSA Claim	232.44
Black Hills Energy	Gas Service	75.46
Collection Services Center	Employee Withholding	184.61
Collection Services Center	Employee Withholding	184.61
Department of Energy	WAPA	26,101.24
Internal Revenue Service	Fica, Med, FWH 9.22.23	6,706.59
Internal Revenue Service	Fica, Med, FWH 10.6.23	6,985.67
Iowa Department of Revenue	Monthly Sales & Use Tax	9,077.96
Iowa Department of Revenue	Monthly WET Tax	9,561.47
IPERS	Sept 23 IPERS	9,219.76
MidAmerican Energy	Neal 4	21,000.00
MMU	Utilities	4,598.12
MMU - Investment Fund	Aug 23 EUSC Transfer	54,245.07
MMU-Medical Insurance Account	Sept 23 FSA Transfer	1,114.02
NIMECA	Inventory	4,403.05
NIMECA	Employee Benefits	259.24
Principal Life	Employee Benefit	430.14
Reliance Standard Life Insurance Company	Employee Benefit	177.81
United Community Bank	Loan Payment	7,883.11
United Community Bank	Water Meter Loan Payment	7,637.09
Verizon Wireless	Phone Data - 3 Collector Boxes	75.18
Verizon Wireless	Phone	312.55
Wellmark	Employee Benefit	11,627.12

Public Hearing – Water Treatment Facility Adopting Plans, Specifications, Form of Contract and Estimate of Cost of Construction

Anderson opened the public hearing 6:18 p.m. No comments were made during the public hearing and no comments were provided to the office prior to the hearing. Anderson closed the public hearing at 6:20 p.m.

Public Hearing - Hwy 71 Raw Watermain Installation Adopting Plans, Specifications, Form of Contract and Estimate of Cost of Construction

Anderson opened the public hearing 6:20 p.m. No comments were made during the public hearing and no comments were provided to the office prior to the hearing. Anderson closed the public hearing at 6:21 p.m.

Milford Municipal Utilities Business

1. Consideration and possible approval of Resolution 2023-10-01-Water Treatment Facility Adopting Plans, Specifications, Form of Contract and Estimate of Cost

Hoppe/Behrens made a motion to approve Resolution 2023-10-01. Roll call vote: Ayes – Anderson, Reetz, Hoppe, Wharton, Behrens. Nays – None. Motion passed unanimously.

2. Consideration and possible approval of Resolution 2023-10-02-Water Treatment Facility Ratifying Date and Location for Bids, Form of Supplemental Notice to Bidders, and Posting Thereof

This resolution needs two motions: a motion to ratify and a motion to award construction contract. Hoppe/Wharton made a motion to approve Resolution 2023-10-02-Water Treatment Facility Ratifying Date and Location for Bids, Form of Supplemental Notice to Bidders, and Posting Thereof. Roll call vote: Ayes – Anderson, Reetz, Hoppe, Wharton, Behrens. Nays – None. Motion passed unanimously.

Hoppe/Behrens made a motion to approve Resolution 2023-10-02 Water Treatment Facility Award of Construction Contract. Hesitations stated included not having the DNR Permit yet for construction and not having the West O Contract completed. DNR Permits often run behind schedule according to the engineers and West O has a new City Administrator, but Willemssen still expects them to approve the contract. Roll call vote: Ayes – Hoppe, Wharton, Behrens. Nays – Anderson, Reetz. Motion passed.

3. Consideration of construction bids - Water Treatment Facility

No additional discussion

4. Consideration and possible approval of Resolution 2023-10-03-Water Treatment Facility Making Award of Construction Contract

Hoppe/Behrens made a motion to approve Resolution 2023-10-03. Roll call vote: Ayes – Hoppe, Wharton, Behrens. Nays – Anderson, Reetz. Motion passed.

5. Consideration and possible approval of Resolution 2023-10-04-Water Treatment Facility Approving Construction Contract and Bond

Behrens/Wharton made a motion to approve Resolution 2023-10-04-Water Treatment Facility Approving Construction Contract and Bond. Roll call vote: Ayes – Hoppe, Wharton, Behrens. Nays – Anderson, Reetz. Motion passed.

6. Consideration and possible approval of Resolution 2023-10-05-Hwy 71 Raw Water Installation Adopting Plans, Specifications, Form of Contract and Estimate of Cost

Hoppe/Wharton made a motion to approve Resolution 2023-10-05. Roll call vote: Ayes – Anderson, Reetz, Hoppe, Wharton, Behrens. Nays – None. Motion passed unanimously.

7. Consideration and possible approval of Resolution 2023-10-06-Hwy 71 Raw Water Installation Ratifying Date and Location for Bids, Form of Supplemental Notice to Bidders, and Posting Thereof

This resolution needs two motions: a motion to ratify and a motion to award construction contract. Behrens/Wharton made a motion to approve Resolution 2023-10-06-Hwy 71 Raw Water Installation

Ratifying Date and Location for Bids, Form of Supplemental Notice to Bidders, and Posting Thereof. Roll call vote: Ayes – Anderson, Reetz, Hoppe, Wharton, Behrens. Nays – None. Motion passed unanimously.

No motion was made for Resolution 2023-10-06 Hwy 71 Raw Water Installation Making Award of Construction Contract.

8. Consideration of construction bids - Hwy 71 Raw Water Installation

No additional discussion

9. Consideration and possible approval of Resolution 2023-10-07- Hwy 71 Raw Water Installation Making Award of Construction Contract

No action taken

a. Consideration and possible approval rejecting bids of the Hwy 71 Raw Water Installation

Behrens/Wharton made a motion to reject the bids of the Hwy 71 Raw Water Installation. Motion passed unanimously.

10. Consideration and possible approval of Resolution 2023-10-08-Hwy 71 Raw Water Installation Approving Construction Contract and Bond

No action taken

11. Consideration and possible approval of Retainer Agreement

The retainer agreement is with Ventura Law and is regarding the PFAS litigation. Behrens/Wharton made a motion to approve the Retainer Agreement. Roll call vote: Ayes – Anderson, Hoppe, Wharton, Behrens. Nays – None. Abstain – Reetz.

12. Consideration and possible approval of Resolution 2023-10-09-Not to exceed \$30,686,000 Water Revenue Capital Loan Notes-Resolution fixing date for a meeting on the proposition to authorize a Loan and Disbursement Agreement and the issuance of Notes to evidence the obligations of the City thereunder.

Behrens/Wharton made a motion to approve Resolution 2023-10-09, setting the public hearing date for the next regular board meeting on November 20th at 6:15 p.m. Roll call vote: Ayes – Anderson, Reetz, Hoppe, Wharton, Behrens. Nays – None. Motion passed unanimously.

13. Consideration and possible approval of Ahlers Cooney Bond Counsel Agreement.

Hoppe/Wharton made a motion to approve the Ahlers Cooney Bond Counsel Agreement. Motion passed unanimously.

14. Consideration and possible approval of Bolton & Menk Amendment 2 of Task Order 5 for the Construction Administration and Onsite Services.

Hoppe/Wharton made a motion to approve the Bolton & Menk Amendment 2 of Task Order 5. Motion passed unanimously.

15. Consideration and possible approval of Resolution 2023-10-10 approving small claims court-collection of outstanding bills

Behrens/Wharton made a motion to approve Resolution 2023-10-10 approving small claims court-collection of outstanding bills for the following: Teresa Grotjohn \$361.32, Mandi Pachtinger \$205.44, Jaqueline Duvall \$340.77, Destine Bowman \$540.75, James Jenkins \$297.29, and Michelle Ross \$715.52.

Roll call vote: Ayes – Anderson, Reetz, Hoppe, Wharton, Behrens. Nays – None. Motion passed unanimously.

16. Consideration and possible approval of Resolution 2023-10-11 approving a lien-collection of outstanding bills

Behrens/Wharton made a motion to approve Resolution 2023-10-11 approving a lien-collection of outstanding bills. Roll call vote: Ayes – Anderson, Reetz, Hoppe, Wharton, Behrens. Nays – None. Motion passed unanimously.

17. Consideration and possible approval of Excavation and Trenching program

Behrens/Wharton made a motion to approve the Excavation and Trenching safety program. Motion passed unanimously.

18. Consideration and possible approval of wireless headset system

Hoppe/Wharton made a motion to approve the wireless headset system. Motion passed unanimously. The headsets include hearing protection and will be used by the Electric Department to communicate during generation and projects out in the field.

19. Consideration and possible approval of to move the 2-stall building at the MMU Complex

Behrens/Wharton made a motion to approve the quotes for Hegedorn Construction of \$21,997 for the concrete pad and Bernhardt quote of \$13,000 to move the building. Motion passed unanimously.

20. Consideration and possible approval of amended A34 Memorandum of Understanding

Behrens/Wharton made a motion to approve the amended A34 Memorandum of Understanding. Motion passed unanimously.

Items discussed in the Manager's Report:

1. Employee Evaluations are complete and have been sent to the Personnel Committee

The Board of Trustees adjourned the meeting at 7:23 p.m. The next regular meeting of the Milford Municipal Utilities Board of Trustees will be November 20, 2023.

Chairperson

Board Secretary

