

Board Meeting November 20, 2023

The Milford Municipal Utilities Board of Trustees met in regular session on Monday, November 20, 2023 at 6:15 P.M. in the Community Center Board Room. In attendance were Board Members Ken Behrens, Kevin Wharton, and Kae Hoppe; General Manager Brad Willemssen; Utility Employee Lindsay Radunz; Bolton & Menk Engineer Josh Pope; and Mayor Steve Anderson.

Vice Chairperson Kae Hoppe called the meeting to order.

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

Arnold Motor Supply	Supplies	220.87
Base	Cafeteria Monthly	30.00
Bolton & Menk, Inc.	Engineering	5,525.50
Bomgaars	Supplies	544.32
Card Service Center	Office Supplies, Postage, Travel	592.61
City Laundering Company	Rugs	71.15
City of Milford	City Sewer, Storm Sewer, CC Fee	51,383.51
Cooperative Energy Company	Fuel	717.02
Cooperative Response Center, Inc.	On Call Phone Services	572.28
Dairyland Power Cooperative	Statement Printing	1,528.89
DeKoter, Thole, Dawson, Rockman & Krikke, P.L.C.	Legal	1,946.23
DGR and Associates Company	Engineering	44,435.00
Dickinson County News	Publishing	363.74
Ditch Witch of Minnesota and Iowa	Battery	981.91
Hawkins, Inc.	Chemicals	17,940.89
High Voltage Equipment Diagnostics, Inc.	Substation Testing	4,746.44
Iowa One Call	Locates	333.20
Iowa Utilities Board	IUB & OCA Industry Direct Assessments	1,340.00
Menards	Supplies	178.20
Milford Commercial Club	Community Development	25.00
Milford Communications	Phone	395.64
Mitchell J. Burgin	Mowing	365.00
Municipal Supply, Inc.	Handheld Reader Loaner	75.00
National Benefit Services, LLC	Employee Benefits	9.00
NEW Cooperative, Inc.	Fuel	406.50
New Tec Inc.	Forks for Skidloader	2,095.06
PEDRO CASTANON	CREDIT REFUNDS - 60251	39.87
Pioneer Printing	Letter Openers	541.42
Plan It Software LLC	Capital Planning Software	1,600.00
Power Line Supply	Inventory & PPE FR Uniform	1,808.56
Professional Computer Solutions, LLC	Computer Hosting Fees	1,013.00
R & D Industries, Inc.	Computer Contract & Support	2,625.20
R & D Industries, Inc.	Office Supplies	452.98
Simmering-Cory & Iowa Codification	Grantwriting	500.00
Sonetics Corporation	Wireless Headsets	6,829.42
Spencer Municipal Hospital	Drug Screen	118.89
State Hygienic Laboratory	Lab Testing	375.50
Storey Kenworthy	Office Supplies	143.87

Stuart C. Irby Co.	Small Tools	57.00
Sunshine Foods	Office Supplies	48.69
T L C Embroidery	Uniforms	269.64
Tantalus Systems Inc.	Software for New Reading System	1,962.40
Tiger Pride Lawn Care	Pest Control	130.00
TRISTAN BUHR	CREDIT REFUNDS - 60171	85.40
True Value - Milford	Supplies	92.94
UnityPoint Clinic-Occupational Medicine	Drug Screen	126.00
Utility Equipment Company	Inventory	20,400.00
Van Wert Inc.	Water Meters for New Reading System	22,746.87
Van Wert Inc.	Electric Meters for New Reading System	2,268.40
Westrum Leak Detections, Inc.	Water Leak Detection	890.00
Williams & Company PC	Consulting	950.00
Winther, Stave & Co., LLP	Audit Fees	6,000.00
Aflac	Employee Funded Benefit AFLAC	430.96
Aspire	Employee Funded Benefit	320.00
Aspire	Employee Funded Benefit	320.00
Aspire	Employee Funded Benefit	320.00
Base	FSA Claim	734.40
Black Hills Energy	Gas Service	75.46
Collection Services Center	Employee Withholding	184.61
Collection Services Center	Employee Withholding	184.61
Collection Services Center	Employee Withholding	184.61
Department of Energy	WAPA	24,003.32
Internal Revenue Service	Fica, Med, FWH 10.20.23	6,539.69
Internal Revenue Service	Fica, Med, FWH 11.3.23	6,553.25
Internal Revenue Service	Fica, Med, FWH 11.17.23	6,697.59
Iowa Department of Revenue	Monthly Withholding	2,489.00
Iowa Department of Revenue	Monthly Sales & Use Tax	8,079.83
Iowa Department of Revenue	Monthly WET Tax	8,728.37
Iowa Department of Revenue	Monthly Withholding	133.37
Iowa Department of Revenue	Monthly Withholding	2,323.00
IPERS	October 2023 IPERS	8,695.84
MidAmerican Energy	Neal 4	18,000.00
MMU	Utilities	4,073.50
MMU - Investment Fund	September 2023 EUSC Transfer	53,733.52
MMU-Medical Insurance Account	Sept 23 FSA Transfer	1,114.02
NIMECA	Power Bill	111,581.82
NIMECA	Property Insurance	22.52
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	312.92
Wellmark	Employee Benefit	11,627.12

Public hearing on the matter of the Water Revenue Capital Loan Notes

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

Milford Municipal Utilities Business

1. Consideration and approval of Board Chairperson

Behrens/Wharton made a motion to approve the Board Chairperson as Kae Hoppe. Motion passed unanimously.

2. Consideration and approval of Board Secretary-Treasurer

Hoppe/Behrens made a motion to approve the Board Secretary/Treasurer as Kevin Wharton. Motion passed unanimously.

3. Consideration and possible approval of Resolution 2023-11-01 Instituting Proceedings to Take Additional Action for the Authorization of a Loan and Disbursement Agreement and the Issuance of Not to Exceed \$30,686,000 Water Revenue Capital Loan Notes

Board Member Behrens introduced and delivered to the Secretary the Resolution 2023-11-01 hereinafter set out entitled "Resolution Instituting Proceedings to Take Additional Action for the Authorization of a Loan and Disbursement Agreement and the Issuance of Not to Exceed \$30,686,000 Water Revenue Capital Loan Notes", and moved that the Resolution be adopted. Board Member Wharton seconded the motion. Roll call vote: Ayes – Hoppe, Wharton, Behrens. Nays – None. Motion passed unanimously.

4. Consideration and possible approval of Tax Exemption Certificate and Loan and Disbursement Agreement

Board Member Wharton moved that the form of Tax Exemption Certificate and Loan Disbursement Agreement be placed on file and approved. Board Member Behrens seconded the motion. Roll call vote: Ayes – Hoppe, Wharton, Behrens. Nays – None. Motion passed unanimously.

5. Consideration and possible approval of Resolution 2023-11-02 Approving and Authorizing a Form of Loan and Disbursement Agreement by and between the City of Milford and the Iowa Finance Authority, and Authorizing and Providing for the Issuance and Securing the Payment of \$30,686,000 Water Revenue Capital Loan Notes, Series 2023, of the City of Milford, Iowa, under the Provisions of the Code of Iowa, and Providing for a Method of Payment of Said Notes

Board Member Wharton introduced the following Resolution 2023-11-02 entitled "A Resolution Approving and Authorizing a Form of Loan and Disbursement Agreement by and between the City of Milford and the Iowa Finance Authority, and Authorizing and Providing for the Issuance and Securing the Payment of \$30,686,000 Water Revenue Capital Loan Notes, Series 2023, of the City of Milford, Iowa, under the Provisions of the Code of Iowa, and Providing for a Method of Payment of Said Notes", and moved for its adoption. Board Member Behrens seconded the motion to adopt. Roll call vote: Ayes – Hoppe, Wharton, Behrens. Nays – None. Motion passed unanimously.

6. Consideration and possible approval of Resolution 2023-11-03 Ordering Bids, Approving Plans, Specifications and Form of Contract and Notice to Bidders, Fixing Amount of Bid Security, and Ordering the Board Secretary to Publish Notice and Fixing a Date for Receiving Same, and for a public Hearing on Plans, Specifications, Form of Contract and Estimate of Costs for Milford Substation Phase 1 Improvements for Milford Municipal Utilities, Milford, Iowa

Wharton/Behrens made a motion to approve Resolution 2023-11-03. Roll call vote: Ayes – Hoppe, Wharton, Behrens. Nays – None. Motion passed unanimously.

7. Consideration and possible approval of Resolution 2023-11-04 approving Privacy Policy

Behrens/Wharton made a motion to approve Resolution 2023-11-04 approving the Privacy Policy. Roll call vote: Ayes – Hoppe, Wharton, Behrens. Nays – None. Motion passed unanimously.

8. Consideration and possible approval of Safco Bill of Sale

Behrens/Wharton made a motion to approve the Safco Bill of Sale. Safco will take possession of the water mains on their property and the water mains will be treated the same as a customer's service. Motion passed unanimously.

9. Consideration and possible approval of locator quote

Behrens/Wharton made a motion to approve the purchase of 2 locators for \$26,980.00 from Subsurface Solutions. Motion passed unanimously.

10. Consideration and possible approval of electric service installation at primary voltage

Behrens/Wharton made a motion to approve the charges to the customer for the installation of an electric service at 2246 225th St. at the time of install. Motion passed unanimously.

11. Consideration and possible approval of Fire Prevention program

Behrens/Wharton made a motion to approve the Fire Prevention program. Motion passed unanimously.

12. Consideration and possible approval of employee wages and wage scale

Wharton/Behrens made a motion to approve the employee wage increase of 3.2% and the changes to the wage scale. Motion passed unanimously.

13. Consideration and possible approval of employee bonuses

Wharton/Behrens made a motion to approve the employee bonus of \$450 per employee. Motion passed unanimously.

14. Consideration and possible approval of Employee Health Insurance renewal

Wharton/Behrens made a motion to approve the Wellmark health insurance renewal. The premium increase is 4.37%. Motion passed unanimously.

15. Discussion on Employee Policy Handbook and Employee Benefits and Compensation Policy

Willemssen discussed changes to the Employee Policy Handbook and Employee Benefits and Compensation Policy. The consensus of the Board is in favor of some of the changes. Willemssen will send the changes to the attorney for his suggestions.

16. Consideration and possible approval to change the meeting day and time

Wharton/Behrens made a motion to approve changing the Board Meeting day and time to the third Tuesday of each month with a start time of 3 p.m. This is effective for the December 2023 meeting and all of 2024. Motion passed unanimously.

Items discussed in the Manager's Report:

1. The Hold Harmless agreement, relating to Okoboji Avenue property owners along Hwy 71, was presented to the Board for review. A letter will be sent to the property owners explaining the need for a Hold Harmless agreement.
2. Dickinson County Emergency Management will be updating the Hazard Mitigation Plan. Willemssen will attend the planning meetings.
3. The Employee Appreciation dinner will be December 8 at 6:00 p.m. at Oak Hill Outdoors.

The Board of Trustees adjourned the meeting at 7:00 p.m. The next regular meeting of the Milford Municipal Utilities Board of Trustees will be December 19, 2023 at 3:00 p.m.

Kae Hoppe, Chairperson

Kevin Wharton, Board Secretary