

Board Meeting December 19, 2023

The Milford Municipal Utilities Board of Trustees met in regular session on Tuesday, December 19, 2023, at 3:00 P.M. in the Community Center Board Room. In attendance were Board Members Kae Hoppe, Ken Behrens, and Todd Johnson; General Manager Brad Willemssen; Utility Employee Lindsay Radunz. Arvin Druvenga and Carol Sporrer with Winther, Stave & Company were also in attendance. Board Member Kevin Wharton was absent.

Chairperson Kae Hoppe called the meeting to order.

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

Alger Companies	Welding	656.00
Arnold Motor Supply	Supplies	139.60
Base	Cafeteria Monthly	30.00
Berghorst & Son, Inc.	Move Steel Building	13,000.00
BILL & PAM ADAMS	CREDIT REFUNDS - 62024	337.76
Bolton & Menk, Inc.	Engineering	26,897.00
Card Service Center	Small Claims Fees, Postage, Office Supplies	1,045.28
City Laundering Company	Rugs	71.15
City of Milford	City Sewer, Storm Sewer, CC Fee, Bldg. Exp.	52,420.20
Coffman's Locksmith Shop	Locksmith	520.50
Cooperative Energy Company	Generator Diesel Fuel	17,990.00
Cooperative Energy Company	Fuel	488.92
Cooperative Response Center, Inc.	On Call Phone Service	547.88
Dairyland Power Cooperative	Statement Printing	1,545.65
DeKoter, Thole, Dawson, Rockman & Krikke, P.L.C.	Legal	670.00
DGR and Associates Company	Engineering	8,793.00
Dickinson County News	Publishing	273.07
Ditch Witch of Minnesota and Iowa	Locator Repair	598.99
Hach Company	Lab Testing Supplies	2,246.71
Hagedorn Construction LLC	Concrete Pad for Building Move	26,727.00
Hawkins, Inc.	Chemicals	8,797.52
Iowa Lakes Community College	Continuing Education	60.00
Iowa One Call	Locates	282.60
Junk-Ease	Container Rental	327.15
L & D Upholstery, LLC	Uniform	53.50
Lakes Lawn LLC	Lawn Care	2,175.31
Laser Car Wash LLC	Truck Expense	160.00
Menards	Supplies	983.77
Milford Communications	Phone	390.76
NEW Cooperative, Inc.	Fuel	142.04
Piper Sandler & Co.	Financial Advisory Services	63,872.00
Pitney Bowes	Postage Meter Lease	142.53
Power Line Supply	Safety	332.10
Professional Computer Solutions, LLC	Computer Hosting Fees & Annual Contract	22,770.00
R & D Industries, Inc.	Computer Contract & Support	2,172.75
Resco	Electric Distribution Project Materials	143,559.55
Sam Wedeking Excavating, Inc.	Subcontractor	4,080.90

Sibley Sheet Metal, Inc.	Repair	1,370.00
State Hygienic Laboratory	Lab Testing	1,912.00
Storey Kenworthy	Office Supplies	226.68
Sunshine Foods	Office Supplies	39.70
Tantalus Systems Inc.	Annual Maintenance & Hosting Fee	15,712.00
Texas Refinery Corp.	Fuel Additive for Generators	1,022.71
The Accurate Court Reporter	Subscription	156.00
Tiger Pride Lawn Care	Pest Control	130.00
True Value - Milford	Supplies	288.44
Van Wert Inc.	Water Meters for New Reading System	8,195.00
Wedeking Pit & Plant, Inc.	Gravel	355.28
Winther, Stave & Co., LLP	Audit Fees	15,500.00
Ziegler, Inc.	Engine Maintenance	549.18
Aflac	Employee Funded Benefit AFLAC	430.96
Aspire	Employee Funded Benefit	320.00
Aspire	Employee Funded Benefit	320.00
Base	FSA Claim	2,016.76
Base	FSA Claim	1,440.00
Black Hills Energy	Gas Service	113.87
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	30,437.59
Internal Revenue Service	Fica, Med, FWH 12.1.23	6,601.34
Internal Revenue Service	Fica, Med, FWH 12.15.23	6,757.50
Iowa Department of Revenue	Monthly Sales & Use Tax	7,319.75
Iowa Department of Revenue	Monthly WET Tax	7,112.20
Iowa Department of Revenue	Monthly Withholding	2,296.00
IPERS	Nov 23 IPERS	8,586.19
MidAmerican Energy	Neal 4	35,000.00
MMU	Utilities	4,974.34
MMU - Investment Fund	Oct 23 EUSC Transfer	52,867.64
MMU-Medical Insurance Account	Nov 23 FSA Transfer	1,114.02
NIMECA	Power Bill	112,937.41
NIMECA	Employee Benefit	259.24
NIMECA	Raun-Lehigh Capacity Assignment Termination	22,227.00
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	75.24
Verizon Wireless	Phone & iPad	745.19
Wellmark	Employee Benefit	11,627.12

Milford Municipal Utilities Business

1. Review and approval of the Audit Report.

Arvin Druvenga from Winther, Stave & Company presented the audit report for year ending June 30, 2023. Johnson/Behrens made a motion to approve the Audit Report. Motion passed unanimously.

2. Consideration and possible approval of Resolution 2023-12-01-IGL Tele Connect Conduit Lease Agreement.

Board Member Behrens introduced the following Resolution entitled “Resolution Consenting to the Assignment of the Conduit Lease Agreement Dated 11/01/2018 with IGL Teleconnect to Premier Communications” and moved to adopt it. Member Johnson seconded the motion to adopt. Roll call vote: Ayes – Hoppe, Behrens, Johnson. Nays – None. Wharton, absent. Motion passed unanimously.

3. Consideration and possible approval of Resolution 2023-12-02-Approving an Amended Closing Date

Board Member Johnson introduced the following Resolution entitled “Resolution Approving an Amended Closing Date” and moved that the same be adopted. Board Member Behrens seconded the motion to adopt. Roll call vote: Ayes – Hoppe, Behrens, Johnson. Nays – None. Wharton, absent. Motion passed unanimously.

4. Consideration and possible approval of Upper Des Moines Opportunity funding request

Behrens/Johnson made a motion to reject the Upper Des Moines Opportunity funding request. Motion passed unanimously.

5. Consideration and possible approval of Hazard Communication program

Johnson/Behrens made a motion to approve the Hazard Communication program. Motion passed unanimously.

6. Consideration and possible approval of Employee Policy Handbook and Employee Benefits and Compensation Policy

Johnson/Behrens made a motion to table this discussion until more changes are addressed with the lawyer. Motion passed unanimously.

7. Discussion on FY25 Budget items

Various items were discussed as possible budget items for FY25, including a cable puller, additional employees and vehicles.

8. Consideration and possible approval of WTF Payment Request #1

Behrens/Johnson made a motion to approve the Water Treatment Facility Payment Request #1 for \$307,447.31. Motion passed unanimously.

Items discussed in the Manager’s Report:

No additional items discussed.

The Board of Trustees adjourned the meeting at 4:30 p.m. The next regular meeting of the Milford Municipal Utilities Board of Trustees will be January 16, 2024 at 3:00 p.m.

Kae Hoppe, Chairperson

Kevin Wharton, Board Secretary

Published Proceedings

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2. Consideration and possible approval of Resolution 2023-12-01-IGL Tele Connect Conduit Lease Agreement.

Premier Communications has purchased IGL TeleConnect. MMU has an agreement with IGL that will transfer the agreement from IGL to Premier. This resolution is to approve the transfer. Board Member Behrens introduced the following Resolution entitled “Resolution Consenting to the Assignment of the Conduit Lease Agreement Dated 11/01/2018 with IGL Teleconnect to Premier Communications” and moved to adopt it. Member Johnson seconded the motion to adopt. Roll call vote: Ayes – Hoppe, Behrens, Johnson. Nays – None. Wharton, absent. Motion passed unanimously.

3. Consideration and possible approval of Resolution 2023-12-02-Approving an Amended Closing Date

This resolution is to amend the closing date for the SRF loan for the water treatment facility from December 15th to December 29th. Board Member Johnson introduced the following Resolution entitled “Resolution Approving an Amended Closing Date” and moved that the same be adopted. Board Member Behrens seconded the motion to adopt. Roll call vote: Ayes – Hoppe, Behrens, Johnson. Nays – None. Wharton, absent. Motion passed unanimously.

4. Consideration and possible approval of Upper Des Moines Opportunity funding request

Upper Des Moines Opportunity is requesting \$1,400 of financial support. This is the first time they have requested funds from MMU. Willemssen gave some statistics of how much MMU customers receive from USMO in assistance. Board members discussed that since the city and county both give to the UDMO, it would not be in the residents’ best interest to subsidize other customers. Behrens/Johnson made a motion to reject the Upper Des Moines Opportunity funding request. Motion passed unanimously.

5. Consideration and possible approval of Hazard Communication program

This is a safety program. Johnson/Behrens made a motion to approve the Hazard Communication program. Motion passed unanimously.

6. Consideration and possible approval of Employee Policy Handbook and Employee Benefits and Compensation Policy

Johnson/Behrens made a motion to table this discussion until more changes are addressed with the lawyer. Motion passed unanimously. There is some language that is redundant that can be deleted and revised. Board members would like more clarity in “regular part time” distinguishment.

7. Discussion on FY25 Budget items

Various items were discussed as possible budget items for FY25, including a cable puller, additional employees and vehicles. For the cable puller, there are different levels and price options. Board members would like to know more about how much cable do we pull and how much it is used on a regular basis. Fault indicators will be ongoing. Power plant upgrades have been approved with a task order. Seasonal employees were discussed. Board members would like to hire a Grade 1 Water Operator and then 1 part-time intern for the electric department instead of hiring multiple seasonal employees. Next summer will be busy with the Distribution project, Water Plant Construction and all the additional boring around town. A new pickup was discussed to replace the water department’s 2011 pickup. Board members would like more quotes on a new pickup and would consider keeping the 2011 pickup if we hire an additional water operator. Willemssen will start advertising for the additional employees and reach out to the colleges about an intern position.

8. Consideration and possible approval of WTF Payment Request #1

Behrens/Johnson made a motion to approve the Water Treatment Facility Payment Request #1 for \$307,447.31. Motion passed unanimously. This will be paid to the General Contractor, John T. Jones Construction Co.

Items discussed in the Manager's Report:

No additional items discussed.

The Board of Trustees adjourned the meeting at 4:30 p.m. The next regular meeting of the Milford Municipal Utilities Board of Trustees will be January 16, 2024 at 3:00 p.m.

Kae Hoppe, Chairperson

Kevin Wharton, Board Secretary

Official Proceedings