# Board Meeting February 20, 2023

The Milford Municipal Utilities Board of Trustees met in regular session on Tuesday, February 20, 2024, at 3:00 P.M. in the Community Center Board Room. In attendance were Board Members Kae Hoppe, Kevin Wharton, Todd Johnson, and Kirb Walters; General Manager Brad Willemssen; Utility Employee Lindsay Radunz. Others present were Zach Smith with RDI and Rod Simonson.

Chairperson Hoppe called the meeting to order.

Johnson/Wharton made a motion to approve the agenda. Motion passed unanimously.

Wharton/Walters made a motion to approve the consent agenda. Motion passed unanimously. The following bills were presented for payment:

| | | |
|---|---|---|
| Ahlers & Cooney, P.C. | Legal | 67,708.87 |
| Arnold Motor Supply | Supplies | 2,184.09 |
| Base | Cafeteria Monthly | 30.00 |
| Bolton & Menk, Inc. | Engineering | 41,676.37 |
| Bomgaars | Supplies | 442.24 |
| Border States Electric Supply | Lights for Shop Bldg | 2,333.10 |
| BROCK HINDT | CREDIT REFUNDS - 61994 | 4.23 |
| Card Service Center | Education, Travel, Office Supplies | 1,596.88 |
| City Laundering Company | Rugs | 78.30 |
| City of Milford | City Sewer, Storm Sewer, CC Fee | 46,849.63 |
| Cooperative Energy Company | Fuel | 555.88 |
| Cooperative Energy Company | Generator Diesel Fuel | 15,720.00 |
| Cooperative Response Center, Inc. | On Call Phone Service | 638.86 |
| Coyote Motor Co. L.L.C | Repair | 419.02 |
| Dairyland Power Cooperative | Statement Printing | 1,840.13 |
| DeKoter, Thole, Dawson, Rockman & Krikke, P.L.C. | Legal | 1,650.00 |
| DGR and Associates Company | Engineering | 10,909.91 |
| Ethan Rader | Travel Reimbursement | 473.83 |
| HANA CHRISTENSON | CREDIT REFUNDS - 60515 | 95.60 |
| Hawkins, Inc. | Chemicals & Plant Maintenance | 5,941.13 |
| IGL Sanitary District | Semi Annual Sewer | 1,934.71 |
| Iowa Lakes Community College | Education | 540.00 |
| Iowa One Call | Locates | 189.50 |
| JENSEN INVESTMENTS | CREDIT REFUNDS - 33885 | 379.94 |
| John T. Jones Construction Co. | Payment Request #3 - WTP | 73,331.93 |
| Kapp's Fire Extinguisher Sales | Annual Inspection - Fire Ext. | 2,560.48 |
| Karian Peterson Power Line Contracting, LLC | Electric Distribution Payment Request #1 | 75,781.42 |
| Lakes News Shopper | Employment Ad | 340.40 |
| Marco, Inc. | Copier Contract | 135.00 |
| Menards | Supplies | 52.94 |
| Milford Communications | Phone | 395.14 |
| Milford Electric, Inc. | Distribution | 145.85 |
| National Benefit Services, LLC | Employee Benefits | 9.00 |
| NEW Cooperative, Inc. | Fuel | 212.64 |
| Okoboji After Prom | Community Development | 100.00 |
| Overhead Door Sales & Service | Repair | 523.56 |

| | | |
|---|---|---|
| Plumb Supply | Distribution | 26.80 |
| Plumbing & Heating Wholesale Inc. | Distribution | 110.09 |
| Professional Computer Solutions, LLC | Computer Hosting Fees | 1,058.00 |
| R & D Industries, Inc. | Computer Contract & Support | 2,989.00 |
| Resco | Distribution Improvement Project Materials | 7,859.75 |
| Sam Wedeking Excavating, Inc. | Subcontractor | 4,563.20 |
| Spencer Municipal Hospital | Drug Screen | 39.63 |
| State Hygienic Laboratory | Lab Testing | 1,270.50 |
| Storey Kenworthy | Office Supplies | 324.25 |
| Sunshine Foods | Propane | 111.98 |
| T L C Embroidery | Uniform | 44.94 |
| Tantalus Systems Inc. | Electric Meters for New Reading System | 735.90 |
| Tiger Pride Lawn Care | Pest Control | 260.00 |
| Titan Machinery Inc. | Supplies | 46.01 |
| True Value - Milford | Supplies | 570.96 |
| UnityPoint Clinic-Occupational Medicine | Drug Screen | 42.00 |
| Utility Equipment Company | Two Locators | 27,312.00 |
| Van Wert Inc. | Meters for New Reading System | 13,316.32 |
| Waste Management | Dumpster Rent | 14.80 |
| Office of Auditor of State | Audit Filing Fee | 425.00 |
| Aflac | Employee Funded Benefit AFLAC | 606.72 |
| Aspire | Employee Funded Benefit | 345.00 |
| Aspire | Employee Funded Benefit | 345.00 |
| Base | FSA Claim | 170.00 |
| Black Hills Energy | Gas Service | 128.28 |
| Collection Services Center | Employee Withholding | 184.61 |
| Collection Services Center | Employee Withholding | 184.61 |
| Department of Energy | WAPA | 32,706.62 |
| Internal Revenue Service | Fica, Med, FWH 1.26.24 | 7,637.58 |
| Internal Revenue Service | Fica, Med, FWH 2.9.24 | 6,688.27 |
| Iowa Department of Revenue | Monthly Sales & Use Tax | 8,631.30 |
| Iowa Department of Revenue | Monthly WET Tax | 6,468.05 |
| Iowa Department of Revenue | Monthly Withholding | 2,473.00 |
| IPERS | January 2024 IPERS | 9,261.27 |
| MidAmerican Energy | Neal 4 | 30,000.00 |
| MMU | Utilities | 5,701.52 |
| MMU-Medical Insurance Account | Jan 24 FSA Transfer | 838.62 |
| NIMECA | Employee Benefits | 267.79 |
| NIMECA | Power Bill | 104,182.08 |
| Principal Life | Employee Benefit | 442.34 |
| Reliance Standard Life Insurance Company | Employee Benefit | 555.73 |
| 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 | 75.46 |
| Verizon Wireless | Phone | 352.96 |
| Wellmark | Employee Benefit | 12,114.07 |

Public hearing on the matter of the FY25 Budget

Chairperson Hoppe read the following statement *"This is the day and time previously set for a hearing relating to the FY25 Budget. The hearing is being canceled and will be rescheduled for a later date."*

Milford Municipal Utilities Business

1. Rod Simonson to address the End User fee

   Mr. Simonson voiced his concerns on the Water End User Service Fee for multi-unit construction. The Board instructed Willemssen to compile the emails and comments from past discussions to be sent to the Board for review and the Board will take it under advisement.

2. Board member iPad training

   Zach Smith with RDI attended the meeting to present training on the iPads and troubleshoot some email issues.

3. Consideration and approval of 2023 Wage Publication

   Wharton/Johnson made a motion to approve the 2023 Wage Publication. Motion passed unanimously. 2023 wages are as follows:

| | |
|---|---|
| Michael Anderson | 750.00 |
| Kevin Wharton | 825.00 |
| Ken Behrens | 975.00 |
| Kae Hoppe | 825.00 |
| LeeAnn Reetz | 675.00 |
| Todd Johnson | 75.00 |
| Lindsay Radunz | 65,069.61 |
| Brad Willemssen | 101,834.00 |
| Evan Green | 80,383.83 |
| Ethan Rader | 94,263.82 |
| William Matthes | 101,208.61 |
| Linda Ruble | 56,792.75 |
| Wade Newcomer | 101,823.69 |
| Michael Norgaard | 88,506.53 |
| Dan Schnetzer | 7,239.76 |
| Lacey Van Kleek | 31,644.80 |

4. Consideration and possible approval of Resolution 2024-02-01-Maximum Deposit for United Community Bank, Milford, Iowa

   Board Member Wharton introduced and delivered to the Secretary the Resolution 2024-02-01 authorizing the secretary/treasurer of the Milford Municipal Utilities to deposit in the Milford Municipal Utilities funds in amounts not to exceed in the aggregate the amount of $20,000,000 at United Community Savings Bank located at Milford, Iowa, and moved that the Resolution be adapted. Board Member Walters seconded the motion. Roll call vote: Ayes – Hoppe, Wharton, Walters. Nays – None. Johnson, abstained. Motion passed.

5. Consideration and possible approval of Resolution 2024-02-02, Add Kae Hoppe and Todd Johnson to Financial Accounts and remove Mike Anderson and LeeAnn Reetz from the Financial Accounts

   Board Member Wharton introduced and delivered to the Secretary the Resolution 2024-02-02 designating Kae Hoppe, as Chairperson, and Todd Johnson, as Vice Chairperson, to be authorized to sign checks and conduct other necessary financial transactions as may be authorized from time to time by the Board on behalf of Milford Municipal Utilities and that former Chairperson Mike Anderson and former Secretary LeeAnn Reetz are no longer authorized to sign checks or conduct other financial transactions, and moved

that the Resolution be adapted. Board Member Walters seconded the motion. Roll call vote: Ayes – Hoppe, Wharton, Johnson, Walters. Nays – None. Johnson, abstained. Motion passed unanimously.

6. Consideration and possible approval of Memorandum of Understanding 9th Street N Ave. to Highway 71 Reconstruction Project

   Johnson/Wharton made a motion to approve the Memorandum of Understanding 9th Street N Ave. to Highway 71 Reconstruction Project. Motion passed unanimously. The MOU is between the City of Milford and MMU.

7. Consideration and possible approval of Ziegler CAT estimate for repairs

   Wharton/Johnson made a motion to approve the Ziegler CAT estimate for repairs. Motion passed unanimously. Fuel valve replacement is the repair needed.

8. Consideration and possible approval of Transformer quote

   Johnson/Wharton made a motion to approve the transformer quote with RESCO for $12,600. Motion passed unanimously. These are needed to replace inventory.

9. Consideration and possible approval of WTP Payment Request #3

   Wharton/Johnson made a motion to approve the WTP Payment Request #3 for $73,331.93. Motion passed unanimously.

10. Consideration and possible approval of Electric Distribution Payment Request #1

    Wharton/Walters made a motion to approve the Electric Distribution Payment Request #1 for $75,781.42. Motion passed unanimously.

11. Consideration and possible approval to set a public hearing for March 19, 2024, at 3:00 p.m.

    Johnson/Wharton made a motion to set a public hearing for March 19, 2024, at 3:00 p.m. on the FY25 Budget. Motion passed unanimously.

12. Consideration and possible approval of amendment to the Employee Policy Handbook.

    No action was taken. Willemssen was directed to make the Segregation of Duties a separate policy, not to be included in the handbook.

Items discussed in the Manager's Report:

1. Water Superintendent, Wade Newcomer and General Manager Willemssen have completed the interviews for the Water Operator. Willemssen has offered the position to Jesse Logan with a start date of March 1, 2024.
2. Willemssen informed the Board of a change in the Water Quality Commission appointments by the City of Milford. The City of Milford has appointed Mayor Anderson and Council person Hinshaw to the Commission. Willemssen was a previous Commissioner and plans to continue attending the public meetings of the Water Quality Commission.
3. Willemssen informed the Board of a potential employee gathering June 6 at Arnolds Park Amusement Park. The Utility Office would close at 2:00 p.m. for a team building event, followed by dinner served at the park. No action will be taken to pursue this.
4. There was discussion on the lunch break policy, Monday morning meetings and committee meetings that dine in public.

The Board of Trustees adjourned the meeting at 5:21 p.m. The next regular meeting of the Milford Municipal Utilities Board of Trustees will be March 19, 2024, at 3:00 p.m.

_____

Kae Hoppe, Chairperson

_____

Kevin Wharton, Board Secretary