Board Meeting February 18, 2025

The Milford Municipal Utilities Board of Trustees met in regular session on Tuesday, February 18, 2025, at 4:00 P.M. in the Community Center Board Room. In attendance were Board Members Todd Johnson, Kevin Wharton, and Kirb Walters; General Manager Brad Willemssen; Utility Employee Lindsay Radunz. Also in attendance were City of Milford Mayor Steve Anderson; Bolton & Menk Engineer Josh Pope; City of West Okoboji City Administrator Carol Chicoine; and Arvin Druvenga with Winther, Stave & Co.

Chairman Johnson called the meeting to order.

Chairman Johnson led the Pledge of Allegiance

Walters/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:

Alpha Wireless	FCC Licensing	100.00
Arnold Motor Supply	Supplies	49.16
Base	Cafeteria Monthly	30.00
Bolton & Menk, Inc.	Engineering	72,066.10
Card Service Center	Website Domain Renewal, Office Supplies	568.33
City Laundering Company	Rugs	113.30
City of Milford	City Sewer, Storm Sewer, CC Fee	47,950.52
Cooperative Energy Company	Fuel	608.17
Cooperative Response Center, Inc.	On Call Phone Service	643.94
Dairyland Power Cooperative	Statement Printing	1,636.09
DAK PROPERTIES	CREDIT REFUNDS - 57576	77.17
DANIEL WINKOWITSCH	CREDIT REFUNDS - 31901	108.18
DeKoter, Thole, Dawson, Rockman & Krikke, P.L.C.	Legal	1,225.00
Hawkins, Inc.	Chemicals	7,340.95
Iowa One Call	Locates	155.20
John T. Jones Construction Co.	Payment Request #15 - WTP	890,402.67
Menard, Inc.	Supplies	67.88
National Benefit Services, LLC	Employee Benefits	9.00
NEW Cooperative, Inc.	Fuel	121.93
Overhead Door Sales & Service	Door Repair	1,658.11
Professional Computer Solutions, LLC	Computer Hosting Fees	1,007.00
R & D Industries, Inc.	Computer Contract & Support	1,182.90
Sam Wedeking Excavating, Inc.	Subcontractor	9,646.64
State Hygienic Laboratory	Lab Testing	1,105.00
Storey Kenworthy	Office Supplies	178.41
Stuart C. Irby Co.	Distribution	365.00
Sunshine Foods	Supplies	3.98
Terracon Consultants, Inc.	WTP Project - Geotechnical Inspection	2,864.00
Tiger Pride Lawn Care	Pest Control	90.00
True Value - Milford	Supplies	379.51
Westrum Leak Detections, Inc.	Water Leak Detection	900.00
Ziegler, Inc.	Engine Maintenance	4,888.81
City of Milford	A34 MOU & Materials	85,073.43
Aflac	Employee Funded Benefit AFLAC	562.72

Aspire	Employee Funded Benefit	395.00
Aspire	Employee Funded Benefit	395.00
Base	FSA Claim	405.67
Black Hills Energy	Gas Service	806.07
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 1.24.25	7,381.14
Internal Revenue Service	Fica, Med, FWH 2.7.25	7,617.26
Iowa Department of Revenue	Monthly Sales & Use Tax	9,022.37
Iowa Department of Revenue	Monthly WET Tax	9,375.98
Iowa Department of Revenue	Monthly Withholding	1,698.00
Iowa Finance Authority	SRF Loan Interest - WTP	112,601.26
IPERS	Jan 25 IPERS	9,724.60
MidAmerican Energy	Neal 4 - Requested $0 for Feb.	0.00
Milford Communications	Phone	395.84
MMU	Utilities	6,065.61
MMU - Investment Fund	Dec 24 EUSC Transfer	113,666.68
MMU-Medical Insurance Account	Jan 25 FSA Transfer	764.76
NIMECA	Power Bill	112,512.57
NIMECA	Employee Benefits	299.23
Principal Life	Employee Benefit	512.83
Reliance Standard Life Insurance Company	Employee Benefit	394.59
United Community Bank	Loan Payment	7,883.11
United Community Bank	Water Meter Loan Payment	7,637.09
United Community Bank	Electric Distribution Loan Payment	31,938.41
Verizon Wireless	Phone Data - 3 Collector Boxes	75.08
Verizon Wireless	Phone	353.17
Wellmark	Employee Benefit	15,306.99

Milford Municipal Utilities Business

1. Consideration and possible approval of 2024 Wage Publication

   Walters/Wharton made a motion to approve the 2024 Wage Publication. Motion passed unanimously. 2024 wages are as follows:

Kevin Wharton	750.00
Kae Hoppe	975.00
Todd Johnson	1,125.00
Kirb Walters	1,050.00
Lindsay Radunz	67,748.62
Brad Willemssen	105,030.58
Evan Green	91,588.19
Ethan Rader	108,337.33
William Matthes	120,782.81
Linda Ruble	58,289.60
Wade Newcomer	110,449.18
Michael Norgaard	97,556.12
Dan Schnetzer	2,627.64
Lacey Van Kleek	33,107.21
Jesse Logan	48,554.66

2. Consideration and possible approval of Resolution 2025-02-01-Maximum Deposit for United Community Bank, Milford, Iowa

   Wharton/Walters made a motion to approve Resolution 2025-02-01 in the amount not to exceed in the aggregate the amount of $20,000,000 at United Community Savings Bank located at Milford, Iowa. The vote for the resolution failed with Walters and Wharton, aye; none nay; and Johnson, abstained.

3. Consideration and possible approval of Resolution 2025-02-02, Add Todd Johnson and Kirb Walters to Financial Accounts and remove Kae Hoppe from the Financial Accounts

   Wharton/Walters made a motion to approve Resolution 2025-02-02 Authorized Signers, that Milford Municipal Utilities Board of Trustees hereby designates Todd Johnson, as Chairperson, and Kirb Walters, 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 Kae Hoppe is no longer authorized to sign checks or conduct other financial transactions. The Manager shall notify affected financial institutions to remove her name from utility accounts. Motion passed unanimously.

4. Consideration and possible approval of Water Cost of Service Analysis.

   Wharton/Walters made a motion to approve the Bolton & Menk Water Cost of Service Analysis for $21,900.00. Motion passed unanimously.

5. Consideration and possible approval of WTP Payment Request #15

   Walters/Wharton made a motion to approve the WTP Payment Request #15 for $890,402.67. Motion passed unanimously.

6. Consideration and possible approval of Audit proposal

   Wharton/Walters made a motion to approve the audit proposal from Winther, Stave and Co. Motion passed unanimously. Mr. Druvenga answered a question about the billing rate, which is similar to the past three years.

7. Consideration and possible approval of Annexation agreement

   Walters/Wharton made a motion to approve the Board Chair and Manager to sign the Annexation agreement. Motion passed unanimously.

8. Consideration and possible approval to Set Public hearing Date for Budget for Year ending June 30, 2026. Proposed date of March 18, 2025, the next regular meeting.

   Wharton/Walters made a motion to approve setting a public hearing date for budget year ending June 30, 2026 for March 18, 2025, the next regular meeting. Motion passed unanimously.

Items discussed in the Manager's Report:

1. Electric Substation project. The transformer has been delivered to the site. The project construction is expected to start in March.
2. At the WTP site, crews have been installing process piping and pumps. The precast walls are scheduled to be set in February which will take about 3 weeks to complete.
3. Previously, the Board requested that certain bills be added to the packet for the Board to review. Willemssen asked if the Board would like to continue having the requested bills added to the Board packet and stated that the Board can request to review the bills at any time. The Board directed Willemssen to continue adding the requested bills to the Board packet.
4. There was discussion on the Manager's duties. The Board asked that Willemssen start taking on call time during the absence of an employee. The Board also wants Willemssen to obtain a license for water operations. These duties weren't required when Willemssen was hired. Willemssen asked the Board to approve the additional duties by motion at the next Board meeting. The Board directed Willemssen to add this as an action item for the next Board meeting.
5. Mayor Anderson addressed the Board on possible developments. Developers are concerned with the cost of ductile iron pipe which is a requirement of MMU. The mayor asked that the Board investigate changing the requirement and consider using C900 PVC.
6. The Board reviewed the preliminary budget for fiscal year 2026.

The Board of Trustees adjourned the meeting at 6:20 p.m. The next regular meeting of the Milford Municipal Utilities Board of Trustees will be March 18, 2025, at 4:00 p.m.

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Todd Johnson, Chairman

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Kevin Wharton, Board Secretary