

GLENWOOD MUNICIPAL UTILITIES BOARD OF TRUSTEES

BOARD MEETING

December 20, 2023

CITY HALL

8:00 A.M.

The Glenwood Municipal Utilities Board of Trustees met on Wednesday, December 20, 2023, at 8:00 am for a Board meeting. Chairman Doug Meggison called the meeting to order at 8:00 AM.

The following were present:

Board Members: Lonnie Mayberry, Tina Stouder, Vonnice Esterling, Doug Meggison

Absent Members: Dick Davis

Superintendent- Dave Malcom

Assistant Superintendent- Mike Darnold

Executive Secretary- Wendy Ensley

PJ Representative- Andy Young

Guests:

Jeff Fry- Eagle Engineering

Motion by Esterling, seconded by Stouder to approve the agenda.

Upon the roll the vote was:

Ayes: Mayberry, Stouder, Esterling, Meggison

Nays: None

Motion Carried

Motion by Stouder, seconded by Mayberry to approve the December 6, 2023, meeting minutes.

Upon the roll the vote was:

Ayes: Mayberry, Stouder, Esterling, Meggison

Nays: None

Motion Carried

Board member Meggison reviewed claims this month and recommends approval, seconded by Stouder.

Upon the roll the vote was:

Ayes: Mayberry, Stouder, Esterling, Meggison

Nays: None

Motion Carried

Bank Account 1120

11/16/2023 Thru 12/20/2023

Water Fund

<u>Chk</u> <u>#</u>	<u>Vendor</u>	<u>Description</u>	<u>Amount</u>
31379	ANDY LIPSETT	REFUND - 254384	CK 164.77
31382	ERIKSEN CONSTRUCTION CO. I	Emergency back up well	CK 188316.18
31383	JOE DESIGNER, INC	Uniforms	CK 1002.93
31384	LIVE VOICE	Answering Service	CK 182.97
31387	U.S. POST OFFICE	Stamps	CK 1650.00
31388	MID-AMERICAN ENERGY	Electric	CK 3122.40
31389	WELLMARK BCBS	Wellmark premium	CK 15170.25
31390	CALDWELL TANKS INC.	Storage Improvement/elevated Tower	CK 531165.90
31391	Neuvirth Construction Inc.	Storage Improvement project	CK 123778.50
31403	AFFORDABLE ASPHALT LLC.	Water leak Walnut St	CK 1780.00
31404	AUTO VALUE GLENWOOD	Oil & Filter	CK 24.95
31405	COLLECTION SERVICE CENTER	Child support	CK 147.37
31406	Council Bluffs Water Works	Lab analysis	CK 50.00
31407	Fox Strand	Digester repair	CK 14175.00
31408	FRED KONFRST TRASH	Trash service	CK 43.25
31409	GLENWOOD FEED/IND. SUPPLY	Shipping	CK 15.11

31410	KONFRST CONSTRUCTION	Water leak 3rd & Vine	CK	11957.50
31411	MUNICIPAL SUPPLY, INC.	Handheld repair	CK	244.00
31412	NAPA AUTO PARTS GLENWOOD	Wiper blades	CK	28.48
31413	OLMSTED & PERRY ENGINEERS	Woodfield Subdivision	CK	41895.15
31414	PROF COMPUTER SOLUTIONS	Hosting fees	CK	1073.00
31417	AUTO-OWNERS INSURANCE CO	Flood Insurance	CK	1422.00
31418	Woods Tucker, PLLC	Legal services 2023	CK	2145.26
31419	ACCESS TECHNOLOGIES INC	Copier lease	CK	95.00
31420	U.S. POST OFFICE	Postage	CK	929.89
31422	CITY OF PACIFIC JUNCTION	Sewer Collection	CK	3535.50
31423	WESTERN IOWA NETWORK	Phone	CK	155.84
31424	JOHN/SANDRA BASYE	REFUND - 10675	CK	91.89
31425	BLUFFS PAVING AND UTILTIY	REFUND - 261703	CK	3500.00
31426	STACEY BRILEY	REFUND - 260340	CK	135.86
31427	MILLS COUNTY ROADS	REFUND - 261461	CK	1500.00
31428	Bomgaars Supply	Heater	CK	129.99
31429	GCSD (PRINT SHOP)	Printing	CK	140.00
31430	GLENWOOD FEED/IND. SUPPLY	Shipping	CK	16.89
31431	HAWKINS, INC.	WTP chemicals	CK	1847.50
31432	IOWA ONE CALL	Underground locating	CK	52.50
31433	Verizon Wireless	Phone	CK	100.03
31434	VISA	Office Supplies/Training Classes	CK	297.96
31443	BP AMOCO	Fuel	CK	611.46
31444	MICROBAC LABORATORIES INC	lab analysis	CK	120.00
31445	MUNICIPAL SUPPLY, INC.	Inventory parts	CK	352.75
31456	COLLECTION SERVICE CENTER	Child support	CK	147.37
31457	DORSEY & WHITNEY LLP	Legal services	CK	17101.00
31460	BROCK HETZEL	REFUND - 259654	CK	161.74
31462	Bomgaars Supply	Drill and Batteries	CK	179.99
31463	Garden Treasurer's	Shop supplies	CK	21.98
31464	GLENWOOD FEED/IND. SUPPLY	Shipping	CK	14.61
31466	PROF COMPUTER SOLUTIONS	Hosting fees	CK	10181.00
31468	COUNCIL BLUFFS WINSUPPLY	Inventory	CK	1266.01
31469	MISSISSIPPI LIME COMPANY	Bulk Lime	CK	8474.42
31470	MUNICIPAL SUPPLY, INC.	Inventory parts	CK	2304.13
31471	OLMSTED & PERRY ENGINEERS	Engineering	CK	11380.65
31472	OPINION-TRIBUNE	Publications	CK	323.40
31473	LIVE VOICE	Answering Service	CK	152.19
31474	MALLORY CARVER	REFUND - 248333	CK	58.51
31475	MARLA GUSTAFSON	REFUND - 253383	CK	124.10
31476	KATELYN HILTON	REFUND - 239347	CK	74.69
31477	LAURA KELLY	REFUND - 228295	CK	107.26
31478	JESSICA LEWIS	REFUND - 252697	CK	28.92
31479	MACI MORRIS	REFUND - 254902	CK	180.61
31480	HALLIE UHLIG	REFUND - 257834	CK	174.10
31481	ALAN WINGE	REFUND - 247647	CK	50.00
31492	ACCURATE INSURANCE	Insurance renewal 2024	CK	45169.81
31493	COLLECTION SERVICE CENTER	Child Support	CK	147.37
31494	Mills County Recorder	Recording/transfer fees	CK	17.00
31495	CALDWELL TANKS INC.	Elevated Tower	CK	88585.60
31496	ERIKSEN CONSTRUCTION CO.	Emergency back-up well	CK	252449.25
31497	JIM HUGHES	Purchase 3.09 Acres of land	CK	25000.00
31498	Neuvirth Construction Inc.	Booster Station	CK	263696.82
8800619	DEPT OF THE TREASURY	FICA/MED	WT	5356.78

8800620	TREASURER - STATE OF IOWA	State W/H	WT	1707.60
8800621	IPERS	IPERS	WT	7158.46
8800622	TRIONFO SOLUTIONS, LLC	MetLife benefits	WT	510.62
8800623	TREASURER - STATE OF IOWA	WET Tax	WT	4363.32
8800624	TREASURER - STATE OF IOWA	Sales tax	WT	1677.95
8800625	DEPT OF THE TREASURY	FICA/MED	WT	6128.90

Water Fund Total

\$2,362,588.59

Sewer Fund

<u>Chk</u> <u>#</u>	<u>Vendor</u>	<u>Description</u>		<u>Amount</u>
31380	BLUFFS PAVING & UTILITY INC.	Woodfield Sewer Extension	CK	27085.82
31381	Century Link	Phone	CK	115.08
31383	JOE DESIGNER, INC	Uniforms	CK	862.21
31384	LIVE VOICE	Answering Service	CK	182.97
31386	BLUFFS PAVING & UTILITY INC.	Woodfield Sewer extension	CK	13925.06
31387	U.S. POST OFFICE	Stamps	CK	1650.00
31388	MID-AMERICAN ENERGY	Electric	CK	2986.48
31389	WELLMARK BCBS	Wellmark premium	CK	1788.52
31404	AUTO VALUE GLENWOOD	Oil & Filter	CK	24.96
31407	Fox Strand	Digester repair	CK	7770.50
31408	FRED KONFRST TRASH	Trash service	CK	160.00
31409	GLENWOOD FEED/IND. SUPPLY	Shipping	CK	69.95
31413	OLMSTED & PERRY ENGINEERS	Woodfield Subdivision	CK	3739.11
31414	PROF COMPUTER SOLUTIONS	Hosting fees	CK	1073.00
31415	STATE HYGIENIC LABRATORY	Lab analysis	CK	529.00
31416	USA BLUE BOOK	USA Bluebook	CK	257.39
31418	Woods Tucker, PLLC	Legal services 2023	CK	2145.27
31419	ACCESS TECHNOLOGIES INC	Copier lease	CK	95.00
31420	U.S. POST OFFICE	Postage	CK	929.89
31421	Century Link	Phone	CK	115.08
31423	WESTERN IOWA NETWORK	Phone	CK	193.44
31428	Bomgaars Supply	Heater	CK	15.57
31430	GLENWOOD FEED/IND. SUPPLY	Shipping	CK	125.30
31432	IOWA ONE CALL	Underground locating	CK	52.50
31433	Verizon Wireless	Phone	CK	20.02
31434	VISA	Copier lease	CK	922.95
31435	WALKER PROCESS EQUIPMENT	Connection links	CK	2160.50
31436	WBC MECHANICAL, INC.	Service call	CK	1081.49
31442	BLACK HILLS ENERGY	Natural gas	CK	44.05
31443	BP AMOCO	Fuel	CK	464.47
31444	MICROBAC LABORATORIES INC	lab analysis	CK	1208.50
31458	HOA Solutions Inc.	Siemens controller	CK	4912.00
31459	ZIMMER & FRANCESCON INC	Macerator repair parts	CK	928.85
31461	Century Link	Phone	CK	115.08
31462	Bomgaars Supply	Drill and Batteries	CK	226.83
31464	GLENWOOD FEED/IND. SUPPLY	Shipping	CK	42.53
31465	MIDWEST LABORATORIES INC.	Lab analysis	CK	206.37
31466	PROF COMPUTER SOLUTIONS	Hosting fees	CK	10181.00
31467	Bomgaars Supply	Pump & Fittings	CK	39.24
31471	OLMSTED & PERRY ENGINEERS	Engineering	CK	213.26
31472	OPINION-TRIBUNE	Publications	CK	323.41
31473	LIVE VOICE	Answering Service	CK	152.20

31492	ACCURATE INSURANCE	Insurance renewal 2024	CK	54211.19
8800619	DEPT OF THE TREASURY	FICA/MED	WT	578.42
8800620	TREASURER - STATE OF IOWA	State W/H	WT	207.83
8800621	IPERS	IPERS	WT	889.84
8800622	TRIONFO SOLUTIONS, LLC	MetLife benefits	WT	19.21
8800624	TREASURER - STATE OF IOWA	Sales tax	WT	1910.49
8800625	DEPT OF THE TREASURY	FICA/MED	WT	770.42
Sewer Fund Total				\$147,722.25

Receipts this month: \$429,445.83.

Chemical bids were opened. Tabled for review.

Customer 246684 was not present to discuss billing fees.

Motion by Esterling, seconded by Stouder to approve purchasing 3.09 acres of ground adjacent to the reservoir tower on highway 34 from Jim Hughes for \$25,000.00 plus prorated property taxes and revenue stamp.

Upon the roll the vote was:

Ayes: Mayberry, Stouder, Esterling, Meggison

Nays: None Motion Carried

Discussed responses to letters sent to 195th Street residents regarding extending water service. Motion by Mayberry, seconded by Esterling to not move forward with a water extension due to lack of interest.

Upon the roll the vote was:

Ayes: Mayberry, Stouder, Esterling, Meggison

Nays: None Motion Carried

Recovery Task Order No. 5 - Flood Protection Berms and Roads- Drainage issues will be addressed in the spring. The flood gate has been reordered.

USDA Business

Emergency Well project- Piping is on-site but not installed. Awaiting delivery of building and MEC to set a power pole.

Motion by Stouder, seconded by Esterling to approve payment #3 in the amount of \$252,449.25 to Erickson Constructions for the Emergency Well project.

Upon the roll the vote was:

Ayes: Mayberry, Stouder, Esterling, Meggison

Nays: None Motion Carried

Motion by Mayberry, seconded by Stouder to approve change order #1 deducting \$60,806.00 from the Emergency Well project.

Upon the roll the vote was:

Ayes: Mayberry, Stouder, Esterling, Meggison

Nays: None Motion Carried

A grant reimbursement request in the amount of \$32,453.93 was submitted to USDA. GMU's expense of \$219,995.32 complete the project overage of \$420,000.00.

Water System pumping and Storage improvement project-

Motion by Esterling, seconded by Stouder to approve payment # 5 in the amount of \$263,696.82 to Neuvirth Construction for the Booster Station.

Upon the roll the vote was:

Ayes: Mayberry, Stouder, Esterling, Meggison

Nays: None Motion Carried

Motion by Mayberry, seconded by Stouder to approve change order # 2 in the amount of \$37,691.57 for the Booster station project.

Upon the roll the vote was:

Ayes: Mayberry, Stouder, Esterling, Meggison

Nays: None Motion Carried

Motion by Esterling, seconded by Mayberry to approve payment # 5 in the amount of \$88,585.60 to Caldwell Tanks Inc. for the Elevated Tower.

Upon the roll the vote was:

Ayes: Mayberry, Stouder, Esterling, Meggison

Nays: None Motion Carried

There were invoices in the amount of \$380,217.83 submitted to USDA for loan reimbursement.

Northwest Infrastructure expansion (Arbor Hills)-

There were no invoices submitted to Jim Hughes for payment for the Arbor Hills project.

GRC redevelopment- Superintendent Malcom updated the board on the recent meeting he attended.

Future water/sewer development needs-

Facility Study plan- awaiting revised draft of the water study to review.

Invoices in the amount of \$19,318.00 were submitted to Mills County Economic Development for facility study reimbursement. This reimbursement request will complete the \$100,00.00 contributed by MCEDF.

EDA Grant Application. There are specific requirements that must be met. Engineer Zimmerer and Superintendent Malcom are working with MCEDF Director Andrew Rainbolt to determine possible projects that may qualify.

Digester Repair project- Progress meeting was held on 12/18/2023.

Tower repair/maintenance project- complete. Superintendent Malcom will be working with Viking Industries to set up a maintenance plan for all towers.

Woodfield addition Water & sewer project- There were no invoices submitted to Beier Custom Homes for reimbursement this month.

Motion by Esterling seconded by Mayberry to award chemical low bids as follows:

Upon the roll the vote was:

Ayes: Mayberry, Stouder, Esterling, Meggison

Nays: None Motion Carried

To Mississippi Lime Company for:

Bulk ½" pebble lime @ \$382.80/ ton FOB Glenwood.

To DPC Industries, Inc. for:

Bag Hydrated Lime @ \$700.00/ ton FOB Glenwood.

HFS Acid (Fluoride) @ \$110.00/ 150 lb. return drum FOB Glenwood

To Hawkins for:

Chlorine @ \$208.00 / 150 lb. cylinder. FOB Glenwood
Aluminum Sulfate @ \$290.00 / 55 gal. FOB Glenwood
Ammonium Sulfate @ \$343.75/ 55 gal. FOB Glenwood

Motion by Esterling, seconded by Mayberry to approve 2024 holidays.

Upon the roll the vote was:

Ayes: Mayberry, Stouder, Esterling, Meggison
Nays: None Motion Carried

Discussed Board Terms. Board member Davis was reappointed extending his term by six years.

Motion by Esterling, seconded by Mayberry to appointed Doug Meggison as 2024 Board Chairman.

Upon the roll the vote was:

Ayes: Mayberry, Stouder, Esterling, Meggison
Nays: None Motion Carried

Superintendent/secretary updates:

Superintendent Malcom presented 2024 salary increase recommendations. Motion by Esterling, seconded by Stouder to approve 2024 salary recommendations.

Upon the roll the vote was:

Ayes: Mayberry, Stouder, Esterling, Meggison
Nays: None Motion Carried

Motion by Esterling, seconded by Stouder to approve Resolution #710-23 Wellmark renewal.

Upon the roll the vote was:

Ayes: Mayberry, Stouder, Esterling, Meggison
Nays: None Motion Carried

Motion by Stouder, seconded by Esterling to approve Chapter 3 policy manual update (Wellmark renewal & Holiday Schedule 2024).

Upon the roll the vote was:

Ayes: Mayberry, Stouder, Esterling, Meggison
Nays: None Motion Carried

Motion by Stouder, seconded by Esterling to approve Resolution 712-23 Security deposit requirements.

Upon the roll the vote was:

Ayes: Mayberry, Stouder, Esterling, Meggison
Nays: None Motion Carried

Motion by Stouder, seconded by Esterling to approve chapter 7 policy manual updates (security deposits)

Upon the roll the vote was:

Ayes: Mayberry, Stouder, Esterling, Meggison
Nays: None Motion Carried

Motion by Esterling, seconded by Stouder to approve Resolution #714-23 services and labor charges.

Upon the roll the vote was:

Ayes: Mayberry, Stouder, Esterling, Meggison
Nays: None Motion Carried

Motion by Esterling, seconded by Stouder to approve revised customer agreement form.

Upon the roll the vote was:

Ayes: Mayberry, Stouder, Esterling, Meggison
Nays: None Motion Carried

Employee updates- None

City of Glenwood- none.

City of PJ – None.

Motion by Mayberry seconded by Stouder to adjourn the meeting at 9:10 A.M.

Upon the roll the vote was:

Ayes: Mayberry, Stouder, Esterling, Meggison

Nays: None Motion Carried

Doug Meggison, Chairman
Glenwood Municipal Utilities
Board of Trustees

ATTEST:

Wendy Ensley- Executive Secretary