

## NOTICE AND CALL OF PUBLIC MEETING

Government Body: Winterset Municipal Utilities  
Date of Meeting: October 19, 2016  
Time of Meeting: 6:30 P.M.  
Place of Meeting: Electric Generation Plant, 321 N. 1<sup>st</sup> St.

PUBLIC NOTICE IS HEREBY GIVEN the above-mentioned governmental body will meet at the date, time and place above set out. The tentative agenda for said meeting is as follows:

### AGENDA:

1. Call to order, roll call
2. Approval of agenda
3. Minutes of meetings
4. General Manager Report
5. DGR Electric System planning study
6. Watershed discussion
7. Personnel discussion & action
8. 2017 Budget discussion & set date for 2017 Budget Public Hearing
9. Water Superintendent Report
10. Electric Superintendent Report
11. Claims

Added items for discussion...

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The Board of Trustees of the Winterset Municipal Utilities, Winterset, Iowa, met on October 19, 2016 in accordance with the above Notice & Call of Public Meeting. Chairman Kendall Kerns called the meeting to order with the following members of the Board in attendance.

PRESENT: Steve Montross, Patty Weeks, Kendall Kerns

ABSENT: None

Others in attendance, Steve Benshoof, Utility Water Superintendent, Chuck Johnson, Utility Electric Superintendent, Jarrod Luze and Dave Braga.

Chairman Kerns added the item, DGR Electric system planning study to the agenda and asked for approval of that addition. Trustee Montross moved to accept the addition to the agenda. Seconded by Trustee Weeks. On a voice vote the motion carried.

Trustee Weeks moved the agenda be approved. Seconded by Trustee Montross. On a voice vote the motion carried.

Chairman Kerns stated the minutes from the September 21<sup>st</sup> meeting had been provided to the board. Trustee Weeks moved to approve the minutes. Seconded by Trustee Montross. On a voice vote the motion carried.

Mr. Wesselmann was asked to give his report to the board. Mr. Wesselmann stated that he has been spending most of his time working on next year's budget with Mr. Benshoof and Mr. Johnson. Mr. Wesselmann stated that he was in contact with Councilman Stover, who is raising money to help pay for the school's logo on Tower #2. Councilman Stover has several commitments for funds arranged already.

Chairman Kerns asked Mr. Wesselmann to address the next agenda item, DGR Electric System planning study. Mr. Wesselmann stated that the Electric system planning study has been completed and that Jarrod Luze of DGR engineering was present to give the board a summary of the study. Mr. Luze explained to the board the various needs and deficiencies in the electric system. Mr. Luze then outlined for the board the study's recommendations for how and when to proceed to meet the system needs.

Chairman Kerns asked Trustee Weeks to address the next agenda item, Watershed discussion. Trustee Weeks stated that there has been little progress on the watershed lately. Trustee Weeks stated that she has been in contact with Andy Jensen of DNR and that she would like him at the next board meeting for his opinions and options on fish stocking of the lake.

Chairman Kerns asked Mr. Wesselmann to address the next agenda item, Personnel discussion & action. Mr. Wesselmann stated that he was recommending a pay increase for the Electric Supt. and Asst. Supt. due to the amount of on call that they have to pick up due to staff shortages. Mr. Wesselmann recommended adding \$5,200 a year to their salaries until which time they can come off call. Trustee Montross moved to increase the yearly salary of the Electric Superintendent and the Asst. Superintendent by \$5,200 until they can stop being on call. Seconded by Trustee Weeks. Roll call vote:

AYES: Weeks, Kerns and Montross  
NAYS: None

The Chairman asked the staff to provide information regarding the proposed CY 2017 budget. A period of time was spent discussing estimated revenues and expenditures for CY 2017. The board and staff discussed the budget and how it affected the set of goals and projects completed earlier in the year. The consensus of the board was to make no changes to the preliminary CY 2017 Budget as presented.

Chairman Kerns asked for the trustees to set a date for the CY 2017 Budget hearing. Trustee Montross moved to set the public hearing for the proposed CY 2016 Budget at a special board meeting on November 16, 2016 at 6:30 PM at the Electric Generation Plant, 321 N. 1<sup>st</sup> St, Winterset, Iowa. Seconded by Trustee Weeks. On a voice vote the motion carried.

Mr. Benshoof was asked to give the report on the water department. Mr. Benshoof presented the written report to the board and reported that he met with the

engineer and contractor for the bridge placement over the spillway. Mr. Benshoof stated that Water Tower #2 is to be repainted inside and outside. Mr. Benshoof reported that DNR was at the water plant to conduct a routine sanitary survey and that no obvious deficiencies were noted. Mr. Benshoof stated that they have been trying to improve water flow at the dredge basin. Mr. Benshoof stated that Jason Scoles and Evan Kuhns have passed their Grade 2 water distribution test and he is moving them from Range 14 Step 5 to Range 14 Step 6.

Mr. Johnson was asked to give the report on the electric department. Mr. Johnson presented the written report to the board and reported that they installed primary wire into the new 4-plex and 5-plex behind Fareway. Mr. Johnson reported that they installed the new service to the new concession stand at the ball fields. Mr. Johnson stated that they moved some wires at the city park for a new sidewalk. Mr. Johnson stated that the utilities would be receiving a Venture award from IADG on Tuesday Oct. 25<sup>th</sup>. Mr. Johnson informed the board of the problems with one of the main transformers and the steps being taken to make repairs.

Trustee Weeks stated he had reviewed the claims. Trustee Weeks moved to approve the following list of claims. Seconded by Trustee Montross. Roll call vote:

AYES: Weeks, Kerns and Montross  
NAYS: None

#### UTILITIES

##### ELECTRIC

##### PLANT:

CenturyLink, phone service	262.46
CINTAS First Aid Safety, first aid supplies	92.92
City of Winterset, salaries	1,509.75
City of Winterset, salaries	1,569.75
DeWild Grant Reckert & Assoc, engineer fees	31,086.20
Doc's Soft Water, office supplies	5.89
MidAmerican Energy, gas service	293.92
Quill, office supplies	190.69
Rasmussen Air & Gas Energy, equip repairs	843.56
Shopko Stores, ink cartridges	65.97
SIMECA, purchase power	268,842.16
The Bakery Unlimited, mtg supplies	17.00
Wiegert Disposal, garage service	36.75

##### DISTRIBUTION:

Agriland FS Inc., gasoline	45.47
Border States Electric Supply, line supplies	628.39
Breedings Hardware, cleaning supplies/hdw supplies/safety boots	244.08
Card Services, battery	21.09
Carquest of Winterset, equip maint	26.01
CenturyLink, phone service	34.59
City of Winterset, salaries	8,676.27

City of Winterset, salaries	8,830.75
Ditch Witch Iowa Inc, trencher repairs	1,212.90
Fletcher Reinhardt Co., line supplies	1,080.70
Interstate Battery Center, battery	66.23
Iowa One Call, locates	20.47
Jerry Steenhoek, rebate	500.00
Kris-Davis Co., light fixtures/grounding wires	3,497.30
MidAmerican Energy, energy audits	256.65
MidAmerican Energy, gas service	5.19
Paul Blythe, rebate	24.00
WESCO, splice kits	160.93
Wiegert Disposal, garbage service	30.00
Winterset Oil Co., gasoline	419.90
<u>ACCOUNTING/COLLECTION:</u>	
City of Winterset, reimb internal	346.91
City of Winterset, reimb sewer/reimb garbage	12,001.29
City of Winterset, salaries	1,343.80
City of Winterset, salaries	644.70
Diogenes Ayala, deposit refund/interest	125.63
Jordan Wineinger, deposit refund/interest	125.40
Matt McDonald, deposit refund/interest	125.63
Postmaster, postage	583.76
Sam Hutton, deposit refund/interest	125.63
Skip Chapman, deposit refund/interest	125.63
Todd Good, deposit refund/interest	125.63
Treasurer State of Iowa, 3 <sup>rd</sup> qtr use tax	772.00
Tricia Banks, deposit refund/interest	76.20
Zachary Goodwin, deposit refund/interest	125.63
<u>ADMINISTRATION:</u>	
City of Winterset, benefits	2,100.70
City of Winterset, benefits	8,875.42
City of Winterset, benefits	946.78
City of Winterset, reimb internal	346.91
City of Winterset, salaries	2,133.19
City of Winterset, salaries	2,170.68
City of Winterset, transfer	15,810.00
Iowa Utilities Board, annual assessment	5,019.00
Madison Co Chamber of Commerce, EVP contribution	468.75
Verizon, cellular service	27.48
Water Fund, reimb utilities	4,973.87
<u>TRANSFERS:</u>	
Electric Revenue Bond Sinking, transfer	37,086.44
Electric System Improvement, transfer	5,500.00
ELECTRIC REVENUE BOND SINKING FUND	
<u>DEBT SERVICE:</u>	
SIMECA, debt service	16,000.00

WATER

PLANT:

Adel TV & Appliance, refrigerator	449.00
Agriland FS Inc., gasoline	324.95
Breedings Hardware, cleaning supplies/hdw supplies	45.24
Brittains Std Parts, testing supplies	25.49
Card Services, software	.99
CenturyLink, phone service	205.29
Chem-Sult Inc., chemicals	9,105.36
City of Winterset, salaries	5,755.19
City of Winterset, salaries	6,832.88
Everett Decker, fencing	300.00
Hach Co., lab testing	1,048.37
Huff Well LLC, septic maint	200.00
Hughes Network Systems LLC, internet service	90.94
Iowa Dept of Natural Resources, annual fee	66.00
McMaster-Carr Supply Co., equip maint	57.00
SPX Flow US LLC, equip repairs	1,288.14
State Hygienic Laboratory, lab testing	522.00
USA BlueBook, testing supplies	58.63
Verizon, data service	80.16
Wiegert Disposal, garbage service	60.00
Winterset Farm & Home, fencing supplies	259.87
Winterset Municipal Utilities, utilities	4,973.87
Winterset Oil Co., gasoline	94.68

DISTRIBUTION:

Agriland FS Inc, gasoline	324.94
Breedings Hardware, hdw supplies/safety clothes	180.17
Brittains Std Parts, tools	95.30
Card Services, testing fee	60.00
CenturyLink, phone service	34.59
City of Winterset, salaries	6,636.83
City of Winterset, salaries	7,186.63
Iowa Dept of Natural Resources, certification fee	40.00
Iowa Dept of Natural Resources, certification fee	40.00
Iowa Dept of Natural Resources, certification fee	40.00
Iowa One Call, locates	20.47
Martin Marietta Agg, rock	168.44
Metering & Technology, line supplies	4,437.74
MidAmerican Energy, gas service	5.20
Municipal Supply Inc., line supplies	702.85
Wiegert Disposal, garbage service	30.00
Winterset Oil Co., gasoline	127.78

ACCOUNTING/COLLECTION:

City of Winterset, reimb internal	346.91
City of Winterset, salaries	1,343.80
City of Winterset, salaries	644.69
Postmaster, postage	583.76

ADMINISTRATION:

Utility Board Meeting  
October 19, 2016

City of Winterset salaries	2,170.70
City of Winterset, benefits	10,506.75
City of Winterset, benefits	2,632.37
City of Winterset, benefits	946.78
City of Winterset, reimb internal	346.91
City of Winterset, salaries	2,133.19
City of Winterset, transfer	1,190.00
Delta Dental of Iowa, insurance premium/Capps	103.82
Madison Co Chamber of Commerce, EVP contribution	156.25
Verizon, cellular service	27.47
Wellmark Bluecross/BlueShield, insurance premium/Capps	1,269.87
<u>TRANSFERS:</u>	
Water Revenue Bond Sinking Fund, transfer	66,648.13
Water System Improvement Fund, transfer	5,000.00

**TOTAL REVENUE**

ELECTRIC:	\$553,202.59
WATER:	\$184,646.07

The date of the next regular meeting was set for 6:30 PM, Wednesday, November 16, 2016 at Light Plant. Being no further business, the Chairman declared the meeting was now adjourned.

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Kendall Kerns, Chairman

Attest:

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Stephen Wesselmann, General Manager