

**UTILITY BOARD OF TRUSTEES
CITY HALL COUNCIL CHAMBER
January 13, 2013**

Present: Jan Kahler, Aaron Eltrich (join meeting late), Andrea Jones, Megan Andresen, and Abby Gehl (join meeting late)

Chairperson Kahler called the meeting to order at 4:31 p.m.

Motion by Andresen and seconded by Jones to approve the agenda. All Ayes

Motion by Andresen and seconded by Jones to approve the minutes. All Ayes

Aaron Eltrich joined the meeting.

The first item of business was Election of Officers.

Moved by Andresen and seconded by Eltrich to elect Jan Kahler as Chairperson.

All ayes by roll call vote

Moved by Andresen and seconded by Jones to elect Aaron Eltrich as Vice-Chairperson.

All ayes by roll call vote

Abby Gehl joined the meeting.

Moved by Gehl and seconded by Jones to elect Megan Andresen as Secretary.

All ayes by roll call vote

Clark Schlooz was present as an audience member to talk to the board regarding the MMEU tree trimming policy. He was concerned that recently a MMEU line crew was at his property and trimmed his tree from the power lines, but he had no prior notice or a knock on his door. He suggested that activities like tree trimming this could be put on MMEU website, on the radio, or in the paper. He wanted to know why notices are not being made available to the public. Manager Krogman said general notices should be given to the public, and doesn't know why in the last few years it hasn't been done, but going forward MMEU will use the radio, MMEU website, and local newspaper to get general notices to the public about seasonal tree trimming done by MMEU line crews.

Resolution No. 2021-1 approving payment of \$149,630.84 in a franchise fee to the City of Maquoketa was considered. Moved by Eltrich seconded by Jones to approve Resolution No. 2021-1 titled "Resolution Approving Payment of Franchise Fee to the City of Maquoketa".

All ayes by roll call vote

Discussion was held on approving a resolution approving administrative procurement, reporting, and conflict of interest policies for State and Federal projects. Manager Krogman stated this item came about turning in expenses into FEMA for reimbursement from the Derecho storm damage. It is a requirement to have such a policy on file to receive funds from FEMA. The City had similar policies on file already, and MMEU could go under the City's policies, but it is best if MMEU adopted their own policy. Motion by Gehl and seconded by Andresen to approve Resolution No. 2021-2 – A Resolution Approving Administrative Procurement, Reporting and Conflict of Interest Policies for State and Federal Projects. All Ayes by Roll Call

Discussion was held on the Late Payment Penalty. Manager Krogman stated with the change of billing software, the question of how to apply late payment penalty was questions. Currently, MMEU applies a 2% late fee, with a minimum charge of \$2.00, on the current bill amount (not total balance). After some research, Manager Krogman found it is done different ways across the state, and there are some questions on how it should be done and if the IUB controls how municipals can charge. For now it will be left as is and Krogman will gather more information.

Motion by Eltrich and seconded by Andresen to approve the claims as presented
All Ayes by Roll Call

Budget discussions were held and review of the year end numbers was discussed. 2020 end with revenue just over \$8.4 million which was \$337,622 below budget. Expenditures match about the same ratio compared to revenue. Change in cash was an increase \$213,000.

Manager's Reports - Danny Clark, Distribution Superintendent, went over the cause of outage that happen in January. Boyd Schoenthaler, Power Plant Superintendent, went over that engineers have been on site lately, going over relay setting and trouble shooting other issues. Leesa Budde, office clerk, explained the office will be starting using new billing software this month. Chris Manager stated with the implementation new office software, customer will receive new bills, in a new format, and all customers will receive a paper copy bill this month, and a new online customer portal will be available to set up recurring payments and email bills.

Board Member Reports – Jan Kahler just mentioned about the process about the possibility of replacing the distribution superintendent upon retirement. Manager Krogman stated the process will start internally, and if hired internally, the process will be look at hiring a new lineman apprentice.

Motion by Eltrich and seconded by Jones to adjourn the meeting at 5:06 p.m.

Chairperson, Jan Kahler

ATTEST:

Megan Andresen, Secretary