

The Utility Board of Trustees of Laurens, Iowa met in regular session at the Municipal Building, 272 N. Third Street, Laurens, Iowa, at 11:30 a.m. on the above date. Present were Trustees Richard Main and Jerry Runneberg. Absent was Ben Storms. Also present was General Manager Chad Cleveland.

Motion by Trustee Runneberg and seconded by Trustee Main to approve the agenda for the December 28, 2020 regular meeting. Ayes: All. Nays: None. Motion carried.

Motion by Trustee Runneberg and seconded by Trustee Main to approve the minutes of the November 30, 2020 and December 7, 2020 Board meetings. Ayes: All. Nays: None. Motion carried.

Motion by Trustee Runneberg and seconded by Trustee Main to approve the summary of receipts for November 2020 in the amount of \$334,024.81 and the list of expenses for November 2020 in the amount of \$780,236.92. Ayes: All. Nays: None. Motion carried.

### **Summary of Receipts**

A/R – Electric	\$ 224,319.70
A/R – Communications	\$ 57,887.68
Merchandise/Services – Electric	\$ 5,480.00
Merchandise/Services – Communications	\$ 98.00
Carrier Access Fees – Communications	\$ 1,874.24
Write-Off Recoveries – Electric	\$ 257.00
Investments – Interest Earned	\$ 3,605.13
Deposits – Electric	\$ 712.63
Deposits – Internet	\$ 51.00
Deposits – Cable TV	\$ 30.00
Energy Assistance – Electric	\$ (606.45)
Marathon Energy Sales – Electric	\$ 15,260.11
Tower Lease – Communications	\$ 900.00
Attachment H Revenues – Electric	\$ 24,107.97
Miscellaneous – Cable TV	\$ 17.80
Office Phones – Electric	\$ 30.00
<b>Total Cash Receipts</b>	<b>\$ 334,024.81</b>

Electric Receipts	\$ 273,166.09
<u>Communications Receipts</u>	<u>\$ 60,858.72</u>
<b>Total Cash Receipts</b>	<b>\$ 334,024.81</b>

### **List of Expenses**

A & M Laundry	Dust Mops & Mats	\$ 127.92
AFLAC	Employee Contributions	\$ 368.70
Alliant Energy	Natural Gas	\$ 341.06
Amaril Uniform	FR Clothing	\$ 962.35
Aureon	CALEA/SS7/Switching/Transport	\$ 538.60
Aveis	Group Vision Insurance	\$ 108.48
Border States Electric	Meter Seals/Grounding Clamps	\$ 1,178.88
Century Link Access	Access/Transport Fees	\$ 555.15
Century Link Lexcis	Directory Listings	\$ 29.34
Consortia Consulting	Consulting Contract	\$ 1,155.00
Counsel	Lanier Copier Support	\$ 63.87
Customers	Deposit/Credit Refunds	\$ 202.46
Department of Energy	WAPA Power Bill	\$ 25,467.59
DGR Engineering	Marathon Rate Calculations	\$ 648.00
Echo Group	Supplies	\$ 30.78

Employee Benefit Systems	Self-Funding – Administration	\$ 120.00
Employee Benefit Systems	Self-Funding – Claims	\$ 2,479.53
Fox Sports Net North	Programming Fees	\$ 1,398.12
Grainger	Supplies	\$ 64.57
Gray Television Group	Programming Fees	\$ 1,335.00
Gworks	Annual License/Support Renewal	\$ 3,419.06
Hearst Television	Programming Fees	\$ 1,227.44
Heart N Home	Funeral Flowers	\$ 42.80
ICMA RC	Employee Contributions	\$ 1,200.00
Internal Revenue Service	Payroll Taxes	\$ 11,031.69
Interstate TRS Fund	TRS Fund Assessment	\$ 213.95
Iowa Department of Revenue	Sales Tax	\$ 6,158.00
Iowa Department of Revenue	State Withholding	\$ 1,892.00
Iowa Public Employees Retirement System	IPERS Contributions	\$ 7,259.25
Iowa Utilities Board	IUB/OCA Assessment	\$ 1,788.00
KTIV-TV	Programming Fees	\$ 1,611.00
Laurens Chamber	Chamber Bucks	\$ 1,950.00
Laurens, City of	Utility Billing	\$ 89,260.48
Laurens Food Pride	Supplies	\$ 73.30
Laurens Municipal Power & Communications	Communications Bill	\$ 129.31
Laurens Plumbing	Miscellaneous Supplies	\$ 290.59
Laurens State Bank	Service Charges	\$ 29.82
Laurens Sun	Publications/Advertising	\$ 568.21
Long Lines	Communication Services	\$ 9,605.83
Merchant Bankcard	Credit Card Processing Fees	\$ 805.87
Mid-American Energy	NEAL 4 Operations	\$ 11,000.00
Mid-American Energy	Capacity Assignment	\$ 18,132.90
Murphy Tower Service	Tower Maintenance – Lights	\$ 1,282.50
National Cable Television Cooperative	Programming Fees	\$ 32,623.60
Nexstar Broadcasting	Programming Fees	\$ 1,195.28
NIMECA	Power Bill	\$ 44,873.33
Oakhill Consulting	FTTH Project	\$ 1,518.00
Office Elements	Office Supplies	\$ 189.60
Payroll	Salaried, Hourly & Overtime	\$ 31,587.57
PLIC-SBD Grand Island	Life/Disability Insurance	\$ 497.84
Pocahontas County E911	E911 Fees	\$ 1,261.46
Pop Media	Programming Fees	\$ 45.56
Postmaster	Postage – Utility Billing	\$ 365.50
Pro Cooperative	Fuel	\$ 272.45
R&D Industries	Network Support/Vmware Renewal	\$ 1,039.25
Roettger, Caleb	FR Clothing	\$ 312.84
Secure Shred Solutions	Paper Shredding	\$ 24.00
Spencer Municipal Utilities	Transport Fees	\$ 660.75
Sonksen, Karla	Company Clothing	\$ 42.78
Tegna	Programming Fees	\$ 1,393.60
Upper Des Moines Energy Assistance	Refund	\$ 418.11
UMB	Bond Payment	\$ 442,150.00
Unity Point Occupational Medicine	Drug Test	\$ 42.00
US Card Systems	Credit Card Terminal Lease	\$ 29.95
Verizon	Wireless Phone Service	\$ 207.52
Visa	Christmas Decorations – LED Bulbs	\$ 1,054.83
Wellmark Blue Cross Blue Shield	Group Health Insurance	\$ 9,962.43
Zcorum	Cable Modem Provisioning	\$ 806.88
Ziegler, Inc.	Skid Loader Maintenance	\$ 1,514.39
	<b>Total Expenses</b>	<b>\$ 780,236.92</b>

Electric Expenses	\$ 691,801.21
Communications Expenses	\$ 88,435.71
<b>Total Expenses</b>	<b>\$ 780,236.92</b>

Trustees reviewed the Utility Funds Report, Balance Sheet, and Income Statement for November 2020. No specific action was taken.

Trustee Ben Storms joined the meeting at 12:30 p.m.

At 12:40 p.m. Chairman Main declared this being the time and place fixed for a public hearing on the matter of the adoption of plans, specifications, form of contract, and estimate of cost for the construction of certain public improvements described in general as LAURENS MUNICIPAL ELECTRIC UTILITY 2021 FTTH PROJECT, the Chairman called for any oral objections to the adoption of the plans, specifications, form of contract, and estimate of cost. No oral objections were offered and the Secretary reported that no written objections thereto had been filed. Whereupon, the Chairman declared the time for receiving oral and written objections to be closed.

At 12:45 p.m. Chairman Main declared the public hearing on the adoption of plans, specifications, form of contract, and estimate of cost for the construction of certain public improvements described in general as LAURENS MUNICIPAL ELECTRIC UTILITY 2021 FTTH PROJECT to be closed.

Trustee Runneberg introduced the following Resolution entitled "RESOLUTION ADOPTING PLANS, SPECIFICATIONS, FORM OF CONTRACT, AND ESTIMATE OF COST", and moved that the same be adopted. Trustee Storms seconded the motion to adopt. The roll was called and the vote was,

Ayes: Main, Runneberg, and Storms. Nays: None.

Whereupon, the Chairman declared the following Resolution duly adopted:

**RESOLUTION ADOPTING PLANS, SPECIFICATIONS, FORM OF CONTRACT,  
AND ESTIMATE OF COST**

WHEREAS, on the 7<sup>th</sup> day of December, 2020, plans, specifications, form of contract, and estimate of cost were filed with the Secretary for the construction of certain public improvements described in general as LAURENS MUNICIPAL ELECTRIC UTILITY 2021 FTTH PROJECT; and

WHEREAS, notice of hearing on plans, specifications, form of contract, and estimate of cost for the public improvements was published as required by law;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE MUNICIPAL ELECTRIC UTILITY OF THE CITY OF LAURENS, IOWA:

Section 1. That the plans, specifications, form of contract, and estimate of cost are hereby approved as the plans, specifications, form of contract, and estimate of cost for the public improvements, as described in the preamble of this Resolution.

PASSED AND APPROVED, this 28<sup>th</sup> day of December 2020.

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Chairman, Board of Trustees

ATTEST: \_\_\_\_\_  
Secretary, Board of Trustees

### Report of Opening of Construction Bids

Bids were received until 2:00 p.m. on December 22, 2020 in the Utilities office, City of Laurens, Iowa, presided over by the Secretary. Present was: Chad Cleveland, Secretary of the Board of Trustees.

At said time it was announced that it was time to receive, open, and tabulate bids for the LAURENS MUNICIPAL ELECTRIC UTILITY 2021 FTTH PROJECT, in accordance with the plans and specifications heretofore filed with the Secretary. The following bids were thereupon received, opened, inspected, and tabulated, to-wit:

<u>Name and Address of Bidder</u>	<u>Amount of Bid</u>
MP Nexlevel, LLC 500 County Rd 37 East Maple Lake, MN 55358	\$1,793,223.84
A&A Electric & Underground Construction, Inc. 100 9 <sup>th</sup> Street SE Kasson, MN 55944	\$2,252,028.50
Telcom Construction, LLC 2218 200 <sup>th</sup> Street East Clearwater, MN 55320	\$2,544,920.30
Oddson Underground, Inc. 50 16 <sup>th</sup> Street Windom, MN 56101	\$2,799,736.50
Anderson Underground, Inc. 4985 Quail Road NE Sauk Rapids, MN 56377	\$2,740,649.60

Whereupon it was declared that all bids have been received and that the Board of Trustees will consider and act on the bids at its meeting as provided in the notice of bids heretofore published.

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Secretary, Board of Trustees

Trustee Storms introduced the following Resolution entitled "RESOLUTION MAKING AWARD OF CONSTRUCTION CONTRACT" and moved that the Resolution be adopted. Trustee Runneberg seconded the motion to adopt. The roll was called and the vote was,

Ayes: Main, Runneberg, and Storms. Nays: None.

Whereupon, the Chairman declared the following Resolution duly adopted:

#### RESOLUTION MAKING AWARD OF CONSTRUCTION CONTRACT

BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE MUNICIPAL ELECTRIC UTILITY OF THE CITY OF LAURENS, IOWA:

Section 1. That the following bid for the construction of certain public improvements described in general as LAURENS MUNICIPAL ELECTRIC UTILITY 2021 FTTH PROJECT, described in the plans and specifications heretofore adopted by this Board of Trustees on December 28, 2020, be and is hereby accepted, the same being the lowest responsible bid received for such work, as follows:

Contractor: MP Nexlevel, LLC  
500 County Rd 37 East  
Maple Lake, MN 55358

Amount of Bid: \$1,793,223.84      Portion of Project: Construction Labor

Section 2. That the Chairman and Secretary are hereby directed to execute a contract with each of the contractors for the construction of the public improvements, such contracts not to be binding on the City until approved by this Board of Trustees.

PASSED AND APPROVED, this 28<sup>th</sup> day of December 2020.

\_\_\_\_\_  
Chairman, Board of Trustees

ATTEST: \_\_\_\_\_  
Secretary, Board of Trustees

At 1:55 p.m. Chairman Main announced that this was the time and place for the public hearing and meeting on the matter of the authorization of a Loan Agreement and the issuance of not to exceed \$9,000,000 Electric Revenue Capital Loan Notes, of the City of Laurens, State of Iowa, to provide funds to pay the costs of improvements and extensions to the Municipal Electric Utility, including the construction of a fiber-to-the-premise communications system, a new fiber management frame in the Network Operations Center and installation of conduit, fiber, vaults, handholes, pedestals and multiport service terminals to serve the Municipal Electric Utility, and refunding and refinancing outstanding electric revenue obligations, including Electric Revenue Capital Loan Notes, Series 2012, and that notice of the proposed action by the Board to institute proceedings for the authorization of the Loan Agreement and the issuance of the Notes had been published pursuant to the provisions of Sections 384.24A and 384.83 of the Code of Iowa.

The Chairman then asked the Secretary whether any written objections had been filed by any resident or property owner of the City to the issuance of the Notes. The Secretary advised the Chairman and the Board that no written objections had been filed. The Chairman then called for oral objections to the issuance of the Notes and none were made. Whereupon, the Chairman declared the time for receiving oral and written objections to be closed.

Whereupon, at 2:00 p.m., Chairman Main declared the hearing on the authorization of entering into a Loan Agreement and the issuance of the Notes to be closed.

Trustee Runneberg introduced and delivered to the Secretary the Resolution hereinafter set out entitled "RESOLUTION INSTITUTING PROCEEDINGS TO TAKE ADDITIONAL ACTION FOR THE AUTHORIZATION OF A LOAN AGREEMENT AND THE ISSUANCE OF NOT TO EXCEED \$9,000,000 ELECTRIC REVENUE CAPITAL LOAN NOTES" and moved that the Resolution be adopted. Trustee Storms seconded the motion. The roll was called and the vote was,

Ayes: Main, Runneberg, and Storms. Nays: None.

Whereupon, the Chairman declared the measure duly adopted.

RESOLUTION INSTITUTING PROCEEDINGS TO TAKE ADDITIONAL ACTION  
FOR THE AUTHORIZATION OF A LOAN AGREEMENT AND THE ISSUANCE  
OF NOT TO EXCEED \$9,000,000 ELECTRIC REVENUE CAPITAL LOAN NOTES

WHEREAS, pursuant to notice published as required by law, the Board of Trustees has held a public meeting and hearing upon the proposal to institute proceedings for the authorization of a Loan

Agreement and the issuance of not to exceed \$9,000,000 Electric Revenue Capital Loan Notes, in order to provide funds to pay the costs of improvements and extensions to the Municipal Electric Utility, including the construction of a fiber-to-the-premise communications system, a new fiber management frame in the Network Operations Center and installation of conduit, fiber, vaults, handholes, pedestals, and multiport service terminals to serve the Municipal Electric Utility, and refunding and refinancing outstanding electric revenue obligations, including Electric Revenue Capital Loan Notes, Series 2012, and has considered the extent of objections received from residents or property owners as to the proposed issuance of Notes; and accordingly the following action is now considered to be in the best interests of the City and residents thereof.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE MUNICIPAL UTILITIES OF THE CITY OF LAURENS, STATE OF IOWA:

Section 1. That this Board does hereby institute proceedings and take additional action for the authorization of a Loan Agreement and the issuance in the manner required by law of not to exceed \$9,000,000 Electric Revenue Capital Loan Notes, for the foregoing purposes.

Section 2. This Resolution shall serve as a declaration of official intent under Treasury Regulation 1.150-2 and shall be maintained on file as a public record of such intent. It is reasonably expected that the electric fund moneys may be advanced from time to time for capital expenditures which are to be paid from the proceeds of the above Notes. The amounts so advanced shall be reimbursed from the proceeds of the Notes not later than eighteen months after the initial payment of the capital expenditures or eighteen months after the property is placed in service. Such advancements shall not exceed the amount authorized in this Resolution unless the same are for preliminary expenditures or unless another declaration of intention is adopted.

PASSED AND APPROVED this 28<sup>th</sup> day of December, 2020.

\_\_\_\_\_  
Chairman, Board of Trustees

ATTEST:

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Secretary, Board of Trustees

Motion by Trustee Storms and seconded by Trustee Runneberg to approve the proposed energy efficiency rebates for calendar year 2021. Ayes: All. Nays: None. Motion carried.

Motion by Trustee Runneberg and seconded by Trustee Storms to approve the Engagement Letter from T.P. Anderson & Company to perform an audit on our calendar year 2020 financials. Ayes: All. Nays: None. Motion carried.

Discussion was held on employee wages and the group health insurance premiums for calendar year 2021. Motion by Trustee Storms and seconded by Trustee Runneberg to increase the wage scales by 4.0 percent and to have the employees who have family health insurance contribute 8 percent of the difference between the family and single coverage premium. Ayes: All. Nays: None. Motion carried.

Motion by Trustee Runneberg and seconded by Trustee Storms to set the General Manager's wage for calendar year 2021 at Grade 5, Step 32 of the General Manager's wage scale. Ayes: All. Nays: None. Motion carried.

There being no further business, the Chairman declared the meeting adjourned at 3:40 p.m.

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Chairman, Board of Trustees

ATTEST:

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Secretary, Board of Trustees