

November 22, 2021

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 Ben Storms. Absent: Jerry Runneberg. Also present was General Manager Chad Cleveland. Trustee Jerry Runneberg joined the meeting at 1:40 p.m.

Motion by Trustee Storms and seconded by Trustee Main to approve the agenda for November 22, 2021 regular meeting. Ayes: All. Nays: None. Motion carried.

Motion by Trustee Storms and seconded by Trustee Main to approve the minutes of the October 25, 2021 Board meeting. Ayes: All. Nays: None. Motion carried.

Motion by Trustee Storms and seconded by Trustee Main to approve the summary of receipts for October 2021 in the amount of \$346,533.82 and the list of expenses for October 2021 in the amount of \$269,737.09. Ayes: All. Nays: None. Motion carried.

Summary of Receipts

| | |
|---------------------------------------|----------------------|
| A/R – Electric | \$ 248,947.15 |
| A/R – Communications | \$ 58,135.24 |
| Merchandise/Services – Electric | \$ 267.50 |
| Merchandise/Services – Communications | \$ 90.00 |
| Carrier Access Fees – Communications | \$ 4,587.55 |
| Deposits – Electric | \$ 1,250.00 |
| Deposits – Internet | \$ 315.00 |
| Marathon Energy Sales – Electric | \$ 8,240.13 |
| Tower Lease – Communications | \$ 1,451.62 |
| Attachment H Revenues – Electric | \$ 23,142.42 |
| Miscellaneous – Telephone | \$ 16.00 |
| Miscellaneous – Cable TV | \$ 61.21 |
| Office Phones – Electric | \$ 30.00 |
| Total Cash Receipts | \$ 346,533.82 |

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|----------------------------|----------------------|
| Electric Receipts | \$ 281,877.20 |
| Communications Receipts | \$ 64,656.62 |
| Total Cash Receipts | \$ 346,533.82 |

List of Expenses

| | | |
|--------------------------|-------------------------------|--------------|
| A & M Laundry | Dust Mops & Mats | \$ 127.92 |
| Advanced Media Tech | Cable Modems | \$ 1,085.91 |
| AFLAC | Employee Contributions | \$ 245.80 |
| Alliant Energy | Natural Gas | \$ 362.17 |
| Aureon | CALEA/SS7/Switching/Transport | \$ 572.24 |
| Aveis | Group Vision Insurance | \$ 108.48 |
| Big 10 Network | Programming Fees | \$ 528.75 |
| Border States Electric | Splicing Supplies | \$ 384.69 |
| Cleveland, Chad | Meeting Expense | \$ 87.36 |
| Community State Bank | Service Charges | \$ 100.97 |
| Consortia Consulting | Consulting Contract | \$ 975.00 |
| Counsel | Lanier Copier Support | \$ 62.14 |
| Customers | Deposit/Credit Refunds | \$ 70.78 |
| Department of Energy | WAPA Power Bill | \$ 27,164.08 |
| DGR Engineering | Engineering Fees | \$ 286.50 |
| Employee Benefit Systems | Self-Funding Administration | \$ 120.00 |

| | | | |
|--|---------------------------------|-----------|-------------------|
| Employee Benefit Systems | Self-Funding Claims | \$ | 947.20 |
| Gray Television Group | Programming Fees | \$ | 801.00 |
| Graybar Electric | FTTP Project Materials | \$ | 2,588.99 |
| Gworks | Software Installation/Training | \$ | 3,187.50 |
| Hearst Television | Programming Fees | \$ | 1,650.60 |
| ICMA RC | Employee Contributions | \$ | 1,000.00 |
| Internal Revenue Service | Payroll Taxes | \$ | 8,696.33 |
| Internal Revenue Service | Federal Excise Tax | \$ | 688.54 |
| Interstate TRS Fund | TRS Fund Assessment | \$ | 178.62 |
| Iowa Department of Revenue | Sales Tax | \$ | 8,252.00 |
| Iowa Department of Revenue | State Withholding | \$ | 1,425.00 |
| Iowa One Call | Locates | \$ | 182.70 |
| Iowa Public Employees Retirement System | IPERS Contributions | \$ | 5,567.01 |
| KTIV TV | Programming Fees | \$ | 7,406.00 |
| Laurens, City of | Utility Billing | \$ | 95,021.67 |
| Laurens Food Pride | Cleaning Supplies | \$ | 7.60 |
| Laurens House of Print | Paper/Envelopes | \$ | 163.72 |
| Laurens Municipal Power & Communications | Communications Bill | \$ | 137.44 |
| Laurens Municipal Utilities | Utility Bill | \$ | 102.02 |
| Laurens Plumbing | Miscellaneous Supplies | \$ | 127.36 |
| Laurens Sun | Publications/Advertising | \$ | 724.89 |
| Long Lines | Communication Services | \$ | 9,457.81 |
| Lumen Access | Access/Transport Fees | \$ | 552.28 |
| Lumen Lexcis | Directory Listings | \$ | 36.45 |
| Merchant Bankcard | Credit Card Processing Fees | \$ | 744.61 |
| National Cable Television Cooperative | Programming Fees | \$ | 15,670.28 |
| Nexstar Broadcasting | Programming Fees | \$ | 1,571.14 |
| NIMECA | Power Bill | \$ | 12,128.69 |
| NIMECA | FERC Attorney Fees | \$ | 410.48 |
| Oakhill Consulting | FTTP Project Engineering | \$ | 2,211.00 |
| Office Elements | Office Supplies | \$ | 12.84 |
| Payroll | Salaried, Hourly & Overtime | \$ | 23,720.30 |
| PLIC-SBD Grand Island | Life/Disability Group Insurance | \$ | 559.28 |
| Pocahontas County 911 | E911 Fees | \$ | 1,184.46 |
| Pop Media | Programming Fees | \$ | 44.54 |
| Postmaster | Postage/Permit | \$ | 132.50 |
| Power & Telephone | FTTP Project Materials | \$ | 17,443.92 |
| Pro Cooperative | Fuel/Diesel | \$ | 422.04 |
| R&D Industries | Network Support | \$ | 582.00 |
| Richardson's Service | Vehicle Maintenance | \$ | 64.75 |
| Siepkers Auto | Vehicle Maintenance | \$ | 64.94 |
| Spencer Municipal Utilities | Fiber Lease | \$ | 450.00 |
| TP Anderson & Company | Neal 4 Assistance | \$ | 170.00 |
| US Card Systems | Credit Card Terminal Lease | \$ | 29.95 |
| Verizon | Wireless Phone Service | \$ | 207.52 |
| Visa | Board Meeting/Cordless Phones | \$ | 222.85 |
| Wellmark Blue Cross Blue Shield | Group Health Insurance | \$ | 9,698.49 |
| Zcorum | Cable Modem Provisioning | \$ | 804.99 |
| | Total Expenses | \$ | 269,737.09 |

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|-------------------------|-----------|-------------------|
| Electric Expenses | \$ | 204,061.11 |
| Communications Expenses | \$ | 65,675.98 |
| Total Expenses | \$ | 269,737.09 |

Trustees reviewed the Utility Funds Report, Income Statement, and Balance Sheet for October 2021. Motion by Trustee Storms and seconded by Trustee Main to authorize the Investment Committee to reinvest CD #71246 upon maturity. Ayes: All. Nays: None. Motion carried.

At 12:35 p.m. Chairman Main announced that this was the time and place for the public hearing and meeting on the matter of amending the Calendar Year 2021 Budget as published in the Laurens Sun on November 10, 2021.

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

At 12:40 p.m. Chairman Main declared the hearing on the matter of Amending the Calendar Year 2021 Budget to be closed.

Trustee Storms introduced and moved for adoption a resolution approving the amendment to Calendar Year ending December 31, 2021 Budget as set forth in the detailed budget worksheet in support thereof showing the estimated revenues and expenditures for said calendar year. Trustee Main seconded the motion. The roll was called, and the vote was:

Ayes: Main and Storms. Nays: None.

The Chairman declared the resolution duly adopted.

At 12:45 p.m. Chairman Main announced that this was the time and place for the public hearing and meeting on the matter of Approving the Calendar Year 2022 Budget as published in the Laurens Sun on November 10, 2021.

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

At 12:50 p.m. Chairman Main declared the hearing on the matter of Approving the Calendar Year 2022 Budget to be closed.

Trustee Storms introduced and moved for adoption a resolution approving the Calendar Year ending December 31, 2022 Budget as set forth in the detailed budget worksheet in support thereof showing the estimated revenues and expenditures for said calendar year. Trustee Main seconded the motion. The roll was called, and the vote was:

Ayes: Main and Storms. Nays: None.

The Chairman declared the resolution duly adopted.

Discussion was held on potential capital improvement projects for the next couple years. No specific action was taken.

Motion by Trustee Runneberg and seconded by Trustee Storms to approve Pay Request #7 in the amount of \$67,647.54 for the work completed on the Laurens 2021 Electric Improvements/Fiber-To-The-Premise Project by MP Nexlevel, LLC. Ayes: All. Nays: None. Motion carried.

Motion by Trustee Storms and seconded by Trustee Runneberg to approve the Dark Fiber License Agreement with Northwest Communications, Inc. Ayes: All. Nays: None. Motion carried.

Motion by Trustee Runneberg and seconded by Trustee Storms to approve the offer to buy the real property situated in Laurens, Iowa, now bare ground which housed the former Jack Links warehouse, also known as the old Hakes building, that was recently torn down on the west side of First Street for an amount of \$15,000.00. Seller of the property is the Laurens Industrial Foundation. Ayes: All. Nays: None. Motion carried.

Motion by Trustee Runneberg and seconded by Trustee Storms to approve the renewal of our group health insurance plan with Wellmark Blue Cross Blue Shield through Woodley Insurance. The renewal goes into effect on December 1, 2021 and runs through November 30, 2022. The Utility will be staying with the same health plan code ERF and drug code TMN. The Utility will continue to partially self-fund the group health insurance plan as follows:

| <u>ERF/TMN</u> | | <u>Administered As</u> |
|--------------------|-----------------------|------------------------|
| \$2,500 / \$5,000 | Deductibles | \$250 / \$500 |
| \$5,000 / \$10,000 | Out-Of-Pocket Maximum | \$1,000 / \$2,000 |
| \$8 / \$35 / \$50 | Drug Plan | \$8 / \$25 / \$40 |

Single coverage monthly premium will be \$823.11. Family coverage monthly premium will be \$2,057.87. Ayes: All. Nays: None. Motion carried.

Motion by Trustee Runneberg and seconded by Trustee Storms to approve the renewal of our group dental insurance plan with Blue Dental through Woodley Insurance. The renewal goes into effect on December 1, 2021 and runs through November 30, 2022. The Utility will be using dental plan Code 206. Single coverage monthly premium will be \$44.50. Family coverage monthly premium will be \$146.70. Ayes: All. Nays: None. Motion carried.

Motion by Trustee Runneberg and seconded by Trustee Storms to approve the renewal of our group life, AD&D, short-term, and long-term disability insurance plan with Principal through Woodley Insurance. The renewal goes into effect on January 1, 2022 and runs through December 31, 2022. The monthly premium will be \$570.10. Ayes: All. Nays: None. Motion carried.

Motion by Trustee Runneberg and seconded by Trustee Storms to approve a budget of up to \$1,000 for the 2021 Holiday Lighting Discount. Ayes: All. Nays: None. Motion carried.

Motion by Trustee Storms and seconded by Trustee Runneberg to approve a One Time Payment of \$300 in Laurens Chamber Bucks to all full-time employees and \$150 in Laurens Chamber Bucks to all part-time and seasonal employees for calendar year 2021. Ayes: All. Nays: None. Motion carried.

Trustee Storms left the meeting at 3:15 p.m.

Wage Scales for Calendar Year 2022 was tabled until next meeting.

General Manager Salary for Calendar Year 2022 was tabled until next meeting

There being no further business, the Chairman declared the meeting adjourned at 3:30 p.m.

Richard Main
Chairman, Board of Trustees

ATTEST: Chad Cleveland
Secretary, Board of Trustees