

The Harlan Municipal Utilities' Board of Trustees met in regular session, October 25, 2018, pursuant to the rules and regulations as set forth in the office of the Secretary. Present were Trustees: Nella Seivert, Terry Arentson, David Tyrrel and Connie Wees. Absent: Rees. Staff Present: Kenneth Weber, Jennifer Kelly, Darwin Gessert, Doug Hammer and Jim Gedwillo. Media: Bob Bjoin. City: Gene Gettys and Mike Kolbe. Legal Counsel: None. Special Guests: Matt Stoffel from PFM and Ryan Pieken from Oxen. Todd Valline was also present.

The meeting was called to order at 4:00 p.m. in the HMU Boardroom by Chairperson Tyrrel.

Moved by Arentson, seconded by Seivert, to approve the agenda.

Moved by Seivert, seconded by Wees, to approve the consent agenda which included: A) Approve Minutes of the Board Meeting of October 11, 2018; B) Approve Abstract of Claims No. 1129 in the amount of \$697,404.28 and payment of same; C) Next Board Meeting Dates of November 8 [Electronic]. A roll call vote was taken on the motion as follows: Arentson – Aye; Seivert – Aye; Tyrrel – Aye and Wees – Aye. Motion carried unanimously.

Moved by Arentson, seconded by Wees, to schedule Thursday, November 29, 2018, as the second board meeting in November. A roll call vote was taken on the motion as follows: Arentson – Aye; Seivert – Aye; Tyrrel – Aye and Wees – Aye. Motion carried unanimously.

It was announced that at the October 2, 2018 City Council Meeting Nella Seivert was re-appointed to serve on the Harlan Municipal Utilities Board of Trustees for a second term expiring November 21, 2024.

Moved by Arentson, seconded by Seivert, to approve Resolution No. 12-12 Honoring the Service of Michael P. Jones to the Harlan Municipal Utilities. A roll call vote was taken on the motion as follows: Arentson – Aye; Seivert – Aye; Tyrrel – Aye and Wees – Aye. Motion carried unanimously.

Moved by Arentson, seconded by Seivert, to set the Employee Recognition Banquet for January 19, 2019. A roll call vote was taken on the motion as follows: Arentson – Aye; Seivert – Aye; Tyrrel – Aye and Wees – Aye. Motion carried unanimously.

Moved by Arentson, seconded by Wees, to approve P&E Change Orders No. 4A & 4B in the amounts of \$4,816.72 and \$4,242.84, respectively. A roll call vote was taken on the motion as follows: Arentson – Aye; Seivert – Aye; Tyrrel – Aye and Wees – Aye. Motion carried unanimously.

Moved by Arentson, seconded by Seivert, to approve the MCR Performance Solutions invoice in the amount of \$10,717.88. A roll call vote was taken on the motion as follows: Arentson – Aye; Seivert – Aye; Tyrrel – Aye and Wees – Aye. Motion carried unanimously.

Moved by Seivert, seconded by Arentson, to approve Change Order No. 18 in the amount of \$10,579.48 for the 2017 Phase 2 Fiber to the Home (FTTH) Project. Budget Amendment. A roll call vote was taken on the motion as follows: Arentson – Aye; Seivert – Aye; Tyrrel – Aye and Wees – Aye. Motion carried unanimously.

Moved by Arentson, seconded by Seivert, to approve the Bobcat lease equipment upgrade this Fall and for the annual renewal in November of 2019. This fall the net price increased \$5,131.82. In November of 2019 the price will increase to \$15,082.56 annually. Budget Amendment. A roll call vote was taken on the motion as follows: Arentson – Aye; Seivert – Aye; Tyrrel – Aye and Wees – Aye. Motion carried unanimously.

Moved by Arentson, seconded by Wees, to approve the purchase of a furnace for the old light plant due to storing of equipment that needs a heated area. The estimated cost is \$3,099.79. A roll call vote was taken on the motion as follows: Arentson – Aye; Seivert – Aye; Tyrrel – Aye and Wees – Aye. Motion carried unanimously.

Moved by Arentson, seconded by Wees, to approve the banking resolutions as follows: Resolution No. 43, Machine Signed Signatures; No. 44, Corporate Authorization; and No. 45, Wire transfer Authorization. All documents are adding the newest board member Randall Rees. A roll call vote was taken on the motion as follows: Arentson – Aye; Seivert – Aye; Tyrrel – Aye and Wees – Aye. Motion carried unanimously.

Moved by Arentson, seconded by Wees, to approve the Insurance Committee's recommendation for the Flex and Dependent Care contribution amounts to match the IRS maximum amount each year if released by the IRS by November 1. A roll call vote was taken on the motion as follows: Arentson – Aye; Seivert – Aye; Tyrrel – Aye and Wees – Aye. Motion carried unanimously.

Moved by Wees, seconded by Seivert to approve Resolution No. 75-2018 Updating the Holiday Section of the Manual of Benefits and Personnel Policies and to allow Cashier to carryover the 2018 floating holidays to the calendar year 2019. This allows part-time employees to earn one floating holiday for Christmas Eve and New Year's Eve on an annual basis in lieu of a ½ day worked for each. All floating holidays must be used by December 31. A roll call vote was taken on the motion as follows: Arentson – Aye; Seivert – Aye; Tyrrel – Aye and Wees – Aye. Motion carried unanimously.

Discussion was held on the Post Employment Health Plan (PEHP). The PEHP is a plan that allows public employees (at time of separation of employment) to convert all sick leave tax-free to a plan that allows those monies to be spent on designated (health) insurance premiums included in the plan. The plan will be brought back to the Board for final approval at a later date.

Discussion was held on employee shared leave plans and employees needing a leave of absence when paid leave time has been exhausted. The Board directed a non-paid leave plan for family medical conditions be brought back to the next meeting and was not in favor of a shared leave program.

Moved by Arentson, seconded by Seivert, to approve the Contract for the 12<sup>th</sup> Street Water Tower Maintenance Project pending legal review. Weber stated the legal counsel has reviewed the contract and had minor changes for addresses only. The contract term is indefinite. The first ten (10) annual fees shall be \$33,948.00 per contract year and the annual fee for Contract year 11 shall be \$28,589.00. Each anniversary thereafter, the annual fee shall be adjusted to reflect the current cost of service limited to a maximum of 5% annually. A roll call vote was taken on the motion as follows: Arentson – Aye; Seivert – Aye; Tyrrel – Aye and Wees – Aye. Motion carried unanimously.

Moved by Seivert, seconded by Wees, to approve the purchase of video editing equipment. The approximate cost of equipment is \$2,500.00 which shall be charged to the cable department. A roll call vote was taken on the motion as follows: Arentson – Aye; Seivert – Aye; Tyrrel – Aye and Wees – Aye. Motion carried unanimously.

Discussion was held on the budgeted item of an ISP Server Replacement/Upgrade in the amount of \$60,000. Ryan Pieken of Oxen gave a short presentation. Weber asked that the telecommunications committee be reconvened to discuss this in further detail.

Moved by Arentson, seconded by Seivert, to allow the Cashier a temporary increase in hours due to a leave of absence in the department. Tyrrel verified that the employee was okay with the temporary increase of hours. A roll call vote was taken on the motion as follows: Arentson – Aye; Seivert – Aye; Tyrrel – Aye and Wees – Aye. Motion carried unanimously.

Matt Stoffel of PFM Financial Services gave an update on the Cashflow Analyses on all departments.

Following the Chief Executive Officer's report, the meeting was adjourned.

These minutes are as recorded by the Secretary and are subject to approval at the next meeting of the Board of Trustees.

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CHAIRPERSON, David Tyrrel (*term 2023*)

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VICE-CHAIRPERSON, Nella Seivert (*term 2018*)

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TRUSTEE, Vacant (*term 2019*)

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TRUSTEE, Terry Arentson (*term 2021*)

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TRUSTEE, Connie Wees (*term 2022*)