

The Harlan Municipal Utilities' Board of Trustees met in regular session, January 28, 2021, pursuant to the rules and regulations as set forth in the office of the Secretary. Due to the Covid-19 pandemic and social distancing recommendations the meeting was held electronically via Zoom for the public. Board members and staff were present on site in the HMU Boardroom. Present were Trustees: David Tyrrel, Connie Borkowski, Terry Arentson, and Randall Rees. Absent: Nella Seivert. Staff Present: Kenneth Weber, Jennifer Kelly, Darwin Gessert and Jim Gedwillo. Present via Zoom: Gene Gettys, Troy Schaben, Mike Anliker, Mike Kolbe, Todd Valline and Gary Brons of McClure Engineering.

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

Moved by Tyrrel, seconded by Rees, to approve the agenda.

Moved by Tyrrel, seconded by Rees, to approve the consent agenda which included: A) Approve Minutes of the Electronic Board Meeting of January 14, 2021; B) Abstract of Claims No. 1181 in the amount of \$969,754.02 and payment of same; and C) Upcoming Board Meetings of February 11, 2021, (Electronic), and February 25, 2021 (Via zoom for public); D) Publication of 2020 wages as follows: Barrett, Amy L, 51,685.29; Bates, Shawn K, 1,330.35; Bielenberg, Richard D, 66,665.14; Bissen, Kevin J, 63,287.64; Brown, Lela L, 48,373.68; Burroughs, Patricia K, 44,601.49; Chadwick-Kelly, Jennifer L, 70,509.00; Cote, Donald R, 60,374.09; Doonan, Troy M., 61,657.38; Eggerss, Ryan P., 55,180.23; Gedwillo, James R, 82,753.25; Gessert, Darwin I, 83,643.72; Gessert, Dean A, 83,383.36; Gessert, Jessica L, 19,691.45; Gessert, Stephen J, 75,633.28; Hagle, Alexis a, 47,304.68; Hammer, Douglas L, 43,134.63; Harrison, Trevor J, 11,688.92; Holloway, Kenneth R, 77,257.19; Keane, Shelby C, 40,920.36; Kiesel, Schuyler D, 26,507.89; Lasher, Brian L., 54,571.10; Mclaughlin, Debra A., 60,215.37; Musich, Kevin M., 65,267.81; Newcomb, Jordan, 17,523.42; Ransom, Troy E, 58,172.29; Rose, Eric D., 58,439.98; Swank, David T, 55,301.68; Taylor, Brian, 39,729.38; Travis, Kyle D, 51,984.53; Warner, Colburn L., 65,988.26; Weber, Kenneth C, 137,844.29; Wingert, Paul A, 51,798.97. A roll call vote was taken as follows: Tyrrel – Aye; Borkowski – Aye; Arentson– Aye; and Rees – Aye. Motion carried unanimously.

Moved by Arentson, seconded by Tyrrel, to approve the banking resolutions changing last name of Connie Wees to Borkowski. The following resolutions were approved: Resolution No. 43 - Machine Signed Signatures; Resolution No. 44 – Corporate Authorization; Resolution No. 45 – Wire Transfer Authorization; and General Policy 50 – Bank Signature Authorization. A roll call vote was taken as follows: Tyrrel – Aye; Borkowski – Aye; Arentson– Aye; and Rees – Aye. Motion carried unanimously.

Moved by Tyrrel, seconded by Rees, to approve receipt and filing notice of acceptability of work and pay application no. 2 for the retainage in the amount of \$6,245.96 for the Pressure Filter No. 2 Repair project. A roll call vote was taken as follows: Tyrrel – Aye; Borkowski – Aye; Arentson– Aye; and Rees – Aye. Motion carried unanimously.

Moved by Arentson, seconded by Tyrrel, to approve the P & E Engineering closeout invoice for the underground conversion and east substation voltage conversion project in the amount of \$28,822.41. A roll call vote was taken as follows: Tyrrel – Aye; Borkowski – Aye; Arentson– Aye; and Rees – Aye. Motion carried unanimously.

Moved by Arentson, seconded Tyrrel, to approve Resolution No. 26-2021 to Modify the Water Rates for Harlan Municipal Utilities. A roll call vote was taken as follows: Tyrrel – Aye; Borkowski – Aye; Arentson– Aye; and Rees – Aye. Motion carried unanimously.

Moved by Tyrrel, seconded Arentson, to approve the funding request from the Shelby County Chamber of Commerce and Industry in the amount of \$35,000.00 for the fiscal year 2021-2022, payable in July 2021. A roll call vote was taken as follows: Tyrrel – Aye; Borkowski – Aye; Arentson– Aye; and Rees – Aye. Motion carried unanimously.

Moved by Arentson, seconded by Tyrrel, to approve two engagement proposals in response to the petition filed with and accepted by the City of Harlan. The proposals are as follows: LWBJ Capital Advisors, LLC (approximately \$15,000.00 - \$17,000.00) and Clifton Larson Allen LLP (CLA) (approximately \$21,000.00- \$23,000.00). The CLA proposal is subject to Iowa Utility Board recognition of CLA as an approved appraiser. A roll call vote was taken as follows: Tyrrel – Aye; Borkowski – Aye; Arentson– Aye; and Rees – Aye. Motion carried unanimously.

Moved by Tyrell, seconded by Rees, to approve final form of Resolution No. 83-2021 Update to Manual of Benefits and Personnel Policies regarding accrual of leave time while on an unpaid leave of absence. Leave time will not accrue for any employee on an unpaid leave of absence which extends over two pay periods (unless legally mandated). A roll call vote was taken as follows: Tyrrel – Aye; Borkowski – Aye; Arentson– Aye; and Rees – Aye. Motion carried unanimously.

Moved by Tyrrel, seconded by Rees, to approve the Innovative Systems Annual Support Contract Invoice in the amount of \$5,000.00 (Voice Mailbox, Telemarketer Block and Terminating Call Management). A roll call vote was taken as follows: Tyrrel – Aye; Borkowski – Aye; Arentson– Aye; and Rees – Aye. Motion carried unanimously.

Moved by Arentson, seconded by Rees, to approve the Viking Contract Renewal for the Annual Sprinkler Backflow Inspection (5 year contract in the amount of \$3425.00). A roll call vote was taken as follows: Tyrrel – Aye; Borkowski – Aye; Arentson– Aye; and Rees – Aye. Motion carried unanimously.

Moved by Tyrrel, seconded by Rees, to approve the 3-year contracts with Protex Central (pending legal counsel recommendations on language revisions) as follows: Clean Agent Suppression Inspection (\$950.00 per year = \$3,022.20) and Fire Alarm Inspection (\$704.00 per year = \$2,232.54). A roll call vote was taken as follows: Tyrrel – Aye; Borkowski – Aye; Arentson– Aye; and Rees – Aye. Motion carried unanimously.

Moved by Arentson, and seconded by Tyrrel to receive and file the 2021-2022 fiscal year budget. A roll call vote was taken as follows: Tyrrel – Aye; Borkowski – Aye; Arentson– Aye; and Rees – Aye. Motion carried unanimously.

Moved by Tyrrel, seconded by Rees, to approve the Covid 19 Policy Updates and Extend all through March 31, 2021.

- A. Continue offering Covid-19 Pay for employees that haven't used it if they are under quarantine recommendations due to signs, exposure or positive test result;
- B. Leave Balances going negative 40 hours (extend timeframe through
- C. Telecommuting Policy
- D. Continue to be open by appointment only
- E. Follow IUB's decision to implement shut-offs as normal
- F. Customer Premises will be entered with guidelines presented by CEO
- G. Allow part-time office employee to work over 25 hours if needed due to Covid Leave used by others
- H. Covid 19 Decisions by CEO prior to Board Approval

A roll call vote was taken as follows: Tyrrel – Aye; Borkowski – Aye; Arentson– Aye; and Rees – Aye. Motion carried unanimously.

Information/Discussion Only Items are as follows: McClure Invoices totaling \$11,827.50.

Following the CEO'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, Connie Borkowski (*term 2022*)

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VICE-CHAIRPERSON, David Tyrrel (*term 2023*)

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TRUSTEE, Randall Rees (*term 2025*)

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Nella Seivert (*term 2024*)

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TRUSTEE, Terry Arentson (*term 2021*)