

February 9, 2022
Regular Session

The Bellevue Municipal Utilities met in Regular Session on Wednesday, February 9, 2022 at 12:00 P.M. in the Bellevue Council Chambers with Chairman Ken Walsh presiding. Public access was also provided via Zoom Communications for video and audio. The roll call was as follows:

PRESENT: Board Members Barry Nudd, Ken Walsh and Lucy Zeimet. Also present were Electric Superintendent Jamie Haxmeier, Board Secretary Abbey Skrivseth, and City Engineer Marc Ruden (zoom).

ABSENT: None.

APPROVAL OF AGENDA

Walsh moved with a second by Zeimet to approve the Agenda. Motion carried unanimously.

CONSENT AGENDA

Nudd moved with a second by Walsh to approve the Consent Agenda. Motion carried unanimously.

- A. Approve Minutes of January 12, 2022 Regular Session
- B. Approve January 2022 Financial Reports
- C. Approve Bills and Claims as Authorized
- D. Approve New Vendor List

WATER MAIN REPLACEMENT SIXTH STREET & CHURCH STREET 2022 PROJECT

City Engineer Marc Ruden was available by zoom to discuss and answer any questions on the proposed Water Main Replacement Sixth Street and Church Street 2022 Project. Details were discussed on the project.

The engineers estimate for the construction and contingency expenses is \$234,070.84. Engineering fees could cost up to \$68,900 depending on how much engineering services are needed for the project. The project will go out for bids with the bid opening date of March 3, 2022 at 1:00pm in the Council Chambers. The contractor would have until September 30, 2022 to complete the project.

APPROVE RESOLUTION NO. 01-22UB AMENDING RATES FOR THE MUNICIPAL WATER SYSTEM AS PREVIOUSLY LISTED UNDER RESOLUTION NO. 16-18UB

Zeimet moved with a second by Walsh to approve Resolution NO. 01-22UB. Roll call vote carried unanimously.

RESOLUTION NO. 01-22UB A RESOLUTION AMENDING RATES FOR THE MUNICIPAL WATER SYSTEM AS PREVIOUSLY LISTED UNDER RESOLUTION NO. 16-18UB

WHEREAS, the Municipal Utility Board of Trustees has the responsibility of operating and maintaining the City of Bellevue Municipal Water System, and

WHEREAS, that responsibility includes insuring the financial stability of the system, and

WHEREAS, current obligations necessitate adjusting the present rate structure.

NOW, THEREFORE BE IT RESOLVED that the following water rates are adopted.

1. Consumption Rate- The charge for usage of water will be ~~2.46~~ 3.00 cents per cubic foot
2. Facility Charges - In addition to fees for consumption, a facility charge will be assessed to each user based upon the following conditions.
 - a. All Customers that are connected to the electric utility will be assessed a water and wastewater facility charge if connected to the service or has access to a City water or sewer main without crossing property not owned by them.
 - b. If a customer has a commercial electric service, they will be assessed a commercial facility charge. If their electric service is residential, their facility charge will be residential.
 - c. In the event of a commercial business where the business provides water service to multiple residential electric customers who do not have individual water meters, the residential users will be assessed residential water and sewer facility charges and the commercial business will be assessed a separate commercial facility charge at the base rate.
 - d. The facility charge will not be assessed to more than one structure on each parcel of property unless the parcel is used for more than one purpose or has more than one user.
 - e. The rates for facility charges will be as follows:

(1) Residential Customers

Single Family	\$15.00
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(2) Commercial Customers

Average residential usage is approximately 450 cubic feet of water per month or 5400 cubic feet per year

Usage (Yearly)

<u>Cubic Feet</u>	<u>Facility Fee</u>
0 – 5400	\$15.00

5,401 – 10,800	\$20.00
10,801 – 21,600	\$25.00
21,601 – 100,000	\$30.00
Over 100,000	\$35.00

3. Bulk Water Rate – The charge for bulk water provided by Bellevue Municipal Utility will be 5 cents per gallon. The minimum charge will be \$15.00 for each purchase.
4. Connection Fee – Before any connection to a water main is made, a fee will be paid to the Municipal utility to cover the cost of a corporation valve, a water meter, the cost of issuing the permit and supervising, regulating and inspecting the work. The fee will be as follows:

1 inch or small	\$200.00
Larger than 1 inch line	\$400.00 plus tapping fee
5. Disconnection/Reconnection fees- A Fee of \$15.00 will be charged anytime a line is turned off or turned on.

Passed and approved this 9th day of February, 2022.

Ken Walsh, Chairman

ATTEST:

Abbey J. Skrivseth, Board Secretary

APPROVE RESOLUTION NO. 02-22UB AMENDING RATES FOR THE MUNICIPAL WASTEWATER (SANITARY SEWER) SYSTEMS AS PREVIOUSLY LISTED UNDER RESOLUTION NO. 01-10UB

Zeimet moved with a second by Walsh to approve Resolution No. 02-22UB. Roll call vote carried unanimously.

RESOLUTION NO. 02-22UB
A RESOLUTION AMENDING RATES FOR THE MUNICIPAL WASTEWATER (SANITARY SEWER) SYSTEM AS PREVIOUSLY LISTED UNDER RESOLUTION NO. 01-10UB

WHEREAS, the Municipal Utility Board of Trustees has the responsibility of operating and maintaining the City of Bellevue Municipal Wastewater (Sanitary Sewer) System, and

WHEREAS, that responsibility includes insuring the financial stability of the system, and

WHEREAS, current obligations necessitate adjusting the present rate structure.

NOW, THEREFORE BE IT RESOLVED that the following wastewater (sanitary sewer) rates are adopted.

1. Wastewater rates will be assessed based on the volume of water consumed by the user. The rate per cubic foot of water will be ~~2.94~~ 3.00 cents.
2. In addition to fees for consumption, a facility charge will be assessed to each user. The criteria for determining whether a facility charge should be assessed will include but not be limited to the following:
 - a. The customer must be connected to the service (either water or sewer) and/or the customer must have access to a City water or sewer main without crossing property not owned by them.
 - b. The customer must have at least one of the following:
 - (1) City water meter
 - (2) City electric meter
 - c. The facility charge will not be assessed to more than one structure on each parcel of property unless the parcel is used for more than one purpose or has more than one user.
 - d. The rates for facility charges will be as follows:

(1) Residential customers

Single Family \$15.00

Multi-Family Single Metered – current facility charge multiplied by number of units.

Multiple Metered – a facility charge will be assessed for each meter.

(2) Commercial customers

Average residential usage is approximately 450 cubic feet of water per month or 5,400 cubic feet per year.

Usage (yearly)

<u>Cubic Feet</u>	<u>Facility Fee</u>
0 – 5,400	\$15.00
5,401 – 10,800	\$30.00
10,801 – 21,600	\$45.00
21,601 – 100,000	\$90.00

NOW, THEREFORE, Be It Resolved by the Board of Trustees of Bellevue Municipal Utilities, as follows:

Section 1. The Contract Documents referred to in the preamble hereof are hereby approved in their preliminary form.

Section 2. The Project is hereby determined to be necessary and desirable for the City, and, furthermore, it is hereby found to be in the best interests of the City to proceed toward the construction of the Project.

Section 3. March 9, 2022, at 12:00 p.m., at the City Hall Council Chambers, Bellevue, Iowa, is hereby fixed as the time and place of hearing on the Contract Documents.

Section 4. The Board Secretary is hereby authorized and directed to publish notice (the "Hearing Notice") of the hearing on the Contract Documents for the Project in a newspaper of general circulation in the City, which publication shall be made at least once, not less than four (4) and not more than twenty (20) days prior to the date of the said hearing. The Hearing Notice shall be in substantially the following form:

(Form of Hearing Notice)

NOTICE OF PUBLIC HEARING
ON PLANS, SPECIFICATIONS, FORM OF CONTRACT, AND ESTIMATED COST FOR
BELLEVUE MUNICIPAL UTILITIES
WATER MAIN REPLACEMENT
SIXTH STREET AND CHURCH STREET 2022

NOTICE IS HEREBY GIVEN: The Bellevue Municipal Utilities Board will hold a public hearing on the proposed plans, specifications, form of contract, and estimate of cost for the Water Main Replacement Sixth Street and Church Street 2022 project in accordance with the provisions of Chapter 26, Code of Iowa, at 12:00 noon on the 9th day of March, 2022, at City Hall, 106 N. Third Street, Bellevue, Iowa. Said proposed plans, specifications, form of contract, and estimated cost are now on file in the office of the Bellevue Municipal Utilities Board Secretary at City Hall. At said hearing any interested person may appear and file objections thereto.

The Water Main Replacement project consists of replacing approximately 960 lineal feet of water main, water main appurtenances, water services, and surface restoration.

Improvements will be constructed along South Sixth Street from Jefferson Street to Church Street and along Church Street from South Sixth Street to South Fifth Street in the City of Bellevue.

Published by order of the Bellevue Municipal Utilities Board given on the 9th day of February, 2022.

Section 5. The Board hereby delegates to the Board Secretary the duty of receiving bids for the construction of the Project before 1:00 p.m. on March 3, 2022, at the City Hall, Bellevue, Iowa. At such time and place, the Board hereby delegates to the Board Secretary and/or the Project Engineers the duty of opening and announcing the results of the bids received. March

9, 2022, at 12:00 p.m., at the City Hall Council Chambers, in the City, is hereby fixed as the time and place that the Board will consider the bids received by the Board Secretary in connection therewith.

Section 6. The amount of the bid security to accompany each bid is hereby fixed at 10% of the total amount of the bid.

Section 7. The Board Secretary is hereby directed to give notice (the "Notice to Bidders") of the bid letting for the Project by posting at least once, not less than thirteen (13) and not more than forty-five (45) days prior to the date set for receipt of bids, in each of the following three places: (i) in a relevant contractor plan room service with statewide circulation; (ii) in a relevant construction lead generating service with statewide circulation; and (iii) on an internet site sponsored by either the City or a statewide association that represents the City. The Notice to Bidders shall be in substantially the following form:

(Form of Notice to Bidders)

NOTICE TO BIDDERS

BELLEVUE MUNICIPAL UTILITIES
WATER MAIN REPLACEMENT
6TH STREET AND CHURCH STREET 2022

Time and Place for Filing Sealed Proposals

Sealed bids for the work comprising the improvement as stated below must be filed before 1:00 p.m. on March 3, 2022, in the office of the Board Secretary, Bellevue Municipal Utilities, City Hall, 106 N. 3rd Street, Bellevue, Iowa 52031.

Time and Place Sealed Proposals Will be Opened and Considered

Sealed proposals will be opened and bids read and tabulated at 1:00 p.m. on March 3, 2022, at City Hall, 106 N. 3rd Street, Bellevue, Iowa for consideration by the Municipal Utilities Board at its meeting at 12:00 (noon) on March 9, 2022 at City Hall, 106 N. 3rd Street, Bellevue, Iowa.

Time for Commencement and Completion of Work

Work on the improvement shall commence on or before the date specified in the written "Notice to Proceed" and shall be fully completed and ready for acceptance by September 30, 2022. Liquidated damages in the amount of \$1,000.00 per calendar day will be assessed for each day that the work shall remain uncompleted after the end of the contract period, with due allowance for extension of contract period due to conditions beyond the control of the Contractor, as approved by the Bellevue Municipal Utilities Board.

Bid Security

Each bidder shall accompany its bid with bid security as defined in Iowa Code Section 26.8 and as specified by the Bellevue Municipal Utilities Board. The bid security shall be 10% of the total amount of the bid.

Contract Documents

Bidders proposals, plans, specifications and contract documents prepared by Origin Design Co. may be obtained at no cost to interested parties. To obtain copies (electronic or paper) contact Tri-State Blueprint/Rapids Reproductions at www.rapidsrepro.com (under the tab for Origin Design Plan Room) or phone 563-556-3030.

Preference for Iowa Products

By virtue of statutory authority, preference will be given to products and provisions grown and coal produced within the State of Iowa to the extent lawfully required under Iowa statutes

Sales Tax

The bidder should not include sales tax in the bid. Sales tax exemption certificates will be issued in accordance with Iowa Code 423.3, subsection 80, and provided to the contractor and subcontractors for all material purchased for incorporation in the project.

Bidder Status Form

Under Iowa law, Bidders are required to submit the Bidder Status Form that follows the Bid Form in the specifications. Failure to provide the form with the bid may result in the bid being deemed nonresponsive. This may result in the bid being rejected by the Owner.

Warranty Period

The improvements shall be kept and maintained in good repair for a period of two (2) years after final acceptance of the project by the Owner.

General Nature of Public Improvement

The project consists of replacing approximately 960 lineal feet of water main, water main appurtenances, water services, and surface restoration along South 6th Street from Jefferson Street to Church Street and along Church Street from South 6th Street to South 5th Street.

Bid Tabulation - The bid totals will be available at and after the public bid opening. However, an itemized bid tabulation will not be publicly available until after the Owner awards the contract.

The Owner hereby reserves the right to reject any or all bids and to waive informalities and irregularities and award a contract as deemed to be in the best interest of the city.

This Notice is given by authority of the City of Bellevue, Iowa.

Section 8. All provisions set out in the attached forms of notice are hereby recognized and prescribed by the Board of Trustees and all resolutions or orders or parts thereof, to the extent the same may be in conflict herewith, are hereby repealed.

Passed and approved February 9th, 2022.

Dr. Ken Walsh, Chairman, Board of Trustees

Attest:

Abbey J. Skrivseth, Board Secretary

APPROVE REPAIRS TO BASKET TRUCK

Haxmeier provided an update and discussion was had on the repairs needed for the basket truck's lift. The repairs could cost up to \$10,000 but the exact expense amount is unknown until the truck is fixed. The Board agreed that the truck needs to be fixed and fixed properly for the safety of employees and also so the truck is available for any electricity or electric pole repairs.

Zeimet moved with a second by Walsh for Haxmeier to have the truck repaired so the truck is in an effective working manor. Motion carried unanimously.

DISCUSSION ON UTILITY PAY SCALE AND OVERTIME REGULATIONS

Haxmeier provided his recommendation to make a few changes to the Utility Departments existing salary plan, which is broken out in levels based on certifications. Haxmeier is recommending changes beginning in FYE 2023 for five of the levels: entry levels, WW 3 Operator Plus Superintendent, Journeyman lineman, Journeyman lineman plus Grade Two Operator and Journeyman Lineman plus Water or Wastewater Superintendent. The Board will look to approve the updated plan with the new FYE 2023 wages at the next meeting.

Skrivseth and Haxmeier then explained the process that the City uses for overtime per the employee handbook. Overtime for employees is based on actual hours worked over one 40-hour week and payroll consists of two 40-hour weeks. Hours for sick, vacation, or holidays are not considered hours worked.

The example was mentioned that if an employee worked eight hours on Sunday due to an unforeseen water main break but had scheduled eight hours of time off for vacation that upcoming Friday, then the eight hours worked on Sunday would be at straight time and not time and a half overtime due to the employee taking eight hours of vacation time, which is not actual hours worked.

Another example was provided for employees that plow snow. It usually always snows around Christmas and New Year's and the City has observed holidays at this time. Therefore, employees usually do not receive time and a half overtime as the holidays bring down their actual hours worked for the week.

It was clarified that if an employee works on an actual holiday, then, no matter the number of hours worked in the week, they receive time and a half overtime.

The Board, Haxmeier, and Skrivseth agreed that the Board and Council should be on the same page so all employees under the employee handbook equally receive overtime pay. Skrivseth suggested that first the Salary Committee meet to discuss the overtime compensation procedures and then this committee makes their recommendation to the Council and Board.

UPCOMING MEETING DATES

The Board will meet in Regular Session on March 9, 2022 at Noon

BILLS AND CLAIMS

The following Bills and Claims were paid as approved:

Business	Memo	Amount
Cintas	Elec Office Supp	51.22
John Deere Financial	Jackson Clothing Allow	19.99
Kent Massingill	Res ASHP Rebate	700.00
Rickie Budde	Air Conditioner Rebate	100.00
The Herald Leader	Util Publication	107.94
Treas St of IA	Jan 1-15 Sales Tax	4629.98
Treas St of IA	Jan 1-15 WET Tax	1774.54
Windstream	Util Phone Exp	146.45
Black Hills Energy	Util Gas Exp	2751.68
IA Dept of Revenue & Finance	Elec Statewide Prop Tax 2021	1.25
Medical Associates Health	Util Health Ins	7242.82
Sun Life Financial	Util Life Ins	52.00
Treas St of IA	Jan 16-31 Sales Tax	32.04
Treas St of IA	Jan 16-31 Sales Tax	1.00
Altorfer Inc.	Substation/Scada Maint	10707.16
Anthony Thomas	Service Dep Refund	399.00
Bellevue Lumber	Elect Minor Equip	8.99
Bellevue Municipal Util	City Util Inv	8090.47
Bormann's Neighborhood Pitstop	Util Gas Exp	381.06
C&D Car Wash	Util Gas Exp	147.73
Cintas	Elec Office Supp	73.36
City of Bellevue	Util Office Trsf/PILT to Cable	40750.68
Clark's Saw Center	Elect Equip Maint	471.85
Fletcher Reinhardt Co	Elect Equip Maint	361.66
IA Assn of Municipal Util	Jan-Mar 2022 Safety Meetings	552.63
Iowa One Call	Locate Exp	66.30
Iowa Utilities Board	IUB & OCA Assessment	1897.50

IPAIT	Purchased Power	107699.11
J&R Supply	Water System Maint	3525.00
Karla Crawford	Service Dep Refund	172.00
Kayla Gaunt	Service Dep Refund	386.00
Keystone Laboratories	Water Lab Testing	28.50
Kueter True Value	Util Purch	221.25
Madison Crist	Service Dep Refund	360.00
Marilyn Ploessl	Res Washer/Dryer Rebate	60.00
Mastercard	Util Purch	398.77
MEBulbs	Elect Street Light Equip	631.09
Meier Construction	Water Main Maint	2674.36
Michael Geiger	Service Deposit Refund	322.00
Origin Design	6th St Water Main Replacmt	16408.50
Petty Cash	Util Reimb	122.35
QC Analytical Services	WW Lab Testing	428.75
River Valley Energy	Util Gas Exp	717.63
Roeder Brothers	Util Purch	84.34
State Hygienic Laboratory	Water Lab Testing	20.00
Subsurface Solution	Elec Mapping Portal Subs	45.00
The Herald Leader	Util Publication	127.17
USA Blue Book	Water Supp	219.09
Verizon Wireless	Util Phone Exp	257.50
Windstream	Util Phone Exp	55.17

ADJOURNMENT

As there was no further business to come before the Board, Chairman Walsh adjourned the meeting at 12:33 P.M.

Secretary

Chairman