

November 9, 2016
Regular Session

The Bellevue Municipal Utilities met in Regular Session on November 9, 2016 at 12:00 P.M. in the Council Chambers with Chairman Ken Walsh presiding. The roll call was as follows:

PRESENT: Board Members Barry Nudd and Ken Walsh. Also present was City Administrator Loras Herrig and Electric Superintendent Bob Ploessl.

ABSENT: Board Member Lucy Zeimet

APPROVAL OF AGENDA

Walsh moved with a second by Nudd to approve the Agenda with no additions. Motion carried unanimously.

CONSENT AGENDA

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

- A. Approve Minutes of October 12, 2016 Regular Session
- B. Approve Bills and Claims as Authorized
- C. Approve New Vendor List
- D. Approve September and October Financial Reports

SALARY REVIEW

City Administrator Herrig presented the information from the recent Salary Committee meeting. The Salary Committee unanimously approved the new salary plan for the City. Herrig included details of the new plan and the salaries for all City Employees effective July 1, 2017. Walsh moved with a second by Nudd to approve Resolution No. 04-16UB. Motion carried unanimously.

**RESOLUTION NO. 27-16 CITY
04-16UB UTILITY
LIBRARY**

A RESOLUTION ESTABLISHING A SALARY PLAN FOR ALL CITY EMPLOYEES

WHEREAS, the City Council, the Bellevue Municipal Utility Board of Trustees and Bellevue Library Board of Trustees are jointly responsible for establishing a salary compensation plan for all employees, and

WHEREAS, in an effort to administer a salary compensation plan they have created a Salary Committee with representatives of each Board, and

WHEREAS, the Salary Committee working in conjunction with the department heads of the City of Bellevue's departments have recommended a change to the current plan.

NOW, THEREFORE, BE IT RESOLVED, that the following Salary Plan be adopted beginning with FYE 2018

Salary Committee Recommendation

| <u>Cost of Living Index</u> | | <u>Rider</u> |
|-----------------------------|---|--------------|
| (2.00%) to +1.00% | + | 2.00% |
| +1.01% to +2.99% | + | 1.00% |
| + 3.00% | + | 0.00% |

- Payroll adjustment cannot go negative but adjustment can be 0%.
- No cap on COL.

Examples

1. COL = (2.25%)
(2.25%) + 2.00% = (0.25%) therefore, 0% payroll adjustment
2. COL = (0.50%)
(0.50%) + 2.00% = 1.50% payroll increase/adjustment
3. COL = 1.33%
1.33% + 1.00% = 2.33% payroll increase/adjustment
4. COL = 4.50%
4.50% + 0.00% = 4.50% payroll increase/adjustment

This plan (except for the exception noted below) will be utilized by all departments for FYE 2018, FYE 2019 and FYE 2020. The Salary Committee will review the plan on a yearly basis but no changes will be made to the plan for these three fiscal years. After the three fiscal years, then the plan will be jointly reviewed by the Boards to ensure the plan is providing a fair compensation to all employees.

Exception: Under the existing plan, the Utility Department would be eligible for a 16.99% increase. In transitioning to this new salary plan, the intent was not to remove that increase. The Utility Department will receive an increase of 8.50% for FYE 2018 and 8.49% for FYE 2019. In FYE 2020 and thereafter, the Utility Department will be fully integrated into the new salary plan.

Passed and approved this 14th day of November, 2016.

City Administrator

Mayor

Passed and Approved by the Bellevue Municipal Utility Board of Trustees this 9th day of November, 2016.

Secretary

Chairman

Passed and Approved by the Bellevue Library Board of Trustees this 15th day of November, 2016.

Secretary

President

ELECTRIC RATE ANALYSIS

Herrig reviewed an analysis of the Electric operations and financial information and recommended that no adjustment be made to the Electric Rates. It was moved by Nudd and second by Walsh to accept the recommendation on Electric Rates. Motion carried unanimously.

WASTEWATER RATE ANALYSIS

The Board considered the analysis on the Wastewater operation. Herrig recommends no change to the rate structure. However, he does recommend that the Utility Board begin transferring \$10,000.00 per month to the Capital Fund for future repairs effective with the Fiscal Year Ending 2018 budget. After reviewing the information and discussing the financial situation it was moved by Walsh and seconded by Nudd to accept the recommendation on the Wastewater report. Motion carried unanimously.

WATER RATE ANALYSIS

The financial conditions of the Water Utility were reviewed. Herrig recommends a Water rate increase be incorporated. This increase is detailed in Resolution No. 05-16UB Amending Rates of the Municipal Water System. Walsh moved with a second by Nudd to approve Resolution No. 05-16UB. Motion carried unanimously.

RESOLUTION NO. 05-16UB A RESOLUTION AMENDING RATES FOR THE MUNICIPAL WATER SYSTEM

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

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 November, 2016

Secretary

Chairman

DECEMBER MEETING DATE

Bellevue Municipal Utilities Board will meet on Wednesday, December 14, 2016 at 12:00 P.M.

BILLS AND CLAIMS

The following Bills and Claims were paid as approved

| | | |
|----------------------------|------------------------------------|-----------|
| Assurant Employee Benefits | Utility Life Insurance | 61.60 |
| Black Hills Energy | Utility Gas Purchases | 370.32 |
| Medical Associates | Utility Health Insurance | 10681.68 |
| Treasurer State of Iowa | October 1-15 Sales Tax | 3775.00 |
| Treasurer State of Iowa | October 16-31 Sales Tax | 4074.00 |
| Windstream | Utility Phone Expense | 104.17 |
| Bellevue Lumber | Electric Building Rep/Maint. | 1195.01 |
| Bellevue Municipal Utility | Elec. Trsf. to Elec. Cap Fund | 10000.00 |
| Bellevue Municipal Utility | Monthly Utility Bills | 5382.03 |
| Blake Boeckenstedt | Service Deposit Refund | 501.29 |
| Casey's General Store Inc. | Utility Gas Purchase | 317.61 |
| City of Bellevue | Utility Office Trsf/Internet Chrg. | 33628.58 |
| Danielle Putman | Lighting Rebate | 27.00 |
| Danielle Sagers | Service Deposit Refund | 473.78 |
| Daphne Ritchie | Water Heater Rebate | 50.00 |
| Diane Heubner | Service Deposit Refund | 126.24 |
| Display Sales | Electric Comm. Proj. Light Bulbs | 798.50 |
| Fastenal | Electric Generator Expense | 67.08 |
| Fletcher Reinhardt Co. | Overhead Line Const. | 599.31 |
| Hawkins Inc. | Water Chem. Exp./WW Sldg. Disp. | 810.50 |
| Iowa One Call | Water Locate Expense | 82.90 |
| IPAIT | Electric Purchased Power | 112862.08 |

| | | |
|---------------------------------|----------------------------------|---------|
| John Deere Financial | Koranda&Haxmeier Clothing Allow. | 467.91 |
| Keystone Laboratories Inc. | Water Lab Testing | 24.00 |
| Kieffer Plbg. & Heating Inc. | WW Repair Discharge Pipe | 200.77 |
| Lampe True Value | Utility Supplies | 168.55 |
| Lisa Brinnen | Service Deposit Refund | 479.19 |
| McCrometer | Water Well Maintenance | 909.18 |
| Medical Associates Clinic | Utility Flu Shot Exp. | 41.40 |
| Mississippi Valley Pump, Inc. | Sewer Equipment R & M | 4805.00 |
| Molly Martin | Service Deposit Refund | 237.19 |
| Petty Cash | Postage and Operating Supplies | 96.82 |
| QC Analytical Services | WW Outside Lab Testing | 708.00 |
| Stan & Tamara Gonner | Service Deposit Refund | 465.94 |
| T & R Electric | Electric Substation Rep/Maint | 160.00 |
| The Car Wash | Utility Gas Purchase | 432.56 |
| The Herald Leader | Utility Publication | 293.21 |
| Universal Electric Dubuque Inc. | Elec. Overhead Line &Operat. Sup | 1632.69 |
| Verizon Wireless | Utility CIPO Mo. Access Chrg. | 10.70 |
| Verizon Wireless | Utility Cell Phone Expense | 364.35 |
| ATS Petro | Utility Fuel Purchase | 39.00 |
| Marilyn Brasher | Service Deposit Refund | 150.28 |
| Meier Electric | WW Equipment Repair | 842.73 |
| State Hygienic Laboratory | Water Lab Testing | 19.50 |
| USA Blue Book | WW Supplies | 49.79 |
| Veach Diesel & Auto Repair | Vehicle Repair | 20.80 |
| Waste Authority of Jackson Co. | Tipping Fee | 42.14 |
| Windstream | Utility Phone Expense | 50.90 |

ADJOURNMENT

As there was no further business to come before the Board, Nudd moved with a second by Walsh to adjourn at 12:30 P.M. Motion carried unanimously.

Secretary

Chairman