

Meeting Minutes February 8, 2023
Cascade Municipal Utilities Board

Chairman Gross called the February 2023 regular meeting of the Cascade Municipal Board of Trustees to order on Wednesday, February 8th, 2023, at 5:15pm. Present were Trustees Barb Gross, Greg VanderLugt, Herb Manternach & Utility Manager Shontele Orr.

Motion Manternach, 2nd VanderLugt to approve the meeting agenda. Motion carried 3-0.

City Administrator Lisa Kotter discussed two zero percent interest revolving loan programs for the new Library. One would be through CIPCO (\$250,000) and one through Cascade Communications (\$360,000). In the case of the Cascade Communications loan, the Board was asked to consider allocating \$5,000 of their already approved pledge to the library project to the local match required with this program. If the City were approved for these two loans the total interest cost savings would be over \$300,000. Motion Gross, 2nd VanderLugt to support moving forward with these two programs. Motion carried 3-0.

The board discussed the newly written O&M plan, Emergency procedures & new written procedures.

Motion Manternach, 2nd VanderLugt to approve Resolution 170-23 – New O&M Emergency Plan. Motion carried 3-0 with roll call vote.

Motion Gross, 2nd Manternach to approve Resolution 171-23 – New O&M Requirement & Recommendation plan. Motion carried 3-0 with roll call vote.

Motion VanderLugt, 2nd Manternach to approve Resolution 172-23 – New O&M written procedures. Motion carried 3-0 with roll call vote.

The board discussed the upcoming operator resignation & new job posting for this position. Motion Manternach, 2nd VanderLugt to move forward with posting for a new EL and Ga Operator. Motion carried 3-0.

The board went over suggestions for a new pay bump strategy based on items learned and certified on. This bump would be added on top of the current hourly wage scale based on qualifications and training. Motion Gross, 2nd Manternach to move forward with this new strategy. Motion carried 3-0.

The board discussed suggestions made regarding the employee handbook section for time off and holiday pay. It was discussed to add two additional holidays and increase the speed of when vacation time can be used. This hand book is tied to the City of Cascade as well & this will also be presented to council at their next meeting. Motion Gross, 2nd VanderLugt to approve the suggested changes to the handbook for vacation time off and holiday pay. Motion carried 3-0.

The board went over a new job description for a new internal position called Team Lead. Motion VanderLugt, 2nd Manternach to approve this new position and move forward with posting for this internally. Motion carried 3-0.

Resolution 173-23 – Revised Operator and Team Lead pay scale. Motion Gross, 2nd Manternach to approve Resolution 173-23 revised operator and team lead pay scale effective with the next

payroll. Motion carried 3-0 with roll call vote.

There was a discussion regarding the 2023-2024 budget. Motion Gross, 2nd Manternach to approve the 2023-2024 CMU budget. Motion carried 3-0.

There was a motion by Manternach, 2nd by VanderLugt to approve the January 11th meeting minutes, January Financial Statements and Fund Balances, and the February bill list & claims for payment. Motion carried 3-0.

VENDOR NAME	Check Amount	VENDOR NAME	Check Amount
ADVANTAGE ADMINS (BUYDOWN)	608.30	MARY WRIGHT	40.00
AT&T	13.24	MCDERMOTT OIL CO.	473.01
BECK CONSTRUCTION	610.00	MISSION SQUARED	185.00
C J COOPER & ASSOCIATES	90.00	MISSION SQUARED	555.00
CASCADE COMMUNICATIONS COMPANY	101.96	MISSION SQUARED	185.00
CASCADE LUMBER CO	70.25	NICUSA - IOWA DIVISION	1,111.34
CASCADE MUNICIPAL UTILITIES	658.67	NORTHERN MUNICIPAL	587.26
CASCADE MUNICIPAL UTILITIES	937.18	PAT LYONS	20.00
CHRISTOPHER NALL	87.49	PAYROLL	8,551.53
CIPCO	11,738.00	PAYROLL	8,732.58
CLAYTON ENERGY CORPORATION	1,450.00	SIMECA	96,372.47
CLAYTON ENERGY CORPORATION	141,089.65	STUART C IRBY CO	26.22
COMELEC INTERNET SERVICES	45.00	T & R ELECTRIC	10,523.23
EFTPS	2,636.86	TERRI WOLLENBERG	450.00
EFTPS	2,395.02	TERRY DURIN COMPANY	108.00
GASSER FARM & HARDWARE LLC	601.59	THE PARADIGM ALLIANCE	1,207.71
GROEBNER & ASSOCIATES INC	6,238.87	TONY REITER	460.00
I.A.M.U.	641.04	TREASURER STATE OF IOWA	924.00
INFRASTRUCTURE TECHNOLOGY SOLUTIONS	207.00	TREASURER STATE OF IOWA	7,991.73
IOWA ONE CALL	13.50	USDI	175.00
IPERS	3,739.32	VISA	1,406.91
JACQUIE MANTERNACH	567.00	WELLMARK BC BS OF IOWA	3,670.41
JKP DESIGN LLC	949.00	WOODWARD COMMUNITY MEDIA	85.28
LISA RIDER	18.84	TOTAL	319,562.76
MADISON NATIONAL LIFE INS CO	213.30		

ELECTRIC REVENUE **\$169,895.62**
GAS REVENUE **\$278,281.46**

Under correspondence the board discussed the January plant summary and metrics & energy efficiency reports. Motion Manternach, 2nd by VanderLugt to approve the correspondence. Motion carried 3-0.

Under manager report: A discussion was held regarding winter workload, bucket truck fix and upcoming training & time off.

Gross adjourned the meeting at 6:24 pm on a motion from Manternach, 2nd by VanderLugt. Motion carried 3-0.

Secretary, Shontele Orr

Chairman, Barb Gross