

**BOARD OF TRUSTEES  
REGULAR MEETING MINUTES  
CITY OF WEST POINT COMBINED UTILITY SYSTEM  
WEST POINT, IOWA 52656 TUESDAY  
January 14th, 2020 AT 5:30 P.M.**

CALL TO ORDER: The Board of Trustees of the West Point Combined Utility System of the City of West Point, Iowa, met in regular session at the West Point City Hall, 313 Fifth Street, West Point, Iowa, 52656, on January 14th, 2020. Board Chairman Randy Welding presided and called the meeting to order at 5:30 p.m.

ROLL CALL: The roll was called by the Utility Director and the Board Members responded as follows: Present: Board Chairman Randy Welding along with Board Member Brian Schmitz and Board Member Ted Vonderhaar . The Board Chairman reported that a quorum was present.

APPROVAL OF AGENDA: Agenda was approved by consensus.

OPPORTUNITY FOR CITIZENS/CUSTOMERS TO ADDRESS THE BOARD: Mayor Walker present to discuss the importance of the 2020 Census and our part in making it successful.

Brian Wellman present on behalf of Theresa Potter. Brian did not care to make any comments at this time.

UTILITY REPORTS: The following indicated Utility Reports were presented as follows for Board information and consideration. No Report

Delinquent Accounts: Board Members reviewed and discussed the status of delinquent accounts by reviewing the Aged Trial Balance report as prepared and submitted by the Billing & Collection Clerk.

Field Report: Board Members reviewed and discussed the field report as presented by Utility Superintendent.

CHAIRMAN'S REPORT: Next Utility Board Meeting is scheduled for February 11<sup>th</sup>, 2020

BOARD MEMBER'S REPORTS: There were no reports introduced by Board Members for consideration or action. No report

UTILITY DIRECTOR REPORT: Utility Director had prepared a letter that was in the packets and was reviewed by the Utility Board.

OLD BUSINESS: The following indicated Old Business was reintroduced, considered, and acted upon by the Board as follows:

- a) Trend Data Report

## NEW BUSINESS:

- a) Theresa Potter was on the agenda for today's meeting but, was unable to attend. Discussion was held on Theresa Potter and her claim in West Point Utility being responsible for the death of some of her animals on or around December 11<sup>th</sup>, 2019. Ms. Potter's electricity was interrupted at 1:00 pm due to non-payment on December 11<sup>th</sup>, 2019. Ms. Potter claims she was out of town and that she had "several animals" at her house that required heat. Our Utility Crew did go to Ms. Potter's house between the hours of 8:30-9:30 pm. the evening of December 11<sup>th</sup>, 2019 due to her being out of town, the claims of the animals and the promise of payment to her account in the morning of December 12<sup>th</sup>, 2019. All laws and the proper steps were followed by West Point Utility in this process. Ms. Potter received her November bill that was due on November 25<sup>th</sup>, 2019. On November 26<sup>th</sup>, 2019, a twelve-day reminder was mailed giving Ms. Potter until December 9<sup>th</sup>, 2019 to pay her bill. With no contact or communication from Ms. Potter on December 10<sup>th</sup>, 2019 a 24 hour disconnect was hung on her door. The Utility Superintendent confirmed that the 24-hour red envelope was removed from the door and we still had no communication at this time with Ms. Potter. Utility Billing Clerk Dawn Holtkamp made attempts to call Ms. Potter but, her voicemail was full. She also reached out to her through Facebook private messenger but was unable to find her account. At 1:00 pm on December 11<sup>th</sup>, 2019 Ms. Potter's electricity was shut off due to non-payment of services.

MONTHLY REPORTS: The following indicated Minutes; Monthly Reports; and, Monthly Warrants Payable were introduced, considered, and acted upon by the Board as follows

Minutes of Prior Regular December 10th, 2019: Minutes of prior regular Board Meeting of December 10<sup>th</sup>, 2019. Motion by Board Member Ted Vonderhaar and seconded by Board Member Brian Schmitz.

Treasurer's Report for December 2019: The Treasurer's Report for the month of December 2019 was presented for Board approval and, after review and discussion, Board Member Ted Vonderhaar moved that the referenced Treasurer's report be approved for the month of December 2019 as presented, which was seconded by Board Chairman Randy Welding.

Warrants Payable for January 2020: Warrants payable for the month of January 2020 were presented for approval consideration and, after review, discussion and due deliberation, Board Member Ted Vonderhaar moved that the referenced warrants payable be approved for payment as presented, which was seconded by Board Chairman Randy Welding; and, after due consideration thereof by the Board, the Chairman put the question upon the adoption of the motion and the Board Members voted unanimously in the affirmative. Whereupon, the Chairman declared the motion duly adopted.

OTHER BUSINESS: There was no other business introduced for Board Member consideration or action.

ADJOURNMENT: All known business having been conducted, Board Member Brian Schmitz moved that the Board Meeting adjourn which was seconded by Board Chairman Member Ted Vonderhaar and which carried unanimously.

Whereupon, Board Chairman Randy Welding declared the regular meeting of the Board of Trustees of the West Point Utility System of the City of West Point, Lee County, Iowa, adjourned at 6:02p.m., January 14<sup>th</sup>, 2019.

WEST POINT UTILITY SYSTEM

\_\_\_\_\_  
Randy Welding, Chairman  
West Point Municipal Utility Board

ATTEST: \_\_\_\_\_  
Dennis McGregor, City Administrator