

**BOARD OF TRUSTEES
REGULAR MEETING MINUTES
CITY OF WEST POINT COMBINED UTILITY SYSTEM
WEST POINT, IOWA 52656
Tuesday, January 11th, 2025, AT 5:00 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 Tuesday, January 11th, 2025. Utility Board Chairman William Ward presided and called the meeting to order at 5:00 p.m.

ROLL CALL: The roll was called by the Utility Director Randy Welding and the Board Members responded as follows: Board Chairman William Ward, Board Member Jacob Foecke and Board Member Morgan Poole were all present. In attendance were Mayor Gary Peitz, Utility Superintendent Mark Camby, Utility Billing Clerk Dawn Holtkamp and Utility Director Randy Welding who reported that a quorum was present.

APPROVAL OF AMENDED AGENDA: January 11th, 2025, was approved by consensus. Board Member Jacob Foecke Approved and Board Member Morgan Poole seconded to approval of the amended agenda.

OPPORTUNITY FOR CITIZENS/CUSTOMERS TO ADDRESS THE BOARD: Niki Fraise representing the West Point Community Club was present to discuss future Christmas lighting options and ideas for the City Park. Niki asked if the utility department could take down the garland around the light poles at City Park. Board Chairman William Ward advised her that the department didn't have the time to assist with that, Theresa Potter was on the agenda but failed to show. Her complaint being that she feels the utility department should maintain the security light at her residence. The Utility Board was made aware that Ms. Potter's utility bill does not reflect any charges for the security light that is on her property therefore the responsibility for the maintenance of the mentioned security light falls on the homeowner.

UTILITY REPORTS: The following indicated utility reports were presented as follows for board information and consideration. No reports

DELINQUENT REPORTS: 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. The Utility Board discussed the (54) twelve-day reminders profiting \$270.00 with the (11) 24-hour notices profiting \$852.00 in revenue.

FIELD REPORT: Utility Superintendent Mark Camby was present and discussed the report in detail.

CHAIRMAN'S REPORT: Utility Superintendent William Ward choose to put a verbal purchase order agreement in place for any electric or water purchases exceeding \$4,000.00.

Chairman William Ward also discussed with Utility Superintendent Mark Camby any upcoming purchases needed for FY25/26. The items discussed were new tires on both the small old and small new bucket trucks, water pump for the boring machine, new brakes on dump truck and additional electric and water meters. Utility Billing Clerk was asked to get a total on the electric and water meters that have been ordered in the last two years to assist in the FY 25/26 budget.

Utility Superintendent Mark Camby also discussed the desire to order two 6” hydrants, two 6” valves, two 4”-6” reducer couplings and two ¾ by 1” couplers to keep in stock. Cost estimated at \$10,000.00. Chairman William Ward offered to drive to pick up these supplies to save on freight. Utility Superintendent Mark Camby is checking on costs and will discuss it with the Utility Director Randy Welding.

UTILITY SUPERINTENDENT REPORT: Board Members reviewed, and Utility Superintendent Mark Camby discussed the report for November and December in detail.

BOARD MEMBER’S REPORTS: No reports.

UTILITY DIRECTOR REPORT: Board Members reviewed, and Utility Director Randy Welding discussed the report in detail.

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) An annual discussion was held on increasing water rates. A six percent increase was put into effect February two thousand and twenty-four. Utility Billing Clerk Dawn Holtkamp spoke with Rathbun Water, and they will not be initiating an increase this year that will affect West Point Utilities current water rate of \$3.40 per 1,000 gallons. The Utility Board chose not to implement a water increase currently. City Administrator Randy Welding will follow the water trend data report and report to the Utility Board if he feels that an increase needs to be made.

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

- b) Minutes of Prior Regular Meeting December 10th, 2024: Minutes of prior regular Board Meeting of December 10th, 2024. The motion was made by Board Member Morgan Poole and seconded by Board Member Jacob Foecke.
- c) Proceedings for December 2024: The Proceedings for the month of December 2024 were presented for Board approval and, after review and discussion, Board Member Jacob

Foecke approved, and Board Member Morgan Poole seconded the referenced proceedings.

- d) Treasurer's Report for December 2024: The Treasurer's Report for the month of December 2024 was presented for Board approval and, after review and discussion, Board Member Jacob Foecke moved that the referenced warrants payable be approved for payment as presented, which was seconded by Board Member Morgan Poole and, after due consideration thereof by the Board, the Utility Director put the question upon the adoption of the motion and the Board Members voted unanimously in the affirmative. Whereupon the Utility Director declared the motion was duly adopted.

- e) Warrants Payable for January 2025: Warrants payable for the month of January 2025 were presented for approval consideration and, after review, discussion and due deliberation, Board Member Jacob Foecke moved that the referenced warrants payable be approved for payment as presented, which was seconded by Board Member Morgan Poole Ward and, after due consideration thereof by the Board, the Utility Director put the question upon the adoption of the motion and the Board Members voted unanimously in the affirmative. Whereupon the Utility Director declared the motion was duly adopted.

OTHER BUSINESS:

Next Utility Board Meeting will be held on February 11th, 2025.

ADJOURNMENT: All known business having been conducted, Board Member Jacob Foecke moved that the Board Meeting adjourn which was seconded by Board Member William Ward and which carried unanimously.

Whereupon, Board Chairman William Ward 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 6:40 p.m., January 14th, 2025.

WEST POINT UTILITY SYSTEM

William Ward, Board Chairman
West Point Municipal Utility Board

ATTEST: _____

Randy Welding, Board Chairman
West Point Municipal Utility Board

