



Coggon Municipal Light Plant
Board of Trustees Meeting
Monday, January 13, 2020

The Coggon Municipal Light Plant Board of Trustees met in regular session on Monday, January 13th, 2020 at the Coggon Light Plant. The meeting was called to order at 7:04pm by Travis Heins. Those in attendance included, Trustees Travis Heins, Steve Hart, Vaughn McClelland and Michelle Manternach. Employee Mary Rundle was present and also newly elected Mayor Heather Beeh. Trustee Bill Vosdingh was absent.

An election of the 2020 officers of the Light Plant board was the first item on the agenda.

Trustee McClelland nominated Travis Heins for Chairperson. Travis announced that he would be resigning from the Light Plant board and this would be his last meeting. Trustee McClelland then nominated and motioned Steve Hart for Chairperson. With no other nominations, Michelle Manternach seconds, roll call vote: Michelle Manternach aye, Vaughn McClelland aye, Steve Hart aye, Travis Heins aye. Steve Hart accepts Chairperson.

Steve Hart nominated and motioned Vaughn McClelland for Treasurer. Michelle Manternach seconds, roll call vote: Michelle Manternach aye, Steve Hart aye, Travis Heins aye, Vaughn McClelland aye and accepts Treasurer.

Vaughn McClelland nominated and motions Michelle Manternach as Secretary. Steve Hart seconds, roll call vote: Vaughn McClelland aye, Travis Heins aye, Steve Hart aye, Michelle Manternach aye and accepts Secretary.

Travis Heins will be removed from the bank accounts and new signature cards will need to be signed by the new officers.

The November 18th 2019 meeting minutes were reviewed. With no additions or corrections, Chairperson Hart motioned to approve the minutes of the November 18th 2019 meeting, Secretary Manternach seconds, 4 ayes and the motion carried. The minutes will also be posted on the City of Coggon's website.

The bills for December 2019 and January 2020 were reviewed by all, signed by Treasurer McClelland. Chairperson Hart, motioned to pay the bills as presented, Treasurer McClelland seconds, 4 ayes and the motion carried.

Bills for December 2019

Bills for the Month	MONTH	Amount
Alliant Energy		\$ 124.84
Century Link	Internet/Phone	\$ 262.98
City of Coggon	Water/Sewer	\$ 58.17
Culligan	Water Cooler	\$ 5.35
Cummins	Coolant Leak repair	\$ 588.35
Rebates		\$ 325.00
Rudd	Garbage	\$ 79.17
US Cellular	Cell Phone	\$ 56.05
QuickBooks	Annual payroll renewal	\$ 695.50
TOTALS		\$ 2,195.41
Paid Bills		
Fletcher Reinhardt	2 CT Meters	\$ 481.50
IA Department of Revenue	Sales Tax	\$ 1,217.00
IA One Call	Locates	\$ 87.30
IPERS		\$ 524.90
IRS	Federal Withholding	\$ 834.36
Leaf	Copier lease	\$ 63.63
Mary A Rundle	Wages	\$ 3,096.88
Menards	Rugs and Plastic	\$ 39.11
MV Link	Phone/Internet	\$ 204.38
Pats Electric	Troubleshoot Street lights	\$ 225.00

Quality Ridge	Contract labor	\$ 262.67
RPGI	Electricity Purchased	\$ 15,911.27
Steve Hart	Reimbursement for chemical sprayer	\$ 126.14
USIC	Locates	\$ 225.00
Web Care	Annual IT service	\$ 360.00
Wesco	Light Bulbs (street lights)	\$ 242.11
TOTALS		\$ 23,419.75
Debit Card Purchases		
Indeed	Advertising	\$ 16.06
Walmart		\$ 61.00
USPS	postage	\$ 160.00
Totals		\$ 237.06
Savings		
Transfer to Savings	Bond & Insurance Payments	\$ 5,000.00
Transfer to Savings	General Savings	\$ 5,000.00
TOTALS		\$ 10,000.00
TOTAL		\$ 35,852.22

Bills for January 2020

Bills for the Month	MONTH	Amount
Alliant Energy		\$ 195.89
Chad Betenbender	On Call	\$ 255.00
City of Coggon	Water/Sewer	\$ 56.24
Deposit Refunds	Deposit Refunds	\$ 31.50
Koch Office Group	copies	\$ 27.06
J Rundle	repair sump pump	\$ 25.00
Snow Removal	Shoveling	\$ 28.00
Linn News letter	Publishing	\$ 64.89
US Cellular	Cell Phone	\$ 51.84
TOTALS		\$ 539.53
Paid Bills		
Culligan	Water Cooler	\$ 5.35
IA Department of Revenue	Sales Tax	\$ 1,226.00
IA Department of Revenue	State Withholding	\$ 529.00
IPERS		\$ 618.35
IRS	Federal Withholding	\$ 979.20
Mary A Rundle	Wages	\$ 3,690.65
MV Link	Phone/Internet	\$ 114.81
Namecheap	Domain	\$ 7.93
Roling Sanitation	Dec Garbage	\$ 85.60
Roling Sanitation	Garbage-Jan, Feb March	\$ 256.80
RPGI	Electricity Purchased	\$ 17,952.99
USPS	postage	\$ 70.00
TOTALS		\$ 25,466.68
Savings		

Transfer to Savings	Bond & Insurance Payments	\$ 5,000.00
Transfer to Savings	General Savings	\$ 5,000.00
TOTALS		\$ 10,000.00
TOTAL		\$ 36,006.21

An employee review was next on the agenda. Treasurer McClelland motioned to change Employee Rundle's title from Bookkeeper to Office Manager/Interim Superintendent, Chairperson Hart seconds, 4 ayes, title change passed. Treasurer McClelland then motioned for a 3% increase, retroactive to the first of the year, Chairperson Hart seconds, 4 ayes, increase passed.

The Superintendent position will be posted once again within the surrounding towns papers as well as online.

It was discussed to open bids for repairing the leaks in the roof of the main structure building.

Chairperson Hart motioned to approve the 2020 budget, Secretary Manternach seconds, 4 ayes, 2020 budget approved.

December and January Plant Update:

- Concrete project for the new fuel tank was completed and the new fuel tank is in place. It should be installed this week. The 16,000 gallon fuel tank will be removed sometime in the spring.
- Fransyl Equipment will order the necessary parts for the bucket truck and will make the necessary repairs.
- Cummins repaired a coolant leak in the engine.
- The annual inspection of the Cummins Engine will be this week.

Chairperson Hart motioned to adjourn at 8:07 pm, Treasurer McClelland seconds, 4 ayes and motion to adjourn carried.

Unofficial minutes

Employee Mary Rundle

CMLP Office Manager/Interim Superintendent