



TIPTON MUNICIPAL UTILITIES
Tipton Utility Service Board Meeting
October 16, 2023

The Tipton Utility Service Board meeting was held at 4:30 p.m. at the City of Tipton Council Chambers, 216 South Main Street, Tipton, Indiana. Chairman Don McElfresh presided. The members present included Dick Klein (Emeritus), Barbara Cardwell, Steven Thompson, Peter Schram, Mark Raver, and Utility General Manager Jim Ankrum. Rick Chandler, City Council Liaison was also present via cell phone.

GUESTS

Mayor Tom Dolezal
Bob Edinger

MINUTES

Minutes of the previous meeting were reviewed:

MOTION: It was moved by Barb Cardwell, and seconded by Steven Thompson:
"That the previous minutes of the meeting be approved."
Motion carried.

CLAIMS

Claims were reviewed.

MOTION: It was moved by Mark Raver and seconded by Steven Thompson:
"That claims #24310- #24362 totaling \$1,368,860.81 be approved." Motion carried.

CHARGE OFFS

A charge-offs report totaling \$1,473.72 was presented to the board, approved on motion by Steven Thompson, and seconded by Barb Cardwell Motion carried.

BLENDED INTEREST RATE REPORT

The blended interest rate renewed by the city at 5.25% for TMU twelve-month CD's.

FINANCIAL STATEMENTS

None submitted.

RESOLUTIONS

TUSB Resolution 2023-07 Employee Wage Range Resolution unanimously approved by Steven Thompson and Barb Cardwell.

TUSB Resolution 2023-08 Elected Officials Wage Resolution unanimously approved by Steven Thompson and Barb Cardwell.

Other Matters before the Board for Approval:

UTILITY MANAGER REPORT

- **Safety:** An upcoming IMPA/TVPPA Safety training will be held this Wednesday, October 18th regarding the fatal four accidents and prevention of them.
- **Electrical Study:** The Electrical Cost of Service Study DRAFT report is in hand and has been shared with the TUSB for future discussion.
- **IMPA:** Subsidiary company IMPA Service Corp (ISC) crews are wrapping up the high voltage line relocation along the east side of US 31 near the railroad overpass project.
- **Water:** TMU will soon be coordination the Park Road Utility crossing repairs with INDOT. We intend to complete this work by Thanksgiving. The repair cost is just under \$20,000 and will be performed by Baumgartner Asphalt.
- **Collection System:** Several years ago, a sanitary sewer issue was identified in the line on CR 560 W near the West WWTP. The 8" diameter pipe is 15' deep, has a "belly" in it and is allowing ground water to seep into the system. This deficiency needs to be corrected prior to the start of TMU's Sanitary Force Main project in early 2024. TMU is working with third-party Contractors to further detail the problem and get it fixed. Early estimates to GM Ankrum indicated this could be a \$50,000 + issue due to depth and unstable ground conditions.
- **IDEM:** Ankrum recently met with Matt Smith of Strand and directed Matt/Strand to begin to develop a Use Attainability Analysis as requested by IDEM and needed for City/TMU's official CSO response to IDEM due by February 1, 2024.
- **Connector and Elevated Water Projects:**
 - Bid dates for the project are:
 - Initial Advertisement for Bids: Wednesday, November 1, 2023
 - 2nd Advertisement for Bids: Wednesday, November 8, 2023
 - Pre-Bid Meeting in Tipton: Thursday, November 16, 2023, 1pm.
 - Bids due to TMU on Thursday, December 7, 2023, at 4 pm.
 - Potentially TUSB Board action on bids Monday, December 18, 2023, at 4:30 pm.
 - Water tower design continues with expected final Design and IDEM approval completed in late Q4. Then the elevated water tower bid will tentatively be advertised in the January/February 2024 timeframe for late 2024 construction.
- **US 31/SR 28 Development:**
 - No new news.
- **City East Side Development Studies by Strand**

- Strand is preparing a final design to submit to INDOT for an official construction Permit. Ankrum will then solicit bids for this work to determine an accurate budget cost.
- Jim Ankrum has shared the Strand study on the sanitary sewer options in this area. More discussion needs to be had to determine a path forward.
- GM Ankrum reminded the Board he will be out of town during the regularly scheduled November 6th TUSB meeting. The meeting has been pushed to Wednesday, November 8th at 4:30 pm. Ankrum will make sure proper public notification is made for the date change.

Community Comments:

- Bob Edinger asked who pays for the Park Road repair? GM Ankrum acknowledged that he had met with INDOT official and was informed that any utility trench repairs were TMU's liability. Ankrum further researched INDOT standards and confirmed this was the case.
- Mr. Edinger also inquired as to how long the sewer issue at CR560 W had been there. Ankrum indicated that it was potentially there at the time of installation 15 years ago and that TMU has known about it for years. Now, the new Sanitary force main will soon be constructed very nearby and the time to fix it is now, before the new line is installed.

ADJOURNMENT

A motion was made by Mark Raver to adjourn and seconded by Steven Thompson. The meeting was adjourned at approximately 5:05 p.m.



Jim Ankrum, General Manager



Don McElfresh, Chairman



TIPTON MUNICIPAL UTILITIES
TIPTON UTILITY SERVICE BOARD MEETING
Guest Register
October 16, 2023

Name (please print)

Name (please print)

BOB EDINGER

Tom Doherty

I hereby certify that each of the above listed vouchers and the invoices, or bills attached there to, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

October 16, 2023

Fiscal Officer

ALLOWANCE OF ACCOUNTS PAYABLE VOUCHERS

TIPTON MUNICIPAL UTILITIES

APVS #24310-24362

We have examined the Accounts Payable Vouchers listed on the foregoing Register of Accounts Payable Vouchers consisting of 11 pages and except for accounts payables not allowed as shown on the Register such accounts payables are hereby allowed in the total amount of \$ 1,368,860.81.

Dated this 16th day of October 2023

Signatures of Governing Board

TIPTON MUNICIPAL UTILITIES

Inter-Office Memorandum

210 South Main Street

PO Box 288

Tipton, IN 46072-1903

DATE: October 16, 2023
TO: Tipton Utility Service Board
FROM: Jim Ankrum
SUBJECT: Charge-Offs

Attached is a Charge-Off report totaling \$1,473.72. Please review and approve.

Thank you.



BLENDED INTEREST REPORT

Investments as of: September 28, 2023

TIPTON MUNICIPAL UTILITIES

| | Amount | Rate | Purchased on | Maturing on |
|---|------------------|-------|--------------------|--------------------|
| Electric Depreciation - Total | \$50,000 | | | |
| ----- Details ----- | | Yield | | |
| Star Financial Bank CD #19192124 | 50,000 | 5.25% | September 28, 2023 | September 28, 2024 |
| Electric Cash Reserve - Total | \$0 | | | |
| ----- Details ----- | | Yield | | |
| Electric Consumer Deposits - Total | \$95,000 | | | |
| ----- Details ----- | | Yield | | |
| Star Financial Bank CD #19192125 | 95,000 | 5.25% | September 28, 2023 | September 28, 2024 |
| Electric Grand Total | \$145,000 | | | |
| Sewage Depreciation - Total | \$0 | | | |
| ----- Details ----- | | Yield | | |
| | 0 | 0.00% | | |
| Sewage Grand Total | \$0 | | | |
| Water Depreciation - Total | \$0 | | | |
| ----- Details ----- | | Yield | | |
| Water Consumer Deposits - Total | \$10,000 | | | |
| ----- Details ----- | | Yield | | |
| Star Financial Bank CD # 19192126 | 10,000 | 5.25% | September 28, 2023 | September 28, 2024 |
| Water Grand Total | \$10,000 | | | |

TOTAL INVESTED DOLLARS **\$155,000**

BLENDED RATE ON INVESTMENTS **5.25%**

RESOLUTION 2023-07

TIPTON UTILITY SERVICE BOARD CITY OF TIPTON, INDIANA

A Resolution to establish Utility wages as per Indiana Code 8-1.5-3-4.

WHEREAS; The Tipton Utility Service Board (TUSB) needs to periodically update employee wage and salary ranges and including here for the calendar year 2024; and

NOW THEREFORE BE IT RESOLVED, that the herein attached "2024 Wage Range Schedule", with its respective wage and salary ranges, job titles and pay types, be established effective January 1, 2024, and remain in effect until such time as the TUSB should resolve to amend them. This resolution amends and supersedes all previous resolutions regarding this matter; and

FURTHER RESOLVED, that the job title, department of each employee, and his or her salary, within the proper range as denoted by the job title shall be established by the Superintendent of that department and approved by the Utility General Manager. A written document with this information shall be created and made a part of the employee's permanent personnel records. Anytime thereafter that a change is made in the employee's job title, pay type, and/or wage or salary, a like document shall be created and documented in the employee's permanent personnel file; and

FURTHER RESOLVED, that beginning with the first pay period of 2024, all hourly and salaried and non-contract employees with a hire date on or before September 1, 2023 shall receive an increase of 6% of their current wage. All increases shall be applied to the rate/salary of the last pay period of 2023 and the updated rate/salary shall not exceed the maximum pay range for their respective classification; and

FURTHER RESOLVED, that from time to time, certain in-house construction projects are initiated to enhance our system. Prior Resolution 2017-05 allows for a pay rate increase of \$2.00 per hour during those projects and shall be at the discretion of the respective Superintendent and Utility General Manager to determine when those rates are applicable.

(RESOLUTION 2023-07 – Page 2)

Signed this 16th day of October, 2023, in Tipton, Indiana.

TIPTON UTILITY SERVICE BOARD



Don McElfresh - Chairman



Steven Thompson



Barbara A. Cardwell



Peter Schram



Mark J. Raver



ATTEST: James E. Ankrum, Utility General Manager

TIPTON MUNICIPAL UTILITIES

2024 Wage Range Schedule

| | Bottom Range | Top Range | Pay Type |
|--|-----------------|--------------|-------------|
| ADMINISTRATIVE | | | |
| Mayor | | 990.60 | Bi-Weekly |
| Clerk Treasurer | | 898.51 | Bi-Weekly |
| Utility Service Board Members | | 356.65 | Bi-Weekly |
| Utility Manager | 3,000.00 | 5,100.00 | Bi-Weekly |
| Utility Development Liaison | 2,500.00 | 3,500.00 | Bi-Weekly |
| Temporary Employees | 10.00 | 20.00 | Hourly |
| BUSINESS OFFICE | | | |
| Manager, Accounting & Customer Service | 1,000.00 | 2,200.00 | Bi-Weekly |
| Accountant | 13.00 | 25.00 | Hourly |
| Customer Service | 12.00 | 20.00 | Hourly |
| Customer Service / Part Time | 12.00 | 17.00 | Hourly |
| Electric Field Technician | 12.00 | 30.00 | Hourly |
| Meter Reader | 12.00 | 20.00 | Hourly |
| ELECTRIC DEPARTMENT | | | |
| Superintendent | 2,500.00 | 4,400.00 | Bi-Weekly |
| Assistant Superintendent / General Foreman | 20.00 | 48.00 | Hourly |
| Foreman | 19.00 | 46.00 | Hourly |
| Lineman - Class A | 18.00 | 44.00 | Hourly |
| Lineman - Apprentice | 22.00 | 40.00 | Hourly |
| Environmental Compliance & Storeroom Clerk | 13.00 | 27.00 | Hourly |
| Electrical General Labor | 12.00 | 22.00 | Hourly |
| WATER DEPARTMENT | | | |
| Superintendent | 1,700.00 | 3,200.00 | Bi-Weekly |
| Assistant Superintendent | 21.00 | 37.00 | Hourly |
| Water General Foreman | 18.00 | 32.00 | Hourly |
| Water Crew Leader | 17.00 | 28.00 | Hourly |
| Water Plant Operator - Class A | 16.00 | 30.00 | Hourly |
| Water Plant Operator - Class B | 15.00 | 24.00 | Hourly |
| Water Equipment Operator - Class A | 16.00 | 26.00 | Hourly |
| Water Equipment Operator - Class B | 15.00 | 24.00 | Hourly |
| Water General Labor | 12.00 | 22.00 | Hourly |
| WASTEWATER TREATMENT DEPT. | | | |
| Superintendent | 1,700.00 | 3,200.00 | Bi-Weekly |
| Assistant Superintendent - Wastewater | 1,575.00 | 2,800.00 | Bi-Weekly |
| Pretreatment Director | 18.00 | 35.00 | Hourly |
| Class 3 Operator | 16.00 | 32.00 | Hourly |
| Class 2 Operator | 15.00 | 28.00 | Hourly |
| Class 1 Operator | 14.00 | 25.00 | Hourly |
| Wastewater General Labor | 12.00 | 22.00 | Hourly |
| WASTEWATER COLLECTION DEPT. | | | |
| Superintendent | 1,600.00 | 3,200.00 | Bi-Weekly |
| Assistant Superintendent | 15.00 | 32.00 | Hourly |
| Collection General Labor | 12.00 | 22.00 | Hourly |

RESOLUTION 2023-08


TIPTON UTILITY SERVICE BOARD CITY OF TIPTON, INDIANA

WHEREAS, The Tipton Utility Service Board (TUSB) needs to approve the salaries of its elected and appointed officials for calendar year 2024, those who are drawing a salary from the Tipton Municipal Utility (TMU) funds, as directed under Indiana Code 8-1.5-3-4; and

NOW THEREFORE BE IT RESOLVED, that effective January 1, 2024, the Tipton City Mayor shall receive \$990.60 bi-weekly, the Tipton City Clerk-Treasurer shall receive \$898.51 bi-weekly. And in accordance with the recently approved Tipton Common Council Ordinance 2023-07, each TUSB Member compensation shall be set at \$356.65 bi-weekly, same as Council members. This resolution will remain in effect until such time the Tipton Common Council and TUSB should resolve to amend these compensations. This resolution amends and supersedes any other previous TUSB Resolutions regarding this matter.

Signed this 16th day of October, 2023, in Tipton, Indiana.

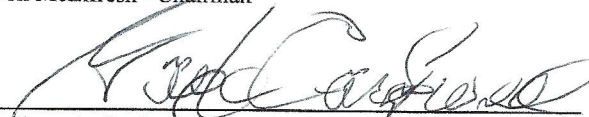
TIPTON UTILITY SERVICE BOARD



Don McElfresh - Chairman



Steven Thompson



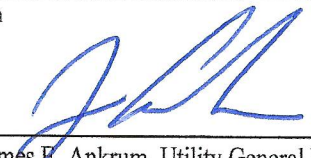
Barbara A. Cardwell



Peter Schram



Mark J. Raver



ATTEST: James E. Ankrum, Utility General Manager