

October 21, 2015
Algona, Iowa

Minutes of Proceedings
Of the
Algona Municipal Utilities' Board of Trustees

A meeting of the Board of Trustees of the Algona Municipal Utilities was held in the office of the Algona Municipal Utilities at 104 W. Call Street, Algona, Iowa on October 21, 2015 at 11:00 A.M.

Present: Jay Geving, Chairperson; Trustees – Karen Schaaf, David Golwitzer, Julie Murphy

Absent: Walter Krahenbuhl

Also Present: John Bilsten, General Manager; Brien Rindone, Secretary – Chief Financial Officer; Scott Buchanan, General Counsel; Jon Burmeister, Public Financial Management, Inc.

Chairperson Geving called the meeting to order at 11:00 A.M.

The consent agenda included adoption of the agenda, approval of the September 30, 2015 regular meeting minutes, and approval of the monthly vouchers. Trustee Golwitzer moved to approve the consent agenda, seconded by Trustee Schaaf. Motion carried unanimously.

Chairperson Geving called the Public Hearing on the proposition to authorize a Loan Agreement and the issuance of Not to Exceed \$1,500,000 Water Revenue Capital Loan Notes to order. The Chairperson noted no written or oral comments or objections. Trustee Schaaf moved to adjourn the Public Hearing, seconded by Trustee Murphy. Roll Call votes were as follows: Krahenbuhl, absent; Geving, yes; Schaaf, yes; Golwitzer, yes; Murphy, yes. Motion carried unanimously.

Chairperson Geving called the Public Hearing on the proposition to authorize a Loan Agreement and the issuance of Not to Exceed \$1,400,000 Taxable Telecommunications Revenue Refunding Capital Loan Notes to order. The Chairperson noted no written or oral comments or objections. Trustee Golwitzer moved to adjourn the Public Hearing, seconded by Trustee Schaaf. Roll Call votes were as follows: Krahenbuhl, absent; Geving, yes; Schaaf, yes; Golwitzer, yes; Murphy, yes. Motion carried unanimously.

Chairperson Geving called the Public Hearing on the proposition to approve an amendment and ratification of existing inter-utility loans from the Municipal Electric Utility to the Municipal Telecommunications Utility to order. The Chairperson noted no written or oral comments or objections. Trustee Murphy moved to adjourn the Public Hearing, seconded by Trustee Golwitzer. Roll Call votes were as follows: Krahenbuhl, absent; Geving, yes; Schaaf, yes; Golwitzer, yes; Murphy, yes. Motion carried unanimously.

The Board reviewed the August 2015 Financial Statements. Trustee Schaaf moved to approve the financial statements and place them on file, seconded by Trustee Golwitzer. Motion carried unanimously.

The Board heard a presentation from Jon Burmeister, Public Financial Management, Inc., regarding cash flows for the Water and Communications Utilities.

The General Manager updated the Board on a number of topics including Kossuth Animal Rescue, underground electric conversion projects, easements, cable TV, Water Rate Study, and Main St reconstruction.

The Board reviewed a resolution ratifying, confirming and approving publication of the Notice of Public Hearing on the proposal to amend and ratify the Inter Fund Utility Loans from the Municipal Electric Utility to the Municipal Telecommunications Utility. Trustee Golwitzer moved to approve the resolution, seconded by Trustee Murphy. Motion carried unanimously.

The Board reviewed a resolution approving the electronic bidding procedures and Official Statement for the issuance of Not to Exceed \$1,500,000 Water Revenue Capital Loan Notes of the City of Algona, State of Iowa. Trustee Schaaf moved to approve the resolution, seconded by Trustee Golwitzer. Motion carried unanimously.

The Board reviewed a resolution instituting proceedings to take additional action for the authorization of a loan agreement and the issuance of not to exceed \$1,400,000 Taxable Telecommunications Revenue

Refunding Capital Loan Notes. Trustee Murphy moved to approve the resolution, seconded by Trustee Schaaf. Motion carried unanimously.

The Board set the date and time for a Public Hearing for the 2016 Water Rates. Trustee Golwitzer moved to set the date and time as November 18, 2015, at 11:00 A.M., seconded by Trustee Murphy. Motion carried unanimously.

The Board discussed the use of the Algona Municipal Utilities Communications Tower and Shelter by Kossuth County Emergency Management. Trustee Schaaf moved to authorize the General Manager and General Counsel to develop a lease agreement between the parties, seconded by Trustee Golwitzer. Motion carried unanimously.

The Board discussed the 2016 Health Insurance renewal. Trustee Schaaf moved to authorize the Chief Financial Officer to sign the renewal, seconded by Trustee Golwitzer. Motion carried unanimously.

The Board set the date and time for a Public Hearing on the 2016 Budget. Trustee Murphy moved to set the date and time as November 18, 2015, at 11:00 A.M., seconded by Trustee Golwitzer. Motion carried unanimously.

The Board set the date and time for a Budget Work Session on the 2016 Budget. Trustee Schaaf moved to set the date and time as November 2, 2015, at 11:00 A.M., seconded by Trustee Murphy. Motion carried unanimously.

The Board discussed the 27th pay period in 2015. Trustee Golwitzer moved to approve the amended salary schedule, seconded by Trustee Schaaf. Motion carried unanimously.

The next meetings are as follows:

- November 2, 2015 at 11:00 A.M. – work session
- November 18, 2015 at 11:00 A.M. – regular meeting and Public Hearing

Upon motion and vote, the meeting adjourned at 12:30 P.M.

/s/ Jay B. Geving
Jay B. Geving, Chairperson

Attest:
/s/ Brien Rindone
Brien Rindone, Secretary

The following Vouchers were approved:

Chk #	Vendor	Description	Amount
	PAYROLL		\$ 52,334.08
45088	CARD CENTER	PURCHASES	913.80
45089	HY-VEE	SUPPLIES	179.53
45090	KAJEWSKI, STEPHEN	EMPLOYEE MISC	4.15
45091	KOSSUTH COUNTY TREASURER	EXCISE TAX	51,782.00
45092	LINCOLN LIFE	DEFERRED COMP	3,730.00
45093	NIMECA	INVENTORY	295.83
45094	NORTHERN IOWA COMMUNICATIONS	BANDWIDTH	6,849.72
45095	PROFESSIONAL COMPUTER SYSTEMS	UTILISMART/MDM FEES	700.00
45096	ROETHLER, LOWELL	EMPLOYEE MISC	145.60
45097	US DEPARTMENT OF EDUCATION	LR	161.05
45098	WELLMARK HEALTH PLAN	PREMIUMS	30,628.22
45099	JAY GEVING	TRUSTEE FEES	75.00
45100	DAVID GOLWITZER	TRUSTEE FEES	75.00
45101	IOWA STATE BANK	COMM LOAN PAYMENT	3,971.58
45102	IOWA STATE BANK	COMM LOAN PAYMENT	17,856.78
45103	WALTER KRAHENBUHL	TRUSTEE FEES	75.00
45104	JULIE MURPHY	TRUSTEE FEES	75.00
45105	KAREN SCHAAF	TRUSTEE FEES	75.00
45106	ACCESS SYSTEMS	SPAM FILTERING SERVICES	141.00
45107	ADVANTAGE ADMINISTRATORS	HRA ADMIN FEES	171.50
45108	ALGONA MUNICIPAL UTIL.	MEDICAL SELF INSURANCE	446.00
45109	ALGONA MUNICIPAL UTILITIES	SERVICES	16,433.36
45110	ALGONA PLUMBING & HEATING	APPLIANCE REBATE - BOETTCHER	50.00
45111	B&W CONTROL SPECIALISTS	CHEMICALS	510.39
45112	BANKERS MEDIA GROUP INC	ADVERTISEMENT	509.50
45113	BOETTCHER, RYAN	APPLIANCE REBATE - AC	200.00

45114	BOMGAARS	SUPPLIES	315.76
45115	BORDER STATES ELECTRIC	INVENTORY	1,442.90
45116	BROWN SHOE FIT CO	SUPPLIES	1,519.70
45117	BUCHANAN BIBLER & GABOR	LEGAL SERVICES	730.00
45118	RUBEN CANTU	ELEC MTR CONV REBATE	75.00
45119	GREG CASEY	WINDOW REBATE	880.50
45120	CENTRAL IOWA DISTRIBUTING	SUPPLIES	179.20
45121	CENTURYLINK	SERVICE	112.40
45122	CENTURYLINK	LOCAL INTERCONNECTION	331.68
45123	CENTURYLINK	LOCAL MESSAGE COMPENSATION	3.10
45124	CITY OF ALGONA	NEWSLETTER	10,832.47
45125	CONSORTIA CONSULTING BY TELEC	CONSULTING SERVICES	1,550.00
45126	CORN BELT POWER COOP	TRANSMISSION SERVICE	51,756.00
45127	DAN PATTEN ROOFING	SERVICE	291.18
45128	DAN-D LASER CARTRIDGES	TONER	304.95
45129	DEX MEDIA EAST	ADVERTISEMENT	85.50
45130	DGR ENGINEERING	ENGINEERING - SWITCHGEAR	12,961.31
45131	RICHARD/CECELIA DIERS	APPLIANCE REBATE - WASHER	100.00
45132	DUMP IT INC.	DUMPSTER	318.06
45133	EDEN, CLINTON	APPLIANCE REBATE - AC	350.00
45134	ELECTRICAL MATERIALS CO.	SUPPLIES	373.75
45135	ELECTRONIC ENGINEERING	SERVICE	29.85
45136	ELECTRONIC SPECIALITIES, INC	SERVICE	42.80
45137	MONICA ELLIS	COMMUNICATIONS REFUND	58.28
45138	EMC INSURANCE COMPANIES	PREMIUMS	513.00
45139	ERPELDING EXCAVATING ENT	MATERIALS PURCHASED	1,183.50
45140	FOERTSCH P & H	APPLIANCE REBATE - EDEN	25.00
45141	JOANN FRASER	APPLIANCE REBATE - AC	350.00
45142	GENERATIONS RESTAURANT	COMMUNICATIONS REFUND	100.14
45143	GRAYBAR ELECTRIC CO INC	SUPPLIES	293.51
45144	KAY GROESBECK	COMMUNICATIONS REFUND	4.33
45145	HACH CHEMICAL CO.	SERVICE CONTRACT	2,121.00
45146	HAWKINS INC.	CHEMICALS	3,624.00
45147	AHLIA HOOVER	COMMUNICATIONS REFUND	4.00
45148	HOTSY EQUIPMENT	SUPPLIES	16.59
45149	SHERYL HUFFMAN	COMMUNICATIONS REFUND	181.11
45150	I WIRELESS	SERVICE	37.08
45151	I&S GROUP, INC	WATER MAIN REPLACEMENT HWY 18	5,282.50
45152	IA DEPT.OF NAT.RESOURCES	ANNUAL WATER USE FEE	99.00
45153	IOWA ASSN OF MUNI UTILITIES	MISCELLANEOUS	6,110.00
45154	IOWA ONE CALL	SERVICE	457.70
45155	JOHN DEERE FINANCIAL	PARTS	119.75
45156	ROD JOHNSON	EMPLOYEE MISC	209.88
45157	KLGA - FM	ADVERTISING SERVICES	772.42
45158	TERESA KOLLASCH	WINDOW REBATE	240.90
45159	KRIZ-DAVIS CO.	SUPPLIES	2,747.86
45160	ROBERT KRON	COMMUNICATIONS REFUND	63.67
45161	LEIGH, DENNIS	WINDOW REBATE	250.38
45162	DALE MAINS	APPLIANCE REBATE - WASHER	100.00
45163	DAVID MARKLA	COMMUNICATIONS REFUND	80.74
45164	METERING & TECHNOLOGY SOLUTIONS	METERS	5,890.99
45165	MIDAMERICAN COMP CORP	BILLING SERVICES	4,563.88
45166	MIDAMERICAN ENERGY	SERVICE	273.80
45167	MIDAMERICAN ENERGY	SERVICE	11.14
45168	EUGENE MULLER	COMMUNICATIONS REFUND	56.01
45169	NALCO COMPANY	SERVICE	106.74
45170	NEU STAR	LNP	275.39
45171	BBC AMERICA	SUBS	256.64
45172	JENNIFER NIEBUHR	COMMUNICATIONS REFUND	125.44
45173	NIMECA	SUPPLIES	1,651.95
45174	NORTHWEST COMM NETWORK	BANDWIDTH	812.17
45175	PITNEY-BOWES INC.	RENTAL	863.28
45176	POWER & TELEPHONE SUPPLY	EQUIPMENT	9,580.50
45177	QUESTLINE	RELATIONSHIP BUILDER SERVICE	3,167.00
45178	REDING, PETER C.	APPLIANCE REBATE - WASHER	100.00
45179	REDING GRAVEL & EXC.	SAND	486.64
45180	RFD TV	SUBS	129.49
45181	RUHNKE BROS SINCLAIR	FUEL	14.43
45182	MARILYN SCHIUPLL	COMMUNICATIONS REFUND	90.81
45183	SIGN WORKS	SIGNS	734.51

45184	KATHRYN SMITH	COMMUNICATIONS REFUND	141.24
45185	SPENCER MUNICIPAL UTILITIES	SWITCHING SERVICES	5,500.00
45186	STUNDAHL CLEANING	CLEANING SERVICES	900.00
45187	DRAKE SWANSON	COMMUNICATIONS REFUND	2.66
45188	TANTALUS	EQUIPMENT	989.00
45189	FREDERICK TRAHAN	COMMUNICATIONS REFUND	13.45
45190	US POSTAL SERVICE (POSTAGE)	POSTAGE	2,000.00
45191	USABLUEBOOK	CREDIT MEMO	2,093.82
45192	LORRAINE VASKE	COMMUNICATIONS REFUND	78.60
45193	WALLACE WATER COND.	SERVICE CALL	99.61
45194	LOUIS/LINDA WEBER	COMMUNICATIONS REFUND	36.35
45195	ZACHERY WILTSE	COMMUNICATIONS REFUND	53.28
45196	JOAN WIRTZ	COMMUNICATIONS REFUND	64.15
45197	DR DENNIS WYMORE	COMMUNICATIONS REFUND	46.38
45198	ALGONA MUNICIPAL UTILITIE	PROJECT SHARE - BROOKS	398.47
45199	ALTEC INDUSTRIES INC.	SWITCH	47.28
45200	STEVE GRANDGENETT	EMPLOYEE MISC	20.32
45201	IA DIST.WIND GEN.PROJECT	POWER PURCHASED	3,616.54
45202	RINDONE, BRIEN	EMPLOYEE MISC	941.04
45203	MIKE STRIPLING	EMPLOYEE MISC	20.44
45204	ALGONA MUNICIPAL UTILITIE	PROJECT SHARE - BANWART	846.76
45205	JENNINGS, ROBERT M.	EMPLOYEE MISC	82.00
45206	RINDONE, BRIEN	EMPLOYEE MISC	960.00
45207	US DEPARTMENT OF EDUCATION	LR	161.05
45208	BILL WEIG	EQUIPMENT REPLACEMENT	450.00
45209	A & M LAUNDRY	SUPPLIES	38.73
45210	ACCESS SYSTEMS	SSL CERTIFICATE RENEWAL	150.00
45211	AIR FILTER SALES & SERVICE	FILTERS	104.05
45212	ALGONA PLUMBING & HEATING	APPLIANCE REBATE - STRUECKER	50.00
45213	ALGONA PUBLISHING CO.	ADVERTISING AND SUPPLIES	1,440.32
45214	ALLIANCE CONNECT	SERVICE	372.29
45215	AL'S REPAIR	SERVICE	8.03
45216	AMERICAN MARINE INC.	SUPPLIES	10.58
45217	ARNOLD MOTOR SUPPLY	PARTS/SUPPLIES	44.94
45218	BILSTEN, JOHN	EMPLOYEE MISC	145.00
45219	BUGS N STUFF	SERVICE	77.04
45220	BURR OAK MOTEL	LED LIGHTING REBATE	3,600.00
45221	BUSCHER'S SERVICE CENTER	FUEL	128.49
45222	CENTRAL IOWA DISTRIBUTING	SUPPLIES	42.50
45223	CHROME COUNTRY INN	SERVICE	128.89
45224	CITY OF ALGONA	UPS FEES	25,080.25
45225	CRESCENT ELECTRIC SUPPLY	SUPPLIES	263.50
45226	DAN-D LASER CARTRIDGES	TONER	42.80
45227	DEX MEDIA EAST	ADVERTISING SERVICES	85.50
45228	DIAMOND'S	EMPLOYEE CLOTHING	154.08
45229	JENNY ERNST	WINDOW REBATE	1,256.10
45230	ERPELDING EXCAVATING ENT	MAIN AT 1226 E ELM ST	11,335.05
45231	FAREWAY STORES	SUPPLIES	67.54
45232	FOERTSCH P & H	APPL REBATE - MILLER CONST	25.00
45233	GRAYBAR ELECTRIC CO INC	ELECTRIC MISCELLANEOUS	1,680.65
45234	HUTZELL, FLOYD	APPLIANCE REBATE - AC	350.00
45235	IA DIST.WIND GEN.PROJECT	SHARED COSTS	1,792.59
45236	IGLASS NETWORKS	MONITORING SERVICES	500.00
45237	IOWA COMMUNICATIONS ALLIANCE	IMPACT CONFERENCE FEES	1,195.00
45238	IOWA NETWORK SERVICES	SERVICES	11,025.62
45239	IOWA ONE CALL	SERVICE	455.00
45240	IOWA UTILITIES BOARD	2015/2016 DUAL PARTY RECON	139.43
45241	IRBY	SUPPLIES	276.48
45242	K & H COOP OIL CO.	FUEL	692.32
45243	KAISER, WAYNE	WINDOW REBATE	206.50
45244	KIWANIS CLUB OF ALGONA	DUES	91.00
45245	KLGA - FM	ADVERTISING SERVICES	767.34
45246	LOOKOUT POINT COMMUNICATIONS	CONSULTING SERVICES	337.50
45247	VIRGINIA MAINS	APPLIANCE REBATE - WASHER	100.00
45248	METERING & TECHNOLOGY SOLUTIONS	METERS	5,579.25
45249	MIDAMERICAN COMP CORP	CONFERENCE FEES	1,516.00
45250	MIDAMERICAN ENERGY CO.	SERVICE	336.69
45251	MIDWEST PIPE SUPPLY, INC	SUPPLIES	36.00
45252	SCOT MILLER	APPLIANCE REBATE - AC	200.00
45253	MUNICIPAL MANAGEMENT CORP	SERVICE	2,375.00

45254	N.I.A.C.C.	REGION II FALL WATER CONFERENCE	180.00
45255	NG-911, INC	DATABASE MANAGEMENT	150.00
45256	NIMECA	LEGAL FEES	724.81
45257	NORTHERN IOWA COMMUNICATIONS	BANDWIDTH	7,021.89
45258	OAK HILL CONSULTING	SERVICE	252.00
45259	PROFESSIONAL COMPUTER SYSTEMS	UTILISMART BILLING	3,527.58
45260	SPORTSMAN'S CORNER, INC	PARTS	21.70
45261	WILL STRUECKER	APPLIANCE REBATE - AC	350.00
45262	TRIBUNE MEDIA SERVICES, LLD	WEATHER SERVICES	83.18
45263	JUDY VAUTIER	EMPLOYEE MISC	34.87
45264	VILETA, HEATH	EMPLOYEE MISC	122.84
45265	WEX	FUEL	1,026.20
45266	WSI CORPORATION	WEATHER SERVICES	242.00
8801909	NORTHWEST BANK - WIRE TRANS	NEAL 4 CASH REQUIREMENT	214,000.00
8801910	TREASURER STATE OF IOWA	STATE INCOME WITHHODLING	7,346.00
8801911	IPERS	IPERS	24,799.34
8801912	ADVANTAGE ADMINISTRATORS	HRA REIMBURSEMENT	883.21
8801913	EFT - FEDERAL EXCISE TAX	EXCISE TAX	1,203.37
8801914	EFT - SALES TAX TRANSFER	SALES TAX	31,634.00
8801915	ADVANTAGE ADMINISTRATORS	HRA REIMBUSEMENT	76.00
8801916	ADVANTAGE ADMINISTRATORS	FLEX REIMBURSEMENT	2,284.12
8801917	EFTPS TRANSFER	PAYROLL TAXES	20,213.09
8801918	EFT - SALES TAX TRANSFER	SALES TAX	12,225.00
8801919	INTERSTATE TRS FUND	MONTHLY ASSESSMENT	181.84
8801920	ADVANTAGE ADMINISTRATORS	HRA REIMBURSEMENT	19.28
8801921	NATIONAL CABLE TELEVISION COOP	INVENTORY	573.05
8801922	ADVANTAGE ADMINISTRATORS	FLEX REIMBURSEMENT	2,284.12
8801923	EFTPS TRANSFER	PAYROLL TAXES	20,284.06
8801924	NIMECA	POWER	87,828.50
8801925	NORTHWEST BANK - WIRE TRANS	NEAL 4 CASH REQUIREMENT	225,000.00
8801926	EFT - FEDERAL EXCISE TAX	EXCISE TAX	1,203.83
8801927	IPERS	IPERS WITHHOLDING	24,839.79
8801928	TREASURER STATE OF IOWA	STATE INCOME TAX	7,362.00
8801929	TREASURER, STATE OF IOWA	USE TAX	982.00
8801930	ADVANTAGE ADMINISTRATORS	HRA REIMBURSEMENT	150.00
8801931	ADVANTAGE ADMINISTRATORS	FLEX REIMBURSEMENT	2,284.12
8801932	EFTPS TRANSFER	PAYROLL TAXES	19,893.16
8801933	INTERSTATE TRS FUND	MONTHLY ASSESSMENT	181.84
8801934	USAC	MECHANISM CHARGES	1,198.19
8801935	EFT - SALES TAX TRANSFER	SALES TAX	28,108.00
8801936	ADVANTAGE ADMINISTRATORS	HRA REIMBURSEMENT	240.00
8801937	NATIONAL CABLE TELEVISION COOP	EQUIPMENT	1,185.08