

November 8, 2016  
Algona, Iowa

Minutes of the Work Session  
Of the  
Algona Municipal Utilities' Board of Trustees

A work session 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 November 8, 2016 at 11:00 A.M.

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

Absent: Walter Krahenbuhl, David Golwitzer

Also Present: John Bilsten, General Manager; Brien Rindone, Secretary – Chief Financial Officer

Chairperson Geving called the work session to order at 4:30 P.M.

The Chief Financial Officer presented the 2017 Utility Budget.

The work session adjourned at 5:00 P.M.

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

Attest:

/s/ Brien Rindone  
Brien Rindone, Secretary

November 23, 2016  
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 November 23, 2016 at 11:00 A.M.

Present: Jay Geving, Chairperson; Trustees – Dave Golwitzer, Julie Murphy

Absent: Walter Krahenbuhl, Karen Schaaf

Also Present: John Bilsten, General Manager; Brien Rindone, Secretary – Chief Financial Officer

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

The consent agenda included adoption of the agenda, approval of the October 27, 2016 regular meeting minutes, approval of the November 8, 2016 work session minutes, and approval of the monthly vouchers. Trustee Golwitzer moved to approve the consent agenda, seconded by Trustee Murphy. Motion carried unanimously.

Chairperson Geving called the Public Hearing for the 2017 Budget to order. The Chairperson noted no written or oral comments or objections. Trustee Golwitzer moved to adjourn the Public Hearing, seconded by Trustee Murphy. Roll Call votes were as follows: Krahenbuhl, absent; Geving, yes; Schaaf, absent; Golwitzer, yes; Murphy, yes. Motion carried unanimously.

The Board reviewed the September 2016 Financial Statements. Trustee Murphy moved to approve the financial statements and place them on file, seconded by Trustee Golwitzer. Motion carried unanimously.

The Board reviewed the proposed budget for calendar year 2017. Trustee Murphy moved to approve the budget, seconded by Trustee Golwitzer. Motion carried unanimously.

The General Manager updated the Board on a number of topics including Neal 4, Ridgley Street water project, Oak Lake phase II Electric Project, donations, IDWGP, and other renewable energy options.

The Board set the date and time for a bid letting on the labor for the installation of 69kV Control Panels at the AKB and West Substations. Trustee Murphy moved to set the date and time as December 22, 2016, at 2:00 P.M., seconded by Trustee Golwitzer. Motion carried unanimously.

The Board set the date and time for a Public Hearing for approval of the bids received on the labor for the installation of 69kV Control Panels at the AKB and West Substations. Trustee Golwitzer moved to set the date and time as December 28, 2016, at 11:00 A.M., seconded by Trustee Murphy. Motion carried unanimously.

The General Manager presented Change Order #1 for the Hwy 18 Water Main replacement from H&W Contracting in the amount of \$2,545. Trustee Golwitzer moved to approve the change order, seconded by Trustee Murphy. Motion carried unanimously.

The General Manager presented Pay Request #4 for the Hwy 18 Water Main replacement from H&W Contracting in the amount of \$22,472.25. Trustee Murphy moved to approve the pay request, seconded by Trustee Golwitzer. Motion carried unanimously.

The Board reviewed a permanent right-of-way and easement over, across, upon and under the following described real estate: that part of Government Lot 1 of Section 11, Township 95 North, Range 29 West of the 5th P.M., Kossuth County, Iowa, being

a strip of land 10.00 feet wide and 5.00 feet on both sides of the following described centerline: commencing at the Southeast corner of Lot 43, River View Heights 3rd Addition to the City of Algona; thence North 68°38'18" West 93.60 feet to the Southwest Corner of said Lot 43 and the Point of Beginning; thence South 30°25'06" West 132.12 feet and thence terminating, containing 0.03 acres. For the purpose of constructing, maintaining, operating, repairing and removing thereon, over or under any public utilities of the City of Algona, Iowa, and Algona Municipal Utilities. The easement is with Don Tietz for serving property within the Wildhaven subdivision. Trustee Murphy moved to approve the easement, seconded by Trustee Golwitzer. Motion carried unanimously.

The next meeting is scheduled for December 7, 2016 at 11:00 A.M.

Upon motion and vote, the meeting adjourned at 12:00 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		\$104,901.45
48205	BIG 10	SUBS	2,662.15
48206	FOX SPORTS NET NORTH	SUBS	6,633.79
48207	NEXSTAR	RETRANSMISSION/SUBS	5,579.40
48208	ROVI	SUBS	1,354.89
48209	SINCLAIR BROADCAST GROUP INC	RETRANSMISSION	3,854.00
48210	TOWER DISTRIBUTION CO	RETRANSMISSION	3,413.59
48211	AFLAC	PREMIUMS	642.10
48212	ALGONA MUNICIPAL UTILITIES	SERVICES	16,340.33
48213	AVESIS THIRD PARTY ADMIN	PREMIUMS	567.17
48214	CARD CENTER	PURCHASES	4,337.02
48215	FAREWAY STORES	SUPPLIES	84.35
48216	HY-VEE	SUPPLIES	37.10
48217	LINCOLN LIFE	DEFERRED COMP	4,130.00
48218	METLIFE SMALL BUSINESS CENTER	PREMIUMS	2,615.73
48219	US DEPARTMENT OF EDUCATION	LR	165.58
48220	WELLMARK HEALTH PLAN	PREMIUMS	26,189.41
48221	GLADYS CHRISTENSEN	COMMUNICATIONS REFUND	13.58
48222	LAURA CLARK	COMMUNIATIONS REFUND	40.64
48223	SANDRA FARRIS	COMMUNICATIONS REFUND	46.86
48224	JOE HENELY	COMMUNICATIONS REFUND	6.66
48225	MILDRED MARTIN	ELECTRIC REFUND	145.73
48226	JEAN METZEN	COMMUNICATIONS REFUND	105.25
48227	RICHARD SHIPLER	COMMUNICATIONS REFUND	12.72
48228	TREASURER OF STATE	J. BUSCH	2,292.65
48229	ACCESS SYSTEMS	SSL CERTIFICATE RENEWAL	10,917.66
48230	ADVANTAGE ADMINISTRATORS	HRA ADMINISTRATION SERVICES	176.40
48231	ALGONA MUNICIPAL UTIL.	MEDICAL SELF INSURANCE	446.00
48232	ALGONA PLG. & HTG.	WATER PLANT REPAIR	344.50
48233	ALGONA PLUMBING & HEATING	427 N CHURCH CENTRAL AIR	50.00
48234	AMERICAN GLASS COMPANY	ENTRANCE LOCK WELL #6	506.22
48235	AUTUMN IRRIGATION	SERVICE	95.00
48236	B&W CONTROL SPECIALISTS	CHEMICALS	189.39
48237	BGHS PUBLICATIONS	ADVERTISEMENT GARIGOLD YEARBOOK	65.00
48238	ANN BOLLIG	COMMUNICATION REFUND	11.46
48239	KAREN BOYKEN	CENTRAL AIR REBATE	200.00
48240	CAMERON BRIDGES	COMMUNICATION REFUND	51.62
48241	BROWN SHOE FIT CO	SUPPLIES	892.11
48242	CENTRAL FINANCIAL GROUP	LIGHTING REBATE 111 E CALL	40.00
48243	CENTURYLINK	SERVICE	122.00
48244	CENTURYLINK	LOCAL INTERCONNECTION SERVICE	337.81
48245	CENTURYLINK	LOCAL MESSAGE COMPENSATION	2.10
48246	CINTAS CORPORATION #754	SUPPLIES	119.80
48247	CONSORTIA CONSULTING BY TELEC	CONSULTING SERVICES	1,550.00
48248	COOK'S SCRAP IRON & METAL	MATERIAL	107.50
48249	DEX MEDIA EAST	ADVERTISING	89.00
48250	DGR ENGINEERING	69 KV CONTROL PANEL REPLACEMENT	17,020.50
48251	EISCHEN SALES INC	CHAINSAW	337.95
48252	ELECTRICAL MATERIALS CO.	SUPPLIES	62.08
48253	ELECTRONIC ENGINEERING	PAGING SERVICES	29.85
48254	EMC INSURANCE COMPANIES	PREMIUMS	600.00

48255	ERPELDING EXCAVATING ENT	POWER POLE - HWY 18	2,018.50
48256	MICHELLE EVANS	COMMUNICATION REFUND	10.47
48257	DIAAN FOURIE	COMMUNICATION REFUND	108.68
48258	MANUEL GARCIA	COMMUNICATION REFUND	8.03
48259	JAY GEVING	TRUSTEE FEE	75.00
48260	DAVID GOLWITZER	TRUSTEE FEE	75.00
48261	GRAYBAR ELECTRIC CO INC	PERFORMING ARTS CENTER	4,627.43
48262	HAWKINS INC.	CHEMICALS	2,417.70
48263	HCP SPLICING SERVICES	FIBER SERVICES	3,801.71
48264	HIWAY TRUCK EQUIPMENT	REPAIRS UNIT 17	100.93
48265	I WIRELESS	SERVICE	3.54
48266	I&S GROUP, INC	HIGHWAY 18	4,419.10
48267	IOWA ASSN OF MUNI UTILITIES	E PAY LOAN PAYMENT	6,470.00
48268	IOWA ONE CALL	SERVICES	340.50
48269	IRBY	MATERIALS FOR SNAP ON	64,540.00
48270	GARY JESERITZ	WINDOW REBATE 211 RIVERVIEW DR	552.70
48271	JOHN DEERE FINANCIAL	SWINGER PARTS	65.48
48272	JOSEPH ARZAGA/TESSA BRANDT	COMMUNICATION REFUND	43.29
48273	KOSS CO EXTENSION OFFICE	COMM PESTICIDE APPL TRAINING	70.00
48274	WALTER KRAHENBUHL	TRUSTEE FEE	75.00
48275	VERNA KRAMER	COMMUNICATION REFUND	52.37
48276	KRIZ-DAVIS CO.	INVENTORY	5,209.36
48277	MIDAMERICAN COMP CORP	POSTAGE	5,466.89
48278	MIDAMERICAN ENERGY	SERVICE	81.82
48279	MPOWER TECHNOLOGIES, INC	GIS TRAINING	5,156.17
48280	MUELLER, STEVE	WINDOW REBATE 401 BROOKRIDGE	684.70
48281	NANCY MULLER	COMMUNICATION REFUND	195.28
48282	MUNICIPAL MANAGEMENT CORP	SERVICE	2,250.00
48283	JULIE MURPHY	TRUSTEE FEE	75.00
48284	N.I.A.C.C.	TRAINING	120.00
48285	NORTH IOWA COMM. ACTION	ADMINISTRATIVE FEE	12.83
48286	NORTHWEST COMM NETWORK	BANDWIDTH	1,189.00
48287	NUTRITIONAL WEIGHT & WELLNESS	WELLNESS CLASS	336.00
48288	JOHN OPHEIM	COMMUNICATION REFUND	75.90
48289	PITNEY-BOWES INC.	LEASING CHARGES	764.55
48290	RICHARD PLATHE	ELECTRIC METER CONVERSION REBATE	75.00
48291	POWER & TELEPHONE SUPPLY	MATERIALS	1,725.78
48292	PRO-BUILD	SUPPLIES	49.68
48293	PROFESSIONAL COMPUTER SYSTEMS	TIME ENTRY IMPELEMENTATION	3,949.75
48294	DAN PURCELL	COMMUNICATION REFUND	125.00
48295	REDING GRAVEL & EXC.	SAND	400.90
48296	REFFER, DON	COMMUNICATION REFUND	142.90
48297	KYLE RICH	COMMUNICATION REFUND	82.68
48298	ROUTER12 NETWORKS LLC	CMTS	2,000.00
48299	KELLY ROWLET	CENTRAL AIR REBATE	350.00
48300	KAREN SCHAAF	TRUSTEE FEE	75.00
48301	RICK SCHULTZ	COMMUNICATION REFUND	72.59
48302	LARRY SCOBBA	COMMUNICATION REFUND	286.73
48303	SUSAN SEEBECKER	EMPLOYEE MISC	220.86
48304	SHOWTIME NETWORKS INC	SUBS	332.92
48305	SNAP-ON INDUSTRIAL	TOOLS	313.81
48306	SPENCER MUNICIPAL UTILITIES	SERVICE	5,538.94
48307	STATE 5 THEATRE	MERCHANT MOVIE PROGRAM	75.00
48308	STT	HANDSET	28.00
48309	STUNDAHL CLEANING	CLEANING SERVICES	900.00
48310	KRAIG THILGES	ELECTRIC METER CONVERSION REBATE	75.00
48311	TLC LLC	WINDOW REBATE 1504 E LINDEN	112.01
48312	JUSTINE TONDERUM	COMMUNICATION REFUND	67.92
48313	PATRICIA VOYLES	COMMUNICATION REFUND	5.71
48314	WALLACE WATER COND.	RENTAL	24.61
48315	WESCO DISTRIBUTION INC.	INVENTORY	992.96
48316	WINDOWS & MORE, INC	WINDOW CLEANING	727.60
48317	WSI CORPORATION	SERVICE	266.20
48318	BOMGAARS	SUPPLIES	856.33
48319	H&W CONTRACTING, LLC	HWY 18 WTR MAIN	50,375.65
48320	IN DEMAND	PPV	250.00
48321	US DEPARTMENT OF EDUCATION	LR	165.58
48322	A & M LAUNDRY	SERVICE	38.73

48323	ACCESS PROPERTY MGMT CO	WINDOW REBATE	851.50
48324	ACCESS SYSTEMS	SPAM FILTERING SERVICE	141.00
48325	AHLERS & COONEY, P.C.	SERVICE	50.00
48326	ALGONA PLG. & HTG.	SUPPLIES	10.65
48327	ALGONA PLUMBING & HEATING	CENTRAL AIR REBATE MEYERS	50.00
48328	ALGONA PUBLISHING CO.	ADVERTISING	963.32
48329	ALGONA PUBLISHING COMPANY	NIE NEWSPAPER	100.00
48330	A-TEC ENERGY CORP.	ENERGY EFFICIENCY AUDITS	83.46
48331	AUREON NETWORK SERVICES	SERVICE	12,112.52
48332	BOWEN, JACK	WASHER REBATE	100.00
48333	BRIAN'S WELDING	UNIT 7	21.40
48334	BROWN SHOE FIT CO	SUPPLIES	221.48
48335	BROWN SUPPLY COMPANY	SUPPLIES	182.69
48336	BUSCHER BROS. IMPLEMENT	BORE MACHINE 1220 PARTS	8.15
48337	JOHN BYRKELAND	AIR CONDITIONER REBATE	350.00
48338	CASEY'S GENERAL STORE	FUEL	20.87
48339	CHROME COUNTRY INN	SERVICE	52.91
48340	CINTAS CORPORATION #754	SUPPLIES	239.43
48341	COOK'S SCRAP IRON & METAL	SUPPLIES	405.87
48342	CROSSROADS ALGONA	FUEL	38.50
48343	DAN-D LASER CARTRIDGES	SUPPLIES	552.79
48344	DITCH WITCH OF MINNESOTA & IOWA	PARTS	128.36
48345	DUMP IT INC.	WASTE REMOVAL	318.06
48346	ERPELDING EXCAVATING ENT	WATER MAIN REPAIR OB LAING	4,280.46
48347	FASTENAL COMPANY	SUPPLIES	49.42
48348	FOERTSCH P & H	CENTRAL AIR REBATE STRATTAN	50.00
48349	CLAUDIA GOULD	WASHER REBATE	100.00
48350	HAWKINS INC.	CHEMICALS	2,576.90
48351	HEARST TELEVISION	RETRANSMISSION 2016 Q2 & Q3	28,800.00
48352	JENNETTA HELMERS	WINDOW REBATE	870.00
48353	HYGIENIC LABORATORY - AR	SERVICE	94.50
48354	I&S GROUP, INC	WTR MAIN REPLACEMENT HWY 18 E	3,044.44
48355	IA DIST.WIND GEN.PROJECT	OCTOBER 2016 SHARED COSTS	832.70
48356	IA LAKES COMM COLLEGE FOUND.	DONATION	250.00
48357	IDALS	PESTICIDE RENEWAL ERIC DEGEN	15.00
48358	IGLASS NETWORKS	SERVICE	500.00
48359	IOWA ASSN OF MUNI UTILITIES	OSHA TRAINING ROD V, STEVE G	400.00
48360	IOWA UTILITIES BOARD	IOWA ASSESSMENT CHARGES	139.10
48361	JACK'S OK TIRE SERVICE	PARTS	39.89
48362	JOHNSTON AUTOSTORES	PARTS	48.62
48363	K & H COOP OIL CO.	FUEL	380.32
48364	KLGA - FM	ADVERTISING	930.00
48365	KOSS CO EXTENSION OFFICE	PESTICIDE TRAINING HEATH V, ROD J	70.00
48366	KRIZ-DAVIS CO.	INVENTORY	98.01
48367	MEYERS, CRAIG	CENTRAL AIR REBATE	350.00
48368	MIDAMERICAN ENERGY CO.	GAS SERVICE	336.30
48369	NALCO COMPANY	CHEMICALS	927.02
48370	NG-911, INC	DATABASE MANAGEMENT	150.00
48371	NIMECA	MCR BILLING	236.25
48372	NORTH IA LUMBER	SUPPLIES	28.60
48373	NORTHERN IOWA COMMUNICATIONS	BANDWIDTH	8,965.19
48374	PHYSIO CONTROL	SUPPLIES	91.32
48375	PMC ADVANTAGE SERVICES, INC	PREMIUM	30.00
48376	POWER & TELEPHONE SUPPLY	EQUIPMENT	5,909.97
48377	PROFESSIONAL COMPUTER SYSTEMS	STATEMENT PROCESSING	3,356.82
48378	QC SUPPLY	PARTS FOR HEADEND	22.58
48379	REGULATORY COMPLIANCE SER	ANNUAL RETAINER	395.00
48380	ROETHLER, LOWELL	EMPLOYEE MISC	217.22
48381	SCTE	MEMBERSHIP	85.00
48382	SECURITY COVERAGE	SECUREIT PLUS SERVICE	44.00
48383	SKYWALK GROUP	SERVICE	400.00
48384	BEN STRATTAN	CENTRAL AIR REBATE	350.00
48385	THREADS	EMPLOYEE CLOTHING	37.45
48386	TLC LLC	WINDOW REBATE 209 S HECKART	41.66
48387	TRIBUNE MEDIA SERVICES, LLD	ZAP2IT WEATHER SERVICE	85.68
48388	TRUPKE ELECTRIC MOTOR	AC MOTOR	197.58
48389	TULSAT - NEBRASKA	SUPPLIES	624.30
48390	VERMEER	SUPPLIES	600.00

48391	WIND UTILITY CONSULTING	CONSULTING SERVICE	2,649.85
48392	ALLISON WOLF	CENTRAL AIR REBATE	350.00
8800233	NATIONAL CABLE TELEVISION COOP	SUBS	66,717.64
8800241	I WIRELESS	SERVICES	267.68
8800242	EFT - SALES TAX TRANSFER	SALES TAX	12,054.00
8800244	NIMECA	POWER	249,329.15
8800245	ADVANTAGE ADMINISTRATORS	FLEX REIMBURSEMENT	1,880.14
8800246	EFTPS TRANSFER	PAYROLL TAXES	19,919.02
8800247	I WIRELESS	SERVICES	328.62
8800248	IOWA STATE BANK	COMM LOAN PAYMENT	3,971.58
8800249	IOWA STATE BANK	COMM LOAN PAYMENT	18,723.17
8800250	TREASURER STATE OF IOWA	STATE INCOME TAX	7,292.00
8800251	I WIRELESS	SERVICE	409.79
8800252	MIDAMERICAN ENERGY	NEAL 4 CASH REQUIREMENT	169,000.00
8800253	IPERS	IPERS WITHHOLDING	24,281.83
8800254	USAC	MECHANISM CHARGES	1,541.48
8800255	ADVANTAGE ADMINISTRATORS	FLEX REIMBURSEMENT	1,880.14
8800256	EFT - FEDERAL EXCISE TAX	FEDERAL EXCISE TAX	1,187.88
8800257	EFTPS TRANSFER	PAYROLL TAXES	19,656.76
8800258	EFT - SALES TAX TRANSFER	SALES TAX	25,219.00
8800259	I WIRELESS	SERVICES	147.76
8800260	EFT - SALES TAX TRANSFER	SALES TAX	11,530.00
8800261	I WIRELESS	SERVICES	729.15