

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 20, 2017 at 8:00 A.M.

Present: Jay Geving, Chairperson; Trustees – Dave Golwitzer, Julie Murphy, Karen Schaaf, Don Heupel

Absent: None

Also Present: John Bilsten, General Manager; Scott Buchanan, General Counsel

Chairperson Geving called the meeting to order at 8:00 A.M.

The consent agenda included adoption of the agenda, approval of the September 27, 2017 regular meeting minutes, and approval of the monthly vouchers. Trustee Golwitzer moved to approve the consent agenda, seconded by Trustee Schaaf. Motion carried unanimously.

The Board reviewed the June 2017 and July 2017 Financial Statements. Trustee Heupel moved to approve the financial statements and place them on file, seconded by Trustee Murphy. Motion carried unanimously.

The General Manager updated the Board on a number of topics including well field land, IDWGP, River Road fiber extension, and Create Algona.

The General Manager presented the following utility easements for review:

A utility easement with David R. and Jamie L. Rusher for the East Ten feet (10') of a parcel of land located in the East Half of the Northwest Quarter (E½NW¼) and the Northwest Quarter of the Northeast Quarter (NW¼NE¼) of Section Twenty-four (24), Township Ninety-six (96) North, Range Twenty-nine (29), West of the 5th P.M., Kossuth County, Iowa described as Lot Three (3) of Auditor's Plat filed as Document No. 2006-1763, being parallel (straight or radially) from the West edge of the County Right-of-Way.

A utility easement with David R. and Jamie L. Rusher for the East Ten feet (10') of a parcel of land located in the East Half of the Northwest Quarter (E½NW¼) and the Northwest Quarter of the Northeast Quarter (NW¼NE¼) of Section Twenty-four (24), Township Ninety-six (96) North, Range Twenty-nine (29), West of the 5th P.M., Kossuth County, Iowa described as Lot Four (4) of Auditor's Plat filed as Document No. 2006-1763, being parallel (straight or radially) from the West edge of the County Right-of-Way.

A utility easement with Scot J. and Erin M. Miller for the East Ten feet (10') of a parcel of land located in the East Half of the Northwest Quarter (E½NW¼) and the Northwest Quarter of the Northeast Quarter (NW¼NE¼) of Section Twenty-four (24), Township Ninety-six (96) North, Range Twenty-nine (29), West of the 5th P.M., Kossuth County, Iowa, described as Lot 1 of the Auditor's Plat recorded as Document No. 2006-1763, being parallel (straight or radially) from the West edge of the County Right-of-Way.

A utility easement with Gary L. and Susan P. Schneider for the East Ten feet (10') of a parcel of land located in the East Half of the Northwest Quarter (E½NW¼) and the Northwest Quarter of the Northeast Quarter (NW¼NE¼) of Section Twenty-four (24), Township Ninety-six (96) North, Range Twenty-nine (29), West of the 5th P.M., Kossuth County, Iowa, described as Lot 1 of the Auditor's Plat recorded as Document No. 2006-1763, being parallel (straight or radially) from the West edge of the County Right-of-Way.

Trustee Golwitzer moved to approve the easements, seconded by Trustee Schaaf. Motion carried unanimously.

The Board reviewed the Consent to the Winding Up, Distribution of Assets, and Dissolution of AMU-Skylink, LC. Trustee Murphy moved to approve the Consent, seconded by Trustee Schaaf. Motion carried unanimously.

The Board discussed the purchase of real estate. Trustee Heupel moved to go into closed session at 8:15 A.M. pursuant to Iowa Code Section 21.5(1) (j) to discuss the purchase or sale of particular real estate only where premature disclosure could be reasonably expected to increase the price the governmental body would have to pay for that property, seconded by Trustee Golwitzer. Roll Call votes were as follows: Geving-Yes, Murphy-Yes, Schaaf-Yes, Golwitzer-Yes, Heupel-Yes. Motion carried unanimously.

Trustee Heupel moved to end the closed session at 8:42 A.M., seconded by Trustee Schaaf. Roll Call votes were as follows: Heupel-Yes, Golwitzer-Yes, Schaaf-Yes, Murphy-Yes, Geving-Yes. Motion carried unanimously.

The Board discussed further action regarding the purchase of property. Trustee Heupel moved to authorize the General Manager and General Counsel to develop an Offer to Buy Real Estate and Acceptance contingent on the outcome of a public hearing, seconded by Trustee Schaaf. Motion carried unanimously.

The Board discussed candidates for the position of Chief Financial Officer. Trustee Golwitzer moved to go into closed session at 8:46 A.M. pursuant to Iowa Code Section 21.5(1) (i) to evaluate the professional competency of an individual whose appointment, hiring, performance, or discharge is being considered when necessary to prevent needless and irreparable injury to that individual's reputation and that individual requests a closed session, seconded by Trustees Heupel. Roll Call votes were as follows: Geving-Yes, Murphy-Yes, Schaaf-Yes, Golwitzer-Yes, Heupel-Yes. Motion carried unanimously.

Trustee Murphy moved to end the closed session at 9:06 A.M., seconded by Trustee Golwitzer. Roll Call votes were as follows: Heupel-Yes, Golwitzer-Yes, Schaaf-Yes, Murphy-Yes, Geving-Yes. Motion carried unanimously.

The next meeting is scheduled for November 2, 2017 at 11:00 A.M.

Upon motion and vote, the meeting adjourned at 9:10 A.M.

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

Attest:
/s/ John Bilsten
John Bilsten, Acting Secretary

The following Vouchers were approved:

Chk #	Vendor	Description	Amount
	PAYROLL		\$ 50,823.00
50218	ALGONA BROADCAST PROGRAM	ADVERTISNG SERVICES	150.00
50219	AUREON NETWORK SERVICES	LD SERVICES	371.03
50220	BIG 10	SUBS	2,530.80
50221	FOX SPORTS NET NORTH	SUBS	6,744.24
50222	JENNINGS, ROBERT M.	EMPLOYEE MISC	139.10
50223	LINCOLN LIFE	DEFERRED COMP	6,816.00
50224	NEXSTAR	SUBS/RETRANSMISSION	5,680.00
50225	ROETHLER, LOWELL	EMPLOYEE MISC	155.15
50226	ROVI	SUBS	1,301.11
50227	SUSAN SEEBECKER	EMPLOYEE MISC	194.74
50228	SHOWTIME NETWORKS INC	SUBS	323.73
50229	SINCLAIR BROADCAST GROUP INC	RETRANSMISSION	4,016.25
50230	TOWER DISTRIBUTION CO	SUBS	3,513.02
50231	US DEPARTMENT OF EDUCATION	LR	169.47
50232	AVESIS THIRD PARTY ADMIN	PREMIUMS	579.59
50233	CARD CENTER	PURCHASES	3,540.90
50234	FAREWAY STORES	SUPPLIES	69.87
50235	HY-VEE	SUPPLIES	63.54
50236	METLIFE SMALL BUSINESS CENTER	PREMIUMS	2,684.19
50237	WELLMARK HEALTH PLAN	PREMIUMS	24,717.44
50238	A & M LAUNDRY	SERVICE	38.73
50239	ADAMS CABLE EQUIPMENT, INC	DCH 6200	245.50
50240	ALGONA MUNICIPAL UTILITIE	PROJECT SHARE B. PRUETT	564.17
50241	ALGONA MUNICIPAL UTILITIES	SERVICES	16,041.52
50242	ALGONA PLUMBING & HEATING	CENTRAL AIR REBATE GRINDBERG	25.00
50243	ALS TRIBOLOGY	OIL SAMPLES	388.14
50244	LILIA ALVARADO	COMMUNICATION REFUND	49.99
50245	AMSTERDAM PRINTING & LITH	SUPPLIES	108.00
50246	B&W CONTROL SPECIALISTS	CHEMICALS	222.03
50247	BAN-KOE SYSTEMS, INC	ALGONA LOFT TECH SERVICE	1,486.63
50248	BOMGAARS	SUPPLIES	47.84
50249	BORDER STATES ELECTRIC	SUPPLIES	613.85
50250	BROWN SHOE FIT CO	SUPPLIES	11.55
50251	BURR OAK MOTEL	COMMUNICATION REFUND	438.33
50252	BARBARA BUSCHER	COMMUNICATION REFUND	50.20
50253	CENTRAL IOWA DISTRIBUTING	SUPPLIES	110.00
50254	CENTURYLINK	SERVICE	130.38
50255	CENTURYLINK	SERVICE	305.43
50256	CENTURYLINK	LOCAL MESSAGE COMPENSATION	1.08
50257	CONSORTIA CONSULTING BY TELEC	CONSULTING FEE	1,250.00
50258	COUNSEL	COMMUNICATION REFUND	41.63
50259	CRESCENT ELECTRIC SUPPLY	SUPPLIES	31.29
50260	DAN-D LASER CARTRIDGES	SUPPLIES	85.60
50261	DITCH WITCH OF MINNESOTA & IOWA	SUPPLIES	2,199.92
50262	DUMP IT INC.	WASTE REMOVAL	327.96
50263	ELECTRONIC ENGINEERING	PAGING SERVICES	29.85
50264	FARMERS COOPERATIVE ELEV.	PROPANE	30.00
50265	CHARLES FERGUSON	RES ELEC METER REBATE	75.00
50266	ERIK FEVOLD	COMMUNICATION REFUND	81.59
50267	JAY GEVING	TRUSTEE FEE	75.00
50268	DAVID GOLWITZER	TRUSTEE FEE	75.00
50269	BERNICE GORHAM	COMMUNICATION REFUND	166.92
50270	ALEX GRANDGEORGE	COMMUNICATION REFUND	98.51
50271	CHRISTIAN GRINDBERG	CENTRAL AIR REBATE	200.00
50272	HACH CHEMICAL CO.	SERVICE	2,109.00
50273	HAWKINS INC.	CHEMICALS	4,349.39
50274	SUSAN HEFTY	COMMUNICATION REFUND	136.76
50275	DON HEUPEL	TRUSTEE FEE	75.00
50276	IOWA ASSN OF MUNI UTILITIES	FALL BROADBAND MEETING	6,505.00
50277	IOWA ONE CALL	SERVICE	467.40
50278	JCL SOLUTIONS	SUPPLIES	114.57
50279	JOHN DEERE FINANCIAL	PARTS	13.72
50280	SCOTT JOHNSON	COMMUNICATION REFUND	12.04
50281	GEORGE KNOER	RES ELEC METER REBATE	75.00
50282	KOSS CO HISTORICAL SOCIETY	DONATION	15,000.00
50283	KRIZ-DAVIS CO.	UG PRIMARY ELBOW 1/0 15 KV	608.30
50284	DON LANUS	COMMUNICATION REFUND	33.29

50285	DONNA LEMKEE	COMMUNICATION REFUND	41.87
50286	CHARLES J LICKTEIG	COMMUNICATION REFUND	27.70
50287	PAULINE MEDIN	COMMUNICATION REFUND	50.09
50288	MIDAMERICAN COMP CORP	MACC BILLING CONFERENCE	1,167.00
50289	MIDAMERICAN ENERGY	GAS SERVICE	316.79
50290	JULIE MURPHY	TRUSTEE FEE	75.00
50291	NEU STAR	SOW & LNP	217.32
50292	MATT NEWKIRK	COMMUNICATION REFUND	10.06
50293	MICHAEL PHELPS	ELECTRIC REFUND	1.16
50294	PMC ADVANTAGE SERVICES, INC	INSURANCE	1,932.00
50295	CHELSIE POTTS	COMMUNICATION REFUND	84.14
50296	POWER & TELEPHONE SUPPLY	SUPPLIES	7,391.69
50297	DON/NORMA REDING	COMMUNICATION REFUND	26.84
50298	ROUTER12 NETWORKS LLC	SERVICE	560.00
50299	KAREN SCHAAF	TRUSTEE FEE	75.00
50300	ANITA SCHULTZ	RES ELEC METER REBATE	75.00
50301	SCHUMACHER WELL DRILLING	WELL #8 REPAIRS	28,375.50
50302	SOL TANNING	COMMUNICATION REFUND	109.04
50303	FLORENCE SPEAR	COMMUNICATION REFUND	42.79
50304	SPENCER MUNICIPAL UTILITIES	TELEPHONE SWITCHING	5,500.00
50305	KELLY STEUK	COMMUNICATION REFUND	1.67
50306	STUNDAHL CLEANING	CLEANING SERVICE	900.00
50307	THREADS	EMPLOYEE CLOTHING	497.55
50308	KRIS THUL	COMMUNICATION REFUND	5.00
50309	US POSTAL SERVICE (POSTAGE)	POSTAGE	2,000.00
50310	USAC	SUPPORT MECHANISM FEE	1,986.99
50311	KYLE WAKEFIELD	COMMUNICATION REFUND	112.29
50312	WALLACE WATER COND.	RENTAL	24.61
50313	WISCONSIN ENERGY CONS CORP	LED LIGHT PROGRAM	1,157.70
50314	WSI CORPORATION	WEATHER SERVICES	296.84
50315	YOURMEMBERSHIP.COM, INC	CFO JOB POSTING	215.00
50316	ZIEGLER INC.	OIL SAMPLES ENGINES	187.27
50317	KOSS CO HISTORICAL SOCIETY	REFUND FOR OVERPAYMENT	67.54
50318	ALGONA MUNICIPAL UTILITIE	PROJECT SHARE - M. ROCKHOLD	2,325.64
50319	US DEPARTMENT OF EDUCATION	LR	169.47
50320	A & M LAUNDRY	SUPPLIES	38.73
50321	ADAMS CABLE EQUIPMENT, INC	COMM MISC	440.00
50322	AHLERS & COONEY, P.C.	LEGAL FEES	17,964.88
50323	ALGONA PLG. & HTG.	SUPPLIES	22.00
50324	ALGONA PLUMBING & HEATING	APPLIANCE REBATE - BARTOLO	25.00
50325	ALGONA PUBLISHING CO.	ADVERTISING SERVICES	578.06
50326	AUREON NETWORK SERVICES	SERVICES	11,617.20
50327	BARTOLO, JOHN	APPLIANCE REBATE - AC	350.00
50328	BIG 10	SUBS	2,683.24
50329	BILSTEN, JOHN	EMPLOYEE MISC	142.50
50330	JOANNE BODE	WELLNESS PRESENTATION	25.00
50331	BOMGAARS	SUPPLIES	368.25
50332	BORDER STATES ELECTRIC	MATERIALS	702.43
50333	BUSCHER BROS. IMPLEMENT	PARTS	27.78
50334	BUSCHER'S SERVICE CENTER	FUEL	107.95
50335	CENTRAL IOWA DISTRIBUTING	SUPPLIES	214.30
50336	CENTRAL STATES AGENCY, LLC	APRAISAL SERVICES	600.00
50337	CENTURYLINK	SWITCH ACCESS SERVICE	16.90
50338	CHROME COUNTRY INN	SERVICE	77.68
50339	CINTAS CORPORATION #754	SUPPLIES	167.40
50340	DIAMOND'S	EMPLOYEE CLOTHING	240.06
50341	DITCH WITCH OF MINNESOTA & IOWA	KEY SWITCH KIT	117.88
50342	DIVERSIFIED ADJUSTMENT SERVICE	COLLECTION SERVICES	66.00
50343	EISCHEN SALES INC	WHEEL	267.50
50344	ELEVATOR SERVICE INC.	SERVICE FOR SNAP ON PROJECT	2,600.00
50345	EMAGINE, LLC	WEBSITE SERVICE	37.50
50346	ERPELDING EXCAVATING ENT	WATERMAIN REPAIR - ELM/LANTRY	6,702.93
50347	FASTENAL COMPANY	SUPPLIES	44.00
50348	FOERTSCH P & H	APPLIANCE REBATE - MILLER	25.00
50349	FOX SPORTS NET NORTH	SUBS	6,749.17
50350	FRIENDS OF ALGONA PUB.LIB	CAPITAL CAMPAIGN	50,000.00
50351	GRACENOTE MEDIA SERVICES, LLC	WEATHER SERVICES	88.25
50352	HCP SPLICING SERVICES	OAK ST FIBER SPLICING	1,946.33
50353	HOTSY EQUIPMENT	OIL	20.22
50354	HYGIENIC LABORATORY - AR	TESTING SERVICES	97.50

50355	IA DIST.WIND GEN.PROJECT	SHARED COSTS	1,015.71
50356	IOWA ASSN OF MUNI UTILITIES	WATER OPERATORS TRAINING	350.00
50357	IRBY	ELECTRIC MISC	500.60
50358	KLGA & KLGZ	ADVERTISING SERVICES	782.80
50359	KOSSUTH COUNTY ADVANCE	DONATION OF NEWSPAPERS	100.00
50360	KRIZ-DAVIS CO.	MATERIALS	1,248.19
50361	MIDAMERICAN ENERGY	SERVICE	12.33
50362	MIDAMERICAN ENERGY CO.	GENERATOR POWER SUPPLY	358.40
50363	BO MILLER	APPLIANCE REBATE - AC	350.00
50364	NALCO COMPANY	LAB TESTS	103.56
50365	NEU STAR	LNP & SOW	348.12
50366	NG-911, INC	DATABASE MANAGEMENT	150.00
50367	NORTH IA LUMBER	MATERIALS	309.68
50368	NORTHERN IOWA COMMUNICATIONS	BANDWIDTH	7,476.41
50369	OAK HILL CONSULTING	RIVER ROAD FIBER	1,631.00
50370	POWER & TELEPHONE SUPPLY	SUPPLIES	251.45
50371	PROFESSIONAL COMPUTER SYSTEMS	UTILISMART	1,091.00
50372	RENTAL ZONE, LLC	CORE DRILL AND BIT	128.40
50373	REP COM INTERNATIONAL	LOCATOR	5,675.87
50374	RESCO	MATERIALS	6.42
50375	RINDONE, BRIEN	EMPLOYEE MISC	54.56
50376	ROVI	SUBS	1,303.01
50377	RUHNKE, ROBERT	WINDOW REBATE	119.50
50378	SINCLAIR BROADCAST GROUP INC	RETRASMISSION	4,000.95
50379	SKARSHAUG TESTING LABS	TESTING SERVICES	243.62
50380	SOCIETY FOR HR MANAGEMENT	MEMBERSHIP DUES	209.00
50381	JONATHAN STEVEN	WINDOW REBATE	58.50
50382	TANTALUS	METER MODULES	9,355.00
50383	TOWER DISTRIBUTION CO	RETRANSMISSION	3,515.30
50384	LEVI & LINDSEY TRAUGER	WINDOW REBATE	670.23
50385	TRUPKE ELECTRIC MOTOR	SUPPLIES	30.67
50386	US CELLULAR	SERVICE	81.81
50387	VAN WERT INC	WIND FARM METER	1,516.10
50388	VERMEER	ELECTRIC MISC	1,947.44
8802204	IOWA STATE BANK	COMM LOAN PAYMENT	18,723.17
8802205	IOWA STATE BANK	COMM LOAN PAYMENT	3,971.58
8802206	EFTPS TRANSFER	PAYROLL TAXES	20,032.63
8802207	NIMECA	POWER	165,220.15
8802208	MIDAMERICAN ENERGY	NEAL 4 CASH REQUIREMENT	181,000.00
8802209	UPS	SHIPPING	25.38
8802210	UPS	SHIPPNG	39.95
8802211	IPERS	IPERS WITHHOLDING	24,565.65
8802212	TREASURER STATE OF IOWA	STATE INCOME WITHHOLDING	7,213.00
8802213	TREASURER, STATE OF IOWA	USE TAX	1,616.00
8802214	EFT - FEDERAL EXCISE TAX	EXCISE TAX	1,166.42
8802215	EFTPS TRANSFER	PAYROLL TAXES	19,528.29
8802216	UPS	SHIPPING	20.40
8802217	INTERSTATE TRS FUND	MONTHLY ASSESSMENT	248.88