

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 2, 2017 at 11:00 A.M.

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

Absent: None

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

Chairperson Geving called the meeting to order at 11:10 A.M.

The consent agenda included adoption of the agenda, approval of the October 20, 2017 regular meeting minutes as amended, and approval of the monthly vouchers. Trustee Golwitzer moved to approve the consent agenda, seconded by Trustee Schaaf. Motion carried unanimously.

Trustee Murphy moved to rescind the Public Hearing for the authorization to purchase real estate, seconded by Trustee Golwitzer. Motion carried unanimously.

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

The General Manager updated the Board on a number of topics including end of year construction, municipal utility proposals, well field land, telephone interconnection agreements, and bandwidth costs.

The Chief Financial Officer presented the 2018 Utility Budget.

The Board set the date and time for a Public Hearing on the 2018 Budget. Trustee Golwitzer moved to set the date and time as November 21, 2017, at 11:00 A.M., seconded by Trustee Schaaf. Motion carried unanimously.

The Board set the date and time for a Public Hearing for the authorization to purchase real estate. Trustee Murphy moved to set the date and time as November 21, 2017, at 11:00 A.M., seconded by Trustee Heupel. Motion carried unanimously.

The Board discussed the Algona Family YMCA. Trustee Murphy moved to give towards the Development Director position contingent on the hiring, seconded by Trustee Schaaf. Motion carried unanimously.

The General Manager discussed the personnel changes for the Chief Financial Officer position. Trustee Heupel moved to approve the hiring of Sandy Batt effective November 27, 2017, seconded by Trustee Golwitzer. Motion carried unanimously.

The General Manager presented Change Order #1 for the Ridgley Street water main replacement from Erpelding Excavating Enterprise, Inc. in the amount of a deduction of \$4,730.90. Trustee Golwitzer moved to approve the change order, seconded by Trustee Schaaf. Motion carried unanimously.

The General Manager presented Pay Request #2 for the Ridgley Street water main replacement from Erpelding Excavating Enterprise, Inc. in the amount of \$14,201.27. Trustee Schaaf moved to approve the pay request, seconded by Trustee Heupel. Motion carried unanimously.

The General Manager presented the Final Pay Request for the Ridgley Street water main replacement from Erpelding Excavating Enterprise, Inc. in the amount of \$2,311.54. Trustee Murphy moved to approve the pay request, seconded by Trustee Golwitzer. Motion carried unanimously.

The next meeting is scheduled for November 21, 2017 at 11:00 A.M.

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 | | \$ 52,227.12 |
| 50389 | BILSTEN, JOHN | EMPLOYEE MISC | 14.56 |
| 50390 | K & H COOP OIL CO. | FUEL | 1,612.82 |
| 50391 | LINCOLN LIFE | DEFERRED COMP | 6,816.00 |
| 50392 | US DEPARTMENT OF EDUCATION | LR | 169.47 |
| 50393 | SARA HARRISON | COMMUNICATIONS REFUND | 30.63 |
| 50394 | AFLAC | PREMIUMS | 642.10 |
| 50395 | AVESIS THIRD PARTY ADMIN | PREMIUMS | 560.96 |
| 50396 | CARD CENTER | PURCHASES | 2,416.03 |
| 50397 | FAREWAY STORES | SUPPLIES | 156.49 |

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|---------|--------------------------------|------------------------|-----------|
| 50398 | METLIFE SMALL BUSINESS CENTER | PREMIUMS | 2,682.69 |
| 50399 | MIDAMERICAN COMP CORP | POSTAGE | 8,565.67 |
| 50400 | WELLMARK HEALTH PLAN | PREMIUMS | 25,116.26 |
| 50401 | TREASURER OF STATE | UNCLAIMED PROPERTY | 213.14 |
| 50402 | VILETA, HEATH | EMPLOYEE MISC | 138.43 |
| 8802218 | NATIONAL CABLE TELEVISION COOP | SUBS | 67,521.62 |
| 8802219 | EFT - SALES TAX TRANSFER | SALES TAX | 26,703.00 |
| 8802220 | UPS | SHIPPING | 33.41 |
| 8802221 | EFT - SALES TAX TRANSFER | SALES TAX | 12,075.00 |
| 8802222 | EFTPS TRANSFER | PAYROLL TAXES | 19,823.70 |
| 8802223 | TREASURER STATE OF IOWA | INCOME TAX WITHHOLDING | 7,163.00 |
| 8802224 | IPERS | IPERS | 24,463.72 |
| 8802225 | UPS | SHIPPING | 28.95 |
| 8802226 | IOWA STATE BANK | COMM LOAN PAYMENT | 3,971.58 |
| 8802227 | IOWA STATE BANK | COMM LOAN PAYMENT | 18,723.17 |