

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 March 6, 2018 at 11:00 A.M.

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

Absent: None

Also Present: John Bilsten, General Manager, Sandra Batt, Secretary – Chief Financial Officer and Scott Buchanan, General Counsel

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

The consent agenda included roll call, adoption of the agenda, approval of the February 7, 2018 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 for Furnishing 69kV SF6 Circuit Breakers to order. The Chairperson noted no written or oral comments or objections. Trustee Heupel moved to adjourn the Public Hearing, seconded by Trustee Golwitzer. Roll Call votes were as follows: Heupel, yes; Geving, yes; Schaaf, yes; Golwitzer, yes; Murphy yes. Motion carried.

Draft Financial Statements for December 2017 were presented by the Chief Financial Officer. Trustee Murphy moved to approve the Draft Financial Statements and place them on file, seconded by Trustee Schaaf. Motion carried unanimously.

The General Manager provided the plans and specifications, Proposed Form of Contract and estimate of costs for furnishing two (2) 69 kV SF6 circuit breakers. Trustee Schaaf moved to approve plans, specifications, the Proposed Form of Contract and the cost estimates. Trustee Heupel seconded. Motion carried unanimously.

The bid-letting results were provided by the General Manager for the two (2) 69 kV SF6 circuit breakers. Four (4) bids were received and the bid tab and recommendation letter from DGR were presented. The low bid was received from ABB Inc. in the amount of \$71,850.

<u>Bidder and Address</u>	<u>Total Base Bid</u>
ABB Inc. 100 Distribution Circle Mount Pleasant, PA 15666	\$71,850
Alstom Grid LLC One Power Lane Charleroi, PA 15022	\$75,920
Siemens Industry, Inc. 444 Hwy 49 S Richland, MS 39218	\$87,380
L & S Electric, Inc. 9300 Evergreen Minneapolis, MN 55433	\$127,044

Trustee Murphy moved to accept the bid recommended by DGR. Trustee Golwitzer seconded. Motion carried unanimously.

The General Manager announced that management is still waiting for pertinent information before providing draft cash flow statements and analyses for cable TV and IP Video options. If information is available prior to the next scheduled Board of Trustees Meeting a special meeting may be called.

The General Manager reported to the Trustees that the Algona Family YMCA has made the final payment on the \$300,000, no interest loan for the aquatic center. The loan was made available through a Rural Economic Development Matching Grant. The General Manager asked for approval of release of the mortgage. Trustee Golwitzer moved to accept the release of mortgage. Trustee Schaaf seconded the motion. Motion carried unanimously.

The General Manager provided an update on the Compensation Study presently in progress by the consulting firm of Carlson Dettman and asked the Trustees to approve a proposal provided by the same firm for the development and implementation of a Performance Management Program. After discussion, Trustee Golwitzer moved to accept the proposal. Trustee Schaaf seconded. Motion carried unanimously.

A motion was made by Trustee Heupel, seconded by Trustee Murphy to approve Resolution 2018-04 – Amendment Reclassifying Payments from the Communications Utility to the Electric Utility. Motion carried unanimously.

The General Manager presented information for a 2018 Common Transmission System (CTS) Improvement through NIMECA. NIMECA does not currently own any generation or transmission assets. The NIMECA Board is recommending that NIMECA finance a portion of the electric transmission upgrades for 2018 to the Corn Belt Power Cooperative, CTS. The assets and debt would be in NIMECA's name. Further discussion followed. No action was taken at this time.

A motion was made by Trustee Schaaf, seconded by Trustee Heupel to approve the addition of Sandy Batt and the removal of Brien Rindone from the AMU Revolving Loan Fund Committee. Motion carried unanimously. The Loan Fund Committee is now comprised of John Bilsten, Jay Geving, Vickie Mallory, Curt Wiseman, Tom Van Overbeke and Sandy Batt.

The General Manager presented information on the cost reimbursement program for the Algona YMCA Development Director.

The General Manager also provided updates on the Wellfield expansion project and a potential office remodeling project.

The next meeting is scheduled for April 4, 2018 at 11:00 P.M.

Upon motion and vote, the meeting adjourned at 12:25 P.M.

Jay B. Geving, Chairperson

Attest:

Sandra M. Batt, Secretary

Chk #	Vendor	Description	Amount
51082	ALGONA MUNICIPAL UTILITIES	NOON KIWANIS RADIO AUCTION	\$ 100.00
51083	SANDY BATT	APPA EXPENSE REIMB	2,340.26
51084	JARON BENZ	EMPLOYEE MISC	19.60
51085	DORNBIER, DALE	EMPLOYEE MISC	16.00
51086	ELECTRICAL POWER PRODUCTS	69KV CONTROL PANEL REP	9,075.04
51087	MILLER SPORTS & SERVICE	4-WHEELER	7,316.95
51162	ADVANCED CONTROL SYSTEMS	SALES TAX	105.00
51163	A & M LAUNDRY	SUPPLIES	38.73
51164	A+ COMMUNICATIONS	ACCESS CONTROL EXPANSION	22,702.49
51165	AFLAC	PREMIUMS	796.78
51166	AHLERS & COONEY, P.C.	ELECTRIC REVENUE REFUNDING	31,087.50
51167	ALGONA CHAM. OF COMMERCE	ANNUAL BANQUET	240.00
51168	ALGONA PUBLISHING CO.	ADVERTISING SERVICES	648.00
51169	AL'S REPAIR	SERVICE	141.24
51170	AMERICAN GLASS COMPANY	HEADEND DOOR	363.80
51171	AMERICAN PUBLIC POWER ASSOC.	ERELIABILITY TRACKER SUBS	136.08
51172	ARNOLD MOTOR SUPPLY	MATERIALS	298.37
51173	A-TEC ENERGY CORP.	HOME AUDITS	94.70
51174	AUREON NETWORK SERVICES	DID SERVICES	592.52
51175	BIG 10	SUBS	2,620.52
51176	BLACKHAWK SPRINKLERS INC	SPRINKLER INSPECTION	119.00
51177	BROWN SUPPLY COMPANY	SUPPLIES	441.00
51178	BUILDERS FIRST SOURCE	MATERIALS	95.46
51179	BUSCHER BROS. IMPLEMENT	PARTS	93.44
51180	BUSCHER'S SERVICE CENTER	FUEL	77.02
51181	CHROME COUNTRY INN	SERVICE	65.85
51182	CHROME TRUCK STOP	FUEL	1,647.14
51183	CLIMATE CONTROL SYSTEMS	SUPPORT AGREEMENT	2,455.00
51184	COOK'S SCRAP IRON & METAL	MATERIALS	284.91
51185	CORN BELT POWER COOP	BREAKER MAINT & RELAY	743.64
51186	CRESCENT ELECTRIC SUPPLY	BATTERIES	88.57
51187	DAN-D LASER CARTRIDGES	COPIER FEES	304.95
51188	DEX YP	ADVERTISING	79.00
51189	DIVERSIFIED ADJ SERVICE	COLLECTION SERVICES	287.24
51190	DUMP IT INC.	DUMPSTER	327.96
51191	NOLYN ELLIOTT	METERING CLASS	141.24
51192	ERPELDING EXCAVATING ENT	TRANSMISSION LINE CLEAN UP	4,888.60
51193	FAREWAY STORES	SUPPLIES	192.35
51194	FASTENAL COMPANY	TOOL BOX	462.72
51195	FIVE STAR TOOL & SUPPLY	TOOLS	298.10
51196	FOX SPORTS NET NORTH	SUBS	7,112.84
51197	CHRIS AND ANGIE FRAKER	METER CONVERSION REBATE	75.00
51198	CINDY FROELICH	APPLIANCE REBATE	100.00
51199	KATHY GADE	WINDOW REBATE	70.48
51200	GRACENOTE MEDIA SERVICES, LLC	WEATHER SERVICES	88.25
51201	HAWKINS INC.	CHEMICALS	5,116.56
51202	ADAM HILLBURG	APPLIANCE REBATE - AC	500.00
51203	HYGIENIC LABORATORY - AR	TESTING SERVICES	97.50
51204	IOWA COMMUNICATIONS ALLIANCE	LR - CONFERENCE REGISTRATION	1,050.00
51205	IRBY	POLE TOPPER	760.00
51206	JACK'S OK TIRE SERVICE	SERVICE ON UNIT 4	91.46
51207	JOHNSTON AUTOSTORES	PARTS	646.40

51208	K & H COOP OIL CO.	OIL	1,555.84
51209	KLGA & KLGZ	ADVERTISING SERVICES	1,023.00
51210	KOSSUTH COUNTY ADVANCE	DONATION OF PAPERS	100.00
51211	MIDAMERICAN ENERGY	SERVICE	362.52
51212	MIDAMERICAN ENERGY CO.	GENERATOR POWER SUPPLY	361.40
51213	MPOWER TECHNOLOGIES, INC	USER GROUP CONFERENCE	995.00
51214	NALCO COMPANY	DIAGNOSTIC LAB REAGENTS	111.83
51215	NECA SERVICES INC.	ANNUAL TARIFF	165.00
51216	NEU STAR	SOW AND LNP	916.61
51217	NEXSTAR	SUBS/RETRANSMISSION	6,337.65
51218	NG-911, INC	DATABASE MANAGEMENT	150.00
51219	NORTH IA LUMBER	SUPPLIES	32.04
51220	NORTHERN IOWA COM	BANDWIDTH	3,616.72
51221	O'HALLORAN INTERNATIONAL	SERVICE	961.17
51222	POWER & TELEPHONE SUPPLY	ONT'S	1,545.48
51223	POWER LINE SUPPLY	CLAMPS	385.20
51224	PROFESSIONAL COMPUTER SYS	UTILISMART SERVICES	3,349.46
51225	ROETHLER, LOWELL	MILEAGE REIMBURSEMENT	67.58
51226	ROVI	SUBS	1,299.33
51227	SHOWTIME NETWORKS INC	SUBS	323.73
51228	SINCLAIR BROADCAST GROUP INC	RETRANSMISSION	3,886.20
51229	SPORTSMANS CORNER	LIGHTING REBATE	270.00
51230	STT	HANDSETS	28.00
51231	T.P. ANDERSON COMPANY	AUDIT FIELD WORK	750.00
51232	THE GARAGE DOOR COMPANY	ROLLERS	29.80
51233	THE RETROFIT COMPANIES, INC	BALLAST	85.14
51234	THREADS	EMPLOYEE CLOTHING	327.42
51235	TRUPKE ELECTRIC MOTOR	SUPPLIES	420.43
51236	UNIVERSAL MFG.	VARIABLE FREQ DRIVE REBATE	4,000.00
51237	ADVANCED RUBBER PRODUCTS	CUTOUTS	574.85
51238	AUREON NETWORK SERVICES	COMM SERVICES	10,930.25
51239	CARD CENTER	PURCHASES	1,506.45
51240	CASA SYSTEMS, INC	ANNUAL MAINT/SUPPORT	20,034.00
51241	JANE CLAUSEN	WIND PARK EASEMENT	509.60
51242	ERPELDING, TIM	WIND PARK EASEMENT	990.40
51243	HEARST TELEVISION	RETRANSMISSION	5,550.48
51244	HY-VEE	SUPPLIES	67.46
51245	IOWA UTILITIES BOARD	2018 ASSESSMENT	11,594.00
51246	KOSSUTH COUNTY EMER MNGT	E911	4,870.17
51247	LINCOLN LIFE	DEFERRED COMP	3,929.64
51248	METLIFE SMALL BUSINESS CENTER	PREMIUMS	2,892.99
51249	NIMECA	CORN BELT - METER MAINT	507.94
51250	O'HALLORAN INTERNATIONAL	PARTS	160.34
51251	TOWER DISTRIBUTION CO	RETRANSMISSION	4,803.30
51252	WELLMARK HEALTH PLAN	PREMIUMS	30,181.14
51253	ACCESS SYSTEMS	EXCHANGE/OFFICE 365	340.00
51254	ALGONA AIRPORT	LIGHTING REBATE	1,450.00
51255	ALGONA CHAM. OF COMMERCE	WOMEN NETWORKING EVENT	100.00
51256	ALGONA MACHINE & SUPPLY	ELECTRIC REEL TRAILER REPAIR	281.24
51257	ALGONA MARINE & SPORT	LIGHTING REBATE	925.00
51258	ALGONA MUNICIPAL UTILITIES	SERVICES	19,799.67
51259	ALGONA PLG. & HTG.	SUPPLIES	20.95
51260	GLADYS BETTS	COMMUNICATION REFUND	19.55
51261	DYLAN BLOCK	COMMUNICATION REFUND	95.05
51262	BOMGAARS	SUPPLIES	618.50
51263	CARLSON DETTMANN CONSULTING	COMPENSATION STUDY	3,750.00
51264	CENTRAL IOWA DISTRIBUTING	SUPPLIES	175.40
51265	CENTURYLINK	LONG DISTANCE SERVICE	128.64
51266	CENTURYLINK	MONTHLY ACCESS CHARGES	305.43
51267	CENTURYLINK	LOCAL MESSAGE REVENUE	1.05
51268	COMSONICS INC	SUPPLIES	707.54
51269	CONSORTIA CONSULTING BY TELEC	CONSULTING SERVICE	1,650.00
51270	CRESCENT ELECTRIC SUPPLY	GE LAMP 27804	84.03
51271	DEAN MEYER ELECTRIC	LAMP HOLDER	105.25
51272	DIAMOND'S	COMMUNICATION REFUND	125.34
51273	KEITH DWIRE	WINDOW REBATE	155.40
51274	EISCHEN SALES INC	MATERIALS	254.27
51275	ELECTRICAL MATERIALS CO.	SUPPLIES	205.76
51276	EMAGINE, LLC	SERVICE	18.75
51277	ESRI, INC	LICENSES	10,500.00

51278	FASTENAL COMPANY	SUPPLIES	68.02
51279	JAY GEVING	TRUSTEE FEES	75.00
51280	DAVID GOLWITZER	TRUSTEE FEES	75.00
51281	DAVID GOULD	COMMUNICATION REFUND	166.44
51282	HACH CHEMICAL CO.	CHEMICALS	976.17
51283	DON HEUPEL	TRUSTEE FEES	75.00
51284	HOTSY EQUIPMENT	SUPPLIES	77.76
51285	I&S GROUP, INC	HALL ST WATER MAIN ESTIMATE	3,147.00
51286	IOWA ASSN OF MUNI UTILITIES	EPAY LOAN PAYMENT	19,350.00
51287	IRBY	SUPPLIES	2,600.00
51288	IWLA CLAY TARGET ACCOUNT	SPONSORSHIP	100.00
51289	JOHN DEERE FINANCIAL	SUPPLIES	90.11
51290	KEMCO TIRES, INC.	SERVICE ON UNIT 16	888.29
51291	KNUDSEN, BRUCE	WINDOW REBATE	48.40
51292	DONALD KOLLASCH	COMMUNICATION REFUND	36.15
51293	KOSSUTH COUNTY CASE MGMT	COMMUNICATION REFUND	50.17
51294	KOSSUTH COUNTY TREASURER	TRACTOR BLADE	31.86
51295	MIDAMERICAN COMP CORP	MONTHLY POSTAGE	4,287.91
51296	MIDAMERICAN ENERGY	GAS SERVICE	89.47
51297	MIDWEST UNDERGROUND SUPPLY	SERVICE/PARTS FOR CHIPPER	577.21
51298	MONROE ELECTRONICS, INC	NEW EAS EQUIPMENT	7,120.09
51299	JULIE MURPHY	TRUSTEE FEES	75.00
51300	NIMECA	ANNUAL APPA DUES	7,177.21
51301	NORTH IOWA COMM. ACTION	MICHAEL ECKSTEIN REFUND	245.07
51302	NORTHWEST COMM NETWORK	BANDWIDTH	581.50
51303	NYEMASTER GOODE PC	LEGAL CONSULTING	594.00
51304	YARISLEY PEREZ	COMMUNICATION REFUND	6.66
51305	PHILS AUTO & TRUCK REPAIR II	FLOOR SCRUBBER BATTERY	239.57
51306	PROFESSIONAL COMPUTER SYS	FORMS	42.28
51307	EUNICE RAHE	COMMUNICATION REFUND	80.44
51308	SAFETEY-KLEEN	PRODUCT/SERVICE	209.92
51309	KAREN SCHAAF	TRUSTEE FEE	75.00
51310	SCHUMACHER WELL DRILLING	MATERIALS	65.50
51311	ALI SEKKAT	COMMUNICATION REFUND	5.65
51312	PAUL E SMITH	WINDOW REBATE	1,483.48
51313	SPENCER MUNICIPAL UTILITIES	SWITCHING SERVICES	1,507.02
51314	STEFFEN TRUCK EQUIPMENT INC	PARTS	1,714.13
51315	TODD/LIZ STOWATER	WINDOW REBATE	126.18
51316	STUNDAHL CLEANING	CLEANING SERVICE	1,000.00
51317	THREADS	EMPLOYEE CLOTHING	214.00
51318	TITONKA-BURT COMMUNICATIONS	IPTV SUPPLIES	719.38
51319	VANTAGE POINT	NETWORK ASSESSMENT	9,896.22
51320	VFW POST #2541	LIGHTING REBATE	182.88
51321	WISCONSIN ENERGY CONS CORP	LED	1,110.81
51322	MARY LOU WOODS	COMMUNICATION REFUND	8.69
51323	WSI CORPORATION	SERVICE	296.84
51324	MARY JO ZUMACH	COMMUNICATION REFUND	21.60
51325	TRINITY WIND, LLC	POWER PURCHASED	7,745.01
8802295	NATIONAL CABLE TELEVISION COOP	SUBS	77,026.57
8802296	EFT - SALES TAX TRANSFER	SALES TAX	26,398.00
8802297	EFT - FEDERAL EXCISE TAX	FEDERAL EXCISE TAX	1,159.03
8802298	UPS	SHIPPING	39.52
8802299	EFTPS TRANSFER	PAYROLL TAXES	19,389.17
8802300	NATIONAL CABLE TELEVISION COOP	CONNECTORS	3,462.96
8802301	USAC	MECHANISM CHARGES	1,528.91
8802302	UPS	SHIPPING	45.46
8802303	ALGONA FAMILY YMCA	DEVELOPMENT DIRECTOR	3,216.67
8802304	EFT - SALES TAX TRANSFER	SALES TAX	12,687.00
8802305	US CELLULAR	SERVICE	82.50
8802306	INTERSTATE TRS FUND	MONTHLY ASSESSMENT	248.87
8802307	NATIONAL CABLE TELEVISION COOP	MATERIALS	3,912.14
8802308	IOWA STATE BANK	COMM LOAN PAYMENT	3,971.58
8802309	IOWA STATE BANK	COMM LOAN PAYMENT	18,723.17
8802310	EFTPS TRANSFER	PAYROLL TAXES	19,580.70
8802311	TREASURER STATE OF IOWA	STATE INCOME WITHHOLDING	7,981.00
8802312	LIBRARY OF CONGRESS	ROYALTY FEES	7,543.94
8802313	IPERS	IPERS	25,652.51
8802314	MIDAMERICAN ENERGY	NEAL 4 CASH REQUEST	84,000.00