

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 June 27, 2018 at 11:00 A.M.

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

Absent: Dave Golwitzer

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 June 7, 2018 regular meeting minutes, and approval of the monthly vouchers. Trustee Heupel moved to approve the consent agenda, seconded by Trustee Schaaf. Motion carried unanimously.

Chairperson Geving reconvened the Public Hearing for the Purchase of Property. The General Manager reported that final documents have been received from the seller's attorney. The Chairperson noted no written or oral comments or objections. Roll Call votes were as follows: Heupel, yes; Geving, yes; Schaaf, yes; Golwitzer, absent; Murphy, yes. Motion carried. Trustee Schaaf moved to adjourn the Public Hearing, seconded by Trustee Murphy. Roll Call votes were as follows: Heupel, yes; Geving, yes; Schaaf, yes; Golwitzer, absent; Murphy, yes. Motion carried.

Chairperson Geving called the Public Hearing for the Avoided Cost Rate for Distributed Generation to order. The Chairperson noted no written or oral comments or objections. Roll Call votes were as follows: Heupel, yes; Geving, yes; Schaaf, yes; Golwitzer, absent; Murphy, yes. Motion carried. Trustee Heupel moved to adjourn the Public Hearing, seconded by Trustee Schaaf. Roll Call votes were as follows: Heupel, yes; Geving, yes; Schaaf, yes; Golwitzer, absent; Murphy, yes. Motion carried.

Chairperson Geving called the Public Hearing for Authorization to Approve Security Light Rental Rates to order. The Chairperson noted no written or oral comments or objections. Roll Call votes were as follows: Heupel, yes; Geving, yes; Schaaf, yes; Golwitzer, absent; Murphy, yes. Motion carried. Trustee Schaaf moved to adjourn the Public Hearing, seconded by Trustee Heupel. Roll Call votes were as follows: Heupel, yes; Geving, yes; Schaaf, yes; Golwitzer, absent; Murphy, yes. Motion carried.

Financial Statements for May 2018 were presented by the Chief Financial Officer. Trustee Schaaf moved to approve the Financial Statements and place them on file, seconded by Trustee Heupel. Motion carried unanimously. The Chief Financial Officer also presented information on Unbilled Revenues at December 31, 2017 and December 31, 2016.

The General Manager updated the Board on several topics including as follows:

- Power outages and damages sustained from last week's storms. A study completed in cooperation with Iowa State University regarding electric load duration for various rate classes. A software upgrade for existing meters that would allow readings of electric demand for residential and small commercial users.
- Pertinent Financial Ratios for years 2013 – 2017 were presented by the General Manager and Chief Financial Officer.
- The Board set the date and time for the Bid Letting for the for the 69kV Circuit Breaker Project. This bid letting is for the installation of the circuit breakers. Trustee Murphy moved to set the date and time as July 19, 2018 at 2:00 P.M., seconded by Trustee Heupel. Motion carried unanimously.
- The Board set the date and time for the Public Hearing for the for the 69kV Circuit Breaker Project. Trustee Schaaf moved to set the date and time as July 25, 2018 at 11:00 A.M., seconded by Trustee Murphy. Motion carried unanimously.
- Approve Agreement for the Purchase of Property for future wellfield expansion and other utility uses and the Voluntary Annexation Application to the City and provide authorization of payment and provide the General Manager with signature authority for closing documents. Legally described as:
All that part of the Northwest Quarter of the Southwest Quarter (NW $\frac{1}{4}$ SW $\frac{1}{4}$) of Section Two (2) and the East 100' of Government Lot Two (2) in Section Three (3), lying South of the C.M. & St. P. Railway, all in Township Ninety-five (95) North, Range Twenty-nine (29), West of the 5th P.M., Kossuth County, Iowa, EXCEPT the East 33' of the NW $\frac{1}{4}$ SW $\frac{1}{4}$ of said Section 2.

Trustee Heupel moved to approve the agreement and annexation along with the authorization of payment and signature authority, seconded by Trustee Schaaf. Motion carried unanimously.

- Approve Property Lease for the Purchased Property as described above. Trustee Murphy moved to approve the lease, seconded by Trustee Heupel. Motion carried unanimously.
- Resolution 2018-11 Avoided Cost Rate for Distributed Generation. Trustee Schaaf moved to approve the resolution, seconded by Trustee Heupel. Motion carried unanimously.

- Resolution 2018-12 Security Light Rental Rates. The new rates will affect new installations of metered and unmetered LED Flood Lights. Trustee Heupel moved to approve the resolution, seconded by Trustee Schaaf. Motion carried unanimously.
- Resolution 2018-13 On Call Pay. Trustee Schaaf moved to approve the increase of \$5.00, seconded by Trustee Murphy. Motion carried unanimously.

The General Manager presented information regarding LED Street Light Upgrades for State Street.

The next meeting is scheduled for July 25, 2018 at 11:00 A.M.

Upon motion and vote, the meeting adjourned at 12:15 P.M.

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

Attest:

/s/ Sandra M. Batt
Sandra M. Batt, Secretary

The following vouchers were approved”

Vendor	Description	Amount
PAYROLL		\$52,709.36
A & M LAUNDRY	SUPPLIES	38.73
ADVANCED CONTROL SYSTEMS	SCADA PROJECT	8,104.34
AHS YEARBOOK	YEARBOOK ADS	85.00
ALGONA PLG. & HTG.	WATER LEAK	153.80
ALGONA PUBLISHING CO.	ADVERTISING	1,163.81
AMERICAN GLASS COMPANY	SCREEN	20.11
AUREON NETWORK SERVICES	DID SERVICE	11,364.11
AZAR COMPUTER SOFTWARE	SOFTWARE SUPPORT	2,970.00
SANDY BATT	CHECKPOINT SUBSCRIPTION	1,279.52
BILSTEN, JOHN	EXPENSE REIMBURSEMENT	41.73
BLACKHAWK SPRINKLERS INC	SPRINKLER INSPECTION	217.00
BORDER STATES ELECTRIC	MOUNTING BRACKET	472.94
BOY SCOUTS OF AMERICA	CONTRIBUTION	250.00
BROWN SHOE FIT CO	SUPPLIES	860.66
BROWN SUPPLY COMPANY	WATER SERV REPAIR	54.00
BUCHANAN BIBLER & GABOR	LEGAL SERVICE	2,655.00
BUSCHER BROS. CORPORATION	LABOR AND SUPPLIES	98.55
BUSCHER'S SERVICE CENTER	FUEL	2,318.01
CARLSON DETTMANN CONS	COMPENSATION STUDY	700.00
CARROLL CONSTUCTION SUPPLY	PRODUCTS	450.00
CENTURYLINK	SWITCH ACCESS	55.11
MARK CHRISTENSEN	AIR CONDITIONING REBATE	300.00
CHROME COUNTRY INN	CHROME LUNCH	100.42
CHROME TRUCK STOP	FUEL	296.81
CITY OF ALGONA	DODGE ST RENOVATION	18,322.24
COMSONICS INC	FIBER POWER SUPPLY	466.68
CONCEPTS IN DESIGN	OFFICE BUILDING	940.75
CONFLUENT	REPAIR OF EQUIPMENT	700.00
DAN-D LASER CARTRIDGES	SERVICE AND SUPPLIES	406.60
DEX YP	ADVERTISING	79.00
DUMP IT INC.	WASTE REMOVAL	327.96
EMEDCO	VEHICLE SAFETY DECALS	66.83
ERPELDING EXCAVATING ENT	LANTRY ST PROJECT	4,336.32
FAREWAY STORES	SUPPLIES	145.11
FASTENAL COMPANY	SUPPLIES	83.67
FIVE STAR TOOL & SUPPLY	TOOLS	44.78
STEPHANIE FORTUNE	PCS CONFERENCE EXPENSE	171.22
GRANDGENETT, JERRY	AIR CONDITION REBATE	300.00
HAWKINS INC.	PURIFICATION	90.97
HEARTLAND CONS. EQUIPMENT	PARTS	680.15
HYGIENIC LABORATORY - AR	TESTING	110.50
IGLASS NETWORKS	NETWORK MONITORING	500.00
IOWA ASSN OF MUNI UTILITIES	NFPA WORKSHOP	1,312.35
IOWA ONE CALL	SERVICE	381.30
IRBY	SUPPLES	4,261.84
JACK'S OK TIRE SERVICE	SERVICE	245.96
JOHNSTON AUTOSTORES	PARTS	39.44

K & H COOP OIL CO.	FUEL	59.97
KLGA & KLGZ	ADVERTISING	2,175.00
KOSSUTH COUNTY ADVANCE	DONATION OF NEWSPAPER	125.00
KAREN KUPER	WINDOW REPLACE REBATE	282.40
MCPEAK TRENCHING	RIVER ROAD FIBER	3,109.35
MIDAMERICAN COMP CORP	CUSTOMER MASTER SEATS	1,070.00
MIDAMERICAN ENERGY	GAS SERVICE	371.51
NG-911, INC	DATABASE MANAGEMENT	150.00
NORTH IA LUMBER	SUPPLIES	85.46
NORTHERN IOWA COMM	BANDWIDTH	4,262.09
POWER & TELEPHONE SUPPLY	FIBER SUPPLIES	84.29
PROF COMPUTER SYSTEMS	PROCESSING FOR MAY	2,259.37
REDING GRAVEL & EXC.	ROAD STONE	275.63
RENTAL ZONE, LLC	EQUIP RENTAL	128.40
SECURITY COVERAGE	SECURE IT PLUS	42.00
MARILYN SIMPSON	WINDOW REBATE	1,268.20
SPENCER MUNICIPAL UTILITIES	TELE SWITCHING SERVICE	2,308.50
SPORTSMANS CORNER	AIR CONDITION REBATE	300.00
T.P. ANDERSON COMPANY	AUDIT	1,394.31
TELCORDIA TECHNOLOGIES	LNP	12.97
THREADS	EMP CLOTHING	485.78
TRINITY WIND, LLC	WIND POWER	9,243.19
TRUPKE ELECTRIC MOTOR	SUPPLIES	9.91
WALLACE WATER COND.	RENTAL SERVICE	24.61
WSI CORPORATION	SUPPORT TELE/LIVE DATA	296.84
ZIEGLER INC.	PARTS	135.70
IOWA DEPT OF TRANS	2018 CHEVY USE TAX	1,449.75
BIG 10	SUBS	2,575.44
FOX SPORTS NET NORTH	SUBS	6,990.48
HEARST TELEVISION	SUBS	5,493.00
NEXSTAR	SUBS	6,283.38
ROVI	SUBS	1,264.32
SHOWTIME NETWORKS INC	SUBS	325.78
TOWER DISTRIBUTION CO	SUBS	4,758.70
JOSH ADAMS	AC REBATE	300.00
ALGONA CHAM. OF COMMERCE	GOLF SPONSORSHIP	200.00
AVESIS THIRD PARTY ADMIN	PREMIUMS	580.50
MARK BIERSTEDT	LIGHTING REBATE	120.00
CARD CENTER	EXPENSES	3,767.35
COOK'S SCRAP IRON & METAL	SUPPLIES	217.84
DAN-D LASER CARTRIDGES	SERVICE	667.34
DIVERSIFIED ADJ SERVICE	BAD DEBT SERVICE	252.70
ELECTRONIC SPECIALITIES, INC	BATTERY	52.43
RICK FREEBURG	AC REBATE	500.00
GRAYBAR ELECTRIC CO INC	VAULT	4,886.73
BRIAN HATTEN	EXPENSE REIMBURSEMENT	122.80
DONNA HELLMAN	AC REBATE	500.00
HY-VEE	SUPPLIES	38.30
DICK LALLIER	WINDOWS REBATE	315.10
LORI LARSEN	AC REBATE	500.00
MERLE LAUBENTHAL	AC REBATE	300.00
MECHANICAL COMFORT, INC	AC SERVICE	1,851.35
METLIFE SMALL BUS CENTER	PREMIUMS	2,355.98
PHILS AUTO & TRUCK REPAIR II	PARTS AND REPAIR	402.62
PROFESSIONAL COM SYSTEMS	UTILISMART FOR JUNE	1,113.00
TONY OR SUE SEEBECKER	AC REBATE	500.00
SUSAN SEEBECKER	EXPENSE REIMBURSEMENT	87.46
SHAMROCK RECYCLING, INC	TREE GRINDING - TRANS LINES	1,265.00
UNITED COMMUNICATIONS CORP	SUBS	21,906.60
WELLMARK HEALTH PLAN	PREMIUMS	28,993.16
NATIONAL CABLE TELEVISION	SUBS	71,357.94
EFTPS TRANSFER	PAYROLL TAXES	17,989.54
CITY OF ALGONA	BACKWASH SEWER - MAY	2,955.19
EFT - SALES TAX TRANSFER	SALES TAX	26,765.00
EFT - FEDERAL EXCISE TAX	FEDERAL EXCISE TAX	1,148.04
CITY OF ALGONA	BAD DEBT RECOVERY	19,079.50
UPS	SHIPPING	64.97
INTERSTATE TRS FUND	MONTHLY ASSESSMENT	248.81
AFLAC	PREMIUMS	764.38
US CELLULAR	DATA SERVICES	73.25

EFTPS TRANSFER	PAYROLL TAXES	18,410.23
CITY OF ALGONA	SEWER BACKWASH	46,838.64
EFT - SALES TAX TRANSFER	SALES TAX - MID MONTH	20,294.00
NATIONAL CABLE TELEVISION	MATERIALS	2,238.64
UPS	SHIPPING FEES	21.44