

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 July 25, 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, Scott Buchanan, General Counsel and Aaron Olson, Shareholder T.P. Anderson & Company P.C.

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 27, 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 called the Public Hearing for the Authorization to Approve Plans and Specifications, Proposed Form of Contract, and Estimate of Costs for the 69kV Circuit Breaker Replacement Project 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, yes; Murphy yes. Motion carried. Trustee Schaaf moved to adjourn the Public Hearing, seconded by Trustee Golwitzer. Roll Call votes were as follows: Heupel, yes; Geving, yes; Schaaf, yes; Golwitzer, absent; Murphy, yes. Motion carried.

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

- Greg Bradley, Executive Director Algona Family YMCA, has notified AMU that a new Development Director has been hired. AMU will resume monthly cost reimbursements in August. A cost reimbursement program was approved at the November 2, 2017 Board of Trustees meeting.
- Aaron Olson from T.P. Anderson & Company presented updated audit information for the years ending December 31, 2017 and 2016.
- An agreement with the Cooperative Response Center in Austin, MN has been signed. The Center is being engaged to field AMU's after hours and holiday calls. The phase in process will take 60 to 90 days.
- The Internal Control Review being conducted by Baker, Tilly, Virchow, Krause, LLP should be available by the end of August 2018.
- An update on the Eastland Development project was discussed.
- The Wellfield Property Agreement for both the purchase of land and the lease has been signed. The closing date will be no later than August 13, 2018.
- A draft of proposed Communication Rates will be available for review at the next Board of Trustees meeting, August 10, 2018.
- A draft of proposed graduated Reconnection and Posting Fees will be available for review at the next Board of Trustees meeting, August 10, 2018.
- The Board set the date and time for the Public Hearing on Communication Rates. Trustee Murphy moved to set the date and time as August 22, 2018 at 11:00 A.M., seconded by Trustee Golwitzer. Motion carried unanimously.
- The Board set the date and time for the Public Hearing on Reconnection and Posting Fees. Trustee Golwitzer moved to set the date and time as August 22, 2018 at 11:00 A.M., seconded by Trustee Schaaf. Motion carried unanimously.
- The plans and specifications, Proposed Form of Contract and estimate of costs for the 69 kV circuit breaker replacement project were presented. Trustee Heupel moved to approve the plans, specifications, the Proposed Form of Contract and the cost estimates. Trustee Golwitzer seconded. Motion carried unanimously.
- The bid-letting results were provided for the installation of the two (2) 69 kV SF6 circuit breakers. Two (2) bids were received and the bid tab and recommendation letter from DGR were presented. DGR recommended the low bid received from Scholz Company from Ralston, NE in the amount of \$155,030.

<u>Bidder and Address</u>	<u>Total Base Bid</u>
<b>Primoris Aevenia</b> Johnston, IA	\$204,500
<b>Scholz Company</b> Ralston, NE	\$155,030

Trustee Schaaf moved to accept the low bid submitted by Scholz Company. Trustee Heupel seconded. Motion carried.

- Review and Acceptance of the Competitive Quotes for Main Street Water Improvements – Phase 1. The work consists of abandonment of the existing water main, new water services, asphalt and concrete patching, seeding and miscellaneous work. Two (2) competitive quotes were received and the quotes and recommendation letter from ISG were presented. ISG recommended the low bid received from Erpelding Excavating Enterprise Corporation from Algona, IA in the amount of \$70,155.

<u>Bidder and Address</u>	<u>Total Base Bid</u>
<b>GM Contracting, Inc.</b> Lake Crystal, MN	\$148,470.02
<b>Erpelding Excavating Enterprise Corporation</b> Algona, IA	\$ 70,155.00

Trustee Golwitzer moved to approve the low quote submitted by Erpelding Excavating Enterprise Corporation, seconded by Trustee Schaaf. Motion carried unanimously.

- The discussion of the Agreement for Joint Use of Facilities was tabled until the next meeting, August 10, 2018.
- A wage increase discrepancy was discovered whereby two employees, working on their Journeyman Certification, were awarded the incorrect hourly wage. Trustee Schaaf moved to approve the wage change, seconded by Trustee Murphy. Motion carried unanimously.
- An agreement with the City of Algona was presented which eliminates an annual surplus transfer of 5% of gross revenues from Cable TV. The new agreement now provides for a 5% franchise fee on Cable TV gross revenues, less wholesale headend service revenue, tower rent and uncollectible accounts. The franchise fee will be paid monthly and will be retroactive to January 1, 2018 and is payable each month by the last day of the following month. Trustee Golwitzer moved to approve the agreement, seconded by Trustee Heupel. Motion carried unanimously.
- Two applications have been received for solar distributed generation. Trustee Heupel moved to approve the applications, contingent on satisfactory electrical inspection and adequate insurance coverage, seconded by Trustee Schaaf. Motion carried unanimously.

The next meeting is scheduled for August 10, 2018 at 11:00 A.M.

Upon motion and vote, the meeting adjourned at 12:05 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		110,511.45
ACCESS SYSTEMS	MICROSOFT EXCHANGE	342.00
ALGONA CHAM. OF COMMERCE	DOWNTOWN ALLEY PAINTING	500.00
ALGONA COMM.SCHOOL FOUND.	ALG SCHOOL FNDTN GOLF OUTING	100.00
ALGONA FLOOR DESIGN	LIGHTING REBATE	580.00
ALGONA HIGH SCHOOL	AHS ATHLETIC ADVERTISING	300.00
ALGONA MUNICIPAL UTILITIES	PAPERLESS BILLING	17,863.86
ALGONA PLG. & HTG.	TOILET SEAT	72.76
LAUREN ANDERSON	REFUND	61.30
MARC BACHA	CA REBATE	300.00
LINDSEY BAKER	REFUND	38.30
SANDY BATT	EXPENSE REIMBURSEMENT	57.25
MIKE BEISCH	CA REBATE	300.00
BGHS BOOSTER CLUB	ADVERTISING-MARKETING	468.00
BILSTEN, JOHN	EXPENSE REIMBURSEMENT	1,257.82
BOMGAARS	SUPPLIES	274.49
BROWN SHOE FIT CO	COPY PAPER	1,035.76
JANICE BRUHN	REFUND	19.97
BUCHANAN, GREGG	AC REBATE	600.00
CARLSON DETTMANN CONSULT	CONSULTING	483.81
CENTURYLINK	LD SERVICE	131.26
CENTURYLINK	ACCESS CHRG	305.43
CENTURYLINK	LOCAL MSG COMPENSATION	0.90
CITY OF ALGONA	BLACKTOP	304.00
COMSONICS INC	SWITCH MODE POWER PACK	92.32
JESSICA CORCORAN	REFUND	192.11

ALEX DEWAARD	REFUND	22.13
DGR ENGINEERING	WATER - SOUTH ST STUDY	23,263.00
RENHARD DOTSON	REFUND	0.05
ELECTRONIC ENGINEERING	PAGER SERVICE	29.85
FASTENAL COMPANY	SUPPLIES	83.67
FIVE STAR TOOL & SUPPLY	SUPPLIES	133.43
MARY GENGLER	REFUND	21.65
JAY GEVING	TRUSTEE FEE-JUNE	75.00
DAVID GOLWITZER	TRUSTEE FEE-JUNE	75.00
BRIAN HATTEN	EXPENSE REIMBURSEMENT	43.60
DON HEUPEL	TRUSTEE FEE-JUNE	75.00
LINDA HUDSPETH	REFUND	29.30
IOWA ASSN OF MUNI UTILITIES	E-PAY LOAN	6,260.00
IRBY	SUPPLIES	66.50
JOHN DEERE FINANCIAL	PARTS	63.24
EMMA KOEHN	REFUND	81.59
KOSS. CO. FAIR BBQ	DONATION TO FAIR BBQ	200.00
KOSSUTH REG. HEALTH CENTER	PHYSICAL	125.00
LINCOLN LIFE	PREMIUMS	5,914.92
MAPLE PARK APTS	REFUND FOR SHEILA TEVIS	356.37
MIDAMERICAN COMP CORP	BILLING SERVICE	4,567.18
MIDAMERICAN ENERGY	GAS SERV	73.07
BONNIE MILLER	REFUND	2.18
JULIE MURPHY	TRUSTEE FEE-JUNE	75.00
VERN NELSON	AC REBATE	300.00
NENA	COMPANY IDENTIFIER SUBS	255.00
NORTH IA LUMBER & DESIGN	LEASE AGREEMENT	2,500.00
NORTH IOWA COMM. ACTION	REFUND-SHEILA TEVIS	360.00
TERESA OFTEDAHL	REFUND	29.95
JACOB ORTWINE	REFUND	14.99
PITNEY-BOWES INC.	LEASING FEES	863.28
DEBRA M PLATHE	REFUND	34.62
POWER & TELEPHONE SUPPLY	PROCLOUD ANALYTICS	520.20
POWER LINE SUPPLY	SUPPLIES	5,652.81
REDING GRAVEL & EXC.	LANTRY ST PROJECT	180.13
AMBER RICHTER	REFUND	8.04
IVAN RIOS	REFUND	39.96
RUHNKE BROTHERS INC	AC REBATE	300.00
JEREMY/KONNI RUMMEL	REFUND	124.05
SBEMCO	LIGHTING REBATE	356.25
KAREN SCHAAF	TRUSTEE FEE-JUNE	75.00
STEVE SCHEMMEL	CA REBATE	500.00
SERVICE MASTER BY RICE	REFUND	52.89
SIGN WORKS	UNIT 1 SIGNAGE	204.00
STUNDAHL CLEANING	CLEANING	1,000.00
THREADS	EMPLOYEE CLOTHING-LORI	1,064.65
VANTAGE POINT	GENERAL CONSULTING	287.50
VERMEER	SUPPLIES	686.00
ALEX WARD	REFUND	48.59
WHEELER WORLD INC	SERVICE ON UNIT 6	7,409.72
WISCONSIN ENERGY CONS	LED	993.81
MARY JO ZUMACH	REFUND	21.60
SANDY BATT	EXPENSE REIMBURSEMENT	100.00
BROWN SUPPLY COMPANY	SERVICE LEAK ON OVERMEYER	363.39
FASTENAL COMPANY	SUPPLIES	330.87
HAWKINS INC.	AZONE 15	1,400.70
IRBY	UNDERGROUND SWITCH GEAR	37,071.50
MIDWEST UNDERGROUND	VOID CHECK	0.00
NEU STAR	SOW AND LND	319.00
NORTHWEST COMM NETWORK	BANDWIDTH	616.50
POWER & TELEPHONE SUPPLY	PROCLOUD ANALYTICS	462.43
PROF COMPUTER SYSTEMS	EXPORT DATA	1,600.00
REDING GRAVEL & EXC.	SUPPLIES	248.63
SPENCER MUNICIPAL UTILITIES	SWITCH SERVICES	2,318.35
TRINITY WIND, LLC	POWER PURCHASED	4,199.09
WHEELER WORLD INC	VOID CHECK	0.00
MIDWEST UNDERGROUND SUPP	CREDIT	442.54
A & M LAUNDRY	SERVICES	38.73
AHLERS & COONEY, P.C.	LEGAL SERVICES	1,750.00
AKTION CLUB OF ALGONA	DONATION	50.00

ALGONA PLG. & HTG.	BULK TANK WATER	69.24
ALGONA PUBLISHING CO.	ADVERTISING	910.92
ARNOLD MOTOR SUPPLY	PARTS	49.43
AUREON NETWORK SERVICES	DID SERVICE	591.58
B&W CONTROL SPECIALISTS	CHEMICALS	267.50
BAKER TILLY VIRCHOW KRAUSE	SERVICES	12,123.00
JOE BERNARDO	CENTRAL AIR REBATE	300.00
BORDER STATES ELECTRIC	COLD SHRINK TERM KIT	1,206.96
BRIAN'S WELDING	REPAIR	29.96
BUCHANAN BIBLER & GABOR	WELLFIELD LAND	185.00
BURTIS, TOM	CENTRAL AIR REBATE	300.00
BUSCHER BROS. CORPORATION	PARTS	57.95
BUSCHER'S SERVICE CENTER	FUEL	902.42
CARLSON DETTMANN CONSULT	CONSULTING	1,195.00
CENTURYLINK	SWITCH ACCESS	80.69
CHROME COUNTRY INN	LUNCH	81.59
CHROME TRUCK STOP	FUEL	167.01
CITY OF ALGONA	DODGE STREET PROJECT	8,828.21
COMSONICS INC	CONTINUUM ENCODER	782.20
CONSORTIA CONSULTING	CONSULTING	1,650.00
DAN-D LASER CARTRIDGES	TONER	128.40
DIVERSIFIED ADJ SERVICE	BAD DEBT	170.88
EISCHEN SALES INC	PARTS FOR SUBSTATIONS	50.00
ELECTRONIC SPECIALITIES, INC	PARTS FOR UNITS 1 & 5	1,783.40
ERPELDING EXCAVATING ENT	SERVICE REPAIR	4,062.60
FAREWAY STORES	SUPPLIES	87.75
FASTENAL COMPANY	SUPPLIES	298.85
GRACENOTE MEDIA SERVICES	MEDIA SERVICE	88.25
GRAYBAR ELECTRIC CO INC	VAULTS	13,948.71
HAWKINS INC.	CHEMICALS	3,494.00
HYGIENIC LABORATORY - AR	TESTING	97.50
IA DEPT.OF NAT.RESOURCES	WATER SUPPLY ANNUAL FEE	638.59
IRBY	ST LIGHT ACCES KIT	4,240.00
GARY JESERITZ	WINDOW REPLACEMENT REBATE	488.30
K & H COOP OIL CO.	FUEL	305.99
KEMCO TIRES, INC.		0.00
KEMNA AUTO CENTERS	REPAIR UNIT 5	422.00
KLGA & KLGZ	ADVERTISING	1,022.00
KOSS CO ECONOMIC DEV CORP	DONATION	200.00
KOSSUTH COUNTY ADVANCE	DONATION OF NEWSPAPER	100.00
MIDAMERICAN ENERGY	GAS SERVICE	12.33
MURPHY MANAGEMENT	LIGHTING REBATES	700.00
NG-911, INC	DATABASE MANAGEMENT	150.00
NORTHERN IOWA COMM	BANDWIDTH	3,903.76
POWER & TELEPHONE SUPPLY	SUPPLIES	17,723.73
POWER LINE SUPPLY	GALV ELBOW	758.92
PROF COMPUTER SYSTEMS	2018 PCS USER MEETING	3,778.58
REDING GRAVEL & EXC.	STOCKPILE	91.30
RENTAL ZONE, LLC	EQUIP RENTAL	128.40
REP COM INTERNATIONAL	SUPPLIES	184.54
SCOTT COOK CONSTRUCTION	REPL CURB & GUTTER	21,579.51
SECURITY COVERAGE	SECUREIT PLUS	42.00
SKARSHAUG TESTING LABS	GLOVES	89.57
T&R ELECTRIC	SUPPLIES	2,175.00
TEAMWORK TECHNOLOGY	WELL 8	2,354.00
TEREX SERVICES	UNIT 9	20,117.74
TRUPKE ELECTRIC MOTOR	SUPPLIES	61.16
VERMEER	PARTS	127.00
WALLACE WATER COND.	RENTAL SERVICE	24.61
KEMCO TIRES, INC.	CORRECTION ENTRY	76.58
DEPARTMENT OF TREASURY	2ND QUARTER	144.73
NIMECA	CORRECTION FROM PREV ENTRY	103,029.97
NATIONAL CABLE TELEVISION	WIRE	138.96
IOWA STATE BANK	COMM LOAN PAYMENT	18,723.17
IOWA STATE BANK	COMM LOAN PAYMENT	3,971.58
CITY OF ALGONA	SEWER USAGE - WATER PLANT	2,860.00
EFTPS TRANSFER	PAYROLL TAXES	18,606.90
MIDAMERICAN ENERGY	NEAL 4 CASH REQUIREMENT	224,000.00
EFT - FEDERAL EXCISE TAX	EXCISE TAX	1,165.11
NATIONAL CABLE TELEVISION	REMOTES/MODEMS	4,713.08

TREASURER STATE OF IOWA	STATE INCOME WITHHOLDING	11,251.00
IPERS	IPERS WITHHOLDING	36,019.60
USAC	MECHANISM CHARGES	1,567.89
AFLAC	PREMIUMS	764.38
EFTPS TRANSFER	PAYROLL TAXES	19,525.99
NATIONAL CABLE TELEVISION	HITS AD SALES REVENUE	67,378.45
UPS	SHIPPING SERVICES	60.25
US CELLULAR	DATA SERVICES	73.25