

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 August 22, 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 Dan La Haye and Bethany Ryers, Baker Tilly Virchow Krause, LLP via telephone.

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 August 10, 2018 regular minutes with a correction noting the motion approving the Restated Financial Statement Audit for the years ended December 31, 2017 and December 31, 2016, 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 on Reconnection and Posting fees 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 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 on Communication 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, yes; Murphy yes. Motion carried. Trustee Murphy 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.

Trustee Schaaf moved to approve Resolution 2018-14, Posting and Reconnection Fees, seconded by Trustee Murphy. Motion carried unanimously.

Trustee Golwitzer moved to approve Resolution 2018-15, for Cable TV, Internet and Telephone Rate Adjustment, seconded by Trustee Murphy. Motion carried unanimously.

Dan La Haye and Bethany Ryers, Certified Public Accountants, from Baker Tilly Virchow Krause, LLP presented to the Board via teleconference, results and recommendations from their review of the AMU Internal Controls. Questions and discussion followed with a request from Trustee Murphy for a quarterly progress report. A motion was made by Trustee Heupel, seconded by Trustee Golwitzer to accept the report. Motion carried unanimously.

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

- Agreement for Joint Use of Facilities. The General Manager went through the calculations used by management and approved by Legal Counsel and Auditors for the Amended and Restated Agreement for Joint Use of Facilities. The agreement provides that the Communications Utility pay the Electric Utilities for use of the Communications distribution system. Trustee Schaaf moved to approve the Joint Use Agreement, seconded by Trustee Murphy. Motion carried unanimously. The agreement is retroactive to January 1, 2018 and will be reviewed and updated annually.
- Closing on the Wellfield Land purchase and the plan for voluntary City annexation.
- Update on software demonstration by representatives from National Information Solutions Cooperative (NISC) to AMU Staff.
- A proposed interfund loan from the AMU Electric Fund to the AMU Communications Fund.
- NIMECA and Southwest Power Pool Operations for June and July 2018.
- Kossuth Regional Health Center – Legacy Ball.

The next meeting is scheduled for September 12, 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:

| Chk # | Vendor | Description | Amount |
|---------|-----------------------------|------------------------------|--------------|
| | PAYROLL | | \$ 56,595.58 |
| 52250 | RINDONE, BRIEN | LINCOLN LIFE REIMBURSEMENT | 16,500.00 |
| 52251 | A+ COM & SECURITY SOLUTIONS | PREPD LICENSE AND SOFTWARE | 2,333.95 |
| 52252 | ADVANCED CONTROL SYSTEMS | SCADA | 2,174.24 |
| 52253 | ALGONA FAMILY YMCA | YMCA DONATION | 1,500.00 |
| 52254 | AMERICAN PUBLIC POWER | FINANCIAL CONFERENCE | 755.00 |
| 52255 | AUREON NETWORK SERVICES | DID SERVICE | 591.58 |
| 52256 | BOLTON & MENK, INC. | LANTRY STREET PROJECT | 232.50 |
| 52257 | BORDER STATES ELECTRIC | SECURITY LIGHTS | 729.47 |
| 52258 | BUCHANAN BIBLER & GABOR | LEGAL SERVICE | 435.00 |
| 52259 | BUGS N STUFF | SERVICE | 87.74 |
| 52260 | BUSCHER'S SERVICE CENTER | FUEL | 573.98 |
| 52261 | CARLSON DETTMANN CONSULT. | CONSULTING | 500.00 |
| 52262 | CENTRAL IOWA DISTRIBUTING | SUPPLIES | 186.80 |
| 52263 | CENTURYLINK | ACCESS CHARGE | 47.59 |
| 52264 | CHROME COUNTRY INN | CHROME LUNCH | 36.38 |
| 52265 | DUMP IT INC. | WASTE REMOVAL | 327.96 |
| 52266 | EDB HOLDINGS, LLC | INSULATION REBATE | 150.00 |
| 52267 | ERPELDING EXCAVATING ENT | NEW SERVICE | 6,771.32 |
| 52268 | ESRI, INC | MAINTENANCE 9/1/18 - 8/31/19 | 1,500.00 |
| 52269 | FASTENAL COMPANY | PARTS | 305.59 |
| 52270 | GRACENOTE MEDIA SERVICES | MEDIA SERVICES | 88.25 |
| 52271 | HUMBOLDT INDEPENDENT | ABATE ADVERTISING | 52.50 |
| 52272 | HYGIENIC LABORATORY - AR | TESTING | 97.50 |
| 52273 | IRBY | SM TRANSFORMER | 143.25 |
| 52274 | JENNINGS, ROBERT M. | EXPENSE REIMBURSEMENT | 62.00 |
| 52275 | K & H COOP OIL CO. | FUEL | 185.88 |
| 52276 | KEMCO TIRES, INC. | REPAIR TIRE | 282.23 |
| 52277 | KOSSUTH COUNTY ADVANCE | DONATION OF NEWSPAPER | 100.00 |
| 52278 | KOSSUTH CTY EMERGENCY MNGT | COLLECTION PER ACCESS | 4,747.14 |
| 52279 | JOANNE LIGHTER | WINDOW REBATE | 295.20 |
| 52280 | DARLA MILLER | AC REBATE | 300.00 |
| 52281 | MPOWER TECHNOLOGIES, INC | SOFTWARE MAINTENANCE | 5,400.00 |
| 52282 | NALCO COMPANY | CHEMICALS | 205.91 |
| 52283 | NG-911, INC | DATABASE MANAGEMENT | 150.00 |
| 52284 | NIMECA | DUCT RED | 7,029.90 |
| 52285 | NORTH IA LUMBER | SUPPLIES/BULK TANK WATER | 44.97 |
| 52286 | NORTH IOWA COMMUNICATIONS | BANDWIDTH | 5,397.36 |
| 52287 | ED NYGAARD | WINDOW REBATE | 501.60 |
| 52288 | PITNEY BOWES INC | POSTAGE MACHINE SUPPLIES | 306.83 |
| 52289 | POWER LINE SUPPLY | SUPPLIES | 15.52 |
| 52290 | PROF COMPUTER SYSTEMS | UTILISMART FOR AUGUST | 1,113.00 |
| 52291 | GARY REINHARDT | ELECTRIC METER CONV REBATE | 75.00 |
| 52292 | RENTAL ZONE, LLC | EQUIPMENT RENTAL | 128.40 |
| 52293 | ROETHLER, LOWELL | MILEAGE-ANKENY | 142.79 |
| 52294 | SCHUMACHER WELL DRILLING | VALVE AND LABOR | 57.60 |
| 52295 | SECURITY COVERAGE | SECURE IT | 42.00 |
| 52296 | SPENCER MUNICIPAL UTILITIES | SWITCH SERVICE | 2,298.00 |
| 52297 | T.P. ANDERSON COMPANY | SINGLE AUDIT FIELD | 3,500.00 |
| 52298 | THE MARKET | HEAT PUMP REBATE | 200.00 |
| 52299 | THILGES, ROBERT | WINDOW REPLACEMENT | 402.90 |
| 52300 | TRINITY WIND, LLC | POWER PURCHASED | 3,448.76 |
| 52301 | VERMEER | PARTS FOR BORING MACHINE | 122.41 |
| 52302 | WALLACE WATER COND. | RENTAL SERVICE | 24.61 |
| 52303 | WESCO DISTRIBUTION INC. | OKON | 12,388.63 |
| 52304 | AUSTIN WOLF | WINDOW REBATE | 797.20 |
| 52305 | KOSSUTH COUNTY RECORDER | RECORDING FEES | 86.00 |
| 52306 | STRAUB TRUST ACCOUNT | WILDIN DUNN LAND PURCHASE | 125,000.00 |
| 8802430 | AFLAC | PREMIUMS | 764.38 |
| 8802431 | MIDAMERICAN ENERGY | NEAL 4 CASH REQUEST | 238,000.00 |
| 8802432 | INTERSTATE TRS FUND | MONTHLY ASSESSMENT | 282.68 |
| 8802433 | EFT - FEDERAL EXCISE TAX | EXCISE TAX | 1,142.41 |
| 8802434 | UPS | SHIPPING | 36.35 |
| 8802435 | CITY OF ALGONA | SEWER - WATER PLANT | 3,035.00 |
| 8802436 | TREASURER STATE OF IOWA | STATE INC TAX WITHHOLDING | 8,097.00 |
| 8802437 | EFT - SALES TAX TRANSFER | WATER SERVICE EXCISE TAX | 3,962.00 |
| 8802438 | EFT - SALES TAX TRANSFER | SALES TAX REMITTANCE | 35,473.00 |
| 8802439 | NATIONAL CABLE TELEVISION | MODEMS | 10,366.10 |