

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 October 17, 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 September 12, 2018 regular minutes, and approval of the monthly vouchers. Trustee Schaaf moved to approve the consent agenda, seconded by Trustee Golwitzer. Motion carried unanimously.

Financial Statements for August 2018 were presented by the Chief Financial Officer. Trustee Heupel moved to approve the Financial Statements and place them on file, seconded by Trustee Schaaf. Motion carried unanimously.

New health insurance and short-term disability, long term disability, accidental death and dismemberment and life insurance rates for 2019 were presented to the Board. Discussion followed.

Trustee Murphy moved to approve the recommended changes seconded by Trustee Heupel. Motion carried unanimously.

Trustee Golwitzer moved to approve Resolution 2018-19, correcting rates for the sale of bulk cable television and dedicated fiber, seconded by Trustee Heupel. Motion carried unanimously.

<b>BULK CABLE SERVICES:</b>	<b><u>Current</u></b>	<b><u>New</u></b>
Basic Cable Bulk Rate	5.99	No Change
Expanded Basic Cable Bulk Rate	12.99	No Change
Digital	5.99	4.00
HD	12.99	No Change
<b>COMMERCIAL DEDICATED DARK FIBER</b>		
Dedicated Per Connection Charge	250.00	125.00

The General Manager reported that Nolyn Elliott had completed his apprenticeship and all testing required to receive the certification as a Journeyman Electric Line Worker which was also approved by the Department of Labor. Trustee Schaaf moved to approve an increase in wage from a Step 6 to a Step 7, seconded by Trustee Murphy. Motion carried unanimously.

The General Manager updated the Board on the ongoing due diligence being completed regarding options for new accounting, billing and related software. The search has been narrowed to a company called National Information Solutions Cooperative ("NISC"). This is a 50-year-old company which offers integrated solutions for both Telecoms and Utilities, and currently serves over 820 customers in the Unties States. Discussion followed. A quote for the software company is expected by the next Board of Trustees meeting.

In addition, the General Manager updated the Board on several topics including the search for a new Customer Service Representative and Accountant to replace retiring employees, the Dodge Street Water Main project, Eastland Heights 4<sup>th</sup> Addition, the possible sale of the Roan Street property and Phase 1 of the Main Street Water Main Project.

The next meeting is scheduled for November 7, 2018 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/ Sandra M. Batt  
Sandra M. Batt, Secretary

The following vouchers were approved:

PAYROLL		\$172,679.67
ALGONA HS VIP'S	SILVER VIP	100.00
ARNOLD MOTOR SUPPLY	MATERIALS	36.72
BORDER STATES ELECTRIC	SUPPLIES	111.02
ELECTRONIC ENGINEERING	PAGER SERVICE	29.85

FASTENAL COMPANY	BATTERY FOR BARACADE LIGHT	90.20
GIRTZ ENGINEERED PERFORMANCE	ENGINE MAINTENANCE	416.11
HAWKINS INC.	CHEMICALS	3,075.56
MIDAMERICAN ENERGY	SERVICE	14.97
NORTHERN IOWA COMMUNICATIONS	BANDWIDTH	4,162.89
SPENCER MUNICIPAL UTILITIES	TELEPHONE SWITCHING	2,299.50
WALLACE WATER COND.	RENTAL SERVICE	24.61
A & M LAUNDRY	SERVICES	38.73
AHLERS & COONEY, P.C.	LEGAL SERVICE	280.00
AKTION CLUB OF ALGONA	PEANUT SALES DONATION	65.00
ALGONA PLG. & HTG.	SUPPLIES	62.86
ALGONA PUBLISHING CO.	ADVERTISING	1,631.49
AMERICAN GLASS COMPANY	STEEL DOOR	2,300.00
AUREON NETWORK SERVICES	NETWORK SERVICES	10,629.63
BAER, SHEILA	EXPENSE REIMBURSEMENT	220.73
BAKER TILLY VIRCHOW KRAUSE, LLP	SERVICES	4,712.00
BIG 10	SUBS	2,530.36
BORDER STATES ELECTRIC	SUPPLIES	15,216.02
BUSCHER BROS. CORPORATION	SUPPLIES	53.72
BUSCHER'S SERVICE CENTER	FUEL	461.21
CARLSON DETTMANN CONSULTING	ASSESSMENTS	264.91
CHROME COUNTRY INN	EXPENSES	168.95
CHROME TRUCK STOP	FUEL	1,564.24
CITY DIRECTORY INC.	CITY DIRECTORY ADVERTISING	575.00
CONCEPTS IN DESIGN	OFFICE BUILDING DESIGN	1,069.30
CORE & MAIN	TOOLS	2,786.13
DAN-D LASER CARTRIDGES	COPIER/PRINTER	3,062.98
ERPELDING EXCAVATING ENT	SUPPLIES	121.48
FAREWAY STORES	SUPPLIES	141.97
FASTENAL COMPANY	SUPPLIES	120.15
STEPHANIE FORTUNE	EXPENSE REIMBURSEMENT	226.18
FOX SPORTS NET NORTH	SUBS	6,868.12
GRACENOTE MEDIA SERVICES, LLC	MEDIA SERVICES	88.25
GRAYBAR ELECTRIC CO INC	SUPPLIES	2,260.73
HEARST TELEVISION	SUBS/RETRANSMISSION	5,411.49
HYGIENIC LABORATORY - AR	TESTING	347.50
IGLASS NETWORKS	NETWORK MONITORING	500.00
IOWA ASSN OF MUNI UTILITIES	NCISA SEPT-NOV 2018	943.41
IOWA COMMUNICATIONS ALLIANCE	ICA CONFERENCE	199.00
JOHNSTON AUTOSTORES	PARTS	12.80
K & H COOP OIL CO.	FUEL	740.59
KEMCO TIRES, INC.	SERVICE	44.99
KLGA & KLGZ	ADVERTISING	759.00
KOSSUTH COUNTY ADVANCE	DONATION OF NEWSPAPER-AUG	125.00
KOSS COUNTY TRANSFER STATION	WASTE	33.00
KOSSUTH REG. HEALTH CENTER	EMPLOYEE VISIT	215.00
MIDAMERICAN ENERGY CO.	GENERATOR POWER SUPPLY	434.49
MIDWEST UNDERGROUND SUPPLY	TOOLS	3,047.50
MURPHY MANAGEMENT	AC REBATE	300.00
NEXSTAR	SUBS	6,191.53
NG-911, INC	DATABASE MANAGEMENT	150.00
NIMECA	NERC - 4TH QUARTER 2018	1,126.35
NORTH AMERICAN NUMBERING PLAN	NUMBERING ADMIN FEES	26.11
OAK HILL CONSULTING	CONSULTING	1,430.00
PITNEY-BOWES INC.	LEASE EQUIPMENT	863.28
PLYMOUTH COUNTY TREASURER	COUNTY TAX	361.50
POWER & TELEPHONE SUPPLY	SUPPLIES	3,848.50
PROFESSIONAL COMP SYSTEMS	UTILISMART FOR SEPTEMBER	1,113.00
GARY REINHARDT	ELECTRIC METER CONV REBATE	75.00
ROETHLER, LOWELL	EXPENSE REIMBURSEMENT	162.96
ROVI	SUBS	1,242.92
ROBERT RUHNKE	WINDOW REPLACEMENT REBATE	119.50
SECURITY COVERAGE	SECUREIT PLUS	42.00
SHOWTIME NETWORKS INC	SUBS	313.25
STEINMAN INSULATION & ROOFING	ROOF REPAIRS	1,021.85
TECH TIME	HARD DRIVE/WARE INSTALL	267.50
TOWER DISTRIBUTION CO	SUBS	4,688.00
TRINITY WIND, LLC	WIND PROJECT-AUG	4,614.64
UNITED COMMUNICATIONS CORP	SUBS	4,303.60
VON RUDEN, PETE	WINDOW REPLACEMENT REBATE	688.50

WEBSTER COUNTY TREASURER	COUNTY TAX	1,930.50
WELLMARK HEALTH PLAN	PREMIUMS	29,017.68
AMANDA/BRICE BOECKHOLT	REIMBURSE FOR KEMCO TIRE BILL	249.21
KOSSUTH COUNTY TREASURER	EXCISE TAX	43,459.50
WOODBURY COUNTY TREASURER	EXCISE TAX	11,232.50
LINCOLN LIFE	PREMIUM	3,943.28
GARY REINHARDT	ELECTRIC METER CONVERSION	75.00
RIVER ROAD GOLF CLUB	GOLF OUTING	215.00
VILETA, HEATH	EMPLOYEE BOOTS	149.78
WELLMARK HEALTH PLAN	PREMIUMS	29,017.68
ACCESS SYSTEMS	MICROSOFT EXCHANGE	342.00
ALGONA MUNICIPAL UTILITIES	VOID CHECK	0.00
RICK/KATHERINE ATKINSON	CUSTOMER REFUND	232.55
AVESIS THIRD PARTY ADMIN	PREMIUMS	609.99
BERGSTROM MFG. INC	TOOLS	129.00
BORDER STATES ELECTRIC	METER TESTING SERVICE	3,357.12
TROY A BRANDT	HEAT PUMP WATER HEATER	500.00
DONNA BROESDER	CUSTOMER REFUND	43.56
BROWN SHOE FIT CO	SUPPLIES	539.28
BROWN SUPPLY COMPANY	SUPPLIES	523.44
CENTURYLINK	LD SERVICE	136.00
CENTURYLINK	LOCAL MSG COMPENSATION	0.64
CONFLUENT	EQUIP PURCHASED BY CONFLUENT	1,035.00
DAIRYLAND POWER COOPERATIVE	BILL MAIL SERV AUGUST	3,548.49
DIVERSIFIED ADJUSTMENT SERVICE	BAD DEBT	619.69
DUMP IT INC.	WASTE REMOVAL	369.46
ELITE UNDERGROUND CONST	LANTRY ST ELECTRIC DIST SYSTEM	1,108.00
FASTENAL COMPANY	SUPPLIES	9.17
PAUL FRIDERES	CUSTOMER REFUND	52.19
JAY GEVING	TRUSTEE FEE	75.00
DALE GIVENS	CUSTOMER REFUND	137.28
DAVID GOLWITZER	TRUSTEE FEE	75.00
GRACENOTE MEDIA SERVICES, LLC	MEDIA SERVICES	88.25
HAWKINS INC.	CHEMICALS	2,083.80
JASON/KRISTI HELMERS	WINDOW REPLACEMENT	1,240.16
DON HEUPEL	TRUSTEE FEE	75.00
HY-VEE	SUPPLIES	73.76
I&S GROUP, INC	CUSTOMER REFUND	1,336.46
IOWA ASSN OF MUNI UTILITIES	LOAN	9,650.00
IOWA ONE CALL	SERVICE	488.10
JOHN DEERE FINANCIAL	PARTS	13.27
ROD JOHNSON	IAMU TRAINING	25.79
KOSS CO EXTENSION OFFICE	CIC REGISTRATIONS	210.00
KOSSUTH REG. HEALTH CENTER	INS CLAIM	134.00
FAYE E KUHLMANN	CUSTOMER REFUND	119.39
DEBRA MENKE	CUSTOMER REFUND	104.67
METLIFE SMALL BUSINESS CENTER	PREMIUMS	2,889.55
MIDAMERICAN COMP CORP	MONTHLY POSTAGE	4,476.37
MIDAMERICAN ENERGY	SERVICE	70.11
MILLER SPORTS & SERVICE	SERVICE ON 4-WHEELER	58.32
LUAN MONTAG	CUSTOMER REFUND	31.25
STACY MUELLER	CUSTOMER REFUND	99.90
JULIE MURPHY	TRUSTEE FEE	75.00
N.I.A.C.C.	REGIONAL FALL WATER CONF	180.00
NIMECA	SUPPLIES	1,897.38
NYEMASTER GOODE PC	PROFESSIONAL SERVICES	1,302.00
PARTY! PARTY!	CUSTOMER REFUND	86.73
VANESSA PEREZ	CUSTOMER REFUND	33.67
POWER LINE SUPPLY	TOOLS	1,281.67
DAVID/MARCIA RADIG	CUSTOMER REFUND	105.17
RADIOLOGISTS OF NORTH IOWA	EMPLOYEE EXPENSE	27.00
KAREN SCHAAF	TRUSTEE FEE	75.00
JANIS SCHEWE	CUSTOMER REFUND	18.64
SCHMIDT, GARLENE	CUSTOMER REFUND	44.66
MISTY SCHNEIDER	CUSTOMER REFUND	15.39
AUSTIN SCHREIBER	CUSTOMER REFUND	105.17
SUSAN SEEBECKER	MEETING - SPENCER	64.07
MADELINE SNYDER	CUSTOMER REFUND	26.63
HEATHER ST JOHN-CARLISLE	CUSTOMER REFUND	26.68
BRANDON STONE	CUSTOMER REFUND	49.95

JOSH STONE	WINDOW REPLACEMENT	196.40
STUNDAHL CLEANING	CLEANING	1,000.00
TANTALUS	CONTROLLER	3,740.00
TELCORDIA TECHNOLOGIES	LOCAL NUMBER PORTABILITY	68.63
ULINE	SHELVING	574.99
VANTAGE POINT	CONSULTING	460.00
AMY WALKER	CUSTOMER REFUND	130.68
LARRY/LISA WESTBERG	CUSTOMER REFUND	52.59
WI ENERGY CONSERVATION CORP	LED LIGHTING	830.68
ALGONA MUNICIPAL UTILITIES	AMU PAPERLESS BILLS	17,113.73
ACCESS SYSTEMS	SCADA	497.50
ALGONA FIRE DEPARTMENT	DONATION FOR FIRE SAFETY MTRL	125.00
AMSTERDAM PRINTING & LITH	CALENDAR	2,455.66
SANDY BATT	EXPENSE REIMBURSEMENT	120.84
BROWN SUPPLY COMPANY	SUPPLIES INV	1,501.88
BUILDERS FIRST SOURCE	PART	2.14
CARLSON DETTMANN CONSULTING	CONSULTING	4,768.47
CASA SYSTEMS, INC	LICENSE SOFTWARE UPGRADE 1ST YR	7,560.00
CENTURYLINK	ACCESS CHRG	305.43
CITY OF ALGONA	DODGE ST PROJECT	79,078.78
CONSORTIA CONSULTING BY TELEC	CONSULTING	6,370.00
DGR ENGINEERING	ELECTRIC RATE STUDY	3,570.00
ELECTRONIC ENGINEERING	PAGER SERV	29.85
MONTE EMMERICK	WINDOW REPLACEMENT	359.50
ERPELDING EXCAVATING ENT	WATER REPAIR	8,611.48
FARM & HOME PUBLISHERS	ADVERTISING	575.00
STEVE GRANDGENETT	TANTALUS CONFERENCE	427.17
HACH CHEMICAL CO.	SERVICE	2,177.00
HAWKINS INC.	CHEMICALS	2,210.60
IOWA ASSN OF MUNI UTILITIES	MEETINGS	700.00
IRBY	SUPPLIES	10.91
JOHNSTON AUTOSTORES	PARTS	29.01
KOSS REG HLTH CTR FOUND	LEGACY BALL SILVER SPONSOR	1,000.00
KOSSUTH COUNTY ADVANCE	DONATION OF NEWSPAPERS	100.00
MIDAMERICAN COMP CORP	BILLING CONFERENCE	1,631.00
MIDAMERICAN ENERGY	GAS SERVICE	14.97
NG-911, INC	DATABASE MANAGEMENT	150.00
NORTHERN IOWA COMMUNICATIONS	INTERNET CHRGS	4,334.88
NORTHERN IOWA COMM PARTNERS	SET TOP BOXES	1,149.38
NORTHWEST COMM NETWORK	ACCESS CHARGE	616.50
ONENECK IT SOLUTIONS	SOFTWARE SUPPORT FOR CISCO	4,212.86
POWER & TELEPHONE SUPPLY	FIBER OPTIC DROP	1,983.66
PROFESSIONAL COMP SYSTEMS	TEST BILLING	7,932.94
SECURITY COVERAGE	SECURE IT PLUS	42.00
STATE 5 THEATRE	MERCHANT PROGRAM	75.00
TANTALUS	TANTALUS CONFERENCE	795.00
TECH TIME	GIS	2,107.90
TRINITY WIND, LLC	WIND POWER	8,227.80
WALLACE WATER COND.	RENTAL	24.61
A & M LAUNDRY	SUPPLIES	38.73
ACCESS SYSTEMS	SCADA PROJECT	3,050.41
AHLERS & COONEY, P.C.	LEGAL SERV	2,298.17
ALGONA MACHINE & SUPPLY	TRUCK PART	26.75
ALGONA PUBLISHING CO.	ADVERTISING	2,130.34
AUREON NETWORK SERVICES	NETWORK SERVICES	10,497.82
BARCO MUN. PRODUCTS INC.	LED HAZARD LIGHT	388.82
BGHS BOOSTER CLUB	BOOSTER CLUB AD IN NEW GYM	700.00
BISSO TECHNOLOGIES	SSL CERT	99.00
BOMGAARS	SUPPLIES	133.86
BORDER STATES ELECTRIC	SUPPLIES	915.61
BROWN SHOE FIT CO	SUPPLIES	102.82
BUSCHER'S SERVICE CENTER	FUEL	141.00
CENTRAL IOWA DISTRIBUTING	SUPPLIES	215.90
CHROME COUNTRY INN	EXPENSE	47.35
CHROME TRUCK STOP	FUEL	522.15
CITY OF ALGONA	WATER BREAK-LINE DEPT HIT	252.00
CONCEPTS IN DESIGN	OFFICE DESIGN	927.60
COOK'S SCRAP IRON & METAL	SUPPLIES	20.74
DIEBOLD	DRIVE THRU DRAWER	6,204.08
DIVERSIFIED ADJUSTMENT SERVICE	BAD DEBT	254.17

DUMP IT INC.	WASTE REMOVAL(JUL/OCT)	655.92
FASTENAL COMPANY	SUPPLIES	41.22
JAY GEVING	TRUSTEE FEE	75.00
DAVID GOLWITZER	TRUSTEE FEE	75.00
DON HEUPEL	TRUSTEE FEE	75.00
HYGIENIC LABORATORY - AR	TESTING	97.50
IA DEPT.OF NAT.RESOURCES	ANNUAL WATER USE 2019	134.00
IGLASS NETWORKS	NETWORK MONITORING	500.00
INFO DOG SECURITY, LLC	SHREDDING SERVICES	38.95
JENNINGS, ROBERT M.	MILEAGE TO ANKENY	143.88
K & H COOP OIL CO.	FUEL	495.20
KEMNA AUTO CENTERS	UNIT #5 REPAIR	61.45
MIDAMERICAN ENERGY CO.	GENERATOR POWER SUPPLY	435.09
JULIE MURPHY	TRUSTEE FEE	75.00
MURPHY MANAGEMENT	CA REBATE (1414 N MCCOY APT 5)	600.00
ED/MARY NYGAARD	WINDOW REPLACEMENT	187.40
PETTY CASH	PETTY CASH	91.19
PHILS AUTO & TRUCK REPAIR II	PARTS AND SERVICE	812.43
REDING GRAVEL & EXC.	DIAGONAL ST PROJECT	79.20
KAREN SCHAAF	TRUSTEE FEE	75.00
SCHUMACHER WELL DRILLING	WELL #7 PUMP & MOTOR REPLACMNT	16,652.20
SKARSHAUG TESTING LABS	TESTING SERV	263.61
SPENCER MUNICIPAL UTILITIES	SWITCH SERVICE	2,284.50
STUNDAHL CLEANING	OFFICE CLEANING	1,000.00
THE THUL SHED	AMU PICNIC	749.00
ULINE	SHELVING	579.71
VILETA, HEATH	GIS TRAINING	1,141.07
WESCO DISTRIBUTION INC.	MAINT OF A TOOL	340.72
WSI CORPORATION	LIVE DATA	296.84
MIDAMERICAN ENERGY	NEAL 4 CASH REQUIREMENT	177,000.00
CITY OF ALGONA	BACKWASH SEWER USAGE	3,035.00
UPS	SHIPPING	47.79
AFLAC	PREMIUMS	764.38
TREASURER STATE OF IOWA	STATE INCOME WITHHOLDING	8,184.00
IPERS	CONTRIBUTIONS	27,426.50
EFT - FEDERAL EXCISE TAX	EXCISE TAX	1,159.19
EFT - SALES TAX TRANSFER	SALES TAX	25,351.00
EFT - SALES TAX TRANSFER	WATER SERVICE TAX	4,311.00
EFTPS TRANSFER	PAYROLL TAXES	19,804.44
UPS	SHIPPING	24.20
ALGONA FAMILY YMCA	DEVELOPMENT DIRECTOR POSITION	3,216.67
NATIONAL CABLE TELEVISION COOP	SUBS	74,694.23
CARD CENTER	EXPENSES	4,917.66
EFT - SALES TAX TRANSFER	SALES TAX	11,124.00
EFT - SALES TAX TRANSFER	WATER SERVICE EXCISE TAX	1,337.00
USAC	SUPPORT MECHANISM	1,281.33
UPS	SHIPPING FEES	24.45
EFTPS TRANSFER	PAYROLL TAXES	20,246.01
NATIONAL CABLE TELEVISION COOP	CABLE MODEMS	4,488.88
IOWA STATE BANK	COMM LOAN PAYMENT	18,723.17
IOWA STATE BANK	COMM LOAN PAYMENT	3,971.58
UPS	SHIPPING FEES	21.91
IPERS	IPERS	27,562.29
USDA	LOAN PAYMENT	9,259.26
NIMECA	POWER PURCHASED	322,552.70
INTERSTATE TRS FUND	MONTHLY ASSESSMENT	282.68
USAC	SUPPORT MECHANISM	1,281.34
MIDAMERICAN ENERGY	NEAL 4 CASH REQUIREMENT	158,000.00
UPS	SHIPPING FEES	26.50
CITY OF ALGONA	CABLE FRANCHISE FEE - AUGUST	5,091.51
AFLAC	PREMIUMS	764.38
EFTPS TRANSFER	PAYROLL TAXES	19,995.99
CITY OF ALGONA	WATER PLANT SEWER USAGE	2,937.25
NATIONAL CABLE TELEVISION COOP	BATTERIES	5,940.45
UPS	SHIPPING FEES	21.46
TREASURER STATE OF IOWA	STATE INCOME TAX WITHHOLDING	8,235.00
EFT - FEDERAL EXCISE TAX	FEDERAL EXCISE TAX	1,178.97