

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 November 7, 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 October 17, 2018 regular minutes, and approval of the monthly vouchers. Trustee Heupel moved to approve the consent agenda, seconded by Trustee Schaaf. Motion carried unanimously.

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

The Board reviewed the amended budget for calendar year 2018. Trustee Schaaf moved to set the date and time for the Public Hearing to Amend the 2018 Budget for November 28, 2018 at 11:00 AM., seconded by Trustee Murphy. Motion carried unanimously.

The Board reviewed the budget for calendar year 2019. Trustee Heupel moved to set the date and time for the Public Hearing for the 2019 Budget for November 28, 2018 at 11:00 AM., seconded by Trustee Schaaf. Motion carried unanimously.

The General Manager reported that Rod Johnson and Mike Stripling have completed their Electric Line Worker Apprenticeship “On the Job Training” hours and all testing required to receive the certification as a Journeyman Electric Line Worker and that it has been approved by the Department of Labor. With the completion of the apprenticeship, Rod Johnson and Mike Stripling have qualified to move to the next wage step effective with the current pay period. In addition, Brian Hatten will complete his first six months of employment and qualifies to move to the next wage step effective with the pay period beginning on November 10, 2018. The General Manager also announced that Patty Hudspeth has accepted the position of Accountant. She will be working part time and will start December 3, 2018. Trustee Heupel moved to approve the new wage and wage changes, seconded by Trustee Murphy. Motion carried unanimously.

The Board discussed the National Information Solutions Cooperative (“NISC”) proposal for new accounting and billing software. Trustee Murphy moved to approve the proposal, seconded by Trustee Heupel. Motion carried unanimously.

The Board discussed the purchase of real estate. Trustee Schaaf moved to go into closed session at 12:30 P.M. pursuant to Iowa Code Section 21.5(1) (i) to discuss the purchase or sale of particular real estate only where premature disclosure could be reasonably expected to increase the price the governmental body would have to pay for that property or reduce the price the governmental body would receive for that property, seconded by Trustee Heupel. Roll Call votes were as follows: Heupel-Yes, Geving-Yes, Schaaf-Yes, Murphy-Yes. Motion carried unanimously.

Trustee Heupel moved to end the closed session at 12:36 P.M., seconded by Trustee Schaaf. Roll Call votes were as follows: Heupel-Yes, Geving-Yes, Schaaf-Yes, Murphy-Yes. Motion carried unanimously.

The Board set the date and time for a Public Hearing for the authorization to purchase real estate. Trustee Murphy moved to set the date and time as November 28, 2018, at 11:00 A.M., seconded by Trustee Heupel. Motion carried unanimously.

Trustee Schaaf moved to approve an updated Agreement for City Utility Service and Transfer of Funds between the City of Algona and Algona Municipal Utilities, seconded by Trustee Heupel. Motion carried unanimously.

Trustee Heupel moved to approve Resolution 2018-20, Reimbursement for Water Projects, seconded by Trustee Murphy. Motion carried unanimously.

In addition, the General Manager updated the Board on several topics including the cutover to Cooperative Response Center, the internet speed upgrades, progress on the Eastland Heights 4<sup>th</sup> Addition, Phase 1 of the Main Street Water Main Replacement Project and the search for a new Customer Service Representative.

The next meeting is scheduled for November 28, 2018 at 11:00 A.M.

Upon motion and vote, the meeting adjourned at 12:55 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        |              | \$114,934.56 |
| CHRIS GLIENKE  | VOIDED CHECK | (22.64)      |
| JENNY L LYSTER | VOIDED CHECK | (179.48)     |
| DAZZIE CONTEH  | VOIDED CHECK | (0.33)       |
| TLEE GIRARD    | VOIDED CHECK | (41.28)      |
| DAN MULLER     | VOIDED CHECK | (5.00)       |
| TINA ROBBINS   | VOIDED CHECK | (1.72)       |
| HANK SUNDERMAN | VOIDED CHECK | (46.62)      |

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| PAUL ESKER                      | VOIDED CHECK                         | (84.00)    |
| JOHN HERRIG                     | VOIDED CHECK                         | (9.10)     |
| DANNY LENTSCH                   | VOIDED CHECK                         | (4.83)     |
| CAREY PEREZ                     | VOIDED CHECK                         | (50.00)    |
| ZACHERY WILTSE                  | VOIDED CHECK                         | (53.28)    |
| NICK ZAVITSAMOS                 | VOIDED CHECK                         | (2.69)     |
| KARLY MILLER                    | VOIDED CHECK                         | (31.96)    |
| SANDRA FARRIS                   | VOIDED CHECK                         | (46.86)    |
| CAMERON BRIDGES                 | VOIDED CHECK                         | (51.62)    |
| DAN PURCELL                     | VOIDED CHECK                         | (125.00)   |
| LOGAN FEASTER                   | VOIDED CHECK                         | (14.99)    |
| TERRALEE FOLKERTS               | VOIDED CHECK                         | (58.67)    |
| LAUTER BEATON BERNAL            | VOIDED CHECK                         | (46.63)    |
| BRIAN FUNK                      | VOIDED CHECK                         | (6.61)     |
| TAYLOR GILLESPIE                | VOIDED CHECK                         | (15.87)    |
| DAVID HIGHTOWER                 | VOIDED CHECK                         | (3.35)     |
| CHARLOTTE MERGEN                | VOIDED CHECK                         | (1.41)     |
| MERLE MOORE                     | VOIDED CHECK                         | (26.00)    |
| BRANDON CALBY                   | VOIDED CHECK                         | (3.33)     |
| JANET HENRY                     | VOIDED CHECK                         | (9.75)     |
| DOUG/COURTNEY SHEY              | VOIDED CHECK                         | (66.17)    |
| TYE SPARKS                      | VOIDED CHECK                         | (5.33)     |
| ABB INC                         | VOIDED CHECK                         | 76,161.00) |
| ACCESS PROPERTY MGMT            | CUSTOMER REFUND                      | 1.61       |
| ACCESS SYSTEMS                  | MICROSOFT EXCHANGE                   | 366.00     |
| ADAMS CABLE EQUIPMENT, INC      | REFURB DIGITAL BOXES                 | 299.50     |
| ALGONA MUNICIPAL UTILITIES      | PROJECT SHARE AMU                    | 936.30     |
| ALGONA PLG. & HTG.              | LABOR/MATERIAL                       | 185.50     |
| ARNOLD MOTOR SUPPLY             | SUPPLIES                             | 102.16     |
| AUREON NETWORK SERVICES         | DID SERVICE                          | 592.21     |
| BIG 10                          | SUBS                                 | 2,670.30   |
| BUGS N STUFF                    | SERVICE                              | 87.74      |
| BUILDERS FIRST SOURCE           | COMMERCIAL ELECTRIC METER CONVERSION | 150.00     |
| CENTURYLINK                     | LD SERVICE                           | 136.98     |
| CENTURYLINK                     | LOCAL MSG COMP                       | 0.72       |
| CONFLUENT                       | CAT5                                 | 497.41     |
| DAN-D LASER CARTRIDGES          | TONER                                | 80.25      |
| DGR ENGINEERING                 | ELEC DISTRIBUTION/RATE STUDY         | 393.00     |
| DITCH WITCH OF MINNESOTA & IOWA | PARTS                                | 247.60     |
| ERPELDING EXCAVATING ENT        | REPAIR SERVICE                       | 441.90     |
| FAREWAY STORES                  | SUPPLIES                             | 64.59      |
| FIVE STAR TOOL & SUPPLY         | TOOLS FOR UNIT #3                    | 37.95      |
| FOX SPORTS NET NORTH            | SUBS                                 | 6,862.80   |
| GRACENOTE MEDIA SERVICES, LLC   | MEDIA SERVICE                        | 88.25      |
| STEVE GRANDGENETT               | EXPENSE                              | 52.60      |
| HEARST TELEVISION               | SUBS                                 | 5,382.60   |
| HY-VEE                          | SUPPLES                              | 24.48      |
| IOWA ONE CALL                   | SERVICE                              | 276.30     |
| KLGA & KLGZ                     | ADVERTISING                          | 776.00     |
| NEXSTAR                         | SUBS                                 | 6,153.95   |
| NORTH IA LUMBER                 | SUPPLIES                             | 14.73      |
| PITNEY-BOWES INC.               | LEASING CHARGE                       | 733.53     |
| POWER & TELEPHONE SUPPLY        | PROCLOUD ANALYTICS                   | 462.43     |
| R L BOISJOLIE APPRAISERS        | PROPERTY APPRAISAL                   | 500.00     |
| ROVI                            | SUBS                                 | 1,244.86   |
| SHOWTIME NETWORKS INC           | SUBS                                 | 313.25     |
| TOWER DISTRIBUTION CO           | SUBS                                 | 4,661.60   |
| UNITED COMMUNICATIONS CORP      | SUB                                  | 4,289.10   |
| VANTAGE POINT                   | IPTV PROJECT                         | 1,437.50   |
| WSI CORPORATION                 | LIVE DATA                            | 296.84     |
| ABB INC                         | CIRCUIT BREAKER                      | 68,544.90  |
| LINCOLN LIFE                    | PREMIUMS                             | 3,943.28   |
| TERRALEE FOLKERTS               | COMMUNICATION REFUND                 | 58.67      |
| TYE SPARKS                      | COMMUNICATION REFUND                 | 5.33       |
| ZACHERY WILTSE                  | COMMUNICATIONS REFUND                | 53.28      |
| TREASURER OF STATE              | UNCLAIMED PROPERTY REMITTANCE        | 897.24     |
| ACCESS SYSTEMS                  | IT INSTALLATION                      | 110.00     |
| ALGONA PLG. & HTG.              | SUPPLIES                             | 13.00      |
| AUTUMN IRRIGATION               | SERVICE                              | 95.00      |
| AVESIS THIRD PARTY ADMIN        | PREMIUM                              | 609.99     |

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| SANDY BATT                     | EXPENSE REIMBURSEMENT    | 63.67     |
| RYAN BEHNKENDORF               | CUSTOMER REFUND          | 64.43     |
| BONNIE BELL                    | CUSTOMER REFUND          | 14.57     |
| BILSTEN, JOHN                  | EXPENSE REIMBURSEMENT    | 137.50    |
| CARD CENTER                    | EXPENSES                 | 3,508.25  |
| CITY OF ALGONA                 | DODGE STREET PROJECT     | 8,784.66  |
| CLEGG REAL ESTATE & RENTAL     | WINDOW REPLACEMENT       | 238.60    |
| CONFLUENT                      | FIBER OPTIC TRANSMITTERS | 1,100.00  |
| CONSORTIA CONSULTING BY TELEC  | CONSULTING               | 2,850.00  |
| DAIRYLAND POWER COOPERATIVE    | BILL MAIL SERV SEPT      | 2,526.82  |
| ALEXANDRA EMSWILER             | CUSTOMER REFUND          | 34.95     |
| JOHANNA RESTORATION FOUNDATION | CONTRIBUTION             | 12,000.00 |
| JOHN DEERE FINANCIAL           | PARTS                    | 380.17    |
| NATHANEIL J JOYCE              | CUSTOMER REFUND          | 68.27     |
| ANNA C KENEFICK                | CUSTOMER REFUND          | 73.98     |
| KOSSUTH COUNTY LAW ENFORCEMENT | LIGHTING REBATES         | 320.00    |
| DON & JUDY LUDWIG              | CUSTOMER REFUND          | 165.86    |
| KATHLEEN MACY                  | CUSTOMER REFUND          | 80.42     |
| CARLY MAIN                     | CUSTOMER REFUND          | 79.90     |
| ANDREW MCCAULEY                | CUSTOMER REFUND          | 50.97     |
| BILLI JO MCQUEEN               | CUSTOMER REFUND          | 120.23    |
| METLIFE SMALL BUSINESS CENTER  | PREMIUMS                 | 2,889.55  |
| MIDAMERICAN COMP CORP          | MONTHLY POSTAGE          | 4,588.05  |
| MIDAMERICAN ENERGY             | SERVICE                  | 68.46     |
| MIDAMERICAN ENERGY             | HOME CHECK AUDITS        | 88.74     |
| MUNICIPAL MANAGEMENT CORP      | WATER DISTRIBUTION       | 2,700.00  |
| BARRY/RHONDA OSTWALD           | CUSTOMER REFUND          | 29.97     |
| PHILS AUTO & TRUCK REPAIR II   | PARTS AND SERV UNIT 8    | 333.13    |
| POWER LINE SUPPLY              | SUPPLIES                 | 352.61    |
| PRINT SHOPPE PLUS              | METER CHANGE FORMS       | 135.00    |
| PROFESSIONAL COMPUTER SYSTEMS  | CRC INTERFACE            | 2,145.00  |
| QUESTLINE                      | RESIDENTIAL PKG          | 3,389.00  |
| ROETHLER, LOWELL               | MILEAGE-MINNEAPOLIS      | 196.75    |
| LORI ROETHLER                  | CUSTOMER REFUND          | 91.86     |
| SHARON SIEMER                  | WINDOW REPLACEMENT       | 821.30    |
| MELISSA SPURLING               | CUSTOMER REFUND          | 41.65     |
| WILL STRUECKER                 | WINDOW REPLACEMENT       | 794.55    |
| TERRY'S WELDING                | LIGHTING REBATES         | 2,166.63  |
| THE ENERGY GROUP               | ENERGY AUDIT             | 750.00    |
| THREADS                        | EMPLOYEE CLOTHING        | 68.48     |
| JAN WALTMAN                    | CUSTOMER REFUND          | 73.41     |
| WISCONSIN ENERGY CONS CORP     | LED PROGRAM              | 1,871.00  |
| IOWA ASSN OF MUNI UTILITIES    | E-PAY LOAN PROGRAM       | 6,000.00  |
| ADAMS CABLE EQUIPMENT, INC     | REFURB DIGITAL BOXES     | 297.50    |
| ADVANCED CONTROL SYSTEMS       | SCADA SERV CONTRACT      | 2,092.96  |
| ALGONA MUNICIPAL UTILITIE      | PROJECT SHARE            | 246.85    |
| ALGONA MUNICIPAL UTILITIES     | AMU PAPERLESS BILLS      | 16,705.83 |
| BORDER STATES ELECTRIC         | SUPPLIES                 | 63.13     |
| TARA BRANDT                    | DESIGN/EDITING           | 588.60    |
| BROWN SUPPLY COMPANY           | METER VALVE AND INSERT   | 436.06    |
| BUCHANAN BIBLER & GABOR        | LEGAL CONSULT            | 2,505.00  |
| CENTRAL IOWA DISTRIBUTING      | SUPPLIES                 | 90.60     |
| CITY OF ALGONA                 | NEWSLETTER               | 27,385.30 |
| CRESCENT ELECTRIC SUPPLY       | SUPPLIES                 | 538.47    |
| ELECTRONIC ENGINEERING         | PAGER SERVICE            | 29.85     |
| FASTENAL COMPANY               | AIR FILTER               | 379.89    |
| GRAYBAR ELECTRIC CO INC        | VAULT                    | 1,601.21  |
| HAWKINS INC.                   | CHEMICAL PUMPS           | 2,239.22  |
| IOWA COMMUNICATIONS ALLIANCE   | CONFERENCE               | 1,050.00  |
| IOWA UTILITIES BOARD           | 2019 ASSESSMENT          | 11,830.00 |
| IRBY                           | SUPPLIES                 | 160.50    |
| JOHNSTON AUTOSTORES            | PARTS                    | 106.53    |
| KEMNA AUTO CENTERS             | PARTS FOR UNIT 1         | 23.63     |
| KOSSUTH COUNTY EMERGENCY MNGT  | 911 SURCHARGE            | 4,783.53  |
| MIDAMERICAN ENERGY             | SERVICE                  | 16.22     |
| NCK SOFTWARE AND SUPPORT       | SCADA UPGRADE            | 5,354.28  |
| NORTHWEST COMM NETWORK         | SERVICE                  | 616.50    |
| PMC ADVANTAGE SERVICES, INC    | INSURANCE                | 482.00    |
| POWER & TELEPHONE SUPPLY       | TEST BATTERY FOR METER   | 92.99     |
| SKARSHAUG TESTING LABS         | TESTING                  | 63.99     |

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| SPENCER MUNICIPAL UTILITIES     | SWITCH SERVICE                          | 2,290.50   |
| TANTALUS                        | C&I METER READER SENTINEL               | 10,120.00  |
| TELCORDIA TECHNOLOGIES          | LOCAL NUMBER PORTABILITY                | 68.62      |
| THREADS                         | EMPLOYEE CLOTHING                       | 711.55     |
| WALKER PLUMBING & HEATING       | MAIN ST PROJECT                         | 237.00     |
| WSI CORPORATION                 | WEATHER                                 | 296.84     |
| FASTENAL COMPANY                | SUPPLIES                                | 152.27     |
| VERMEER                         | PARTS FOR BORING MACHING                | 122.57     |
| NATIONAL CABLE TELEVISION COOP  | SUBS                                    | 74,470.63  |
| ALGONA FAMILY YMCA              | DONATION                                | 3,216.67   |
| UPS                             | SHIPPING                                | 12.45      |
| EFT - SALES TAX TRANSFER        | WATER SERVICE EXCISE TAX                | 4,040.00   |
| EFT - SALES TAX TRANSFER        | SALES TAX                               | 22,961.00  |
| EFT - SALES TAX TRANSFER        | WATER EXCISE TAX                        | 1,391.00   |
| EFT - SALES TAX TRANSFER        | SALES TAX                               | 11,606.00  |
| DELUXE BUSINESS CHECKS          | CHECKS                                  | 677.77     |
| EFTPS TRANSFER                  | PAYROLL TAXES                           | 20,131.02  |
| USAC                            | MECHANISM CHARGES                       | 1,604.19   |
| INTERSTATE TRS FUND             | MONTHLY ASSESSMENT                      | 282.68     |
| UPS                             | SHIPPING                                | 52.74      |
| NATIONAL CABLE TELEVISION COOP  | EQUIPMENT                               | 7,725.21   |
| IOWA STATE BANK                 | COMM LOAN                               | 3,971.58   |
| IOWA STATE BANK                 | COMM LOAN PAYMENT                       | 18,723.17  |
| CITY OF ALGONA                  | COMMUNICATIONS FRANCHISE FEE- SEPTEMBER | 5,071.50   |
| USDA                            | RURAL ECONOMIC DEVELOPMENT LOAN PYMT    | 9,259.26   |
| IOWA UTILITIES BOARD            | DUAL PARTY SERVICE ASSESSMENT           | 137.93     |
| MID-AMERICA COMMUNICATIONS, INC | WIRE TRANSFER                           | 152,000.00 |