

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 28, 2018 at 11:00 A.M.

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

Absent: Dave Golwitzer and Karen Schaaf

Also Present: John Bilsten, General Manager and Sandra Batt, Secretary – Chief Financial Officer.

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

Chairperson Geving called the Public Hearing for Authorization to Approve the Purchase of Property located at 221 North Thorington. The Chairperson noted no written or oral comments or objections. Trustee Murphy moved to adjourn the Public Hearing, seconded by Trustee Heupel. Roll Call votes were as follows: Heupel, yes; Geving, yes; Schaaf, absent; Golwitzer, absent; Murphy, yes. Motion carried.

Chairperson Geving called the Public Hearing for the Amended 2018 Budget to order. The Chairperson noted no written or oral comments or objections. Trustee Heupel moved to adjourn the Public Hearing, seconded by Trustee Murphy. Roll Call votes were as follows: Heupel, yes; Geving, yes; Schaaf, absent; Golwitzer, absent; Murphy, yes. Motion carried.

Chairperson Geving called the Public Hearing for the 2019 Budget to order. The Chairperson noted no written or oral comments or objections. Trustee Murphy moved to adjourn the Public Hearing, seconded by Trustee Heupel. Roll Call votes were as follows: Heupel, yes; Geving, yes; Schaaf, absent; Golwitzer, absent; Murphy, yes. Motion carried.

Financial Statements for October 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.

Trustee Heupel moved to approve the purchase of real estate at 221 North Thorington, seconded by Trustee Murphy. Motion carried.

Trustee Murphy moved to approve the 2018 amended budget, seconded by Trustee Heupel. Motion carried.

Trustee Heupel moved to approve the 2019 budget, seconded by Trustee Murphy. Motion carried.

The General Manager introduced a Leave Sharing Policy for employees who may have a family medical emergency or be affected by a major disaster, resulting in a need for additional time off in excess of their available leave to care for family members. To address this need, any employee will be allowed to donate leave from their unused balance, any time before the end of each calendar year but no later than December 15th, to a bank for eligible co-workers in need of additional paid time off. Trustee Heupel moved to approve the policy, seconded by Trustee Murphy. Motion carried.

The General Manager updated the Board on an increase in the maximum participant (Employee) contribution to the AMU Flexible Benefits Plan and recommended allowing the maximum annual contribution per IRS Guidelines on an annual basis. Trustee Murphy moved to approve FSA contribution limits set by the IRS, seconded by Trustee Heupel. Motion carried.

New rates for short term disability insurance were presented by the General Manager. It was recommended that AMU pay 100% of the employee short term disability premiums with the addition of a gross up option which would provide disabled employees with tax-free disability payments. Trustee Heupel moved to approve the short-term disability plan, seconded by Trustee Murphy. Motion carried.

After reviewing options for dental plans, the General Manager recommended staying with the Wellmark Blue PPO Plan that AMU presently has. AMU will continue to pay 80% of the Dental insurance premium and employees will continue to pay 20%. Trustee Murphy moved to approve the dental plan, seconded by Trustee Heupel. Motion carried.

A new vision plan offered by MetLife VSP Choice was presented, after discussion it was decided to approve the new vision plans. Vision insurance is paid 100% by employees. Trustee Heupel moved to approve the vision plan as presented, seconded by Trustee Murphy. Motion carried.

The Board discussed prefunding HSA contributions for AMU employees in 2019 as the HSA insurance premiums yield significant savings over the traditional health insurance plan. Trustee Murphy moved that the Utility contribute \$1,000 for a single plan and \$2,000 for a family plan, seconded by Trustee Heupel. Motion carried.

The Board also discussed Medical Insurance Deductibles and Co-insurance for the traditional health insurance plan. The General Manager recommended the employee pay the first \$250 of the \$5,000 deductible and the balance be split 20% / 80% with the employee paying 20% and the Utility paying 80%. Trustee Heupel moved to approve the provisions for deductibles and co-insurance as presented, seconded by Trustee Murphy. Motion carried.

The AMU Revolving Loan Fund Committee recommended approval of a loan with Thistle Do LLC d.b.a. Cultivate Boutique in the amount of \$30,000 for building improvements at 107 East State Street, Algona. Trustee Murphy moved to approve the loan, seconded by Trustee Heupel. Motion carried.

The next meeting is scheduled for December 19, 2018 at 11:00 A.M.

Upon motion and vote, the meeting adjourned at 11:55 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		\$70,748.55
VOIDED CHECK		(2,210.60)
A & M LAUNDRY	SERVICE	38.73
ALGONA PUBLISHING CO.	ADVERTISEMENT	1,432.39
BOMGAARS	SUPPLIES	322.87
BUSCHER'S SERVICE CENTER	FUEL	786.45
CHROME COUNTRY INN	EXPENSE	48.10
CHROME TRUCK STOP	FUEL	1,223.84
COMSONICS INC	POWER SUPPLY	749.61
CONCEPTS IN DESIGN	CONSULTING	2,613.80
DUMP IT INC.	WASTE	13.78
ELECTRONIC SPECIALITIES, INC	PARTS	155.15
FOERTSCH P & H	CA REBATE	300.00
STEVE GRANDGENETT	EXPENSE	16.83
JENNINGS, ROBERT M.	EXPENSE REIMBURSEMENT	168.00
JOHNSTON AUTOSTORES	PARTS	26.18
K & H COOP OIL CO.	FUEL	720.63
KLGA & KLGZ	ADVERTISEMENT	1,032.00
KOSS CO EXTENSION OFFICE	CHEMICAL TRAINING	50.00
KOSSUTH COUNTY ADVANCE	DONATION OF NEWSPAPERS	100.00
NORTH IA LUMBER	PAINT FOR LOCATES	9.49
NORTHERN IOWA COMMUNICATIONS	BANDWIDTH	4,490.29
DAVID/AMY PENTON	WINDOW REPLACEMENT	635.90
PHILS AUTO & TRUCK REPAIR II	PARTS AND SERVICE UNIT 4	489.95
TAYLOR/JENNA PROTHMAN	WINDOW REPLACEMENT	216.65
REGULATORY COMPLIANCE SER	ANNUAL RETAINER	395.00
SECURITY COVERAGE	SECUREIT	31.42
SIGN WORKS	DECAL	22.47
STATE FARM INSURANCE	LIGHTING REBATE	190.00
THREADS	EMPLOYEE CLOTHING	26.75
VAN WERT INC	METER KEY BI-DIRECTIONAL	360.50
KOSSUTH COUNTY FOOD PANTRY	DONATION- STUFF THE TRAILER	800.00
ALGONA MUNICIPAL UTILITIES	ALYSSA ALDEN(DILL)	605.90
ALGONA PLG. & HTG.	ALLEY PROJECT	9.00
BIG 10	SUBS	2,645.46
BLACKHAWK SPRINKLERS INC	SPRINKLER INSPECTION	121.00
BROWN SHOE FIT CO	SUPPLIES	355.31
CITY OF ALGONA	DODGE STREET PROJECT	20,372.01
BRYAN DEIKE	CA REBATE	500.00
DUMP IT INC.	WASTE REMOVAL	327.96
FAREWAY STORES	SUPPLIES	121.66
FASTENAL COMPANY	BATTERIES	75.69
FOX SPORTS NET NORTH	SUBS	6,798.96
GRAYBAR ELECTRIC CO INC	VAULTS	1,505.66
GRIFFIN, KATHLEEN	CA REBATE	300.00
HAWKINS INC.	CHEMICALS	3,801.29
HEARST TELEVISION	SUBS	5,327.43
MATTHEW HOLST	CA REBATE	500.00
HYGIENIC LABORATORY - AR	LABS	97.50
IGLASS NETWORKS	NETWORK MONITORING	500.00
IRBY	GROUND RODS	196.88
JOHNSTON AUTOSTORES	PART FOR UNIT 3	9.60
MIDAMERICAN ENERGY CO.	SERVICE	436.07
NEXSTAR	SUBS	6,091.33
NG-911, INC	DATABASE MANAGEMENT	150.00
NYHART COMPANY	GASB	1,375.00
POWER & TELEPHONE SUPPLY	PROCLOUD ANALYTICS	1,342.45
PROBE-TEC	UPGRADE OPTOWAVE	55.54
PROFESSIONAL COMPUTER SYSTEMS	UTILISMART	1,113.00
ROVI	SUBS	1,231.25
SAFETAY-KLEEN	PARTS WASHER SERV - SOLVENT	213.69
SHOWTIME NETWORKS INC	SUBS	300.72

TOWER DISTRIBUTION CO	SUBS	4,614.50
TRINITY WIND, LLC	POWER PURCHASED	9,081.84
UNITED COMMUNICATIONS CORP	SUBS	4,254.30
VANTAGE POINT	VOIP	1,782.50
AUREON NETWORK SERVICES	NETWORK SERVICE	638.51
BORDER STATES ELECTRIC	SUPPLIES	374.01
BROWN SUPPLY COMPANY	SUPPLIES	141.00
CARLSON DETTMANN CONSULTING	CONSULTING	1,225.00
CINTAS CORPORATION #754	SUPPLIES	164.92
COMSONICS INC	CONTINUUM	795.97
CONFLUENT	LABOR/PARTS	550.00
DAIRYLAND POWER COOPERATIVE	BILLING	2,203.08
IRBY	SUPPLIES	2,054.40
JCL SOLUTIONS	SUPPLIES	59.78
KOSSUTH REG. HEALTH CENTER	JOB ANALYSIS	1,050.00
NIMECA	SUPPLIES	2,082.11
ROETHLER, LOWELL	MILEAGE FOR ICA	136.25
SIGN WORKS	SIGN	35.96
TECH TIME	CUSTOM-BUILT COMPUTER	2,728.50
VAN WERT INC	METER READER	85.60
VILETA, HEATH	GIS TRAINING	1,530.68
AUREON NETWORK SERVICES	NETWORK SERVICES	11,073.34
STEVE GRANDGENETT	EXPENSES	206.60
HAWKINS INC.	CHEMICALS	2,210.60
METLIFE SMALL BUSINESS CENTER	PREMIUMS	2,889.55
TREASURER, STATE OF IOWA	USE TAX	2,999.00
AFLAC	PREMIUMS	764.38
EFTPS TRANSFER	PAYROLL TAXES	19,873.14
CITY OF ALGONA	WATER PLANT SEWER USAGE	3,035.00
NATIONAL CABLE TELEVISION COOP	CONNECTOR	684.61
TREASURER STATE OF IOWA	PAYROLL TAX	8,246.00
IPERS	IPERS	27,590.13
UPS	DELIVERY SERVICE	76.75
EFT - FEDERAL EXCISE TAX	FEDERAL EXCISE TAX	1,195.62
EFT - SALES TAX TRANSFER	WATER SERVICE EXCISE TAX	25,855.00
NATIONAL CABLE TELEVISION COOP	SUBS	74,441.53
EFTPS TRANSFER	PAYROLL TAXES	19,985.73
USAC	MECHANISM CHARGES	1,604.19
INTERSTATE TRS FUND	TRS FUND	282.68
CARD CENTER	EXPENSES	2,491.01