

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 City Hall Council Chambers, 112 West Call Street, Algona, Iowa on December 19, 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 and Sandra Batt, Secretary – Chief Financial Officer and Scott Buchanan, General Counsel and Jon Burmeister, Managing Director of Public Financial Management, Inc. 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 November 28, 2018 regular minutes, and approval of the monthly vouchers. Trustee Schaaf moved to approve the consent agenda, seconded by Trustee Heupel. Motion carried unanimously.

The General Manager provided an update on the receipts and disbursements of the YMCA Development Director funding. Discussion followed.

Jon Burmeister, Managing Director of Public Financial Management, Inc. provided two cash flow scenarios for the Water Fund and reviewed them with the Trustees and management via telephone. Discussion followed.

The General Manager presented a Memorandum of Understanding between Algona Municipal Utilities and the Bill Finn House Incorporated. The memorandum lists the responsibilities of each party related to the parking lot. Trustee Heupel moved to accept the approval of the Memorandum contingent on final approval by the Finn House, seconded by Trustee Golwitzer. Motion carried.

The General Manager recommended the Trustees approve the Designation of Authorized Representatives to North Iowa Municipal Electric Cooperative Association (NIMECA), authorizing Sandy Batt as an alternate when the General Manager is absent. Trustee Schaaf moved to approve the Designation, Trustee Murphy seconded the motion. Motion carried.

Resolution 2018-21 – Establishing Employee Cell Phone and Car Stipends. After discussion, Trustee Golwitzer moved to approve the resolution, Trustee Schaaf seconded the motion. Motion carried.

The General Manager presented a change to the Dynamic Video, Cloud DVR Service Levels and Pricing as the 150 GB service is unavailable. There is no change in price. After discussion Trustee Golwitzer moved to approve the Cloud DVR Service at a 100 GB level for \$5.00 per month, seconded by Trustee Murphy. Motion carried.

The General Manager reported that Katlyn Griep has accepted our offer for the position of Customer Service Representative. Katlyn will start work January 2, 2019. Trustee Heupel moved to approve the starting wage, seconded by Trustee Schaaf. Motion carried.

The next meeting is scheduled for January 30, 2019 at 11:00 A.M.

Upon motion and vote, the meeting adjourned at 12:50 P.M.

/s/ Jay B. Geving
Jay B. Geving, Chairperson

Attest:

/s/ Sandra M. Batt
Sandra M. Batt, Secretary

2017 Wages

L. Roethler	-	92,260.00	,	D. Smith	-	63,097.57	,	R. Simpson	-	55,716.49	,	A. Friedrich	-	60,323.45
A. Zadow	-	45,566.83	,	R. Vitzthum	-	94,186.40	,	D. Dornbier	-	81,473.10	,	H. Vileta	-	76,664.69
J. Benz	-	75,946.57	,	M. Stripling	-	74,694.46	,	N. Elliott	-	67,041.08	,	R. Johnson	-	73,743.33
J. Bilsten	-	124,322.40	,	B. Rindone	-	88,796.77	,	S. Batt	-	6,895.38	,	V. Foth	-	75,628.80
L. Scott	-	39,423.63	,	L. Thilges	-	43,243.31	,	J. Vautier	-	22,417.50	,	R. Beenken	-	35,672.07
L. Rongved	-	40,334.47	,	S. Grandgenett	-	54,437.60	,	D. Groen	-	67,112.80	,	S. Baer	-	42,889.68
S. Seebecker	-	46,425.60	,	S. Fortune	-	44,220.86	,	R. Jennings	-	65,511.20	,	K. Hilsabeck	-	56,960.27
E. Degen	-	79,860.80	,	P. Kenne	-	55,169.67	,	L. Moe	-	54,191.25	,	G. Larsen	-	55,483.02
J. Fett	-	57,567.80	,	P. Woods	-	77,105.48	,	K. Rash	-	54,010.08	,	J. Prothman	-	51,195.05
D. Young		39,709.44												

The following vouchers were approved:

PAYROLL		\$ 134,641.96
KOSSUTH CO CARE TEAM	DONATION	50.00
BUCHANAN LAW OFFICE TRUST ACCOUNT	EARNEST MONEY-DOWN PMT	5,000.00
ACCESS SYSTEMS	MICROSOFT EXCHANGE ONLINE	394.00
ALGONA AUTO WASH	CUSTOMER REFUND	5.98
ALGONA PLG. & HTG.	SUPPLIES	30.60
DWAYNE/BECKY ANDERSON	CUSTOMER REFUND	206.36
AVESIS THIRD PARTY ADMIN	PREMIUM	609.99
SANDRA BAXTER	CUSTOMER REFUND	162.84
HOPE BELL	CUSTOMER REFUND	174.78
HOPE BELL	VOIDED CHECK	(174.78)
BORDER STATES ELECTRIC	MATERIAL	227.38

KAREN BRAYTON	WINDOW REPLACEMENT	189.80
CARD CENTER	EXPENSES	913.40
CENTURYLINK	LD SERVICE	137.72
CENTURYLINK	ACCESS CHRГ	638.04
CENTURYLINK	LOCAL MSG COMP	0.55
ELIZABETH CHAPMAN	CUSTOMER REFUND	26.12
COMSONICS INC	CONTINUUM MODULATOR	742.38
CONSORTIA CONSULTING BY TELEC	CONSULTING	2,530.00
JANELLE COURTNEY	WINDOW REPLACEMENT	494.25
CRESCENT ELECTRIC SUPPLY	SUPPLIES	663.56
THIAGO/YESSI DELIMA-TAMBURU	CUSTOMER REFUND	8.33
DGR ENGINEERING	69 KV BREAKER REPLACEMENT	6,193.80
LEYET-IMAR DIOSMAR	CUSTOMER REFUND	16.80
DIVERSIFIED ADJUSTMENT SERVICE	BAD DEBT	387.66
ELECTRONIC ENGINEERING	PAGER SERVICE	29.85
ELITE UNDERGROUND CONSTRUCTION	SERVICE	600.00
ERPELDING EXCAVATING ENT	CURB STOP-AMU REPLACED PIPE	1,457.20
FASTENAL COMPANY	SUPPLIES	309.77
FOTH, VIRGINIA	EXPENSES	45.02
GRACENOTE MEDIA SERVICES, LLC	MEDIA SERVICE	88.25
WENDY/JESSE HANSELMAN	CA REBATE	500.00
HAWKINS INC.	TESTING	2,790.50
HARRIET HEDRICK	CUSTOMER REFUND	7.70
I&S GROUP, INC	MAIN ST WATER MAIN	2,064.25
IDALS	APPLICATOR CERTIFICATION	30.00
IOWA ONE CALL	LOCATES	394.50
JENNINGS, ROBERT M.	EXPENSE REIMBURSEMENT	135.16
JOHNSTON AUTOSTORES	PARTS UNIT 4	10.81
KOSSUTH COUNTY FAIRGROUNDS	CUSTOMER REFUND	119.94
TAYLOR KUPER	CUSTOMER REFUND	44.30
CAROL LIDDELL	CUSTOMER REFUND	90.96
MIDAMERICAN COMP CORP	MONTHLY POSTAGE	4,517.33
MIDAMERICAN ENERGY	SERVICE	66.36
MIDAMERICAN ENERGY CO.	CAPACITY ASSIGN - NEAL 3 TRANSMISSION	89,151.50
JOE/KATHY MILLER	CUSTOMER REFUND	214.61
MULLER, WILMA	CUSTOMER REFUND	6.95
NO 1 BUFFET	CUSTOMER REFUND	177.25
NORTHWEST COMM NETWORK	BANDWIDTH	616.50
NYEMASTER GOODE PC	PROFESSIONAL SERVICE	737.00
PHILS AUTO & TRUCK REPAIR II	PART AND SERVICE	35.85
POWER & TELEPHONE SUPPLY	SUPPLIES	467.47
PROTHMAN, JEREMY	EXPENSE REIMBURSEMENT	154.78
REDING GRAVEL & EXC.	PEA ROCK-STOCKPILE	41.58
ERIC SCHMITT	CUSTOMER REFUND	219.76
SKARSHAUG TESTING LABS	TESTING SERVICE	388.53
HELEN SMITH	CUSTOMER REFUND	25.29
BERNADINE SPARKS	CUSTOMER REFUND	10.85
JACOB D TANK	CUSTOMER REFUND	18.32
THATE'S TREE SERVICE	APPRAISAL REPORT	7,812.00
THREADS	EMPLOYEE CLOTHING	747.93
ELIZABETH WALLACE	CUSTOMER REFUND	168.27
AUSTIN WOLF	ELECTRIC METER CONVERSION	75.00
ZIEGLER INC.	PARTS	119.48
USC RENTALS, LLC	SERVICES	3,015.00
JAY GEVING	TRUSTEE FEE	75.00
DAVID GOLWITZER	TRUSTEE FEE	75.00
DON HEUPEL	TRUSTEE FEE	75.00
IOWA ASSN OF MUNI UTILITIES	E-PAY LOAN PMT	6,000.00
LINCOLN LIFE	PREMIUMS	5,914.92
JULIE MURPHY	TRUSTEE FEE	75.00
KAREN SCHAAF	TRUSTEE FEE	75.00
STUNDAHL CLEANING	CLEANING FEE	1,000.00
ABB INC	MATERIAL	7,616.10
ALGONA CHAM. OF COMMERCE	EMPLOYEE SERVICE AWARDS	1,240.00
ALGONA MUNICIPAL UTILITIES	AMU UTILITIES/COMM BILLS	18,556.66
ALGONA PLG. & HTG.	SUPPLIES	288.89
AMERICAN GLASS COMPANY	DOOR LOCK	42.80
AZAR COMPUTER SOFTWARE	SOFTWARE SUPPORT	2,970.00
ALONA BERTE	WINDOW REPLACEMENT	252.40
DEAN/KIMBERLY BOEVER	INSULATION REBATE	549.04

BOMGAARS	SUPPLIES	241.81
BUSCHER BROS. CORPORATION	PARTS	469.83
PATRICIA A CADY	CA REBATE	500.00
DEAN MEYER ELECTRIC	SERVICE CALL ON WELL #7	609.64
ELECTRICAL MATERIALS CO.	SUPPLIES	582.62
ERPELDING EXCAVATING ENT	SERVICE ON WATERTOWER ST	4,056.86
HAWKINS INC.	TESTING	1,173.00
JCL SOLUTIONS	SUPPLIES	54.78
L&G INC.	SEWER LINE EASTLAND CR	984.77
MIDAMERICAN ENERGY	SERVICE	102.23
NALCO COMPANY	CHEMICAL PUMP	806.13
NORTH IA LUMBER	SUPPLIES	567.92
N IA COMMUNICATIONS PARTNERS	REMOTE CONTROLS/STB	17,964.72
OAK HILL CONSULTING	ENGINEERING SERVICES	1,040.00
PHARMACISTS MUTUAL	LIGHTING REBATE	2,650.00
PROFESSIONAL COMPUTER SYSTEMS	CRC INTERFACE	1,087.50
SPENCER MUNICIPAL UTILITIES	SWITCH SERVICE	2,295.00
SUMMIT ENERGY SERVICE	LIGHTING REBATES	1,687.20
THREADS	EMPLOYEE CLOTHING	107.00
TRINITY WIND, LLC	POWER PURCHASE	12,537.42
US POSTAL SERVICE	SERVICE FEE	208.00
US POSTAL SERVICE (POSTAGE)	POSTAGE	2,000.00
VERMEER	LOCATE WIRE	137.81
WALLACE WATER COND.	RENTAL	267.50
WATER CONNECTION	PARTS	134.04
PAT WATSON	CA REBATE	300.00
WISCONSIN ENERGY CONSERVATION CORP	LED PROGRAM	1,672.29
ZIEGLER INC.	PARTS	9.08
A & M LAUNDRY	SERVICE	38.73
ADGORILLA	AD INSERTION EQUIP	24,000.00
ADVANCED CONTROL SYSTEMS	SCADA SYSTEM	27,944.04
AHLERS & COONEY, P.C.	LEGAL SERVICE	70.00
ALGONA CHAM. OF COMMERCE	EMPLOYEE SERVICE AWARDS	200.00
AUREON NETWORK SERVICES	DID'S	10,443.86
BORDER STATES ELECTRIC	SUPPLIES	3,656.43
BROWN SUPPLY COMPANY	SUPPLIES	4,500.67
BUSCHER'S SERVICE CENTER	FUEL	300.00
RYAN BUSKE	WINDOW REPLACEMENT	666.72
CHROME COUNTRY INN	EXPENSE	121.88
CHROME TRUCK STOP	FUEL	511.72
COMSONICS INC	CONTINUUM	1,127.99
CREDIT BUREAU OF KOSSUTH CO	PUBLIC RECORD BULLETIN-ANNUAL	216.00
DUMP IT INC.	WASTE REMOVAL	327.96
FAREWAY STORES	SUPPLIES	141.82
JIM/ELLIE GEELAN	CA REBATE	500.00
GRACENOTE MEDIA SERVICES, LLC	MEDIA SERVICE	88.25
NORMAN HINZ	CA REBATE	300.00
DUANE/SANDRA HIX	LIGHTING REBATES	600.00
HOLMES ANIMAL CLINIC	APPLIANCE REBATE	3,745.00
HOMETOWN DISTRIBUTING LLC	ICE MELT	153.97
HORMEL FOODS	VFD REBATE	800.00
HYGIENIC LABORATORY - AR	LABS	97.50
IOWA ONE CALL	LOCATES	578.70
IRBY	SUPPLIES	537.73
ROD JOHNSON	EXPENSES	27.91
K & H COOP OIL CO.	FUEL	285.14
KLGA & KLGZ	ADVERTISING	1,119.30
KOSS CO EXTENSION OFFICE	PESTICIDE APPLICATOR TRAINING	45.00
KOSSUTH COUNTY ADVANCE	DONATION OF NEWSPAPERS	125.00
KOSSUTH REG. HEALTH CENTER	PRE-EMPLOYMENT PHYSICAL	125.00
MIDAMERICAN ENERGY CO.	GENERATOR POWER SUPPLY	434.38
NCK SOFTWARE AND SUPPORT	SCADA SERVICE	3,100.86
NG-911, INC	DATABASE MANAGEMENT	150.00
NIMECA	FERC FILINGS EXPENSES	5,000.00
NORTH IA LUMBER	CAMERA PROJECT	393.60
NORTHERN IOWA COMMUNICATIONS	BANDWIDTH	4,597.00
PHILS AUTO & TRUCK REPAIR II	UNIT 9 PARTS AND SERVICE	284.51
POWER & TELEPHONE SUPPLY	PROCLOUD ANALYTICS	4,322.29
REP COM INTERNATIONAL	CONNECTION LEAD	121.18
SKARSHAUG TESTING LABS	TESTING SERVICE	241.61

TANTALUS	METER READER	4,080.00
VAN WERT INC	SENTINEL METER FORM	5,029.00
VOID	VOIDED WIRE TRANSFER	0.00
ALGONA FAMILY YMCA	ADVANCE FOR DIRECTOR POSITION	3,216.67
EFT - SALES TAX TRANSFER	SALES TAX	12,010.00
EFTPS TRANSFER	COMP TIME PAYOUT	4,415.92
UPS	FREIGHT	48.28
NIMECA	POWER PURCHASED	254,603.34
USDA	RURAL ECONOMIC DEVELOPMENT LOAN	9,259.26
CITY OF ALGONA	FRANCHISE FEE	5,756.56
IOWA STATE BANK	COMM LOAN	3,971.58
IOWA STATE BANK	COMM LOAN	18,723.17
DEPOSITORY TRUST CO.	PRINCIPAL PMT	1,160,000.00
DEPOSITORY TRUST CO.	INTEREST PMT	204,200.00
NATIONAL CABLE TELEVISION COOP	TOOLS	54,665.71
WELLMARK HEALTH PLAN	PREMIUMS	29,017.68
AFLAC	PREMIUMS	764.38
EFTPS TRANSFER	TAX	21,581.43
MIDAMERICAN ENERGY	NEAL 4 CASH REQUIREMENT	270,000.00
UPS	DELIVERY SERVICE	37.18
BANKERS TRUST COMPANY	INTEREST/PRINCIPLE	262,350.00
EFT - FEDERAL EXCISE TAX	EXCISE TAX	1,239.94
NATIONAL CABLE TELEVISION COOP	CAT5	1,196.30
CITY OF ALGONA	WATER PLANT SEWER USAGE	2,937.25