

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 at the Algona Municipal Utilities office, 104 W. Call Street, Algona, Iowa on January 30, 2019 at 11:00 A.M. Physical attendance by all members was impossible or impracticable for this meeting. Pursuant to Iowa Code section 21.8, participation of some members occurred electronically.

Present by telephone: Julie Murphy, Chairperson Pro Tem; Trustees – Don Heupel, Karen Schaaf, and David Golwitzer.

Absent: Jay B. Geving

Present in person: John Bilsten, General Manager and Sandra Batt, Secretary – Chief Financial Officer. Others present by phone: Scott Buchanan, General Counsel.

Chairperson Pro Tem Murphy called the meeting to order at 11:04 A.M.

The consent agenda included roll call, adoption of the agenda, approval of the December 19, 2018 regular minutes, and approval of the monthly vouchers. Trustee Schaaf moved to approve the consent agenda, seconded by Trustee Heupel. Motion carried unanimously.

Financial Statements for November and preliminary December 2018 were provided. The Chief Financial Officer presented an overview of the preliminary December 2018 Financial Statements. Trustee Golwitzer moved to approve the Financial Statements and place them on file, seconded by Trustee Schaaf. Motion carried.

The General Manager provided an update and review of the IT Assessment provided by Baker Tilly, LLC, the 2018 City Services Billing, Dynamic TV rollout, Health Insurance Renewal Rates and the office remodeling project. Discussion followed.

The General Manager presented the Audit Engagement Letter from T.P. Anderson & Company, P.C. and reported the audit is scheduled to begin February 4, 2018. Trustee Heupel moved to accept the Audit Engagement Letter, seconded by Trustee Golwitzer. Motion carried.

The next meeting is scheduled for February 28, 2019 at 11:00 A.M.

Upon motion and vote, the meeting adjourned at 11:48 P.M.

/s/ Julie Murphy  
Julie Murphy, Chairperson Pro Tem

Attest:

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

	PAYROLL		183,289.44
53041	SUMMIT ENERGY SERVICE		(1,687.20)
53096	KAREN ABBEN	CUSTOMER REFUND	98.43
53097	ACCESS SYSTEMS	GIS CERTIFICATE ISSUES	456.50
53098	ALGONA PLG. & HTG.	WATER FOUNTAIN FOR COMM	540.68
53099	ALGONA PUBLISHING CO.	ADVERTISING	795.58
53100	ALLIANT ENERGY	NEAL 3 TRANSMISSION SUMMARY	47,434.08
53101	VERLA BEISCH	CUSTOMER REFUND	32.57
53102	BIG 10	SUBS	2,614.41
53103	STEVEN BLESS	CUSTOMER REFUND	40.59
53104	BROWN SHOE FIT CO	SUPPLIES	396.62
53105	BUCHANAN BIBLER & GABOR	LEGAL	2,875.00
53106	CARD CENTER	SUPPLIES	1,381.59
53107	CENTURYLINK	LD SERVICE	138.71
53108	CENTURYLINK	LOCAL MSG	0.70
53109	CITY OF ALGONA	WATER FOR DODGE ST PROJECT	10,129.42
53110	CORNBELT CHORUS	ADVERTISING	250.00
53111	DAIRYLAND POWER COOPERATIVE	BILLING STATEMENTS	2,199.80
53112	DAN-D LASER CARTRIDGES	SUPPLIES	1,756.46
53113	DEAN MEYER ELECTRIC	WATER PLANT	80.25
53114	DGR ENGINEERING	WATER DISTRIBUTION	5,377.75
53115	DIVERSIFIED ADJUSTMENT SERVICE	BAD DEBT	612.19
53116	MASON/SABRINA DURANT	CUSTOMER REFUND	1.93
53117	FASTENAL COMPANY	SUPPLIES	58.18
53118	FIVE STAR TOOL & SUPPLY	PARTS	91.54
53119	FOX SPORTS NET NORTH	SUBS	6,719.16
53120	STEVE GRANDGENETT	EXPENSE	11.47
53121	MAYOL GUGUEI	CUSTOMER REFUND	1.92
53122	HACH CHEMICAL CO.	LAB SUPPLIES	783.00
53123	HEARST TELEVISION	SUBS	5,250.84
53124	SHANE/GINA HELMERS	WINDOW REPLACEMENT	917.39
53125	I&S GROUP, INC	PHASE 2 MAIN ST WATER	300.50
53126	IGLASS NETWORKS	NETWORK MONITORING	500.00

53127	IOWA ASSN OF MUNI UTILITIES	NCISA DEC-FEB	943.41
53128	IOWA UTILITIES BOARD	ASSESSMENT CHARGES	90.15
53129	IRBY	60 WATT SEC BULBS	2,942.50
53130	JLK UNDERGROUND UTILITIES	SERVICE	10,035.12
53131	JOHN DEERE FINANCIAL	PARTS	110.34
53132	KNIGHT PROTECTION, INC	FIRE ALARM TESTING	304.00
53133	KOSSUTH COUNTY DEMOCRATS	CUSTOMER REFUND	22.66
53134	MIDAMERICAN COMP CORP	POSTAGE	4,706.07
53135	MIDAMERICAN ENERGY	SERVICE	67.57
53136	MIDWEST ACUTECH L.L.C	LABOR	150.00
53137	JENNIFER MONSON	CUSTOMER REFUND	57.99
53138	AMY MYHRE	CUSTOMER REFUND	1.92
53139	NEXSTAR	SUBS	6,003.65
53140	OLSON, LARRY	CUSTOMER REFUND	149.66
53141	OSWEILERS	LIGHTING REBATE	1,300.00
53142	PITNEY-BOWES INC.	LEASE	863.28
53143	POWER & TELEPHONE SUPPLY	SUPPLIES	553.72
53144	PROFESSIONAL COMPUTER SYSTEMS	VOID CHECK	1,488.00
53144	PROFESSIONAL COMPUTER SYSTEMS	VOID CHECK	(1,488.00)
53145	RIVER ROAD GOLF CLUB	INFO MEAL	848.86
53146	ROETHLER, LOWELL	TRAINING	59.95
53147	ROVI	SUBS	1,213.75
53148	SHOWTIME NETWORKS INC	SUBS	300.72
53149	TEAMWORK TECHNOLOGY	TECH SUPPORT	1,000.00
53150	THREADS	EMPLOYEE CLOTHING	421.58
53151	TOWER DISTRIBUTION CO	SUBS	4,549.10
53152	UNITED COMMUNICATIONS CORP	SUBS	4,202.10
53153	VANTAGE POINT	IPTV	1,120.00
53154	WISCONSIN ENERGY CONS CORP	LED NOV	1,687.08
53155	WELLMARK HEALTH PLAN	PREMIUMS	1,814.95
53156	JASON BERTE	WINDOW REPLACEMENT	257.50
53157	CENTURYLINK	ACCESS CHARGE	305.43
53158	CLEGG, WAYNE	WINDOW REPLACEMENT	118.40
53159	CONSORTIA CONSULTING BY TELEC	CONSULTING SUPPORT	1,730.00
53160	JASON FETT	INFORMATIONAL DINNER SUPPLIES	80.20
53161	JAY GEVING	TRUSTEE FEE	75.00
53162	GOLF CLASSICS	VOID CHECK	350.00
53162	GOLF CLASSICS	VOID CHECK	(350.00)
53163	DAVID GOLWITZER	TRUSTEE FEE	75.00
53164	DON HEUPEL	TRUSTEE FEE	75.00
53165	IOWA ASSN OF MUNI UTILITIES	E-PAY LOAN	6,000.00
53166	KOSSUTH COUNTY RECORDER	REGISTRATIONS	56.25
53167	JULIE MURPHY	TRUSTEE FEE	75.00
53168	JEFF NEVITT	CA REBATE	500.00
53169	NORTH CENTRAL RENTALS	WINDOW REPLACEMENT	114.12
53170	NORTHWEST COMM NETWORK	BAND WIDTH	616.50
53171	KAREN SCHAAF	TRUSTEE FEE	75.00
53172	STUNDAHL CLEANING	CLEANING-DECEMBER	1,000.00
53173	THREADS	EMPLOYEE CLOTHING	160.50
53174	ULINE	SHELVING	812.61
53175	DOLLAR GENERAL	LIGHTING REBATE	1,687.20
53176	LINCOLN LIFE	PREMIUM	2,961.56
53177	PROFESSIONAL COMPUTER SYSTEMS	CRC INTERFACE	1,488.00
53178	ALGONA MUNICIPAL UTILITIES	AMU PAPERLESS BILLS	19,408.22
53179	ACCESS SYSTEMS	SERVER INSTALL	9,344.01
53180	A & M LAUNDRY	SERVICE	38.73
53181	ACCESS SYSTEMS	SHADOW PROTECT VIRTUAL SERVICE	79.00
53182	ADVANCED CONTROL SYSTEMS	SCADA	2,092.96
53183	ALGONA FLOOR DESIGN	OFFICE REMODELING	29,029.47
53184	AUREON NETWORK SERVICES	DID'S	883.94
53185	B&W CONTROL SPECIALISTS	CHEMICALS	494.88
53186	SANDY BATT	EXPENSES	470.97
53187	BISSO TECHNOLOGIES	GIS SYSTEM	264.40
53188	BOMGAARS	SUPPLIES	365.74
53189	BUSCHER BROS. CORPORATION	PARTS	4.60
53190	BUSCHER'S SERVICE CENTER	FUEL	753.50
53191	CARLSON DETTMANN CONSULTING	CONSULTING	2,500.00
53192	CENTURYLINK	ACCESS CHARGE	24.32
53193	CHROME TRUCK STOP	FUEL	563.64
53194	CONCEPTS IN DESIGN	SERVICE	3,767.00

53195	CONFLUENT	REMOTE CONTROL	584.75
53196	COOK'S SCRAP IRON & METAL	OFFICE REMODEL	22.36
53197	DAIRYLAND POWER COOPERATIVE	UTILITY BILLING SERVICE	2,209.26
53198	DAN-D LASER CARTRIDGES	SUPPLIES	358.45
53199	DEAN MEYER ELECTRIC	SEAL TIGHT	149.93
53200	DORNBIER, DALE	EXPENSE REIMBURSEMENT	191.42
53201	EMAGINE, LLC	MONTHLY RENTAL	128.20
53202	ERPELDING EXCAVATING ENT	MAIN ST WATER MAIN IMP PHASE 1	80,048.93
53203	FASTENAL COMPANY	SUPPLIES	144.24
53204	RANDY FERDEN	WINDOW REBATE	329.50
53205	GENBAND	TELE SWITCH MAINT AGREEMENT	9,034.01
53206	KATLYN GRIEP	EXPENSE REIMBURSEMENT	21.66
53207	HACH CHEMICAL CO.	CHEMICALS	57.05
53208	HAWKINS INC.	TESTING	3,626.72
53209	HYGIENIC LABORATORY - AR	TESTING	97.50
53210	IOWA ASSN OF MUNI UTILITIES	WORKSHOP	230.00
53211	IOWA COMMUNICATIONS ALLIANCE	MEMBERSHIP RENEWAL	5,509.60
53212	IRBY	SECURITY LIGHTS	6,544.39
53213	ITRON	MAINTENANCE AGREEMENT	1,331.44
53214	JOHNSTON AUTOSTORES	PARTS	220.34
53215	K & H COOP OIL CO.	FUEL	58.55
53216	KLGA & KLGZ	ADVERTISEMENT	1,057.00
53217	KOSSUTH COUNTY ADVANCE	DONATION OF NEWSPAPERS	100.00
53218	KOSSUTH REGIONAL HEALTH CENTER	LIGHTING REBATES	9,777.50
53219	LARSON CONTRACTING INC	ABONDON OLD WATER SERVICE	1,205.16
53220	LEIGH, DENNIS	WINDOW REBATE	421.62
53221	MIDAMERICAN ENERGY	SERVICE	279.63
53222	DOUG NELSON	WINDOW REBATE	349.60
53223	NG-911, INC	DATABASE MANAGEMENT	150.00
53224	NIMECA	IA AREA DEV GROUP INVESTMENT FEE	24,420.42
53225	NORTH IA LUMBER	SUPPLIES	1,111.03
53226	NORTHERN IOWA COMMUNICATIONS	BAND WIDTH	5,077.47
53227	NYHART COMPANY	PROFESSIONAL SERVICES	1,375.00
53228	DUANE PETER	CA REBATE	500.00
53229	PITNEY-BOWES INC.	POSTAGE	733.53
53230	POWER & TELEPHONE SUPPLY	SUPPLIES	694.51
53231	PROFESSIONAL COMPUTER SYSTEMS	BILLING	39,692.00
53232	RESCO	FUSE FOR STREET LIGHTING	257.16
53233	SBEMCO INTERNATIONAL INC.	REMNANTS FOR WATER PLANT	63.00
53234	JEROME SCHILTZ	ELECTRIC METER CONVERSION	75.00
53235	SPENCER MUNICIPAL UTILITIES	SWITCH SERVICE	2,268.00
53236	ST. THOMAS EPISCOPAL CHUCH	LIGHTING REBATES	490.00
53237	TANTALUS	ANNUAL MAINT/TSA SUPPORT	32,162.20
53238	THISTLE DO/CULTIVATE	LIGHTING REBATE	1,100.00
53239	THREADS	EMPLOYEE CLOTHING	1,554.71
53240	TRINITY WIND, LLC	POWER PUCHASED	11,190.90
53241	VERMEER	LOCATOR REPAIR	685.00
53242	KURT WARN	UTILITY REBATE	90.29
53243	YAXANUY AGEURO	CUSTOMER REFUND	69.59
53244	ALGONA MUNICIPAL UTILITIE	4TH QUARTER 2018	265.50
53245	ALGONA PUBLISHING CO.	ADVERTISING	291.22
53246	ARNOLD MOTOR SUPPLY	PARTS AND SERVICES	109.05
53247	AUREON NETWORK SERVICES	NETWORK SERVICES	10,193.61
53248	BAKER TILLY VIRCHOW KRAUSE, LLP	PROFESSIONAL SERVICES	7,423.74
53249	BILSTEN, JOHN	EXPENSE REIMBURSEMENT	137.50
53250	JEREMY BOATMAN	CUSTOMER REFUND	108.48
53251	BROWN SHOE FIT CO	SUPPLIES	301.43
53252	FELIX CARBO	CUSTOMER REFUND	57.99
53253	CENTURYLINK	LOCAL MSG COMPENSATION	0.55
53254	BRITON D COOK	CUSTOMER REFUND	0.07
53255	COOPERATIVE RESPONSE CENTER	RESPONSE CENTER	4,344.32
53256	DUMP IT INC.	WASTE SERVICE	345.88
53257	EISCHEN SALES INC	SUPPLIES	45.96
53258	ELECTRICAL MATERIALS CO.	TOOL	22.41
53259	FAREWAY STORES	SUPPLIES	47.13
53260	FITZPATRICK, TOM	CUSTOMER REFUND	122.14
53261	FRESH PICKED	CUSTOMER REFUND	26.64
53262	GRACENOTE MEDIA SERVICES, LLC	MEDIA SERVICE	88.25
53263	I&S GROUP, INC	VOID CHECK	1,525.00
53263	I&S GROUP, INC	VOID CHECK	(1,525.00)

53264	IGLASS NETWORKS	NETWORK MONITORING	500.00
53265	BARBARA ILOFT	CUSTOMER REFUND	125.19
53266	JCL SOLUTIONS	SUPPLIES	124.12
53267	ALEXANDER GARCIA MAGENDIE	CUSTOMER REFUND	40.67
53268	WILLIAM MARTIN	CUSTOMER REFUND	17.40
53269	DELORIS MCCRACKEN	CUSTOMER REFUND	44.54
53270	MIDAMERICAN COMP CORP	MONTHLY BILLING POSTAGE	4,524.39
53271	MIDAMERICAN ENERGY CO.	GENERATOR POWER SUPPLY	437.49
53272	CHRIS MONLEY	CUSTOMER REFUND	42.66
53273	MOTOR INN OF ALGONA INC	BATTERY	31.71
53274	NIMECA	NERC-1ST QRT 2019	1,054.16
53275	NORTH IOWA MECHANICAL	AIR FILTER	32.00
53276	LUIS OJEDA	CUSTOMER REFUND	65.73
53277	KEVIN PALTZ	CUSTOMER REFUND	19.33
53278	MARJORIE PFEFFER	CUSTOMER REFUND	91.04
53279	PHILS AUTO & TRUCK REPAIR II	PARTS AND SERVICE	651.61
53280	PROFESSIONAL COMPUTER SYSTEMS	UTILISMART FOR JAN	1,135.10
53281	REDING GRAVEL & EXC.	ROAD STONE	251.25
53282	BRANDON/CASSIE ROWLEY	CUSTOMER REFUND	4.60
53283	NATE SAMP	CUSTOMER REFUND	4.00
53284	SECURITY COVERAGE	SECURE IT PLUS	33.60
53285	NELVINA SEILER	CUSTOMER REFUND	18.63
53286	SMITH, DANIEL	EXPENSE REIMBURSEMENT	94.81
53287	TELCORDIA TECHNOLOGIES	LNP	137.28
53288	THREADS	EMPLOYEE CLOTHING	374.50
53289	TRUPKE ELECTRIC MOTOR	CUSTOMER REFUND	14.66
53290	VANTAGE POINT	CONSULTING	1,150.00
53291	VAUTIER, TOM	CUSTOMER REFUND	16.00
53292	WISCONSIN ENERGY CONS CORP	LED DECEMBER	2,410.59
53293	BIG 10	SUBS	2,581.29
53294	FOX SPORTS NET NORTH	SUBS	6,634.04
53295	HEARST TELEVISION	SUBS	5,180.91
53296	I&S GROUP, INC	PROFESSIONAL SERVICES	1,525.00
53297	NEXSTAR	SUBS	5,928.50
53298	ROVI	SUBS	1,224.14
53299	SHOWTIME NETWORKS INC	SUBS	275.66
53300	TOWER DISTRIBUTION CO	SUBS	4,492.10
53301	UNITED COMMUNICATIONS CORP	SUBS	4,144.10
53302	KEMNA AUTO CENTERS	2017 GMC SIERRA	34,713.00
53303	A+ COMMUNICATIONS & SECURITY	SECURITY CAMERAS	52,344.11
53304	ABB INC	MATERIAL AGREEMENT	7,616.10
53305	ACCESS SYSTEMS	SET UP FEE	2,874.54
53306	ALGONA HS VIP'S	FUNDRAISER	176.00
53307	A-TEC ENERGY CORP.	BULBS	595.99
53308	BITZ SMALL ENGINE SHOP	PARTS	27.30
53309	KRIS BUCHANAN	CUSTOMER REFUND	151.52
53310	CARD CENTER	EXPENSES	5,384.10
53311	CENTURYLINK	LD SERVICE	137.76
53312	DAN-D LASER CARTRIDGES	SUPPLIES	48.15
53313	DGR ENGINEERING	SCADA/ELECTRIC	13,846.00
53314	FASTENAL COMPANY	WHT SHOE COVERS	47.23
53315	HAWKINS INC.	TESTING	4,036.28
53316	HOMETOWN DISTRIBUTING LLC	ICE MELT	202.12
53317	IOWA ASSN OF MUNI UTILITIES	E-PAY LOAN	6,000.00
53318	JENNINGS, ROBERT M.	EXPENSES	10.67
53319	JOHN DEERE FINANCIAL	PARTS & SERVICES	176.27
53320	PFEFFER OUTDOOR LIVING	LIGHTING REBATES	1,350.00
53321	POWER LINE SUPPLY	4 WAY STRIPPER CABLE	215.73
53322	BRITTNEY/JACOB RICHTER	WINDOW REPLACEMENT	583.90
53323	ALONZO/ELVIA RODRIGUEZ	CUSTOMER REFUND	44.47
53324	TECH TIME	CUSTOM COMPUTER	5,804.75
53325	TELCORDIA TECHNOLOGIES	PORTIBILITY CHARGES	136.11
53326	THREADS	EMPLOYEE CLOTHING	476.15
53327	UNITYPOINT CLINIC-OCCUPATIONAL	MEMBERSHIP DUES	60.00
53328	JORDAN WESTPHAL	CUSTOMER REFUND	46.39
8802554	EFT - SALES TAX TRANSFER	WATER SERVICE EXCISE TAX	4,243.20
8802555	EFT - SALES TAX TRANSFER	SALES TAX	26,687.96
8802556	NIMECA	REPAYMENT OF WHELAN LOAN	93,000.00
8802557	TREASURER STATE OF IOWA	PAYROLL TAXES	13,550.00
8802558	NATIONAL CABLE TELEVISION COOP	SUBS	71,621.83

8802559	IPERS	IPERS	45,158.20
8802560	EFTPS TRANSFER	TAXES	20,629.69
8802561	USAC	SUPPORT MECHANISM CHARGES	1,604.18
8802562	EFT - SALES TAX TRANSFER	SALES TAX	10,727.00
8802563	EFT - SALES TAX TRANSFER	WATER SERVICE EXCISE TAX	1,229.00
8802564	CITY OF ALGONA	FRANCHISE FEE	5,568.87
8802565	NATIONAL CABLE TELEVISION COOP	WIFI MODEMS	45,068.31
8802566	NIMECA	POWER	264,880.56
8802567	IOWA STATE BANK	AMU LOAN	18,723.17
8802568	IOWA STATE BANK	AMU LOAN	3,971.58
8802569	AFLAC	PREMIUM	764.38
8802570	USDA	RURAL ECONOMIC DEVELOPMENT LOAN	9,259.26
8802571	UPS	WATER SAMPLES	24.23
8802572	UPS	WATER SAMPLES	50.66
8802573	UPS	SHIPPING	124.92
8802574	EFTPS TRANSFER	PAYROLL TAXES FOR DEC	21,459.69
8802575	MIDAMERICAN ENERGY	NEAL 4 - JAN	331,000.00
8802576	EFT - FEDERAL EXCISE TAX	FEDERAL EXCISE TAX-JAN	1,172.81
8802577	INTERSTATE TRS FUND	TRS FUND	282.68
8802578	CITY OF ALGONA	SEWER BACK WASH	2,937.25
8802579	VITZTHUM, ROD	HSA CONTRIBUTION	1,000.00
8802580	DORNBIER, DALE	HSA CONTRIBUTION	1,000.00
8802581	MIKE STRIPLING	HSA CONTRIBUTION	1,000.00
8802582	NOLYN ELLIOTT	HSA CONTRIBUTION	1,000.00
8802583	BRIAN HATTEN	HSA CONTRIBUTION	2,000.00
8802584	BILSTEN, JOHN	HSA CONTRIBUTION	2,000.00
8802585	LAURA THILGES	HSA CONTRIBUTION	2,000.00
8802586	STEVE GRANDGENETT	HSA CONTRIBUTION	1,000.00
8802587	KENNE, PAUL	HSA CONTRIBUTION	2,000.00
8802588	LINDSEY MOE	HSA CONTRIBUTION	2,000.00
8802589	JERRY LARSEN	HSA CONTRIBUTION	2,000.00
8802590	IPERS	IPERS	28,508.57
8802591	EFTPS TRANSFER	PAYROLL TAXES	25.60
8802592	EFTPS TRANSFER	PAYROLL TAXES	20,514.19
8802593	UPS	METER MODULE	25.39
8802594	UPS	WATER SAMPLES	38.53
8802595	NATIONAL CABLE TELEVISION COOP	SUBS	71,844.07
8802596	NATIONAL CABLE TELEVISION COOP	HARDWARE	12,126.13
8802597	SISCO	FXM/FXD/MEDICAL	27,559.20
8802598	USAC	USAC	1,591.84
8802599	INTERSTATE TRS FUND	ANNUAL ASSESSMENT	282.68
8802600	NIMECA	POWER	195,292.58