

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 April 24, 2019 at 11:00 A.M.

Present: Jay Geving, Chairperson; Trustees – Don Heupel, Karen Schaaf, and David Golwitzer.

Absent: Julie Murphy

Present in person: 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 March 20, 2019 regular minutes, approval of the monthly vouchers and uncollectible accounts. Trustee Golwitzer moved to approve the consent agenda, seconded by Trustee Heupel. Motion carried unanimously.

Chairperson Geving called the Public Hearing for Authorization to Approve Plans and Specifications, Proposed Form of contract, and Estimate of Costs for the Finn Drive Loop Water Main Improvements to order. Roll Call was taken as follows: Heupel, yes; Geving, yes; Schaaf, yes; Golwitzer, yes; Murphy, absent. The Chairperson noted no written or oral comments. Trustee Schaaf moved to adjourn the Public Hearing, seconded by Trustee Heupel. Roll Call votes were as follows: Heupel, yes; Geving, yes; Schaaf, yes; Golwitzer, yes; Murphy, absent. Motion carried.

Financial Statements for February 2019 and year-end financial ratios for 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.

The General Manager provided an update on underground electric conversions being completed in Algona and introduced plans to enter into a Renewable Energy Purchase Power Agreement. The Power Purchase Agreement will be between North Iowa Municipal Electric Cooperative Association (NIMECA) and Next Era. AMU would have a share of the energy from the wind project as a member of NIMECA. Discussion followed. More information will be available at the next Board of Trustees meeting. The General Manager also informed the Board that a new business will be coming to town and will be located in the building that previously housed the Hydrogen Engine Center and Federal Hybrids.

The General Manager presented an Engagement Agreement for Municipal Advisory Services with Public Financial Management to assist in the issuance of \$1,500,000 Water Revenue Capital Loan Notes. After discussion, Trustee Schaaf moved to accept the engagement agreement, seconded by Trustee Golwitzer. Motion carried.

The General Manager presented an Engagement Agreement for Bond Counsel with Ahlers Law Firm to assist in the issuance of \$1,500,000 Water Revenue Capital Loan Notes. After discussion, Trustee Heupel moved to accept the engagement agreement, seconded by Trustee Schaaf. Motion carried.

A Resolution fixing the date and time for a meeting on the proposition to authorize a Loan Agreement and the Issuance of Not to Exceed \$1,500,000 Water Revenue Capital Loan Notes of the City of Algona, State of Iowa, and Providing for Publication of Notice thereof for May 29, 2019 at 11:00 AM. Trustee Golwitzer moved to accept the resolution, seconded by Trustee Heupel. Motion carried.

Trustee Golwitzer moved to Approve Plans and Specifications, Proposed Form of Contract, and Estimate of Costs for the Finn Drive Water Main Loop, seconded by Trustee Schaaf. Motion carried.

The bids for Main Street Water Main Improvements – Phase 2 were received at 11:00 AM on Tuesday, April 23, 2019. Two (2) bids were received and the bid tab and recommendation letter from ISG were presented. ISG and AMU staff recommended the low bid received from GM Contracting in the amount of \$596,675.97.

<u>Bidder and Address</u>	<u>Total Base Bid</u>
GM Contracting, Inc. Lake Crystal, MN	\$596,675.97
Hulstein Excavating, Inc. Edgerton, MN	\$866,521.00

Trustee Heupel moved to accept the low bid from GM Contracting. Trustee Schaaf seconded the motion. Motion carried.

The bids for Finn Drive Water Main Loop were received at 11:00 AM on Tuesday, April 23, 2019. Bids were received for the base project and three Alternates. After discussion, it was determined that the Utilities resources would be best used by moving forward with the base project and all three Alternates. Five (5) bids were received and the bid tab and recommendation letter from ISG were presented. ISG and AMU staff recommended the low bid received from Reding's Gravel and Excavation Co. with a bid of \$320,626.00. AMU will enter into an agreement to share a portion of the project cost with an adjacent property owner.

<u>Bidder and Address</u>	<u>Total Base Bid and Alternate #1, #2 and #3</u>
Reding's Gravel and Excavation Co. Algona, IA	\$320,626.00

Erpelding Excavating Enterprise Corp. Algona, IA	\$358,713.90
Rognes Bros. Excavating, Inc. Lake Mills, IA	\$375,820.00
GM Contracting, Inc. Lake Crystal, MN	\$377,075.97
Hulstein Excavating Edgerton, MN	\$450,551.00

Trustee Heupel moved to accept the low bid from Reding's Gravel, contingent on monetary participation from an adjacent property owner. Trustee Schaaf seconded the motion. Motion carried.

The General Manager and General Counsel, Scott Buchanan led a discussion regarding the AMU – North Iowa Communications Partners IPTV System Operator Agreement. The Agreement is in the final stage of review with no major changes anticipated. Trustee Golwitzer moved to approve the agreement contingent upon management and counsel final review. Trustee Heupel seconded the motion. Motion carried.

The General Manager and General Counsel Scott Buchanan led discussion regarding the AMU – North Iowa Communications Partners Wholesale DSL Access Service Agreement. The Agreement is also in the final stage of review with no major changes anticipated. Trustee Golwitzer moved to approve the agreement contingent upon management and counsel final review. Trustee Heupel seconded the motion. Motion carried.

Trustee Schaaf moved to approve proposed changes to the City of Algona, Iowa Retail Revolving Loan Fund Program. Trustee Heupel seconded the motion. Motion carried.

The next meeting is scheduled for May 29, 2019 at 11:00 A.M.

Upon motion and vote, the meeting adjourned at 12:35 P.M.

/s/ Jay Geving
Jay Geving, Chairperson

Attest:

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

	PAYROLL		\$183,882.43
53645	DAWN'S DESIGN SOLUTIONS	PAINTING SERVICE	1,239.60
53646	ALGONA PLG. & HTG.	PARTS	93.68
53647	BAER, SHEILA	EXPENSES	152.52
53648	BANKERS MEDIA GROUP INC	ADVERTISING	539.50
53649	BGHS BOOSTER CLUB	BOOSTER CLUB ADVERTISING	100.00
53650	BROWN SHOE FIT CO	SUPPLIES	15.40
53651	CARD CENTER	EXPENSES	7,717.27
53652	CENTRAL IOWA DISTRIBUTING	SUPPLIES	251.90
53653	CENTURYLINK	LD SERVICE	137.76
53654	CENTURYLINK	ACCESS CHRG	0.47
53655	CINTAS CORPORATION #754	UNIT20	98.50
53656	COTTINGHAM & BUTLER INSURANCE SVCS	TRAINING SESSION EXPENSES	311.58
53657	CRESCENT ELECTRIC SUPPLY	HEADEND LIGHTING	286.11
53658	DAIRYLAND POWER COOPERATIVE	STATEMENT PROCESS/POSTAGE	2,303.78
53659	DGR ENGINEERING	RATE STUDY	22,706.78
53660	DIVERSIFIED ADJUSTMENT SERVICE	BAD DEBT	380.06
53661	JAY GEVING	TRUSTEE FEE-MARCH	75.00
53662	DAVID GOLWITZER	TRUSTEE FEE-MARCH	75.00
53663	GRACENOTE MEDIA SERVICES, LLC	MEDIA SERVICE	88.25
53664	DON HEUPEL	TRUSTEE FEE-MARCH	75.00
53665	HY-VEE	WELLNESS SCREENING	124.02
53666	I&S GROUP, INC	MAIN ST WATER MAIN PHASE 2	18,819.25
53667	IA DEPT OF REVENUE	STATEWIDE PROPERTY TAX	374.96
53668	IRBY	SUPPLIES	213.47
53669	JOHN DEERE FINANCIAL	PARTS	110.46
53670	KEMCO TIRES, INC.	UNIT 1	25.00
53671	KOSSUTH COUNTY TRANSFER STATION	CARPET DISPOSAL	20.00
53672	KOSSUTH REG. HEALTH CENTER	WORKMANS COMP-DALE	196.00
53673	LINCOLN LIFE	DEFERRED COMP	4,003.08
53674	METLIFE SMALL BUSINESS CENTER	PREMIUMS	3,231.93
53675	MIDAMERICA COMP CORP	POSTAGE	9,144.71
53676	MIDAMERICAN ENERGY CO.	SERVICE	435.29

53677	JULIE MURPHY	TRUSTEE FEE-MARCH	75.00
53678	NEXSTAR	SUBS	6,736.65
53679	NORTHERN IOWA COMMUNICATIONS	IPTV ONLINE - TRAINING	1,470.38
53680	PITNEY-BOWES INC.	POSTAGE	863.28
53681	PMC ADVANTAGE SERVICES, INC	RENEW POLICY	11,948.00
53682	POWER LINE SUPPLY	SUPPLIES	331.40
53683	PROFESSIONAL COMPUTER SOLUTIONS LLC	BILLING REQUEST	337.50
53684	RESCO	SUPPLIES	7,208.12
53685	ROETHLER, LOWELL	EXPENSES	132.98
53686	KAREN SCHAAF	TRUSTEE FEE-MARCH	75.00
53687	SLIPSTREAM	LED-FEB 2019	650.00
53688	STUNDAHL CLEANING	CLEANING	1,000.00
53689	THILGES AUTO BODY	TOOL BOX	482.01
53690	VACCUM CLEANING CENTER	VACUUM CLEANER	533.93
53691	VAN WERT INC	SENTINEL METER	1,070.00
53692	VANTAGE POINT	CM VOICE PROJECT	862.50
53693	WESCO DISTRIBUTION INC.	SUPPLIES	5,292.65
53694	ZIEGLER INC.	CAT MAINTENANCE	323.85
53695	ALGONA CHAM. OF COMMERCE	WELLNESS 2018/2019-PAYOUT	4,950.00
53696	US POSTAL SERVICE	USPS MARKETING MAIL	235.00
53697	DAWN'S DESIGN SOLUTIONS	PAINTING SERVICE	4,485.96
53698	ACCESS SYSTEMS	TECH SUPPORT	2,418.43
53699	ADVANCED CONTROL SYSTEMS	SERVICE	2,153.92
53700	ALGONA PLG. & HTG.	PARTS	197.89
53701	AMERICAN GLASS COMPANY	OFFICE REMODEL	5.05
53702	CENTRAL IOWA DISTRIBUTING	SUPPLIES	107.30
53703	CENTURYLINK	SERVICE	305.43
53704	DON CHAMBERLAIN	CUSTOMER REFUND	29.54
53705	CONSORTIA CONSULTING BY TELEC	CONSULTING	1,650.00
53706	RANDY CRUZ	CUSTOMER REFUND	2.67
53707	MARGARET A CURREN	CUSTOMER REFUND	102.12
53708	MASON A DECKER	CUSTOMER REFUND	42.53
53709	TOM/GUYLAINE EDGERTON	CUSTOMER REFUND	35.99
53710	GRIFFIN, KATHLEEN	CUSTOMER REFUND	90.90
53711	EVELYN HUSCHKA	CUSTOMER REFUND	29.65
53712	IOWA ASSN OF MUNI UTILITIES	E-PAYS LOAN	6,000.00
53713	MIDAMERICAN ENERGY	SERVICE	69.39
53714	NAPA AUTO PARTS-ALGONA	PARTS	33.99
53715	NIMECA	PROPERTY INSURANCE 2019	341.18
53716	NORTHWEST COMM NETWORK	BANDWIDTH	616.50
53717	ELPIDIO OLIVA	CUSTOMER REFUND	75.39
53718	MELVIN/LORETTA RICKLEFS	CUSTOMER REFUND	4.28
53719	PETER RIGGS	CUSTOMER REFUND	203.15
53720	MAJELA RODRIGUEZ	CUSTOMER REFUND	39.99
53721	SUSAN SEEBECKER	EMPLOYEE CLOTHING-SUE	67.96
53722	SPENCER MUNICIPAL UTILITIES	TELEPHONE SWITCH	2,257.50
53723	TELCORDIA TECHNOLOGIES	PORTABILITY CHRGS	67.91
53724	JEFF/LISA THILGES	CUSTOMER REFUND	101.31
53725	THREADS	EMPLOYEE CLOTHING-AUSTIN	51.36
53726	UPS	VOID CHECK	-
53727	GENE ZOELLNER	CUSTOMER REFUND	60.22
53728	AMU REVOLOVING LOAN FUND	TRANSFER FROM MAIN CHECKING	643.76
53729	ALGONA MUNICIPAL UTILITIES	AMU PAPERLESS BILLING	18,659.65
53730	ALGONA PLG. & HTG.	PART	9.63
53731	AMERICAN REGISTRY FOR INTERNET	IP ADDRESSES	1,000.00
53732	ARNOLD MOTOR SUPPLY	SUPPLIES	298.16
53733	BOMGAARS	SUPPLIES	558.22
53734	BORDER STATES ELECTRIC	SUPPLIES	12,904.20
53735	BUSCHER'S SERVICE CENTER	FUEL	612.46
53736	C & D USED OIL SERVICES LLC	POWER PLANT FILTER	55.00
53737	CENTURYLINK	ACCESS CHARGE	29.24
53738	CUSTOM COUNTERTOPS & MORE	COUNTERTOPS	2,773.00
53739	DAN-D LASER CARTRIDGES	SUPPLIES	160.50
53740	DEAN MEYER ELECTRIC	OFFICE REMODEL	2,431.77
53741	SCOTT GRANT	WATER HEATING REBATE	500.00
53742	HAWKINS INC.	TESTING	6,046.28
53743	IRBY	SUPPLIES	6,466.28
53744	JCL SOLUTIONS	SUPPLIES	45.92
53745	JENNINGS, ROBERT M.	EXPENSES	26.99
53746	JOHNSTON AUTOSTORES	SUPPLIES	102.75

53747	NIMECA	2nd QTR 2019- NERC FEE	1,013.71
53748	NORTHERN IOWA COMMUNICATIONS	IPTV STB,A/V JACKS,IR EXTENDER	119,376.48
53749	POWER & TELEPHONE SUPPLY	SUPPLIES	14,981.65
53750	POWER LINE SUPPLY	SUPPLIES	2,641.08
53751	RENTAL ZONE, LLC	RENTAL	149.80
53752	RESCO	SUPPLIES	417.84
53753	ROETHLER, LOWELL	EXPENSES	153.15
53754	SIGN WORKS	COLLAGE GRAPHICS FOR WINDOWS	777.16
53755	THE RETROFIT COMPANIES, INC	OFFICE SUPPLIES	30.10
53756	THE UPHOLSTERY SHOP	SEAT COVER	133.75
53757	THE VON CORPORATION	PART OF METERING	93.30
53758	VILETA, HEATH	EXPENSES	238.19
53759	WESCO DISTRIBUTION INC.	SUPPLIES	28,103.41
53760	DISPLAY SYSTEMS INTERNATIONAL	WEATHER	550.00
53761	ACCESS SYSTEMS	VOID CHECK	-
53762	ACCESS SYSTEMS	SONIC WALL	516.00
53763	ALGONA FLOOR DESIGN	OFFICE REMODEL CARPET	14,571.16
53764	ALGONA PLG. & HTG.	SUPPLIES-BREAKROOM	235.41
53765	ALGONA PUBLISHING CO.	ADVERTISING	1,277.54
53766	AMERICAN GLASS COMPANY	LEAK IN WINDOW	64.20
53767	BMI CABLE & NEW MEDIA	ANNUAL LICENSE FEE	166.90
53768	BORDER STATES ELECTRIC	SUPPLIES	12,824.88
53769	BUILDERS FIRST SOURCE	SUPPLIES	118.87
53770	BUSCHER BROS. CORPORATION	PARTS	67.81
53771	CITY OF ALGONA	TRANSFER OF SURPLUS FUNDS	445,000.00
53772	COOPERATIVE RESPONSE CENTER, INC.	SERVICE	1,504.80
53773	CORE & MAIN	PARTS	439.84
53774	CRESCENT ELECTRIC SUPPLY	HEADEND LED	1,489.44
53775	DEAN MEYER ELECTRIC	SERVICE	115.91
53776	DPT MECHANICAL, LLC	REPLACEMENT OF COOLING TANK	40,000.00
53777	ELECTRICAL MATERIALS CO.	ELEMENT	114.13
53778	FASTENAL COMPANY	SUPPLIES	749.18
53779	GRAYBAR ELECTRIC CO INC	SUPPLIES	722.59
53780	IGLASS NETWORKS	NETWORK MONITORING	500.00
53781	MIDAMERICAN ENERGY	SERVICE	241.98
53782	SCHUMACHER WELL DRILLING	DRAIN IN HEADEND	56.00
53783	STAR EQUIPMENT LTD	SLATTRAX ROLLS	3,078.00
53784	THILGES AUTO BODY	UNIT 19	856.00
53785	TRINITY WIND, LLC	POWER PURCHASED	13,229.83
53786	AHS YEARBOOK	YEARBOOK PAGE/BANNER-LVL RED	85.00
53787	ALGONA CHAM. OF COMMERCE	PARTY IN THE PARK	500.00
53788	ALGONA MUNICIPAL UTILITIE	1ST QUARTER PROJECT SHARE-2019	410.50
53789	ALGONA PLG. & HTG.	PARTS	83.97
53790	AL'S REPAIR	SHARPEN CHAIN	89.88
53791	AUREON NETWORK SERVICES	SERVICES	11,162.91
53792	SANDY BATT	EXPENSES	5,740.72
53793	BIG 10	SUBS	2,506.77
53794	BODE, PATRICIA	WINDOW REPLACEMENT	166.20
53795	BORDER STATES ELECTRIC	GROUND CLAMP	2,040.76
53796	BOY SCOUTS OF AMERICA	DONATION	250.00
53797	BROWN SUPPLY COMPANY	BAC TANK REPAIR	961.54
53798	CENTURYLINK	ACCESS CHARGE	0.53
53799	CHROME TRUCK STOP	FUEL	532.24
53800	COOK'S SCRAP IRON & METAL	MATERIAL	271.28
53801	DAIRYLAND POWER COOPERATIVE	PRINT BILLING SERVICE	2,233.65
53802	DAN-D LASER CARTRIDGES	PRINTERS	11,792.61
53803	DEAN MEYER ELECTRIC	OFFICE	856.68
53804	DGR ENGINEERING	SERVICES	7,346.14
53805	DPT MECHANICAL, LLC	COOLING TANK	43,315.00
53806	DUMP IT INC.	SANITATION PICK UP	345.88
53807	ERPELDING EXCAVATING ENT	SNOW REMOVAL-TRANS TREE TRIM	360.00
53808	FAREWAY STORES	SUPPLIES	102.42
53809	FASTENAL COMPANY	SUPPLIES	45.03
53810	STEPHANIE FORTUNE	MILEAGE FOR TRAINING	55.10
53811	FOUNDERS' DAY	FOUNDERS' DAY SPONSOR	500.00
53812	FOX SPORTS NET NORTH	SUBS	6,708.94
53813	GRACENOTE MEDIA SERVICES, LLC	MEDIA SERVICES	88.25
53814	GRAY TELEVISION GROUP, INC.	SUBS	8,883.20
53815	HEARST TELEVISION	SUBS	5,676.90
53816	HYGIENIC LABORATORY - AR	TESTING	97.50

53817	HY-VEE	WELLNESS SUPPLIES	106.78
53818	I&S GROUP, INC	MAIN STREET WATER MAIN	18,670.80
53819	IOWA ASSN OF MUNI UTILITIES	EIA-861 REPORT	150.00
53820	IOWA LAKES CONTINUING EDUCATION	TRAINING	385.00
53821	IRBY	WASHER	8,895.45
53822	K & H COOP OIL CO.	FUEL	88.03
53823	KLGA & KLGZ	ADVERTISING	762.40
53824	KOSS CO EXTENSION OFFICE	FAIR 4-H/FFA AWARDS	25.00
53825	KOSSUTH REG. HEALTH CENTER	WELLNESS TESTING	5,015.00
53826	METLIFE SMALL BUSINESS CENTER	PREMIUMS	3,231.93
53827	MIDAMERICA COMP CORP	STATEMENT PROCESSING	4,631.42
53828	MIDAMERICAN ENERGY	HOME CHECK AUDIT	67.52
53829	MIDAMERICAN ENERGY CO.	SERVICE	434.38
53830	MIDWESTERN MECHANICAL OF IOWA, INC.	OFFICE	5,369.13
53831	NEXSTAR	SUBS	6,722.10
53832	NORTH IA LUMBER	MATERIALS	2,332.98
53833	NORTH IOWA APPLIANCE CENTER	TV'S	4,322.60
53834	NORTHERN IOWA COMMUNICATIONS	SERVICES	9,294.35
53835	OTTSEN OIL CO, INC.	HYDRAULIC OIL FOR LINE TRUCKS	993.63
53836	PITNEY-BOWES INC.	POSTAGE	733.53
53837	POWER LINE SUPPLY	SUPPLIES	210.17
53838	PROFESSIONAL COMPUTER SOLUTIONS LLC	UTILISMART	887.30
53839	BRANDON REE	WINDOW REPLACEMENT	266.73
53840	RESCO	VALMONT BASE	3,255.80
53841	ROVI	SUBS	1,182.06
53842	SHOWTIME NETWORKS INC	SUBS	261.80
53843	SHRED-IT	SHREDDING SERVICE	449.39
53844	SIGN WORKS	BULK WATER RATE SIGN	178.46
53845	SLIPSTREAM	LED-MARCH 2019	1,449.64
53846	JONATHAN STEVEN	WINDOW REPLACEMENT	64.00
53847	T.P. ANDERSON COMPANY	AUDIT FIELD WORK	6,000.00
53848	TANTALUS	TVIRTUALIZATION -TCC-2010	18,000.00
53849	THREADS	EMPLOYEE CLOTHING-LINE DEPT	451.54
53850	TOWER DISTRIBUTION CO	SUBS	4,684.12
53851	VITZTHUM, ROD	EXPENSE	69.11
53852	WESCO DISTRIBUTION INC.	BATTERIES	110.42
8802663	NATIONAL CABLE TELEVISION COOP	SUBS	75,343.75
8802664	SISCO	FLEX	18.08
8802665	INTERSTATE TRS FUND	TRS FUND	282.68
8802666	EFT - SALES TAX TRANSFER	SALES TAX 3-15-2019	10,564.00
8802667	EFT - SALES TAX TRANSFER	WATER SERVICE EXCISE TAX-3-15-19	1,169.00
8802668	EFTPS TRANSFER	MARCH 22-2019	21,292.04
8802669	AFLAC	PREMIUMS	964.54
8802670	NIMECA	POWER BILLING	198,163.49
8802671	IOWA STATE BANK	AMU LOAN PAYMENT	18,723.17
8802672	IOWA STATE BANK	AMU LOAN PAYMENT	3,971.58
8802673	NATIONAL CABLE TELEVISION COOP	HARDWARE	39.35
8802674	NATIONAL CABLE TELEVISION COOP	HARDWARE	99.59
8802675	NATIONAL CABLE TELEVISION COOP	HARDWARE	138.94
8802676	SISCO	FLEX	454.59
8802677	USAC	SERVICE	1,591.84
8802678	CITY OF ALGONA	FRANCHISE FEE CABLE	5,356.90
8802680	UPS	DELIVERY SERVICE	26.96
8802681	WELLMARK HEALTH PLAN	PREMIUMS	1,978.78
8802682	MIDAMERICAN ENERGY	NEAL 4	353,000.00
8802683	SISCO	MEDICAL	29,522.10
8802684	SISCO	MEDICAL	209.99
8802685	CITY OF ALGONA	WATER PLANT CITY SEWER USAGE	3,074.73
8802686	UPS	SERVICE	86.05
8802687	EFT - FEDERAL EXCISE TAX	FEDERAL TAX	1,170.14
8802688	SISCO	FLEX	244.31
8802689	IPERS	IPERS	28,890.13
8802690	NATIONAL CABLE TELEVISION COOP	SUBS	73,909.87
8802691	SISCO	FLEX	311.33
8802692	NATIONAL CABLE TELEVISION COOP	HARDWARE	122.67
8802693	NATIONAL CABLE TELEVISION COOP	HARDWARE	1,033.30
8802695	UPS	MAIL SERVICE	71.24