

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 November 30, 2022, at 11:00 A.M.

Board members present: Mike Sabin, Chairperson Pro-Tem; Trustees – Don Heupel and Karen Schaaf.

Others present: John Bilsten, General Manager; Robert Harrington Chief Financial Officer; Scott Buchanan, General Counsel; Abby Wolf, Senior Accountant.

Chairperson Pro-Tem Sabin called the meeting to order at 11:02 AM

The consent agenda included roll call, adoption of the agenda, approval of the October 26, 2022, regular minutes, approval of the monthly vouchers and uncollectable accounts. Trustee Heupel moved to approve the consent agenda, seconded by Trustee Schaaf. Motion carried unanimously.

Citizen's opportunity to address the Board of Trustees – There were no citizens in attendance or on the phone.

Chairperson Pro-Tem Sabin opened a Public Hearing at 11:04 AM for the 2022 Amended Budget. There being no comments either oral or written, the public hearing was closed at 11:05 AM.

Chairperson Pro-Tem Sabin opened a Public Hearing at 11:05 AM for the 2023 Budget. There being no comments either oral or written, the public hearing was closed at 11:06 AM.

Chairperson Pro-Tem Sabin opened a Public Hearing at 11:07 AM on the Proposition of the Disposal of Interest in Real Property Owned by the Municipal Electric Utility, Under an Asset Purchase Agreement for the Sale of the Utility's Ownership Interest in Lehigh-Webster Transmission Owned under the Amended and Restated Lehigh-Webster Transmission and Webster Terminals Facilities and Operation Agreement. There being no comments either oral or written, the public hearing was closed at 11:08 AM.

Chief Financial Officer Robert Harrington presented Financial Statements for October 2022. Trustee Schaaf moved to approve the statements and place them on file, seconded by Trustee Heupel. Motion carried unanimously.

The General Manager provided an update on the AMU Water Treatment Plant Filter Rehabilitation Project and the EV charging station project; the City of Algona Central Park project; and introduced Tammy Hock the new Customer Service Manager.

Trustee Schaaf moved to approve the 2022 Amended Budget, seconded by Trustee Heupel. Motion carried unanimously.

Trustee Heupel moved to approve the 2023 Budget, seconded by Trustee Schaaf. Motion carried unanimously.

Trustee Heupel moved to approve the Proposition of the Disposal of Interest in Real Property Owned by the Municipal Electric Utility, Under an Asset Purchase Agreement for the Sale of the Utility's Ownership Interest in Lehigh-Webster Transmission Owned under the Amended and Restated Lehigh-Webster Transmission and Webster Terminals Facilities and Operation Agreement, seconded by Trustee Schaaf. Motion carried unanimously.

Trustee Schaaf moved to approve the Station Power Electric Service Agreement, seconded by Trustee Heupel. Motion carried unanimously.

Trustee Heupel moved to approve Pay Request #1 -- Water Treatment Plant Filter Rehabilitation in the amount of \$46,372.83, seconded by Trustee Schaaf. Motion carried unanimously.

Trustee Schaaf moved to approve Resolution #2022-17 – VPN and Whole Home Wi-Fi Service Rates, seconded by Trustee Heupel. Motion carried unanimously.

Trustee Heupel moved to approve Health Savings Account Employee Contribution for 2023, seconded by Trustee Schaaf. Motion carried unanimously.

Trustee Schaaf moved to approve the Employee Handbook update, seconded by Trustee Heupel. Motion carried unanimously.

The next Board of Trustees meeting is scheduled for December 28, 2022, at 11:00 AM.

Trustee Schaaf moved to adjourn the meeting, seconded by Trustee Heupel. Motion carried unanimously. The meeting adjourned at 12:09 PM.

Mike Sabin, Chairperson Pro-Tem

Attest:

Robert Harrington, Secretary

2021 Wages

SHEILA BAER	63,884.85	ISABELLE GIBBS	4,998.39	PAUL KENNE	67,282.14	KELLIE SIEFKEN	47,408.68
SANDRA BATT	108,024.81	STEVEN GRANDGENETT	70,678.40	GEROLD LARSEN	67,731.36	ROGER SIMPSON	65,425.44
ROSEMARY BEENKEN	41,562.49	KATLYN GRIEP	47,486.54	LINDSEY MOE	67,262.27	DANIEL SMITH	76,634.88
JOHN BILSTEN	137,248.85	DOUGLAS GROEN	74,817.60	CRAIG OLSON	58,023.39	MICHAEL STRIPLING	83,544.63
ERIC DEGEN	96,137.60	BRIAN HATTEN	83,898.26	JEREMY PROTHMAN	57,422.27	JARROD STURTZ	74,522.40
DALE DORNBIER	89,435.60	KEVIN HILSABECK	67,036.05	KEVIN RASH	66,539.36	LAURA THILGES	64,043.22
NOLYN ELLIOTT	82,678.89	PATRICIA HUDSPETH	52,325.00	LOWELL ROETHLER	105,591.25	HEATH VILETA	82,913.89
JASON FETT	66,852.44	ROBERT JENNINGS	74,817.62	LISA RONGVED	51,307.17	ROD VITZTHUM	110,510.45
STEPHANIE FORTUNE	53,368.43	RODNEY JOHNSON	84,361.63	SUSAN SEEBECKER	69,014.41	AUSTIN ZADOW	68,223.43
ALEX FRIEDRICH	74,267.12						

The following vouchers were approved:

<u>Vendor</u>	<u>Description</u>	<u>Amount</u>
EFTPS TRANSFER	PAYROLL TAXES	\$26,183.74
USAC	FEES	\$1,902.93
TREASURER STATE OF IOWA	TREASURER-STATE	\$13,090.00
UPS	SHIPPING	\$36.60
US CELLULAR	CELULAR PLANS	\$261.66
AFLAC	PREMIUMS	\$572.20
AMU PAYROLL	PAYROLL EXPENSE	\$71,571.19
CARD CENTER	EXPENSES	\$893.17
CARD CENTER	EXPENSES	\$457.77
CARD CENTER	EXPENSES	\$3,992.74
CARD CENTER	EXPENSES	\$1,720.15
UPS	SHIPPING	\$30.60
NATIONWIDE RETIREMENT SOLUTIONS	DEFERRED COMPENSATION	\$3,249.28
EFT - SALES TAX TRANSFER	SALES TAX REMITTANCE	\$39,879.49
EFTPS TRANSFER	PAYROLL TAXES	\$24,506.60
EFT - SALES TAX TRANSFER	WATER SERVICE EXCISE TAX	\$7,330.11
UPS	SHIPPING	\$41.78
MIDAMERICAN ENERGY	NEAL 4	\$257,000.00
TRINITY WIND, LLC	POWER-OCTOBER	\$10,810.00
TRINITY DECOMMISSIONING TO SVGS	DECOMMISSIONING-OCT	\$4,564.00
CITY OF ALGONA	CITY SEWER	\$4,539.51
UPS	SHIPPING	\$72.27
AMU PAYROLL	PAYROLL EXPENSE	\$68,915.31
IPERS	EMPLOYEES RETIREMENT SYSTEM	\$33,100.48
TREASURER STATE OF IOWA	TREASURER-STATE	\$8,942.00
ONLINE SERVICES	COLLECTION SERVICES	\$108.48
ONLINE SERVICES	COLLECTION SERVICES	\$205.14
NATIONWIDE RETIREMENT SOLUTIONS	DEFERRED COMPENSATION	\$3,249.28
EFT - FEDERAL EXCISE TAX	FEDERAL EXCISE TAX-OCTOBER	\$930.48
NATIONAL CABLE TELEVISION COOP	SUPPLIES	\$175.20
NATIONAL CABLE TELEVISION COOP	SUPPLIES	\$97.71
EFTPS TRANSFER	PAYROLL TAXES	\$24,144.18
NATIONAL CABLE TELEVISION COOP	MEMBERSHIP	\$30.00
SISCO	PREMIUMS	\$39,164.06
INTERSTATE TRS FUND	TRS FUND CONTRIBUTION	\$409.25
UPS	SHIPPING	\$15.50
US CELLULAR	SERVICE	\$469.52
AFLAC	PREMIUMS	\$572.20
ALGONA MUNICIPAL UTILITIES	PAPERLESS UTILITY BILLS	\$17,260.00
UPS	SHIPPING	\$56.67
AMU PAYROLL	PAYROLL EXPENSE	\$71,041.26
SISCO	MEDICAL AND FLEX	\$312.89
NATIONWIDE RETIREMENT SOLUTIONS	DEFERRED COMPENSATION	\$3,219.28
CARD CENTER	EXPENSES	\$15.03
CARD CENTER	EXPENSES	\$2,478.22
CARD CENTER	EXPENSES	\$4,827.54

ALGONA MUNICIPAL UTILITIES	CREDIT TO CUSTOMER ACCT	\$464.62
LINDSAY COYLE	CUSTOMER REFUND	\$1.33
TREASURER OF STATE	UNCLAIMED PROPERTY	\$499.71
JESUS ANTONIO RIOS GARZIA	CUSTOMER REFUND	\$29.00
TRAVIS HELMERS	CUSTOMER REFUND	\$79.25
LUKE KOHUT-JACKSON	CUSTOMER REFUND	\$7.50
LUKE KOHUT-JACKSON	CUSTOMER REFUND	\$19.72
REBECCA PHILLIPS	CUSTOMER REFUND	\$82.65
DIANNA ROEDER	CUSTOMER REFUND	\$111.08
ADVANCED CONTROL SYSTEMS	SUPPORT FEES	\$2,841.60
BITZ SMALL ENGINE SHOP	PARTS	\$21.72
BOMGAARS	SUPPLIES	\$924.08
BROWN SHOE FIT CO	SUPPLIES	\$627.46
CBR PROPERTIES	WINDOW REPLACEMENT REBATE	\$21.72
CENTURYLINK	SERVICE	\$81.75
CENTURYLINK	SERVICE	\$326.17
CINTAS CORPORATION #754	SUPPLIES	\$470.19
CONSORTIA CONSULTING, INC.	CONSULTING SUPPORT	\$1,391.25
CORE & MAIN	TOOLS	\$755.00
FORCE FITTERS	EMPLOYEE CLOTHING	\$922.17
HAWKINS INC.	CHEMICAL	\$3,985.12
HOTSY EQUIPMENT	SUPPLIES	\$663.40
HY-VEE	SUPPLIES	\$250.13
JCL SOLUTIONS	SUPPLIES	\$70.85
JOHN DEERE FINANCIAL	PARTS	\$40.61
MIDAMERICAN ENERGY	GAS SERVICE	\$49.32
NEONOVA NETWORK SERVICES	SECURE IT PLUS	\$33.60
NORTH CENTRAL RENTALS	WINDOW REPLACEMENT REBATE	\$255.37
NORTHWEST COMM NETWORK	BANDWIDTH	\$616.50
NUGENCO, INC	SUPPLIES	\$67.41
SUSAN SEEBECKER	EMPLOYEE EXPENSE	\$337.12
SIGN WORKS	HOUSE NUMBERS-FIBER HUT	\$34.76
THREADS	EMPLOYEE CLOTHING	\$56.71
CAROL FEYE	CA REBATE	\$300.00
BRUCE KNUDSEN	WINDOW REBATE	\$420.14
BRAD SUDOL	WINDOW REBATE	\$150.60
ACCESS SYSTEMS	VM HOST AND SAN	\$44,429.02
AHLERS & COONEY, P.C.	PROFESSIONAL SERVICES	\$520.00
ALGONA FIRE DEPARTMENT	EDUCATIONAL MATERIALS	\$250.00
ALGONA PLG. & HTG.	MATERIAL	\$84.00
ARNOLD MOTOR SUPPLY	PARTS	\$146.35
AUTUMN IRRIGATION	SERVICE	\$125.00
CELLSITE SOLUTIONS, LLC	FIBER HUT	\$33,384.00
CENTRAL IOWA DISTRIBUTING	SUPPLIES	\$72.99
COOPERATIVE RESPONSE CENTER, INC.	SERVICE	\$1,863.88
CORE & MAIN	SUPPLIES	\$314.93
CR HOLLAND CRANE SERVICE, INC	CRANE SERVICE	\$3,307.50
CULVER - HAHN ELECTRIC SUPPLY	CHRISTMAS DECORATION	\$357.38
DISPLAY SYSTEMS INTERNATIONAL	WEATHER GRAPHICS	\$550.00
ELEVATOR SERVICE INC.	CRANE LIFT	\$480.00
ERPELDING EXCAVATING ENT	REPLACE CURB STOP	\$5,601.65
FARMERS COOPERATIVE ELEV.	MATERIAL AND LABOR	\$177.51
GRAYBAR ELECTRIC CO INC	MATERIAL	\$22,869.63
IGLASS NETWORKS	NETWORK MONITORING	\$500.00
IOWA ONE CALL	SERVICES	\$987.00
IOWA UTILITIES BOARD	INDUSTRY DIRECT ASSESSMENT	\$12,228.00
IRBY	SUPPLIES	\$433.35
JACKS OK TIRE SERVICE	TIRES	\$1,348.60
KOSS CO EXTENSION OFFICE	PESTICIDE APPLICATOR TRAINING	\$70.00
KOSSUTH COUNTY ADVANCE	NEWSPAPER	\$100.00
MAINSTREET DESIGNS, INC.	CHRISTMAS DECOR-CITY	\$151.46
METERING & TECHNOLOGY SOLUTIONS	SUPPLIES	\$290.31
MUNICIPAL MANAGEMENT CORP	SURVEY SYSTEM HYDRANTS	\$2,000.00
NALCO COMPANY	CHEMICALS	\$155.98

NORTH IOWA COMM. ACTION	REFUND	\$315.00
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NORTHERN IOWA COMMUNICATIONS	PROGRAMMING	\$105,802.61
RESCO	HARDWARE	\$3,010.98
STATE 5 THEATRE	ADVERTISING SERVIES	\$75.00
TANTALUS	FREIGHT	\$99.38
WESCO DISTRIBUTION INC.	OKON STR 15KV	\$36,897.12
AUSTIN ZADOW	EMPLOYEE EXPENSE	\$34.18
KAREN BENSCHOTER	CA REBATE	\$500.00
MIKE HOOVER	CA REBATE	\$500.00
GLEN JONES	REFUND	\$62.00
KOSSUTH COUNTY SPEEDWAY	REFUND	\$31.48
AUSTIN MUSCHA	REFUND	\$56.31
TAIMI ROBLES FUENTES	REFUND	\$141.91
ALGONA MUNICIPAL UTILITIE	PROJECT SHARE	\$150.03
CHROME TRUCK STOP	FUEL	\$30,458.12
BANKERS MEDIA GROUP INC	ADVERTISING	\$539.50
MPOWER TECHNOLOGIES, INC	SOFTWARE MAINTENANCE	\$6,000.00
ALGONA PUBLISHING CO.	ADVERTISING	\$2,370.89
AUREON NETWORK SERVICES	DID'S	\$1,005.03
BOLTON & MENK, INC.	SERVICES	\$5,700.00
	MCCOY PHILLIPS	
CITY OF ALGONA	RECONSTRUCTION	\$5,801.97
DUMP IT INC.	SANITATION SERVICES	\$333.04
ERPELDING EXCAVATING ENT	TILE	\$9,411.52
GRACENOTE MEDIA SERVICES, LLC	MEDIA SERVICES	\$88.25
HYGIENIC LABORATORY - AR	TESTING	\$223.00
ROBERT JENNINGS	EMPLOYEE EXPENSE	\$160.63
JOHNSTON AUTOSTORES	PARTS AND LABOR	\$32.26
K & H COOP OIL CO.	FUEL	\$157.54
KOSSUTH REG. HEALTH CENTER	TESTING	\$80.00
MAGUIRE IRON, INC	REPAIR SERVICES	\$95,153.00
MIDAMERICA COMP CORP	SOFTWARE MAINTENANCE	\$858.95
MIDAMERICAN ENERGY CO.	RAUN-LEHIGH NEAL 3	\$91,627.25
MIDAMERICAN ENERGY CO.	GENERATOR POWER SUPPLY	\$405.32
NATIONAL INFO SOLUTIONS COOP	CONFERENCE FEES	\$4,480.00
OAK HILL CONSULTING	ENGINEERING SERVICES	\$544.00
PHILS AUTO & TRUCK REPAIR II	PARTS AND REPAIR	\$2,352.80
REGULATORY COMPLIANCE SER	SERVICES	\$395.00
SIGN WORKS	LOGO FOR FIBER HUT	\$47.94
SPENCER MUNICIPAL UTILITIES	TELEPHONE SWITCH	\$2,346.25
THREADS	EMPLOYEE CLOTHING	\$48.15
ALGONA RESTORATION	CA REBATE	\$300.00
JAMES/RITA DAHLGREN	WINDOW REBATE	\$1,500.00
TERRY DUMMITT	CA REBATE	\$500.00
ELIZABETH HURLBURT	CA REBATE	\$500.00
NIULVIS RODRIGUEZ MATOS	REFUND	\$43.31
PAUL SMITH	WINDOW REBATE	\$1,433.00
A & M LAUNDRY	LAUNDRY SERVICE	\$43.00
ALGONA PLG. & HTG.	HVAC-WATER PLANT MAINT	\$518.15
ALGONA VIPS	VIP FUNDRAISER	\$140.00
ALLIANT ENERGY	2022 NEAL 3	\$48,734.13
AUREON NETWORK SERVICES	NETWORK SERVICES	\$7,068.82
SHEILA BAER	EMPLOYEE EXPENSE	\$84.63
JOHN BILSTEN	EMPLOYEE EXPENSE	\$302.04
BORDER STATES INDUSTRIES, INC	MATERIAL	\$1,170.84
BUSCHERS SERVICE CENTER	FUEL	\$2,205.67
CELLSITE SOLUTIONS, LLC	FIBER HUT	\$37,893.51
CHROME TRUCK STOP	FUEL	\$733.76
COOKS SCRAP IRON & METAL	MATERIAL	\$875.06
CULVER - HAHN ELECTRIC SUPPLY	CHRISTMAS DECOR	\$2,272.65
DGR ENGINEERING	SERVICES	\$7,735.00
DIVERSIFIED ADJUSTMENT SERVICE	COLLECTION SERVICES	\$546.96
FIVE STAR TOOL & SUPPLY	SUPPLIES	\$237.33
FORGE & BUILD	SUPPLIES	\$15.47

GRAYBAR ELECTRIC CO INC	COMMSCOPE TECHNOLOGIES	\$1,924.38
HY-VEE	SUPPLIES	\$142.08
IOWA UTILITIES BOARD	ASSESSMENT	\$2,683.37
IRBY	MATERIALS	\$4,686.60
KEMCO TIRES, INC.	PARTS	\$175.22
KLGA & KLGZ	ADVERTISING	\$1,599.10
KOSSUTH COUNTY RECORDER	REGISTRATIONS	\$71.00
MPOWER TECHNOLOGIES, INC	SERVICES	\$750.00
NATIONAL INFO SOLUTIONS COOP	BILLING SERVICES	\$43,919.29
NIMECA	NAR TRANSFER FEES	\$56.77
PMC ADVANTAGE SERVICES, INC	PREMIUMS	\$1,015.00
QUALUS SERVICES	BREAKER/RELAY TESTING	\$30,760.36
RESCO	MATERIAL	\$153.01
TERRY-DURIN CO	MATERIALS	\$428.00
VANTAGE POINT	GENERAL CONSULTING	\$160.00
WESCO DISTRIBUTION INC.	SUPPLIES	\$116.07
BRANDON F BECKER	REFUND	\$21.11
JULIE WINKEL	REFUND	\$23.11
ADTRAN, INC	SERVICE	\$4,353.45
VERMEER	MATERIALS	\$12,151.87
KOSSUTH CO FOOD PANTRY	ADVERTISING	\$575.00
HEATH VILETA	EMPLOYEE EXPENSE	\$721.98
MICHAEL STRIPLING	EMPLOYEE EXPENSE	\$247.58
NOLYN ELLIOTT	EMPLOYEE EXPENSE	\$212.39
BRIAN HATTEN	EMPLOYEE EXPENSE	\$388.39
ZACH KEITH	EMPLOYEE EXPENSE	\$346.14
KEVIN HILSABECK	EMPLOYEE EXPENSE	\$1,345.52
KEVIN RASH	EMPLOYEE EXPENSE	\$925.40
JEREMY PROTHMAN	EMPLOYEE EXPENSE	\$742.75
ALEX FRIEDRICH	EMPLOYEE EXPENSE	\$348.14
PAUL KENNE	EMPLOYEE EXPENSE	\$1,424.99
RODNEY JOHNSON	EMPLOYEE EXPENSE	\$531.58
JASON FETT	EMPLOYEE EXPENSE	\$428.18
ALGONA CHAM. OF COMMERCE	EXPENSES	\$400.00
ALGONA PLG. & HTG.	SUPPLEIS	\$356.40
AMERICAN GLASS COMPANY	GLASS	\$1,685.25
JOHN BILSTEN	EMPLOYEE EXPENSES	\$137.50
BROWN SUPPLY COMPANY	MATERIAL	\$1,244.00
CENTURYLINK	SERVICE	\$169.71
CENTURYLINK	COMPENSATION	\$0.05
CITY OF ALGONA	BEAUTIFICATION TREE PROGRAM	\$210.00
CONSORTIA CONSULTING, INC.	CONSULTING SUPPORT	\$2,270.00
CUSTOM KONCRETE	CONCRETE SERVICE	\$1,368.00
DAN-D LASER CARTRIDGES	PRINTER	\$1,171.65
EMAGINE, LLC	SERVICE	\$350.00
JAY GEVING	TRUSTEE FEE	\$75.00
JOHN DEERE FINANCIAL	SUPPLIES	\$48.95
KEMCO TIRES, INC.	LIGHTING REBATES	\$665.00
METLIFE SMALL BUSINESS CENTER	PREMIUMS	\$5,894.55
MIDAMERICAN ENERGY	GAS	\$67.76
JULIE MURPHY	TRUSTEE FEE	\$75.00
RESCO	MATERIALS	\$2,580.52
MIKE SABIN	TRUSTEE FEE	\$75.00
KAREN SCHAAF	TRUSTEE FEE	\$75.00
SKARSHAUG TESTING LABS	TESTING	\$232.07
STUNDAHL CLEANING	CLEANING SERVICE	\$1,000.00
THREADS	EMPLOYEE CLOTHING	\$87.74
YOLIE CAMEJO BERRIENTOS	REFUND	\$60.99
DON HEUPEL	TRUSTEE FEE	<u>\$75.00</u>