

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 December 29, 2021, at 11:00 A.M.

Board members present: Julie Murphy, Chairperson; Trustees – Don Heupel, Mike Sabin, and Karen Schaaf.

Board members present by telephone: Jay Geving

Others present: John Bilsten, General Manager and Sandra Batt, Secretary and Chief Financial Officer.

Chairperson Murphy called the meeting to order at 11:00 AM

The consent agenda included roll call, adoption of the agenda, approval of the December 1, 2021, regular minutes, and the December 20, 2021, working session 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.

Financial Statements for November 2021 were presented by the Chief Financial Officer. Trustee Sabin moved to approve the Financial Reports and place them on file, seconded by Trustee Schaaf. Motion carried unanimously.

The General Manager provided a brief update noting that the departments were in the process of taking year-end inventory, the Communications Utility’s progress on the bulk cable conversion, and the progress to date on the Communications Utility billing conversion to National Information Solutions Cooperative. The General Manager also briefed the Board on a meeting held with City employees regarding Sewer and Storm Sewer billings and related expenses.

Trustee Heupel moved to approve the Professional Services Agreement with Bolten and Menk, Inc. for the 2022 Highway 18 Watermain Loop Design (Country Club to Armory), seconded by Trustee Sabin. Motion carried unanimously. The cost of the agreement is a lump sum fee of \$114,000. Bolton and Menk will bill Construction Engineering Services under a separate agreement. A proposal with construction fee and summary of these services will be provided to AMU after the bids are received in order to provide a well-defined scope and schedule.

Trustee Schaaf moved to approve the Audit Letter of Engagement with T.P. Anderson & Company, P.C. for the 2021 Audit, seconded by Trustee Heupel. The cost of the audit will not exceed \$19,000. Motion carried unanimously.

Trustee Sabin moved to approve the Agreement for Municipal Advisory Services with Public Financial Management, Inc., to issue Water Bonds, seconded by Trustee Heupel. Motion carried unanimously.

Trustee Heupel moved to approve an Addendum to the Trinity Wind Farm Agreement contingent on final review and approval by legal counsel and Trinity Wind, LLC., in which property taxes billed to Trinity Wind through December 1, 2021, be waived and a new payment agreement for 50% of property taxes begin January 1, 2022. The motion was seconded by Trustee Schaaf. Motion carried unanimously.

The General Manager provided the Board of Trustees with Strategic Planning Working Document and reviewed goal dates defined during the planning process.

The next Board of Trustees Regular meeting is scheduled for January 19, 2021, at 11:00 AM.

Trustee Heupel moved to adjourn the meeting, seconded by Trustee Schaaf. Motion carried unanimously. The meeting adjourned at 12:11 PM.

/s/ Julie Murphy
Julie Murphy, Chairperson

Attest:

/s/ Sandra M Batt
Sandra M Batt, Secretary

The following vouchers were approved:

<u>Pmt #</u>	<u>Vendor</u>	<u>Description</u>	<u>Amount</u>
696	EFTPS TRANSFER	PAYROLL TAXES	\$ 25,030.82
697	SISCO	HEALTH INSURANCE	35,062.74
698	UPS	SHIPPING	128.43
699	IOWA STATE BANK	ISB LOAN	18,071.00
700	MIDAMERICAN ENERGY	NEAL 4	64,000.00
701	SISCO	FLEX	885.85
702	CARD CENTER	CC-CEL PHONE SERV-COMM	276.06
703	CARD CENTER	CC-IAMU WATER CONFERENCE	443.35
704	CARD CENTER	CC-SUPPLIES	924.83
705	CARD CENTER	CC-SUPPLIES/TRAINING	608.53
706	DEPOSITORY TRUST CO.	REVENUE BOND	325,000.00
707	DEPOSITORY TRUST CO.	REVENUE BONDS	160,000.00
708	ZIONS FIRST NATIONAL BANK	REVENUE BONDS	63,987.20
709	DEPOSITORY TRUST CO.	REVENUE BONDS	99,407.50
710	ALGONA MUNICIPAL UTILITIES	COMM PAPERLESS BILLS	3,431.77

711	TRINITY WIND, LLC	POWER-NOVEMBER	14,665.00
712	AMU PAYROLL	PAYROLL	68,314.05
713	EFT - SALES TAX TRANSFER	SALES TAX REMITTANCE	20,377.00
714	EFT - SALES TAX TRANSFER	WATER SERVICE EXCISE	3,342.00
715	UPS	SHIPPING	15.45
716	CITY OF ALGONA	CITY SEWER USAGE	4,393.24
717	SISCO	FLEX	619.49
718	EFT - FEDERAL EXCISE TAX	FEDERAL EXCISE TAX	1,013.43
719	ONLINE SERVICES	ACTION LETTERS/UTILITY EXCHANGE	130.72
720	ONLINE SERVICES	BAD DEBT PMT	35.00
721	NATIONAL CABLE TELEVISION COOP	HARDWARE	832.54
722	EFTPS TRANSFER	PAYROLL TAXES	23,919.66
723	AFLAC	PREMIUMS	806.20
724	IPERS	EMPLOYEES RETIREMENT SYSTEM	32,733.48
725	TREASURER STATE OF IOWA	TREASURER-STATE	8,731.00
726	NATIONAL CABLE TELEVISION COOP	SUBS	4,233.92
727	SISCO	FLEX	342.31
728	UPS	SHIPPING	40.86
729	SISCO	HEALTH INSURANCE	33,365.22
730	ALGONA MUNICIPAL UTILITIES	PAPERLESS UTILITY BILLS	15,390.73
731	US CELLULAR	SERVICE	431.11
732	INTERSTATE TRS FUND	TRS FUND CONTRIBUTION	538.96
733	UPS	SHIPPING	29.58
734	CITY OF ALGONA	FRANCHISE FEE-DEC	5,322.55
735	AMU PAYROLL	PAYROLL	68,532.80
736	USAC	SUPPORT MECHANISM	2,450.09
737	EFT - SALES TAX TRANSFER	SALES TAX REMITTANCE	14,000.00
738	EFT - SALES TAX TRANSFER	WATER SERVICE EXCISE TAX	3,000.00
739	SISCO	FLEX	3,247.43
740	NIMECA	NEAL 4	511,365.79
59285	EISCHEN SALES INC	2022 H&H TRAILER	11,000.00
59286	ALGONA CHAM. OF COMMERCE	SERVICE AWARDS	1,700.00
59287	BALLY SPORTS NORTH	SUBS	329.45
59288	BOOT BARN, INC	EMPLOYEE CLOTHING	57.14
59289	CENTURYLINK	SERVICE	75.31
59290	CENTURYLINK	SERVICE	305.43
59291	CITY OF ALGONA	COMMUNITY TREE PROGRAM	605.05
59292	COTTINGHAM & BUTLER INS SERVICES	CLASSIFICATION REVIEW	275.00
59293	FASTENAL COMPANY	SUPPLIES	432.43
59294	IOWA ASSN OF MUNI UTILITIES	E-PAYS LOAN	6,000.01
59295	IOWA ONE CALL	UNDERGROUND LOCATION COMPANY	284.40
59296	IOWA UTILITIES BOARD	IUB FY2021 INDUSTRY DIRECT ASSESSMENT	8,533.00
59297	JETCO INC	SCADA COMPUTER UPGRADE	15,352.00
59298	JOHN DEERE FINANCIAL	PARTS	23.11
59299	LINCOLN LIFE	DEFERRED COMPENSATION-NOVEMBER	3,973.08
59300	MIDAMERICAN ENERGY	GAS SERVICE-1620 E POPLAR,23032	185.67
59301	MIDAMERICAN ENERGY CO.	RAUN-LEHIGH SEGMENT OF NEAL 3	91,250.13
59302	OUR IOWA MAGAZINE	SUBSCRIPTION	34.98
59303	PITNEY-BOWES INC.	SERVICE	165.00
59304	REDING GRAVEL & EXC.	STOCKPILE	204.35
59305	SCHUMACHER WELL DRILLING	WELL 7	10,477.80
59306	ASMEROM FISEHAVE	CREDIT BALANCE REFUND	120.13
59307	TOM GEELAN	AC REBATE	500.00
59308	TOM MCGUIRE	AC REBATE	1,000.00
59309	JANE MISSAL	INSULATION REBATE	73.65
59310	NORTH CENTRAL RENTALS	WINDOW REPLACEMENT REBATE	85.16
59311	BUB'S PIE SHOP	INFORMATIONAL MEETING	235.00
59312	KRIS KARR	INFORMATIONAL MEETING	350.00
59313	AK'S CHROME KITCHEN	INFORMATIONAL MEETING	1,879.32
59314	ACCESS SYSTEMS	NETWORK SUPPORT SERVICES	4,414.76
59315	ADTRAN, INC	1 YR ACCESS TO MOSAIC 1-1-22 TO 12-31-22	7,375.00
59316	ADVANCED CONTROL SYSTEMS	GOLD SUPPORT FOR SCADA 10-1 TO 12-31-21	2,841.60
59317	AK'S CHROME KITCHEN	SUPPLIES	37.66
59318	ALGONA CHAM. OF COMMERCE	PAC PERFORMANCE	200.00
59319	ALGONA PUBLISHING CO.	ADVERTISING	717.87
59320	ALLIANT ENERGY	NEAL 3 TRANSMISSION	48,536.10
59321	ARNOLD MOTOR SUPPLY	PARTS	202.32
59322	AUREON NETWORK SERVICES	NETWORK SERVICES	9,628.33
59323	BERENS-TATE CONSULTING GROUP	CONSULTING SERVICE	3,500.00
59324	BOOT BARN, INC	EMPLOYEE CLOTHING	235.67
59325	BUSCHERS SERVICE CENTER	FUEL	1,498.20
59326	CE POWER ENGINEERED SERVICES	INSTALL WINDING GAUGE	15,964.40
59327	CENTRAL IOWA DISTRIBUTING	SUPPLIES	117.00
59328	CHROME TRUCK STOP	FUEL	657.96
59329	CINTAS CORPORATION #754	SUPPLIES	186.09
59330	COOKS SCRAP IRON & METAL	MATERIAL	28.25
59331	COOPERATIVE RESPONSE CENTER	RESPONSE CENTER	1,690.25
59332	DAN-D LASER CARTRIDGES	TONER	314.27
59333	DISPLAY SYSTEMS INTERNATIONAL	WEATHER GRAPHICS	550.00

59334	DIVERSIFIED ADJUSTMENT SERVICE	BAD DEBT	108.67
59335	DALE DORNBIER	EXPENSE REIMBURSEMENT	172.26
59336	DUMP IT INC.	SANITATION	321.81
59337	FAREWAY STORES	POWER PLANT SUPPLIES	11.75
59338	ALEX FRIEDRICH	EXPENSE REIMBURSEMENT	26.33
59339	GRACENOTE MEDIA SERVICES, LLC	MEDIA SERVICES	88.25
59340	GRAYBAR ELECTRIC CO INC	SUPPLIES	265.11
59341	HOMETOWN CONNECTIONS	STRATEGIC PLANNING	7,120.79
59342	IGLASS NETWORKS	NETWORK MONITORING	500.00
59343	IOWA DEPT OF TRANSPORTATION	USE TAX	550.00
59344	JCL SOLUTIONS	SUPPLIES	114.23
59345	K & H COOP OIL CO.	FUEL	385.57
59346	KLGA & KLGZ	ADVERTISING	1,006.00
59347	KOSSUTH COUNTY ADVANCE	NEWSPAPER DONATION	75.00
59348	JERRY LARSEN	GROOMPRO HEDGE TRIMMER(USED)	50.00
59349	MAINSTREET DESIGNS, INC.	AMBER LED-CHRISTMAS LIGHT BULBS	194.00
59350	NATIONAL INFORMATION SOLUTIONS	PRINT SERVICES	12,939.55
59351	NORTH IA LUMBER	SUPPLIES	302.93
59352	NORTH IOWA COMM. ACTION	CREDIT BALANCE REFUND	420.71
59353	NORTHERN IOWA COMMUNICATIONS	PROGRAMMING	106,114.08
59354	OAK HILL CONSULTING	ENGINEERING SERVICES-FIBER EXPANSION	469.00
59355	JEREMY PROTHMAN	EXPENSE REIMBURSEMENT	148.40
59356	SECURITY COVERAGE	SECURE IT PLUS	33.60
59357	SPENCER MUNICIPAL UTILITIES	TELEPHONE SWITCH/SIP SESSIONS	2,620.25
59358	STEIER AG	HI-DEP	107.15
59359	T&R ELECTRIC	TRANSFORMER	2,535.00
59360	TANTALUS	C&I METER READER-ITRON SENTINEL	1,632.00
59361	THE HOWARD E NYHART COMPANY	PROFESSIONAL SERVICES	2,875.00
59362	THE WATER CONNECTION	SOLAR SALT	90.40
59363	US POSTAL SERVICE	PO BOX SERVICE	226.00
59364	VAN WERT INC	16S SENTINEL	1,712.00
59366	KEVIN/RENEE BORMANN	AC REBATE	500.00
59367	MIRIAM M CEBALLOS RANDON	CREDIT BALANCE REFUND	47.88
59368	KALIE DE LA CARIDAD	CREDIT BALANCE REFUND	111.16
59369	STEVE MCCAULEY	CA REBATE	500.00
59370	MINDI VITZTHUM	ELECTRIC METER CONVERSION REBATE	75.00
59371	A & M LAUNDRY	LAUNDRY SERVICE	39.84
59372	DOUG GROEN	EXPENSE REIMBURSEMENT	147.67
59373	JOHNSTON AUTOSTORES	PART	6.62
59374	SLIPSTREAM	LED NOV 2021	1,323.00
59375	STOREY KENWORTHY/MATT PARROTT	OFFICE EQUIPMENT	56,022.97
59376	ACCESS SYSTEMS	SERVER EQUIPMENT	37,584.84
59377	ADVANCED MEDIA TECHNOLOGIES	TRANSCODER	23,592.13
59378	AIR FILTER SALES & SERVICE	AIR FILTERS	235.55
59379	ALGONA PLG. & HTG.	PARTS	17.44
59380	BALLY SPORTS NORTH	SUBS	329.45
59381	BIG 10	SUBS	126.50
59382	BROWN SHOE FIT CO	SUPPLIES	919.49
59383	BROWN SUPPLY COMPANY	MATERIAL	1,377.05
59384	CENTRAL STATES AIRGAS	SUPPLIES	167.83
59385	CLIMATE CONTROL SYSTEMS	SERVICE	1,142.66
59386	CONSORTIA CONSULTING BY TELEC	CONSULTING SUPPORT	975.00
59387	DGR ENGINEERING	WATER SYSTEM PLAN	3,183.00
59388	ERPELDING EXCAVATING ENT	REPLACE SIDEWALK@WILLIAMS & COLLEGE	1,422.57
59389	JAY GEVING	TRUSTEE FEE	75.00
59390	DOUG GROEN	EXPENSE REIMBURSEMENT	29.21
59391	HEARST TELEVISION	SUBS	280.00
59392	DON HEUPEL	TRUSTEE FEE	75.00
59393	HY-VEE	SUPPLIES	115.26
59394	HYGIENIC LABORATORY - AR	TESTING	101.00
59395	ICONECTIV, LLC	LNP	73.02
59396	JOHN DEERE FINANCIAL	HARDWARE	6.16
59397	KEMNA AUTO CENTERS	PARTS AND SERVICE	294.32
59398	KOSSUTH CTY TRANSFER STATION	WASTE	123.90
59399	LICHTER GARAGE OPENER SER	GARAGE DOOR-PP	2,534.83
59400	MIDAMERICA COMP CORP	STATMENT PROCESSING	4,373.66
59401	JULIE MURPHY	TRUSTEE FEE	75.00
59402	NEXSTAR	SUBS	309.12
59403	PITNEY-BOWES INC.	LEASE	946.44
59404	MIKE SABIN	TRUSTEE FEE	75.00
59405	KAREN SCHAAF	TRUSTEE FEE	75.00
59406	STUNDAHL CLEANING	CLEANING SERVICE	1,000.00
59407	TANTALUS	ANNUAL MAINTENANCE	49,536.40
59408	UNITYPOINT CLINIC-OCC MEDICINE	TESTING	42.00
59409	WESCO DISTRIBUTION INC.	MATERIAL	6,594.18
59410	ZIEGLER INC.	PARTS AND SERVICE	3,095.95
59411	GREG BRANDT	CA REBATE	500.00
59412	JOE/PAM GOGERTY	CA REBATE	300.00
59413	JEFF KNAPP	AC REBATE	300.00

59414	BRUCE SUNDET	CA REBATE	300.00
59415	NORTHWEST COMM NETWORK	BAND WIDTH	616.50
59416	ALGONA CHAM. OF COMMERCE	MEMBERSHIP	2,045.00
59417	ALGONA PLG. & HTG.	PARTS	73.10
59418	BOMGAARS	SUPPLIES-WATER	85.36
59419	CENTURYLINK	SERVICE	81.57
59420	CENTURYLINK	SERVICE	305.43
59421	CENTURYLINK	REVENUE/COMPENSATION	0.04
59422	CITY OF ALGONA	STREET AND UTILITY RECONSTRUCTION	23,315.10
59423	ERPELDING EXCAVATING ENT	FIX LEAK @ 2217 E SPRUCE ST	4,231.00
59424	FASTENAL COMPANY	SUPPLIE	18.23
59425	HAWKINS INC.	CHEMICAL	5,641.72
59426	IOWA ASSN OF MUNI UTILITIES	E-PAYS LOAN	6,000.00
59427	LINCOLN LIFE	DEFERRED COMPENSATION-DECEMBER	3,973.08
59428	METLIFE SMALL BUSINESS CENTER	PREMIUMS	5,506.92
59429	MIDAMERICAN ENERGY CO.	GENERATOR POWER SUPPLY	878.69
59430	NATIONAL INFORMATION SOLUTIONS	NOVEMBER 2021 MSC	170.39
59431	SNAP-ON TOOLS	IMP SKT	199.10
59432	STEINMAN INSULATION & ROOFING	BUILDING ROOF MATERIAL	23,335.00
59433	TELEDYNAMICS	HARDWARE	315.57
59434	THREADS	EMPLOYEE CLOTHING	269.64
59435	USABLUEBOOK	SUPPLIES	491.48
59436	VANTAGE POINT	GENERAL CONSULTING	1,692.50
59437	AIDAN AGUANTA	CUSTOMER REFUND	69.59
59438	ARLEN BENSCHOTER	CUSTOMER REFUND	76.52
59439	MARIE BERKE	CUSTOMER REFUND	123.27
59440	NICKHOLAS BRONK	CUSTOMER REFUND	77.99
59441	MIRIAM CEBALLOS RONDON	CUSTOMER REFUND	52.22
59442	BEN/CARRIE GATTON	CUSTOMER REFUND	53.50
59443	MELISSA/BRAD KING	CUSTOMER REFUND	190.19
59444	MELISSA MCGUIRE	CUSTOMER REFUND	10.97
59445	NIKHIL SRIPATHI	CUSTOMER REFUND	29.00