

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 February 23, 2022, 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, Sandra Batt, Secretary and Retiring Chief Financial Officer, Robert Harrington, Incoming Chief Financial Officer, Scott Buchanan, General Counsel, Paul Davis, DGR Engineering, Eric Degen AMU Power Plant Manager, Heath Vileta, AMU GIS Coordinator and Steve Grandgenett, AMU Safety & Energy Efficiency Coordinator.

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

The consent agenda included roll call, adoption of the agenda, approval of the January 19, 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.

Trustee Schaaf moved to approve Robert Harrington as Secretary of the Board of Trustees, seconded by Trustee Heupel. Motion carried unanimously.

Paul Davis P.E., DGR Engineering presented an Electrical System Study. The study performed by DGR confined itself to the "internal" Algona Municipal Utilities system, defined as the electrical facilities within Algona and in the immediate adjacent areas. This report outlines an analysis of Algona Municipal Utilities system and presents recommended capital improvements to eliminate deficiencies. The Capital Improvements Plan (CIP) recommended covers a ten (10) year period and provides cost estimates for fiscal planning.

Preliminary Financial Statements for December 2021 were presented by Chief Financial Officer Sandra Batt. Final 2021 audited Financial Statements will be presented at the April 6, 2022, Board of Trustees Meeting.

The General Manager provided a brief update on The Iowa Association of Municipal Utilities (IAMU) MuniEE Bucks Program which will provide an on-line portal for customer rebates; potential locations for electrical vehicle charging stations at City of Algona public parking lots; and the Lehigh Webster Electric Transmission Assets

Trustee Heupel moved to approve the AMU Communications Customer Deposit Rules, seconded by Trustee Sabin. Motion carried unanimously. The AMU Communications Utility has seen an increase in bad debt write offs over the last several years. The deposit policy will be put in place to try to lessen the bad debts and impact on our existing customers.

AMU's health insurance renewal was presented to the Board of Trustees. An increase of approximately 7.7% will be realized for the fiscal year beginning July 1, 2022, through June 30, 2023. Trustee Sabin moved to approve the AMU 2022 Health Insurance Renewal, seconded by Trustee Schaaf. Motion carried unanimously.

The General Manager reviewed a new Algona Municipal Utilities Public Purpose Policy. After discussion, the Board will review in more detail and table any action until the April 6, 2022, Board of Trustees Meeting.

Trustee Heupel moved to approve the 2022 Communications System Ownership and Lease Allocation for Joint Use Facilities, seconded by Trustee Sabin. Motion carried unanimously. The 2022 annual lease is \$86,575 or \$7,214.57/month.

Trustee Sabin moved to approve Resolution 2022-2 Avoided Cost Rate for Distribution Generation, seconded by Trustee Heupel. Motion carried unanimously. This rate reflects the avoided cost of generation. The current rate is \$0.01876/kWh. The proposed rate based on NIMECA calculations for the time period of March 1, 2022, through February 29, 2023 is \$0.02090/kWh.

Trustee Schaaf moved to approve Professional Services Agreement with DGR Engineering for Water Treatment Filter Rehabilitation Project in the amount of \$41,500, seconded by Trustee Sabin. Motion carried unanimously. DGR will provide design services for the replacement of existing anthracite media and installation of new anthracite and silica sand media for the three existing concrete gravity filters. New coating system on the interior walls of the concrete gravity filters. Replacement of the existing filter influent weir boxes and the replacement of any damaged underdrain collection baffles.

Trustee Heupel moved to approve \$5,000 for participation in the Algona Promotional Video Series, seconded by Trustee Sabin. Motion carried unanimously.

The General Manager presented information on new Christmas Decorations for Algona. The Board will review in more detail at their next meek and consider a transfer of surplus funds to help pay for a portion of cost of new decorations.

Trustee Sabin moved to approve the operating procedures for compliance with CPNI rules, seconded by Trustee Heupel. Motion carried unanimously.

The General Manager provided the Board of Trustees with a brief update on the NISC Communications software conversion.

The next Board of Trustees Regular meeting is scheduled for April 6, 2022, at 11:00 AM.

Trustee Heupel moved to adjourn the meeting, seconded by Trustee Sabin. Motion carried unanimously. The meeting adjourned at 1:05 PM.

/s/ Julie Murphy  
Julie Murphy, Chairperson

Attest:

/s/ Robert Harrington  
Robert Harrington, Secretary

The following vouchers were approved:

Pmt #	Vendor	Description	Amount
	AMU PAYROLL 2/4/22 & 2/18/22	PAYROLL EXPENSE	\$ 147,311.70
777	AMU PAYROLL	PAYROLL EXPENSE	72,593.70
778	NATIONAL CABLE TELEVISION COOP	SUBS	3,387.53
779	SISCO	FLEX	625.22
780	UPS	SERVICE CHARGES	15.50
781	US CELLULAR	SERVICE-DEPOSIT RELEASE CREDIT	226.71
782	ALGONA MUNICIPAL UTILITIES	PAPERLESS UTILITY BILLS	15,767.52
783	SISCO	FLEX	869.21
784	IPERS	EMPLOYEES RETIREMENT SYSTEM	32,196.14
785	EFTPS TRANSFER	PAYROLL TAXES	24,543.52
786	NIMECA	NEAL 4	403,950.79
787	INTERSTATE TRS FUND	TRS FUND CONTRIBUTION	538.96
788	USAC	SUPPORT MECHANISM	2,188.38
789	SISCO	HEALTH INSURANCE	33,365.22
790	CITY OF ALGONA	FRANCHISE FEE-JAN	5,129.28
791	TREASURER, STATE OF IOWA	USE TAX-4TH QUARTER 2021	4,702.98
792	TREASURER STATE OF IOWA	TREASURER-STATE	16,131.09
793	EFT - SALES TAX TRANSFER	SALES TAX REMITTANCE	23,164.40
794	EFT - SALES TAX TRANSFER	SALES TAX REMITTANCE	14,000.00
795	EFT - SALES TAX TRANSFER	WATER SERVICE EXCISE TAX	3,000.00
796	EFT - SALES TAX TRANSFER	WATER SERVICE EXCISE	3,675.66
797	UPS	SHIPPING	159.47
798	UPS	SHIPPING	15.50
799	CARD CENTER	EXPNESES	384.26
800	CARD CENTER	EXPENSES	3,699.81
801	CARD CENTER	EXPENSES	153.95
802	MIDAMERICAN ENERGY	NEAL 4	120,000.00
803	SISCO	FLEX	4,677.17
805	CITY OF ALGONA	CITY SEWER USAGE	9,243.98
806	IPERS	EMPLOYEES RETIREMENT SYSTEM	32,541.41
807	EFTPS TRANSFER	PAYROLL TAXES	24,192.36
808	AFLAC	PREMIUMS	844.24
809	ALGONA MUNICIPAL UTILITIES	COMM PAPERLESS BILLS	3,626.92
810	TRINITY WIND, LLC	POWER-JANUARY	9,935.00
811	TRINITY DECOMMISSIONING	TRINITY WIND DECOMMISSIONING	4,214.00
812	ONLINE SERVICES	ACTION LETTERS/UTILITY EXCHANGE	148.53
813	ONLINE SERVICES	BAD DEBT PMT	130.30
814	EFT - FEDERAL EXCISE TAX	FEDERAL EXCISE TAX	1,013.33
815	TREASURER STATE OF IOWA	TREASURER-STATE	8,877.00
816	SISCO	FLEX	783.71
817	EFT - SALES TAX TRANSFER	WATER SERVICE EXCISE	3,306.11
818	EFT - SALES TAX TRANSFER	SALES TAX REMITTANCE	23,711.46
819	NATIONAL CABLE TELEVISION COOP	HARDWARE	40.85
820	ROBERT K HARRINGTON	HSA	1,834.00
821	NATIONAL CABLE TELEVISION COOP	SUBS	4,220.86
822	SISCO	FLEX	1,487.17
824	UPS	SHIPPING	15.50
825	UPS	SHIPPING	29.71
826	LIBRARY OF CONGRESS	UNITED STATES COPYRIGHT	67.00
827	US CELLULAR	SERVICE	469.39
59525-59576	VOID	VOID	0.00
59577	A+ COMMUNICATIONS & SECURITY	SERVICE AND REPAIR	929.29

59578	A-TEC RECYCLING INC.	RECYCLE	2,126.47
59579	ALGONA CHAM. OF COMMERCE	ADVERTISING	140.00
59580	ALGONA FAMILY YMCA	ADVERTISING	1,000.00
59581	ALGONA MUNICIPAL UTILITIE	PROJECT SHARE 4TH QUARTER	199.36
59582	ALGONA MUNICIPAL UTILITIES	PETTY CASH REIMBURSEMENT	17.06
59583	BISSO TECHNOLOGIES	WEB HOSTING/DOMAIN RENEWAL	274.40
59584	BOMGAARS	WATER PLANT SUPPLIES	2,857.67
59585	BORDER STATES INDUSTRIES, INC	SPRING WASHER	357.74
59586	BROWN SUPPLY COMPANY	METER SUPPLIES	95.00
59587	BUGS N STUFF	PEST CONTROL	107.00
59588	CENTRAL IOWA DISTRIBUTING	SUPPLIES	453.35
59589	CENTURYLINK	SERVICE	154.98
59590	CENTURYLINK	SERVICE	327.10
59591	CENTURYLINK	REVENUE/COMPENSATION	0.01
59592	CINTAS CORPORATION #754	SERVICE AND SUPPLIES	137.02
59593	CITY OF ALGONA	STREET & UTILITY RECONSTRUCTION	47,646.87
59594	CONFLUENT	MODEM/ARRIS	2,148.75
59595	CONSORTIA CONSULTING BY TELEC	CONSULTING SUPPORT	975.00
59596	COOPERATIVE RESPONSE CENTER, INC.	RESPONSE CENTER	1,875.66
59597	CULVER - HAHN ELECTRIC SUPPLY	25 WATT REPLACEMENT	106.89
59598	EMAGINE, LLC	MONTHLY RENTAL	109.45
59599	ERPELDING EXCAVATING ENT	LEAK @ 1326 E MCGREGOR	1,623.63
59600	JAY GEVING	TRUSTEE FEE	75.00
59601	HACH CHEMICAL CO.	TESTING	375.37
59602	HAWKINS INC.	CHEMICALS	1,592.61
59603	DON HEUPEL	TRUSTEE FEE	75.00
59604	HY-VEE	SUPPLIES	199.65
59605	IOWA ASSN OF MUNI UTILITIES	E-PAYS LOAN	6,000.01
59606	IOWA COMMUNICATIONS ALLIANCE	MEMBERSHIP RENEWAL	3,312.60
59607	JCL SOLUTIONS	SUPPLIES	323.33
59608	JOHN DEERE FINANCIAL	GIS EQUIP	31.55
59609	KOSSUTH COUNTY AG AND MOTORSPORTS	MEMBERSHIP RENEWAL	1,000.00
59610	METERING & TECHNOLOGY SOLUTIONS	INV 21191 AND INV 22018-METERING	4,459.30
59611	METLIFE SMALL BUSINESS CENTER	PREMIUMS	5,945.66
59612	MIDAMERICA COMP CORP	STATMENT PROCESSING	4,359.88
59613	MIDAMERICAN ENERGY	GAS USAGE-521 N HALL ST, 31016	140.83
59614	MIDAMERICAN ENERGY CO.	GENERATOR POWER SUPPLY	347.73
59615	MIDWEST CONCRETE CUTTING INC	CUT CONCRETE	700.00
59616	JULIE MURPHY	TRUSTEE FEE	75.00
59617	NIMECA	IADG-FEES 2022	23,594.84
59618	NORTH IOWA MECHANICAL	SERVICE	90.95
59619	NORTHWEST COMM NETWORK	BAND WIDTH	611.50
59620	MIKE SABIN	TRUSTEE FEE	75.00
59621	KAREN SCHAAF	TRUSTEE FEE	75.00
59622	SLIPSTREAM	LED DEC 2021	1,233.00
59623	STUNDAHL CLEANING	CLEANING SERVICE	1,000.00
59624	TELEDYNAMICS	JUMPER	46.71
59625	THE WATER CONNECTION	SOLAR SALT	191.00
59626	THREADS	EMPLOYEE CLOTHING	207.58
59627	VANTAGE POINT	GENERAL CONSULTING	1,567.50
59628	ROD VITZTHUM	EXPENSE REIMBURSEMENT	67.40
59629	WESCO DISTRIBUTION INC.	ELEC MRK	8,755.49
59630	ROBERT BEHNKENDORF	INSULATION REBATE	150.00
59631	JUSTIN/PAIGE THILGES	WINDOW REPLACEMENT REBATE	743.88
59632	RIBBON COMMUNICATIONS COMPANY	REPAIR SUPPORT 1/17/22 - 1/16/23	9,034.01
59633	ADVANCED CONTROL SYSTEMS	GOLD SUPPORT 1/1/22-3/31/22	2,841.60
59634	ADVANCED MEDIA TECHNOLOGIES	PATCH CORD	321.34
59635	ALGONA MUNICIPAL UTILITIES	ALGONA NOON KIWANIS CLUB RADIO	100.00
59636	ARNOLD MOTOR SUPPLY	PARTS	354.93
59637	BOMGAARS	SUPPLIES	1,436.00
59638	DGR ENGINEERING	ELECTRIC RATE WORK	2,759.50
59639	DISPLAY SYSTEMS INTERNATIONAL	WEATHER GRAPHICS	550.00
59640	FASTENAL COMPANY	ADVESIVE SEALANT	657.83

59641	HACH CHEMICAL CO.	CHEMICAL	579.96
59642	IOWA ONE CALL	UNDERGROUND LOCATION COMPANY	435.00
59643	JCL SOLUTIONS	SUPPLIES	187.05
59644	KOSS CO EXTENSION OFFICE	TURFGRASS APPLICATORS LICENSE	35.00
59645	KOSSUTH COUNTY ADVANCE	NEWSPAPER	100.00
59646	MIDAMERICAN ENERGY	GAS SERVICE-1620 E POPLAR	736.42
59647	NIMECA	NARR TRANSFER FEES	158.31
59648	POWER & TELEPHONE SUPPLY	POWERED HH AND ONT	6,824.10
59649	RANKO EQUIPMENT LLC	PARTS	458.50
59650	RESCO	TRPLX SWEETBRIAR	10,528.80
59651	SAFETEY-KLEEN	PARTS WASHER SERVICE SOLVENT	855.70
59652	USABBLUEBOOK	SUPPLIES-WP	57.40
59653	WESCO DISTRIBUTION INC.	BOX PAD	4,723.52
59654	DAVID ACOSTA GUERRA	CUSTOMER REFUND	41.59
59655	MENDOZA AGRACILIO	CUSTOMER REFUND	29.00
59656	GERALD BEISCH	CUSTOMER REFUND	26.00
59657	SHIRLEY CAMPE	CUSTOMER REFUND	99.13
59658	CUSTOM COUNTERTOPS & MORE	CUSTOMER REFUND	169.71
59659	PHIL EISCHEN	CUSTOMER REFUND	7.11
59660	HEATHER GOCHE	CUSTOMER REFUND	30.93
59661	JEFF GRANDGENETT	CUSTOMER REFUND	15.46
59662	KEVIN GRANGAARD	CUSTOMER REFUND	118.76
59663	FAITH HAASE	CUSTOMER REFUND	29.00
59664	KYLE/ROBIN HANSON	CUSTOMER REFUND	32.86
59665	REUBEN KRUEGER	CUSTOMER REFUND	59.53
59666	MARK MALLORY	CUSTOMER REFUND	27.69
59667	REDINGS GRAVEL & EXCAVATING	LIGHTING REBATES	2,649.88
59668	ALONZO WILSON	CUSTOMER REFUND	46.79
59669	WAYNE YOUNG	CUSTOMER REFUND	96.19
59670	A & M LAUNDRY	LAUNDRY SERVICE	39.84
59671	ALGONA PLG. & HTG.	SERVICE WATER PLANT-FURNACE	141.25
59672	AMERICAN GLASS COMPANY	MIRROR PLASTIC	26.75
59673	BLACKHAWK SPRINKLERS INC	FIRE SPRINKLER INSPECTION	112.50
59674	BOLTON & MENK, INC.	WATER MAIN - HWY18 LOOP	3,420.00
59675	BOOT BARN, INC	EMPLOYEE CLOTHING	428.00
59676	BUSCHERS SERVICE CENTER	FUEL	1,117.82
59677	CENTRAL SERVICE & SUPPLY INC	TIRE CHAINS FOR EQUIP	368.45
59678	COOKS SCRAP IRON & METAL	SUPPLIES	79.19
59679	CUMMINS SALES AND SERVICE	AMU TELE INSPECTION	543.33
59680	DITCH WITCH OF MINNESOTA & IOWA	SUPPLIES	419.11
59681	DUMP IT INC.	SANITATION	333.04
59682	FAREWAY STORES	SUPPLIES	34.52
59683	HYGIENIC LABORATORY	TESTING	101.00
59684	IGLASS NETWORKS	NETWORK MONITORING	500.00
59685	IOWA ASSN OF MUNI UTILITIES	SAFETY TRAINNG	4,244.16
59686	JACKS OK TIRE SERVICE	PARTS AND SERVICE-TIRES	144.83
59687	JOHNSTON AUTOSTORES	PART-WATER	115.28
59688	K & H COOP OIL CO.	FUEL/BULK OIL	512.58
59689	MAINSTREET DESIGNS, INC.	SUPPLIES	159.00
59690	NALCO COMPANY	CHEMICAL	144.43
59691	NATIONAL INFORMATION SOLUTIONS COOP	JANUARY 2022	11,883.86
59692	NEONOVA NETWORK SERVICES	SECURE IT PLUS	33.60
59693	NORTH IA LUMBER	SUPPLIES	747.63
59694	SPORTSMANS CORNER, INC	PART	14.95
59695	JARROD STURTZ	EXPENSE REIMBURSEMENT	67.06
59696	VITZTHUM TECHNOLOGY SOLUTION	DRIVEWAY ALERT SYSTEM-OFFICE	272.85
59697	WESCO DISTRIBUTION INC.	BATTERY	50.33
59698	WISI USA INC.	ANNUAL SUPPORT AND MAINTENANCE	1,969.72
59699	JULIA ACOSTA RAMOS	CREDIT BALANCE REFUND	109.30
59700	CUSTOM COUNTERTOPS & MORE	CREDIT BALANCE REFUND	268.22
59701	KATHY L DEBOLT	CREDIT BALANCE REFUND	23.72
59702	DTM HOMES	CREDIT BALANCE REFUND	289.40
59703	RYAN A GOMEZ	CREDIT BALANCE REFUND	220.00

59704	CHUCK STETZEL	CA REBATE	500.00
59705	ACCESS SYSTEMS	NETWORK SUPPORT SERVICE	4,414.76
59706	ADGORILLA	ANNUAL TECH SUPPORT	1,200.00
59707	ALGONA HIGH SCHOOL AFTER PROM	ADVERTISING	25.00
59708	ALGONA MACHINE & SUPPLY	STRAIGHTEN CHISEL	18.73
59709	ALGONA PUBLISHING CO.	ADVERTISING	1,202.48
59710	AMERICAN PUBLIC POWER ASSOC.	DEED PROGRAM ANNUAL DUES	1,823.02
59711	AUREON NETWORK SERVICES	NETWORK SERVICES	9,575.10
59712	BIG 10	SUBS	126.50
59713	JOHN BILSTEN	EXPENSE REIMBURSEMENT	247.19
59714	BORDER STATES INDUSTRIES, INC	PHOTOCTRL	1,693.81
59715	CHROME TRUCK STOP	FUEL	348.60
59716	CLIMATE CONTROL SYSTEMS & SERVICES	EMS SUPPORT	2,950.00
59717	COOPERATIVE RESPONSE CENTER, INC.	RESPONSE CENTER	1,765.76
59718	CUMMINS SALES AND SERVICE	AMU TELE TOWER INSPECTION	495.40
59719	DAN-D LASER CARTRIDGES	TONER	139.10
59720	DITCH WITCH OF MINNESOTA & IOWA	SUPPLIES	93.31
59721	DALE DORNBIER	EXPENSE REIMBURSEMENT	145.67
59722	FASTENAL COMPANY	SORBET PADS	325.85
59723	FRIENDS OF ALGONA PUB.LIB	ADVERTISING	50.00
59724	FS3, INC.	CONDUIT	33,223.50
59725	JAY GEVING	TRUSTEE FEE	75.00
59726	GRACENOTE MEDIA SERVICES, LLC	MEDIA SERVICES	88.25
59727	ROBERT K HARRINGTON	EXPENSE REIMBURSEMENT	23.40
59728	DON HEUPEL	TRUSTEE FEE	75.00
59729	HTV RETRANSMISSION	SUBS	306.88
59730	HY-VEE	SUPPLIES	197.24
59731	ICONECTIV, LLC	LNP	95.50
59732	IOWA ASSN OF MUNI UTILITIES	E-PAYS LOAN	21,998.00
59733	IRBY	SWITCHGEAR BOX	4,173.00
59734	KLGA & KLGZ	ADVERTISING	1,281.00
59735	KOSSUTH COUNTY 911	911 SURCHARGE	3,926.92
59736	MIDAMERICAN ENERGY CO.	GENERATOR POWER SUPPLY	382.37
59737	MONSON SALVAGE	PARTS	53.50
59738	JULIE MURPHY	TRUSTEE FEE	75.00
59739	NEXSTAR	SUBS	344.96
59740	NIMECA	ANNUAL APPA DUES	8,329.11
59741	NORTH IOWA MECHANICAL	AIR BEAR FILTER-WP FURNACE	32.00
59742	NORTHERN IOWA COMMUNICATIONS	PROGRAMMING	110,026.64
59743	PHILS AUTO & TRUCK REPAIR II	UNIT #4	451.79
59744	POWER & TELEPHONE SUPPLY	ONT	8,298.21
59745	JEREMY PROTHMAN	EXPENSE REIMBURSEMENT	138.53
59746	MIKE SABIN	TRUSTEE FEE	75.00
59747	KAREN SCHAAF	TRUSTEE FEE	75.00
59748	SKARSHAUG TESTING LABS	TESTING	530.82
59749	SLIPSTREAM	LED JANUARY 2022	186.00
59750	SPENCER MUNICIPAL UTILITIES	TELEPHONE SWITCH/SIP SESSIONS	2,603.75
59751	STUNDAHL CLEANING	CLEANING SERVICE	1,000.00
59752	HEATH VILETA	EXPENSE REIMBURSEMENT	413.19
59753	DEREK TOY	WINDOW REPLACEMENT REBATE	1,500.00