

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 May 31, 2023, at 11:00 A.M.

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

Absent: Jay Geving

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

Chairperson Murphy called the meeting to order at 11:00 A.M.

The consent agenda included roll call, adoption of the agenda, approval of the April 26, 2023, regular minutes, approval of the monthly vouchers and uncollectable accounts. Trustee Schaaf moved to approve the consent agenda, seconded by Trustee Heupel. Motion carried unanimously.

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

Chief Financial Officer Robert Harrington presented April 2023 Financial Statements/Operations Trend Charts. Trustee Sabin moved to approve the statements and place them on file, seconded by Trustee Schaaf. Motion carried unanimously.

The General Manager updated the Board on current operating statistics, energy source profile for April, AMU project status for the Elm, Durant and Wooster Street projects, Grandstay Hotel project update, upcoming painting of the west water tower, Dynamic TV channel lineup change and status of discussions on Distributed Generation Facility Rates.

The General Manager presented information on upcoming proposed water rates. Trustee Heupel moved to approve June 28<sup>th</sup>, 2023, at 11 AM, 104 West Call Street for Date, Time, and Place for Public Hearing on 2023 Water Rates, seconded by Trustee Sabin. Motion carried unanimously.

Trustee Schaaf moved to approve Agreement for Municipal Advisory Services with Public Financial Management, Inc., seconded by Trustee Sabin. Motion carried unanimously.

Trustee Sabin moved to approve the Grade Order List for 2023-2024, seconded by Trustee Schaaf. Motion carried unanimously.

Trustee Heupel moved to authorize revisions to the AMU Customer Service Manual, seconded by Trustee Schaaf. Motion carried unanimously.

Trustee Schaaf moved to authorize revisions to the AMU Employee Manual, seconded by Trustee Heupel. Motion carried unanimously.

Trustee Heupel moved to approve the hiring of Beth Charlton as a Customer Service Representative at Grade 6 Step 4, seconded by Trustee Schaaf. Motion carried unanimously.

The next Board of Trustees meeting is scheduled for June 28, 2023, at 11:00 A.M.

Trustee Heupel moved to adjourn the meeting, seconded by Trustee Schaaf. Motion carried unanimously. The meeting adjourned at 12:04 PM.

/s/ Julie Murphy  
Julie Murphy, Chairperson

Attest:

/s/ Robert Harrington  
Robert Harrington, Secretary

The following vouchers were approved:

<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
UPS	SHIPPING	83.65
NIMECA	NEAL 4	386,366.82
SISCO	FLEX	406.22
AMU PAYROLL	PAYROLL EXPENSE	74,560.09
NATIONWIDE RETIREMENT SOLUTIONS	DEFERRED COMPENSATION	2,582.14
MIDAMERICAN ENERGY	NEAL 4	152,000.00
EFT - SALES TAX TRANSFER	SALES TAX	35,666.65

EFT - SALES TAX TRANSFER	WATER SERVICE EXCISE	6,442.36
CARD CENTER	SUPPLIES	7,424.90
EFTPS TRANSFER	PAYROLL TAXES	25,607.97
ZACH KEITH	EMPLOYEE EXPENSE	750.00
SISCO	FLEX	5,711.21
TRINITY WIND, LLC	POWER	13,610.00
TRINITY DECOMMISSIONING	TRINITY WIND DECOMMISSIONING	5,684.00
ONLINE SERVICES	SERVICES	77.34
ONLINE SERVICES	SERVICES	250.43
UPS	SHIPPING	34.53
CARD CENTER	SUPPLIES/EXPENSES	2,332.06
CARD CENTER	SUPPLIES/EXPENSES	2,220.66
UPS	SHIPPING	57.10
CARD CENTER	SUPPLIES/EXPENSES	3,041.49
EFT - FEDERAL EXCISE TAX	FEDERAL EXCISE TAX	826.00
SISCO	FLEX	559.06
CITY OF ALGONA	FRANCHISE FEE	5,121.41
AMU PAYROLL	PAYROLL EXPENSE	70,582.70
IPERS	CONTRIBUTIONS	33,306.84
NATIONWIDE RETIREMENT SOLUTIONS	DEFERRED COMPENSATION	3,292.14
AFLAC	PREMIUMS	537.58
EFTPS TRANSFER	PAYROLL TAXES	24,342.37
SISCO	FLEX	3,109.84
NATIONAL CABLE TELEVISION COOP	MEMBERSHIP	31.80
INTERSTATE TRS FUND	CONTRIBUTION	409.25
US CELLULAR	SERVICE	474.86
TREASURER STATE OF IOWA	TAXES	7,785.00
CITY OF ALGONA	CITY SEWER	4,712.97
UPS	SHIPPING	16.00
ALGONA MUNICIPAL UTILITIES	SERVICES	19,366.50
NIMECA	NEAL 4	461,021.30
USAC	SUPPORT MECHANISM	1,650.57
SISCO	PREMIUMS	44,274.18
UPS	SHIPPING	16.00
AMU PAYROLL	PAYROLL EXPENSE	73,273.61
NATIONAL CABLE TELEVISION COOP	SUPPLIES	276.31
SISCO	FLEX	3,546.87
UPS	SHIPPING	12.54
NATIONWIDE RETIREMENT SOLUTIONS	DEFERRED COMPENSATION	3,292.14
EFTPS TRANSFER	PAYROLL TAXES	24,849.19

UPS	SHIPPING	5.35
UPS	SHIPPING	5.35
KATLYN GRIEP	EMPLOYEE EXPENSE	1,653.94
A & M LAUNDRY	SERVICE	43.00
ACCESS SYSTEMS	NETWORK SUPPORT SERVICES	4,671.59
AHLERS & COONEY, P.C.	PROFESSIONAL SERVICES	3,229.00
ALGONA CHAM. OF COMMERCE	ADVERTISMENT	775.00
ALGONA COUNTY CLUB	ADVERTISEMENT	400.00
ALGONA PLG. & HTG.	SUPPLIES	78.00
ALTEC INDUSTRIES INC.	PARTS	429.68
JOHN BILSTEN	EMPLOYEE EXPENSE	137.50
BOLTON & MENK, INC.	ENGINEERING SERVICES	3,420.00
BUGS N STUFF	SERVICE	115.56
CADDYSHACK	ADVERTISEMENT	250.00
CENTURYLINK	SERVICE	175.32
CENTURYLINK	SERVICE	305.43
CINTAS CORPORATION #754	SUPPLIES	251.49
CONSORTIA CONSULTING, INC.	CONSULTING SUPPORT	1,125.00
DEGEN EXSTINGUISHER & REPAIR	SERVICES	589.57
DGR ENGINEERING	ENGINEERING SERVICE	12,514.06
DUMP IT INC.	SERVICE	333.04
EISCHEN SALES INC	SUPPLIES	18.94
ERPELDING EXCAVATING ENT	MATERIALS	2,227.76
FORT DODGE FIBER	TRAINING SERVICES	4,000.00
STEVE GRANDGENETT	EMPLOYEE EXPENSE	20.24
GRASS MASTERS L.L.C	SERVICES	361.13
TAMMY HOCK	EMPLOYEE EXPENSE	32.10
INDUSTRIAL PROCESS TECHNOLOGY	MATERIALS	3,675.00
IOWA UTILITIES BOARD	DPRS ASSESSMENT CHARGES	302.82
KOSSUTH CTY CONCERT ASSOCIATION	ADVERTISEMENT	525.00
KOSSUTH SHRINE CLUB	ADVERTISEMENT	100.00
JERRY LARSEN	EMPLOYEE EXPENSE	93.59
MIDAMERICAN ENERGY	SERVICE	246.98
NALCO COMPANY	SUPPLIES	328.85
NENA	CID SUBSCRIPTION	255.00
NORTH IOWA COMM. ACTION	CREDIT BALANCE REFUND	376.93
NORTHWEST COMM NETWORK	SERVICE	616.50
NUGENCO, INC	SERVICE	1,926.00
NYEMASTER GOODE PC	PROFESSIONAL SERVICE	154.00
SECURE SHRED SOLUTIONS, LLC	SERVICE	52.00

SEMACONNECT, INC.	WARRANTY SERVICE	2,500.00
SKARSHAUG TESTING LABS	TESTING	597.05
STUNDAHL CLEANING	CLEANING SERVICE	1,050.00
THE WATER CONNECTION	SUPPLIES	311.75
VAN WERT INC	MATERIALS	2,174.96
WESCO DISTRIBUTION INC.	SUPPLIES	61.44
EMILY GOSCH	CREDIT BALANCE REFUND	14.07
ADVANCED MEDIA TECHNOLOGIES	EQUIPMENT	4,494.60
AK'S CHROME KITCHEN	SERVICE	110.85
ALGONA PLG. & HTG.	SUPPLIES	107.00
ALGONA PUBLISHING CO.	ADVERTISING	3,204.46
ARNOLD MOTOR SUPPLY	PARTS AND SUPPLIES	425.61
BORDER STATES INDUSTRIES, INC	MATERIAL	1,124.01
BUSCHERS SERVICE CENTER	FUEL	2,572.09
CONFLUENT	SUPPLIES	738.98
COOPERATIVE RESPONSE CENTER	SERVICE	3,794.35
DISPLAY SYSTEMS INTERNATIONAL	WEATHER GRAPHICS	550.00
FASTENAL COMPANY	MATERIAL	72.70
HAWKINS INC.	CHEMICAL	2,704.94
IOWA ASSN OF MUNI UTILITIES	E-PAYS LOAN	7,400.01
IOWA ONE CALL	SERVICE	121.20
IOWA UTILITIES BOARD	ASSESSMENT CHARGES	2,865.06
IRBY	MATERIAL	1,214.99
JOHNSTON AUTOSTORES	PARTS	517.21
KEMNA AUTO CENTERS	PART	35.95
KLGA & KLGZ	ADVERTISING	1,485.00
KOSSUTH COUNTY ADVANCE	ADVERTISING	100.00
KOSSUTH REG. HEALTH CENTER	TESTING	180.00
MIDAMERICAN ENERGY	SERVICE	77.64
MUNICIPAL MANAGEMENT CORP	SERVICE	1,000.00
NEONOVA NETWORK SERVICES	SERVICE	31.63
OAK HILL CONSULTING	ENGINEERING SERVICES	138.00
PITNEY-BOWES INC.	SUPPLIES	105.00
POWER & TELEPHONE SUPPLY	EQUIPMENT	84,549.47
QUALUS SERVICES	MATERIALS	1,070.00
SKARSHAUG TESTING LABS	TESTING	264.98
SPENCER MUNICIPAL UTILITIES	SERVICES	4,652.85
STEIER AG	CHEMICAL TREATMENT	642.00
STEINMAN INSULATION & ROOFING	SERVICES	3,023.75
STRYKER	SUPPLIES	571.50

TELEDYNAMICS	MATERIALS	3,080.00
WESCO DISTRIBUTION INC.	SUPPLIES	2,756.71
DOROTHY BRADLEY	WINDOW REPLACEMENT	1,500.00
PEGGY LALLIER	CREDIT BALANCE REFUND	22.70
JEFFERY J NEMMERS	CREDIT BALANCE REFUND	34.79
DYLAN PERKINS	CREDIT BALANCE REFUND	38.63
CARL POLSON	CREDIT BALANCE REFUND	6.10
BOB RIEDEL	CREDIT BALANCE REFUND	18.88
MARK & JOAN WEIMANN	ELECTRIC METER CONVERSION	75.00
BOMGAARS - REISSUE CHECK	SUPPLIES	90.93
ADVANCED CONTROL SYSTEMS	SUPPORT SERVICES	2,841.60
ALGONA MUNICIPAL UTILITIE	PROJECT SHARE	200.00
AUREON NETWORK SERVICES	SERVICES	8,093.20
BGHS BOOSTER CLUB	SOLAR SALT	86.00
BOMGAARS	SUPPLIES	921.52
BORDER STATES INDUSTRIES, INC	MATERIAL	1,421.03
CHROME TRUCK STOP	FUEL	787.69
COTTINGHAM & BUTLER	SERVICES	5,000.00
CULVER COMPANY INC	SUPPLIES	490.84
DAKOTA SUPPLY GROUP	SUPPLIES	92.82
DUMP IT INC.	SERVICES	333.04
FAREWAY STORES	SUPPLIES	44.20
FORCE FITTERS	EMPLOYEE CLOTHING	1,390.51
FORGE & BUILD	SUPPLIES	92.93
FRATCO	SUPPLIES	111.52
IGLASS NETWORKS	MONITORING SERVICES	500.00
IRBY	MATERIALS	4,387.21
KEMCO TIRES, INC.	REPAIR SERVICES	89.83
METERING & TECH SOLUTIONS	MATERIALS	873.23
MIDAMERICAN ENERGY	SERVICE	13.79
MIDAMERICAN ENERGY CO.	SERVICE	400.20
NAPA AUTO PARTS-ALGONA	SUPPLIES	8.99
NATIONAL INFO SOLUTIONS COOP	SERVICES	12,125.52
NORTHERN IOWA COMMUNICATIONS	PROGRAMMING	117,710.96
OVERHEAD DOOR COMPANY	REPAIR SERVICES	776.82
POWER & TELEPHONE SUPPLY	MATERIAL	10,386.55
PROPHIX SOFTWARE INC	SERVICES	29,686.36
REDING GRAVEL & EXC.	MATERIAL	891.02
SKARSHAUG TESTING LABS	TESTING	771.63
STEIER AG	SUPPLIES	250.00

T.P. ANDERSON COMPANY	AUDIT SERVICES	12,000.00
UNITYPOINT CLINIC	TESTING	42.00
WESCO DISTRIBUTION INC.	SUPPLIES	650.62
LAUREN FOWLER	ELECTRIC METER CONVERSION	75.00
VIRGIL KRUG	ELECTRIC METER CONVERSION	75.00
1ST PLUMBING & HEATING LLC	SERVICES	93.63
ACCESS SYSTEMS	SUPPORT SERVICES	4,671.59
ALGONA ROTARY	ADVERTISEMENT	500.00
BORDER STATES INDUSTRIES, INC	MATERIAL	462.85
BROWN SHOE FIT CO	SUPPLIES	340.06
CENTURYLINK	SERVICE	175.32
CITY OF ALGONA	ADVERTISEMENT	100.00
COOKS SCRAP IRON & METAL	SUPPLIES	97.85
CORE & MAIN	SUPPLIES	240.00
DGR ENGINEERING	ENGINEERING SERVICES	6,242.50
ELECTRONIC SPECIALITIES, INC	SUPPLIES	42.79
EQUIPMENTSHARE	RENTAL SERVICES	156.25
FORCE FITTERS	EMPLOYEE CLOTHING-	319.83
STEVE GRANDGENETT	EMPLOYEE EXPENSE	697.60
HAWKINS INC.	SUPPLIES	627.00
HOTSY EQUIPMENT	SUPPLIES	35.60
HY-VEE	SUPPLIES	214.82
HYGIENIC LABORATORY - AR	TESTING	101.00
INDUSTRIAL PROCESS TECHNOLOGY	WATER TREATMENT PLANT FILTER	13,421.65
ROBERT JENNINGS	EMPLOYEE EXPENSE	311.00
METERING & TECHNOLOGY SOLUTIONS	PART	201.06
METLIFE SMALL BUSINESS CENTER	PREMIUMS	5,941.97
NATIONAL INFO SOLUTIONS COOP	SERVICES	7,142.93
NORTH IOWA MECHANICAL	SUPPLIES	26.64
PMC ADVANTAGE SERVICES, INC	INSURANCE PREMIUMS	280,289.00
REDING GRAVEL & EXC.	SUPPLIES	428.64
VANTAGE POINT	GENERAL CONSULTING	1,395.00
VERMEER IOWA & N. MISSOURI	PARTS	3,743.93
WAYNE KAISER	WINDOW REBATE	94.76
STEVE MCCAULEY	WINDOW REBATE	121.00
STEVE MCCAULEY	WINDOW REBATE	1,500.00
DAVID SKILLING	CA REBATE	500.00
ROBERT & SHARON SMITH	ELECTRIC METER CONVERSION	75.00
WESCO DISTRIBUTION INC.	CREDIT BALANCE	3,510.54
ROGER SIMPSON	EMPLOYEE EXPENSE	268.67

ACCESS SYSTEMS	SUPPORT SERVICES	5,247.92
ALGONA CHAM. OF COMMERCE	EVENTS	125.00
BGHS BOOSTER CLUB	ADVERTISEMENT	150.00
BOMGAARS	SUPPLIES	856.77
BORDER STATES INDUSTRIES, INC	MATERIAL	4,328.53
CENTURYLINK	SERVICE	305.43
CENTURYLINK	COMPENSATION	0.07
CONSORTIA CONSULTING, INC.	CONSULTING SUPPORT	1,125.00
COTTINGHAM & BUTLER	CONSULTING	5,000.00
FORCE FITTERS	EMPLOYEE CLOTHING	68.05
JAY GEVING	TRUSTEE FEE	75.00
HAWKINS INC.	CHEMICAL	2,621.47
DON HEUPEL	TRUSTEE FEE	75.00
IOWA ASSN OF MUNI UTILITIES	E-PAYS LOAN	6,000.01
JOHN DEERE FINANCIAL	PARTS	95.62
MPOWER TECHNOLOGIES, INC	SOFTWARE ANNUAL MTCE	1,800.00
JULIE MURPHY	TRUSTEE FEE	75.00
NORTHWEST COMM NETWORK	SERVICES	616.50
RESCO	MATERIAL	5,464.32
MIKE SABIN	TRUSTEE FEE	75.00
KAREN SCHAAF	TRUSTEE FEE	75.00
STUNDAHL CLEANING	CLEANING SERVICE	1,050.00
VERMEER IOWA & N. MISSOURI	SUPPLIES	750.78
ROD VITZTHUM	EMPLOYEE EXPENSE	36.87
BILL JOHNSON	ELECTRIC METER CONVERSION	75.00