

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 in the office of the Algona Municipal Utilities at 104 W. Call Street, Algona, Iowa on April 4, 2018 at 11:00 A.M.

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

Absent: None. Trustee Schaaf left the meeting at 1:15 PM

Also Present: John Bilsten, General Manager, Sandra Batt, Secretary – Chief Financial Officer, Scott Buchanan, General Counsel and guests Aaron McCartan and Ivan Dalen from North Iowa Communications Partners, AMU employees Lowell Roethler and Bob Jennings and via conference call Jennifer Hassrick from Carlson Dettmann Consulting.

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 6, 2018 regular meeting minutes, and approval of the monthly vouchers. Trustee Golwitzer moved to approve the consent agenda, seconded by Trustee Schaaf. Motion carried unanimously.

Voucher Numbers 51326 thru 51480 – General Fund
Wire Transfers 8802315 thru 8802338 – General Fund
Payrolls dated 03/09/2018 and 03/23/2018 – General Fund

Guests Aaron McCartan and Ivan Dalen addressed the Board on progress being made at North Iowa Communications Partners on IP Video. Trustee Heupel moved to go into closed session at 11:10 AM, pursuant to Iowa Code Section 21.5(1) k to discuss information contained in records in the custody of a governmental body that are confidential records pursuant to section 22.7(6). The motion was seconded by Trustee Murphy. Roll Call votes were as follows: Geving-Yes, Heupel-Yes, Schaaf-Yes, Golwitzer-Yes, Murphy-Yes. Motion carried unanimously.

Trustee Murphy moved to end the closed session at 12:10 P.M., seconded by Trustee Schaaf. Roll Call votes were as follows: Geving-Yes, Heupel-Yes, Schaaf-Yes, Golwitzer-Yes, Murphy-Yes. Motion carried unanimously.

Jennifer Hassrick from Carlson Dettmann Consulting, via conference call, presented the results of the AMU Compensation Study Wage Structure and Step Plan to the Board of Trustees. After discussion, Trustee Murphy moved to accept the plan as presented. Trustee Golwitzer seconded the motion. The motion carried unanimously.

The Board set the date and time for a Public Hearing on 2018 Communication rates. Trustee Heupel moved to set the date and time as May 2, 2018 at 11:00 A.M., seconded by Trustee Golwitzer. Motion carried unanimously.

Draft Financial Statements for January 2018 were presented by the Chief Financial Officer. Trustee Heupel moved to approve the Draft Financial Statements and place them on file, seconded by Trustee Murphy. Motion carried unanimously.

The General Manager updated the Board and asked for approval on a number of topics including as follows:

- Resolution 208-05, Resolution ratifying AMU Employees 2018 wages. Trustee Golwitzer moved to approve the resolution, seconded by Trustee Heupel. Motion carried unanimously.
- Resolution approving the 2018 CTS Improvements Agreement and consenting to the issuance of Notes by the Board of Directors of North Iowa Municipal Electric Cooperative Association for the purpose of acquisition of an undivided interest in certain transmission facilities known as the Common Transmission System. Trustee Murphy moved to approve the agreement, seconded by Trustee Heupel. Motion carried unanimously.
- Resolution 2018-06, Resolution Authorizing Permanent Transfer of Surplus Funds of \$400,000, from the Algona Municipal Electric Utility to the City of Algona. Trustee Heupel moved to approve the resolution, seconded by Trustee Golwitzer. Motion carried unanimously.
- Resolution 2018-07, Resolution Authorizing Permanent Transfer of Surplus Funds of \$45,000, from the Algona Municipal Water Utility to the City of Algona. Trustee Murphy moved to approve the resolution, seconded by Trustee Golwitzer. Motion carried unanimously.
- Resolution 2018-08, Resolution Authorizing Permanent Transfer of Surplus Funds of \$64,220.16, from the Algona Municipal Telecommunications Utility to the City of Algona. Trustee Heupel moved to approve the resolution, seconded by Trustee Murphy. Motion carried unanimously.
- Motion to approve the write-off of \$9,393.27 from the AMU Revolving Loan Fund for the Generations Restaurant and Events Center LLC default. Trustee Heupel moved to approve the write-off, seconded by Trustee Golwitzer. Motion carried unanimously.
- The AMU Revolving Loan Fund Committee recommended approval of a loan with Walker Chiropractic & Wellness, P.C. in the amount of \$88,500 for the purchase of a building at 118 East State Street, Algona in order to relocate their business from a leased location in Algona to a location with more space. Trustee Murphy moved to approve the loan, seconded by Trustee Golwitzer. Motion carried unanimously. The loan is contingent on the building appraisal, the relocation taking place within 24 months and that no guarantee of future funding can be made.

In addition, the General Manager reported to the Board that the YMCA Development Director position is vacant and monthly payments are no longer being made. A rendering of a potential office remodel project was also made available to the Board.

The next meeting is scheduled for May 2, 2018 at 11:00 P.M.

Upon motion and vote, the meeting adjourned at 1:45 P.M.

/s/ Jay B. Geving
Jay B. Geving, Chairperson

Attest:

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

| Chk # | Vendor | Description | Amount |
|-------|-----------------------------|-----------------------------|---------------|
| | Payroll | | \$ 112,852.51 |
| 51326 | A & M LAUNDRY | SUPPLIES | 38.73 |
| 51327 | ACCESS SYSTEMS | SONIC WALL TZ 400 | 9,541.22 |
| 51328 | AFLAC | PREMIUMS | 796.78 |
| 51329 | ALGONA MACHINE & SUPPLY | MATERIAL | 231.06 |
| 51330 | ALGONA PUBLIC LIBRARY | SUMMER READING PROGRAM | 250.00 |
| 51331 | ALGONA PUBLISHING CO. | ADVERTISING SERVICES | 414.70 |
| 51332 | AL'S REPAIR | SERVICE | 146.59 |
| 51333 | ANTON-PAAR | METER | 2,941.50 |
| 51334 | ARNOLD MOTOR SUPPLY | PARTS | 253.37 |
| 51335 | AUREON NETWORK SERVICES | LD SERVICES | 11,498.89 |
| 51336 | BIG 10 | PROGRAMMING | 2,597.00 |
| 51337 | BMI CABLE & NEW MEDIA | ANNUAL LICENSE FEE | 182.06 |
| 51338 | BORDER STATES ELECTRIC | MATERIALS | 5,189.50 |
| 51339 | BUILDERS FIRST SOURCE | MATERIALS | 75.93 |
| 51340 | BUSCHER BROS. CORP | PARTS | 199.77 |
| 51341 | CAPESIUS J FARMS | SHREDDED TREES-TRANS LINES | 8,737.50 |
| 51342 | CHROME COUNTRY INN | SERVICE | 44.89 |
| 51343 | CHROME TRUCK STOP | FUEL | 1,086.81 |
| 51344 | COMSONICS INC | EQUIPMENT REPAIR | 1,205.24 |
| 51345 | COOK'S SCRAP IRON & METAL | SCRAP IRON | 232.50 |
| 51346 | CROSSROADS ALGONA | GAS | 858.63 |
| 51347 | DAN-D LASER CARTRIDGES | TONER | 526.80 |
| 51348 | DEX YP | ADVERTISING | 79.00 |
| 51349 | DITCH WITCH OF MINNESOTA | PARTS | 111.61 |
| 51350 | DIVERSIFIED ADJUST SERVICE | COLLECTION SERVICES | 113.29 |
| 51351 | DUMP IT INC. | DUMPSTER | 369.46 |
| 51352 | E.H. WACHS COMPANY | SUPPLIES | 281.76 |
| 51353 | EDWARD JONES | CENTRAL AIR REBATE | 500.00 |
| 51354 | EISCHEN SALES INC | PARTS | 163.55 |
| 51355 | ELECTRICAL MATERIALS CO. | PVC CONDUIT | 42.18 |
| 51356 | ELECTRONIC ENGINEERING | PAGING SERVICES | 29.85 |
| 51357 | ERPELDING EXCAVATING ENT | TREES | 6,392.29 |
| 51358 | FAREWAY STORES | SUPPLIES | 61.62 |
| 51359 | FASTENAL COMPANY | SUPPLIES | 182.88 |
| 51360 | FOX SPORTS NET NORTH | PROGRAMMING | 7,049.00 |
| 51361 | GRACENOTE MEDIA SERVICES | ZAP2IT | 88.25 |
| 51362 | GRAYBAR ELECTRIC CO INC | MATERIALS | 367.37 |
| 51363 | HAWKINS INC. | CHEMICALS | 4,598.04 |
| 51364 | HEARST TELEVISION | PROGRAMMING | 5,511.81 |
| 51365 | DONNA HELLMAN | WINDOW REBATE | 196.50 |
| 51366 | HOMETOWN DISTRIBUTING LLC | ICE MELT | 153.97 |
| 51367 | ANGIE HOOD | WINDOW REBATE | 1,341.50 |
| 51368 | HYGIENIC LABORATORY - AR | TESTING | 97.50 |
| 51369 | IA DEPT OF REVENUE | PROPERTY TAX | 379.28 |
| 51370 | IGLASS NETWORKS | NETWORK MONITORING SERVICES | 500.00 |
| 51371 | INCA NETWORKS INC | SUPPORT & MAINTENANCE | 5,590.00 |
| 51372 | IOWA ASSN OF MUNI UTILITIES | CCR WORKSHOP | 1,789.35 |
| 51373 | IOWA OUTDOORS | SUBSCRIPTION | 15.00 |
| 51374 | JENNINGS, ROBERT M. | MILEAGE | 149.33 |
| 51375 | KLGA & KLGZ | ADVERTISING SERVICES | 764.10 |
| 51376 | KOSS CO EXTENSION OFFICE | ORNAMENTAL TURF CIC CLASS | 35.00 |
| 51377 | KOSSUTH CONNECTIONS | ADVERTISEMENT - MINI GOLF | 250.00 |
| 51378 | KOSSUTH COUNTY ADVANCE | DONATION OF NEWSPAPERS | 100.00 |
| 51379 | KOSS CNTY LAW ENFORCMNT | LIGHTING REBATES | 2,219.50 |

| | | | |
|-------|----------------------------|----------------------------|-----------|
| 51380 | KOSSUTH CTY RELAY FOR LIFE | SPONSORSHIP | 1,000.00 |
| 51381 | KOSSUTH REG. HLTH CNTR | WELLNESS SCREENING | 4,320.00 |
| 51382 | MIDAMERICAN ENERGY | SERVICE | 349.08 |
| 51383 | MIDAMERICAN ENERGY CO. | SERVICE | 360.39 |
| 51384 | MPOWER TECHNOLOGIES, INC | GIS | 2,775.00 |
| 51385 | NEU STAR | LNP | 15.00 |
| 51386 | NEXSTAR | PROGRAMMING | 6,295.90 |
| 51387 | NG-911, INC | DATABASE MANAGEMENT | 150.00 |
| 51388 | NIMECA | NERC ASSESSMENT | 1,126.35 |
| 51389 | NORTH IA LUMBER | PARTS | 8.53 |
| 51390 | NORTHERN IOWA COM | INTERNET | 3,902.58 |
| 51391 | O'HALLORAN INTERNATIONAL | PARTS/SERVICE | 211.40 |
| 51392 | CASEY PETERSON | WINDOW REBATE | 808.80 |
| 51393 | PFEFFER PRECAST | LIGHTING REBATE | 14.43 |
| 51394 | PITNEY-BOWES INC. | FOLDING MACHINE | 863.28 |
| 51395 | PMC ADVANTAGE SERVICES | INSURANCE SERVICES | 987.00 |
| 51396 | POWER & TELEPHONE SUPPLY | PROCLOUD | 462.43 |
| 51397 | PROFESSIONAL COMP SYSTEMS | UTILISMART FOR MARCH | 3,366.95 |
| 51398 | ROETHLER, LOWELL | EMPLOYEE EXPENSES | 335.55 |
| 51399 | ROVI | PROGRAMMING | 1,285.71 |
| 51400 | SCHUMACHER WELL DRILLING | PARTS | 102.35 |
| 51401 | SECURITY COVERAGE | SECUREIT PLUS | 46.20 |
| 51402 | SHOWTIME NETWORKS INC | PROGRAMMING | 311.74 |
| 51403 | SINCLAIR BROADCAST GROUP | RETRANSMISSION | 3,858.15 |
| 51404 | SKARSHAUG TESTING LABS | TOOLS | 797.72 |
| 51405 | SWIFT AIR | TECH VISIT/LABOR | 1,440.21 |
| 51406 | TECHNOLOGY PLANNERS | RESEARCH | 300.00 |
| 51407 | THREADS | EMPLOYEE CLOTHING | 288.90 |
| 51408 | TOWER DISTRIBUTION CO | RETRANSMISSION | 4,770.70 |
| 51409 | TRUPKE ELECTRIC MOTOR | PARTS AND SERVICES | 498.70 |
| 51410 | UNITYPOINT CLINIC | DRUG TEST | 37.00 |
| 51411 | WALLACE WATER COND. | RENTAL SERVICES | 24.61 |
| 51412 | WISCONSIN ENERGY CONS | LED | 660.32 |
| 51413 | TREASURER STATE OF IOWA | SALES TAX - DEC 2017 | 246.66 |
| 51414 | BILSTEN, JOHN | AIRFARE-APPA NATIONAL CONF | 211.58 |
| 51415 | CARD CENTER | SD TRIP/ACTNG SOFTWARE | 7,016.26 |
| 51416 | HY-VEE | WELLNESS GROCERIES | 103.98 |
| 51417 | KOSSUTH COUNTY TREASURER | COUNTY EXCISE | 40,485.50 |
| 51418 | LINCOLN LIFE | DEFERRED COMP | 3,943.28 |
| 51419 | METLIFE SMALL BUSINESS | PREMIUMS | 2,887.97 |
| 51420 | PLYMOUTH COUNTY TREAS | COUNTY TAX | 396.50 |
| 51421 | WEBSTER COUNTY TREAS | COUNTY TAX | 2,203.50 |
| 51422 | WELLMARK HEALTH PLAN | HEALTH PREMIUMS | 29,430.71 |
| 51423 | WOODBURY COUNTY TREAS | COUNTY EXCISE TAX | 13,275.00 |
| 51424 | ACCESS SYSTEMS | HARD DRIVE/INSTALLATION | 1,305.83 |
| 51425 | ALGONA MACHINE & SUPPLY | LIGHTING REBATE | 2,985.00 |
| 51426 | ALGONA MUNICIPAL UTILITIES | UTILITY SERVICES | 1,761.90 |
| 51427 | ALGONA PLG. & HTG. | PARTS | 285.65 |
| 51428 | ALGONA ROTARY CLUB | SPONSORSHIP | 500.00 |
| 51429 | ALYSSA JUNE PORTRAITS | CUSTOMER REFUND | 54.60 |
| 51430 | AMERICAN REG FOR INTERNET | IP ADDRESSES | 1,000.00 |
| 51431 | HAALIE ARNDT | CUSTOMER REFUND | 39.96 |
| 51432 | AVESIS THIRD PARTY ADMIN | PREMIUMS | 1,292.26 |
| 51433 | DEBORAH BAAS | WINDOW REPLACEMENT REBATE | 1,019.20 |
| 51434 | BISHOP GARRIGAN H S | LIGHTING REBATES | 2,820.00 |
| 51435 | BISSO TECHNOLOGIES | GIS SYSTEM | 209.00 |
| 51436 | JEFF BORMANN | CUSTOMER REFUND | 6.66 |
| 51437 | CARLSON DETTMANN CONS | PERFORMANCE PROJECT | 5,260.07 |
| 51438 | CENTRAL IOWA DISTRIBUTING | SUPPLIES | 245.60 |
| 51439 | CENTURYLINK | LONG DISTANCE SERVICE | 128.64 |
| 51440 | CENTURYLINK | SWITCH ACCESS | 7.53 |
| 51441 | CONSORTIA CONSULTING | CONSULTING SUPPORT | 1,650.00 |
| 51442 | PHYLLIS DAVIS | CUSTOMER REFUND | 76.46 |
| 51443 | DGR ENGINEERING | ELECTRIC ENGINEERING SERV | 7,047.50 |
| 51444 | EISCHEN SALES INC | PARTS | 113.37 |
| 51445 | RICK ELBERT | HEAT PUMP REBATE | 300.00 |
| 51446 | ELECTRICAL MATERIALS CO. | HEATER FOR HEADEND | 389.13 |
| 51447 | TYLER ELLINGSON | CUSTOMER REFUND | 46.62 |
| 51448 | FASTENAL COMPANY | TRASH CAN | 67.68 |
| 51449 | SHARON FEATHERS | CUSTOMER REFUND | 4.79 |

| | | | |
|---------|-----------------------------|------------------------------|------------|
| 51450 | FIRST LUTHERAN CHURCH | CUSTOMER REFUND | 14.02 |
| 51451 | FIVE STAR TOOL & SUPPLY | SUPPLIES | 144.18 |
| 51452 | NICHOLAS FOERTSCH | CUSTOMER REFUND | 9.32 |
| 51453 | JAY GEVING | TRUSTEE | 75.00 |
| 51454 | DAVID GOLWITZER | TRUSTEE | 75.00 |
| 51455 | DON HEUPEL | TRUSTEE | 75.00 |
| 51456 | HOMETOWN DISTRIBUTING LLC | ICE MELT | 123.18 |
| 51457 | IOWA ASSN OF MUNI UTILITIES | E-PAYS LOAN PROGRAM | 6,000.00 |
| 51458 | WILLIAM JAMES | CUSTOMER REFUND | 45.28 |
| 51459 | JENNINGS, ROBERT M. | MILEAGE | 131.35 |
| 51460 | JOHN DEERE FINANCIAL | PARTS | 35.56 |
| 51461 | JOHNSTON AUTOSTORES | PARTS | 189.55 |
| 51462 | KAREN KUPER | CLOTHES WASHER REBATE | 100.00 |
| 51463 | LORRAINE MCCLELLAND | CUSTOMER REFUND | 34.69 |
| 51464 | MIDAMERICAN COMP CORP | MONTHLY PROCESSING | 4,217.54 |
| 51465 | JULIE MURPHY | TRUSTEE | 75.00 |
| 51466 | NORTH IOWA COMM. ACTION | CUSTOMER REFUND | 374.45 |
| 51467 | PURCHASE POWER | SEND PRO POSTAGE | 10.00 |
| 51468 | JUSTIN RAYMOND | CUSTOMER REFUND | 18.64 |
| 51469 | ROETHLER, LOWELL | IAMU CONFERENCE | 130.80 |
| 51470 | MADONNA RYAN | CUSTOMER REFUND | 158.95 |
| 51471 | KAREN SCHAAF | TRUSTEE | 75.00 |
| 51472 | SPENCER MUNICIPAL UTILITIES | TELEPHONE SWITCHING SERVICES | 2,339.01 |
| 51473 | STUNDAHL CLEANING | CLEANING SERVICE | 1,000.00 |
| 51474 | TECHNOLOGY PLANNERS | OPTICAL TRANSMITTER | 600.00 |
| 51475 | THE RETROFIT COMPANIES, INC | LED LIGHTING | 26,697.50 |
| 51476 | TRINITY WIND, LLC | POWER PURCHASED-WIND FARM | 9,992.89 |
| 51477 | BETTY TWIGG | CUSTOMER REFUND | 74.79 |
| 51478 | VANTAGE POINT | CONSULTING | 805.00 |
| 51479 | ALINA WINTERS | CUSTOMER REFUND | 7.00 |
| 51480 | MARY JO ZUMACH | CUSTOMER REFUND | 21.60 |
| 8802315 | EFT - FEDERAL EXCISE TAX | FEDERAL EXCISE TAX | 1,141.61 |
| 8802316 | EFT - SALES TAX TRANSFER | SALES TAX | 30,319.00 |
| 8802317 | NIMECA | POWER | 298,770.28 |
| 8802318 | ALGONA FAMILY YMCA | ADVANCE FOR DEV DIR POSITION | 3,216.67 |
| 8802319 | CITY OF ALGONA | SEWER USAGE | 46,838.64 |
| 8802323 | MIDAMERICAN ENERGY | CASH REQUIREMENT - NEAL 4 | 41,000.00 |
| 8802324 | NATIONAL CABLE TELEVISION | PROGRAMMING | 77,238.63 |
| 8802325 | EFTPS TRANSFER | PAYROLL TAXES | 19,119.36 |
| 8802326 | UPS | SHIPPING FEES | 38.12 |
| 8802327 | EFT - SALES TAX TRANSFER | SALES TAX | 12,677.00 |
| 8802328 | INTERSTATE TRS FUND | MONTHLY ASSESSMENT | 248.87 |
| 8802329 | EFTPS TRANSFER | PAYROLL TAXES | 19,571.79 |
| 8802330 | USAC | MECHANISM CHARGES | 1,528.91 |
| 8802331 | CITY OF ALGONA | WATER PLANT SEWER USAGE | 6,224.13 |
| 8802332 | UPS | DELIVERY SERVICE | 34.05 |
| 8802333 | US CELLULAR | SERVICE | 64.39 |
| 8802334 | NATIONAL CABLE TELEVISION | CABLE ADAPTER | 50.79 |
| 8802335 | NIMECA | POWER | 222,302.29 |
| 8802336 | IOWA STATE BANK | COMM LOAN PAYMENT | 3,971.58 |
| 8802337 | IOWA STATE BANK | COMM LOAN PAYMENT | 18,723.17 |
| 8802338 | IOWA STATE BANK | COMM LOAN PAYMENT | 3,971.58 |