

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 September 12, 2018 at 11:00 A.M.

Present: Jay Geving, Chairperson; Trustees – Don Heupel, Karen Schaaf, Dave Golwitzer and Julie Murphy who joined the meeting at 11:30 AM.

Absent: None

Also Present: John Bilsten, General Manager, Sandra Batt, Secretary – Chief Financial Officer and Scott Buchanan, General Counsel.

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 August 22, 2018 regular minutes, and approval of the monthly vouchers. Trustee Schaaf moved to approve the consent agenda, seconded by Trustee Heupel. Motion carried unanimously.

Voucher Numbers 52307 thru 52472 – General Fund
Wire Transfers 8802440 thru 8802457 – General Fund
Payroll dated 08/24/2018 – General Fund

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

The General Manager updated the Board on several topics including work on well #7, water/electric/communications construction season updates, employee insurance Benefits, staffing needs, and implementation plans for communications rate adjustments.

Trustee Schaaf moved to approve an Agreement with the City of Algona for Installation of LED Decorative Lighting on State Street, seconded by Trustee Murphy. Motion carried unanimously.

Trustee Golwitzer moved to approve a change in the AMU Energy Efficiency Rebate to exclude insulation rebates for customers with natural gas and LP gas as primary heating fuels, seconded by Trustee Heupel. Motion carried unanimously.

Trustee Heupel moved to approve Resolution 2018-16, Cable TV, Internet and Telephone Rate Adjustment, seconded by Trustee Murphy. Motion carried unanimously.

Trustee Golwitzer moved to approve Resolution 2018-17, Posting and Reconnection Fees, seconded by Trustee Schaaf. Motion carried unanimously.

Trustee Schaaf moved to approve Resolution 2018-18, authorizing a temporary transfer of funds from the Algona Municipal Electric Utility to the Algona Municipal Communications Utility, seconded by Trustee Heupel. Motion carried unanimously.

Trustee Murphy moved to approve a Professional Services Agreement with DGR Engineering for a Water Rate Study, seconded by Trustee Golwitzer. Motion carried unanimously.

Trustee Murphy moved to approve an Engagement Letter with Baker Tilly Virchow Krause, LLP to perform an IT Assessment, seconded by Trustee Golwitzer. Motion carried unanimously.

Trustee Golwitzer moved to approve a Master Service Agreement with Northwest Communications Network, L.C./Northern Iowa Communications Partners, L.L.C for the Video Joint Venture-System Operator Agreement, and related Service Exhibits, seconded by Trustee Heupel. Motion carried unanimously. The agreement is contingent on management and Legal Counsel final review.

The next meeting is scheduled for October 17, 2018 at 11:00 A.M.

Upon motion and vote, the meeting adjourned at 12:00 P.M.

Jay B. Geving, Chairperson

Attest:

Sandra M. Batt, Secretary

Check #	Vendor	Description	Amount
	PAYROLL		\$ 58,453.92
48006	WALKER PLUMBING & HEATING	VOID CHECK	(25.00)
48998	CENTURYLINK	VOID CHECK	(1.40)
50032	TIM RICKE	VOID CHECK	(6.76)
50116	NELTONS INCORPORATED KFC ALG	VOID CHECK	(59.44)
50119	SAMANTHA OPHEIM	VOID CHECK	(10.98)
50293	MICHAEL PHELPS	VOID CHECK	(1.16)
50469	JULIE MURPHY	VOID CHECK	(75.00)
50647	JAY GEVING	VOID CHECK	(75.00)
50678	TRENT PEASE	VOID CHECK	(5.00)
51014	LISANDRA CISNEROS	VOID CHECK	(9.87)
51261	DYLAN BLOCK	VOID CHECK	(95.05)
52307	A & M LAUNDRY	SERVICES	38.73
52308	ALGONA BAND DAY FIELD SHOW	PLATINUM LEVEL	300.00
52309	ALGONA CHAM. OF COMMERCE	BAND DAY FESTIVAL	200.00
52310	ALGONA PLG. & HTG.	BULK WATER PROJECT	311.25
52311	ALGONA PUBLISHING CO.	ADVERTISING	373.55
52312	AMERICAN GLASS COMPANY	WINDOW AT ERPELDING VOIGT	90.95
52313	ARNOLD MOTOR SUPPLY	PARTS	39.29
52314	A-TEC ENERGY CORP.	BULBS	217.21
52315	AUREON NETWORK SERVICES	NETWORK SERVICE	10,781.61
52316	BAKER TILLY VIRCHOW KRAUSE	PROFESSIONAL SERVICES	3,190.00
52317	DAVID BEISCH	CA REBATE	300.00
52318	BIG 10	SUBS	2,538.20
52319	BLACKHAWK SPRINKLERS INC	SPRINKLER INSPECTION	121.00
52320	BORDER STATES ELECTRIC	METER TESTING SERVICE	3,071.97
52321	BROWN SUPPLY COMPANY	INVENTORY-PARTS	1,221.38
52322	CENTRAL IOWA DISTRIBUTING	SUPPLIES	295.40
52323	CHROME TRUCK STOP	FUEL	1,625.46
52324	CITY OF ALGONA	BLACK TOP-W MCGREGOR	258.00
52325	CONCEPTS IN DESIGN	OFFICE BUILDING PROJECT	946.00
52326	FAREWAY STORES	SUPPLIES	185.27
52327	FOX SPORTS NET NORTH	SUBS	6,889.40
52328	HACH CHEMICAL CO.	PURIFICATION	735.55
52329	AARON J HANSON	CUSTOMER REFUND OF PREPMT	39.95
52330	HAWKINS INC.	CHEMICALS	2,620.16
52331	HEARST TELEVISION	SUBS/RETRANSMISSION	5,415.60
52332	IOWA UTILITIES BOARD	4TH QUARTER ASSESSMENT	1,970.23
52333	IRBY	SUPPLIES-GLOVES	1,483.66
52334	JOHNSTON AUTOSTORES	PARTS	129.54
52335	ALEXANDER KENNE	CLOTHES WASHER REBATE	100.00
52336	KLGA & KLGZ	ADVERTISING	1,073.00
52337	KOSSUTH REG. HEALTH CENTER	TESTING	130.00
52338	VIRGINIA KREBSBACH	REIMBURSEMENT	50.00
52339	MIDAMERICAN ENERGY	GAS SERVICE	12.33
52340	MIDAMERICAN ENERGY CO.	GENERATOR POWER SUPPLY	358.94
52341	NALCO COMPANY	DIAGNOSTIC/LAB REAGENTS	111.83
52342	NEXSTAR	SUBS/RETRANSMISSION	6,195.70
52343	NYEMASTER GOODE PC	LEGAL SERVICES	789.00
52344	PATTERSON, RON	WINDOW REPLACEMENT REBATE	383.60
52345	PMC ADVANTAGE SERVICES, INC	PHYSICAL AUDIT	5,241.00
52346	PROF COMPUTER SYSTEMS	PROCESSING FOR JULY	2,265.87
52347	REDING GRAVEL & EXC.	STOCK PILE-LIMESTONE	59.68
52348	REED ELECTRIC	FUSES FOR THE ENGINES	54.57
52349	ROETHLER, LOWELL	MILEAGE-SPENCER	55.05
52350	ROVI	SUBS	1,244.86
52351	SAFETAY-KLEEN	PARTS WASHER SERV-SOLVENT	212.62
52352	SHOWTIME NETWORKS INC	SUBS	313.25
52353	TELCORDIA TECHNOLOGIES	LNP	135.05
52354	TOWER DISTRIBUTION CO	SUBS	4,692.10
52355	UNITED COMMUNICATIONS CORP	SUBS	4,309.40
52356	UNITYPOINT CLINIC	TESTING SERVICE	168.00
52357	VANTAGE POINT	CONSULTING	562.50
52358	CITY OF ALGONA	ANNEXATION FEES	496.00
52359	DYLAN BLOCK	COMMUNICATION REFUND	95.05
52360	LISANDRA CISNEROS	COMMUNICATIONS REFUND	9.87
52361	JAY GEVING	TRUSTEE FEES NOVEMBER 2017	75.00

52362	JULIE MURPHY	TRUSTEE FEES	75.00
52363	NELTONS INCORPORATED KFC ALG	CUSTOMER REFUND	59.44
52364	SAMANTHA OPHEIM	CUSTOMER REFUND	10.98
52365	TRENT PEASE	CUSTOMER REFUND	5.00
52366	MICHAEL PHELPS	ELECTRIC REFUND	1.16
52367	TIM RICKE	COMMUNICATIONS REFUND	6.76
52368	WALKER PLUMBING & HEATING	APPLIANCE REBATE - KINSETH	25.00
52369	ABBI INC	POWER CIRCUIT BREAKER	68,544.90
52370	ACCESS SYSTEMS	MICROSOFT EXCHANGE ONLINE	342.00
52371	ADAMS CABLE EQUIPMENT, INC	REFURB-DCH6416	297.50
52372	ALGONA MUNICIPAL UTILITIES	COMM/UTILITY BILLS	17,349.48
52373	ALGONA PLG. & HTG.	SUPPLIES	4.00
52374	AVESIS THIRD PARTY ADMIN	SECURITY LIFE	609.99
52375	BORDER STATES ELECTRIC	TOOLS	930.77
52376	BROWN SUPPLY COMPANY	TOOLS	3,882.27
52377	BUILDERS FIRST SOURCE	PARTS	6.35
52378	CARD CENTER	EXPENSES	6,770.00
52379	CASA SYSTEMS, INC	LICENSE/SUPPORT	22,680.00
52380	CENTURYLINK	LD SERVICE	138.53
52381	CENTURYLINK	ACCESS CHARGE	305.43
52382	CITY OF ALGONA	BLACKTOP-ERPELDING VOIGT	774.00
52383	COMSONICS INC	CONTINUUM ENCODER	590.65
52384	DEGEN EXSTINGUISHER & REPAIR	INSPECTION/BRACKET	31.03
52385	DGR ENGINEERING	69 kV BREAKER REPLACEMENT	4,969.00
52386	DIVERSIFIED ADJ SERVICE	BAD DEBT	285.42
52387	ELECTRONIC SPECIALITIES, INC	BATTERY	1.87
52388	ERPELDING EXCAVATING ENT	REPAIR TILE ON HARRIET	1,152.46
52389	FASTENAL COMPANY	SUPPLIES	715.03
52390	GRAYBAR ELECTRIC CO INC	VAULT/LID	2,314.32
52391	HAWKINS INC.	CHEMICALS	2,015.79
52392	HY-VEE	SUPPLIES	55.64
52393	I&S GROUP, INC	FINN DR WATER MAIN	2,640.00
52394	IGLASS NETWORKS	NETWORK MONITORING	500.00
52395	IOWA HOIST & CRANE, INC	INSPECTION	835.00
52396	IOWA ONE CALL	SERVICE	414.90
52397	IOWA UTILITIES BOARD	IUB ASSESSMENT	3,973.00
52398	METLIFE SMALL BUSINESS CENTER	INSURANCE	2,889.55
52399	MIDAMERICAN COMP CORP	STATEMENT PROCESSING	4,604.91
52400	NORTH IA LUMBER	SUPPLIES	99.98
52401	POWER & TELEPHONE SUPPLY	PROCLOUD ANALYTICS	462.43
52402	POWER LINE SUPPLY	SUPPLES	749.21
52403	REDING GRAVEL & EXC.	ROCK-STOCKPILE	1,088.40
52404	MIKE/DEB ROETHLER	ELECTRIC METER CONVERSION	250.00
52405	BRUCE RONGVED	CA REBATE	305.00
52406	SUSAN SEEBECKER	WELLNESS	42.00
52407	STEINMAN INSULATION & ROOFING	ROOF REPAIRS	1,377.09
52408	THREADS	EMP CLOTHING-NOLYN	481.50
52409	TRUPKE ELECTRIC MOTOR	SUPPLIES	3,071.92
52410	ULINE	SHELVING	835.08
52411	VERMEER	PARTS	1,440.63
52412	WELLMARK HEALTH PLAN	PREMIUMS	32,917.07
52413	WSI CORPORATION	LIVE DATA	296.84
52414	ADVANCED CONTROL SYSTEMS	SCADA PROJECT	16,514.59
52415	LINCOLN LIFE	PREMIUMS	3,943.28
52416	US POSTAL SERVICE (POSTAGE)	POSTAGE	1,000.00
52417	ADAMS CABLE EQUIPMENT, INC	VOID CHECK	-
52418	ALGONA AIRPORT	LIGHTING REBATES	2,500.00
52419	ARNOLD MOTOR SUPPLY	PARTS	340.42
52420	LEIBYS BARBIER	CUSTOMER REFUND	56.61
52421	KAYLA BELL	CUSTOMER REFUND	5.00
52422	LORRAINE BERG	CUSTOMER REFUND	32.57
52423	BLACKTOP SERVICE CO.	BLACKTOP FOR POWER PLANT	28,000.00
52424	BODE, PATRICIA	WINDOW REBATE	167.20
52425	BOMGAARS	SUPPLIES	688.51
52426	BORDER STATES ELECTRIC	SUPPLIES	9,299.10
52427	CAROLINE/MERRILL BORMANN	CUSTOMER REFUND	36.42
52428	CENTURYLINK	LOCAL MSG COMPENSATION	0.99
52429	CITY OF ALGONA	DODGE ST PROJECT	73,707.28
52430	CONSORTIA CONSULTING BY TELEC	CONSULTING	9,549.74
52431	DAN-D LASER CARTRIDGES	TONER	80.25

52432	DITCH WITCH OF MINNESOTA & IA	PARTS	197.45
52433	TODD/SHARON EASTVOLD	CUSTOMER REFUND	66.26
52434	ERPELDING EXCAVATING ENT	NEW VALVE BOX	10,900.38
52435	FASTENAL COMPANY	PARTS	141.88
52436	FIVE STAR TOOL & SUPPLY	TOOLS	179.49
52437	JOE FOTH	ELECTRIC METER CONVERSION	150.00
52438	JAY GEVING	TRUSTEE FEE	75.00
52439	DAVID GOLWITZER	TRUSTEE FEE	75.00
52440	STEVE GRANDGENETT	EXPENSE	24.00
52441	GREG PENNING & CO., LLC	LIGHTING REBATES	1,567.00
52442	DON HEUPEL	TRUSTEE FEE	75.00
52443	HORMEL FOODS	HEAT PUMP/2 PHASE	3,620.00
52444	IOWA ASSN OF MUNI UTILITIES	LOAN	6,000.00
52445	JOHN DEERE FINANCIAL	PARTS	155.31
52446	LIQUID ENGINEERING CORP	DIVE ASSESSMENT	3,205.00
52447	BETTY LONG	CUSTOMER REFUND	2.66
52448	CRYSTAL LYNCH	CUSTOMER REFUND	18.64
52449	ABNIEL MARRERO	CUSTOMER REFUND	32.64
52450	RICHARD/FRANCES MECHEM	CUSTOMER REFUND	29.56
52451	MIDAMERICAN ENERGY	SERVICE	68.92
52452	JULIE MURPHY	TRUSTEE FEE	75.00
52453	NORTHWEST COMM NETWORK	ACCESS CHARGE	616.50
52454	MELISSA OTTIS	CUSTOMER REFUND	116.98
52455	LOREN/JOAN PESICKA	CA REBATE	500.00
52456	POWER LINE SUPPLY	TOOLS	567.94
52457	PROF COMPUTER SYSTEMS	EMAIL NOTIFICATION	525.00
52458	RESCO	SUPPLIES	200.95
52459	KAREN SCHAAF	TRUSTEE FEE	75.00
52460	SCHULTZ, DAVE	WINDOW REBATE	191.62
52461	JORDAN/SHARALEE SPEAR	CUSTOMER REFUND	151.81
52462	JORDAN STEBURG	CUSTOMER REFUND	39.95
52463	STUNDAHL CLEANING	CLEANING SERVICE	1,000.00
52464	THREADS	EMP CLOTHING-LINDSEY MOE	438.70
52465	FRANNY VIDO	CUSTOMER REFUND	16.65
52466	SHARON WEHRSPAN	ELECTRIC METER CONV REBATE	75.00
52467	WESCO DISTRIBUTION INC.	INVENTORY	15,202.56
52468	ANDREA WILLMS	CUSTOMER REFUND	46.61
52469	WISCONSIN ENERGY CONS CORP	LED LIGHTING	766.00
52470	NICOLE WOLF	CUSTOMER REFUND	38.62
52471	ADAMS CABLE EQUIPMENT, INC	REFURB DIGITAL BOXES	244.50
52472	POWER LINE SUPPLY	SUPPLIES	559.29
8802440	NATIONAL CABLE TELEVISION	PROGRAMMING CREDIT	72,850.46
8802441	LIBRARY OF CONGRESS	ROYALTY FEES	7,315.92
8802442	CITY OF ALGONA	COMMUNICATIONS FRANCHISE FEE	31,023.97
8802443	EFTPS TRANSFER	PAYROLL TAXES	19,652.33
8802444	USAC	MECHANISM CHARGES	1,281.35
8802445	IPERS	IPERS WITHHOLDING	27,147.27
8802446	ALGONA FAMILY YMCA	DEVELOPMENT DIRECTOR	3,216.67
8802447	NIMECA	POWER	258,664.67
8802448	EFT - SALES TAX TRANSFER	WATER SERVICE EXCISE TAX	1,318.00
8802449	EFT - SALES TAX TRANSFER	SALES TAX	10,774.00
8802450	UPS	SHIPPING	26.39
8802451	INTERSTATE TRS FUND	MONTHLY ASSESSMENT	282.68
8802452	USDA	LOAN PAYMENT	9,259.26
8802453	EFTPS TRANSFER	PAYROLL TAXES	20,170.58
8802454	NATIONAL CABLE TELEVISION	CABLE MODEMS	4,488.88
8802455	IOWA STATE BANK	COMM LOAN PAYMENT	18,723.17
8802456	IOWA STATE BANK	COMM LOAN PAYMENT	3,971.58
8802457	CITY OF ALGONA	CABLE FRANCHISE FEE- JULY	4,992.84