

March 16, 2020

Algona, Iowa

Minutes of Work Session
Of the
Algona Municipal Utilities' Board of Trustees

An emergency work session of the Board of Trustees of the Algona Municipal Utilities was held electronically as allowed by Iowa Code Section 21.8, on March 16, 2020 at 3:00 PM. Physical attendance by members was impractical due to the COVID-19 Public Health Emergency.

Board members present by telephone: Julie Murphy, Chairperson; Trustees – Karen Schaaf, Dave Golwitzer and Don Heupel.

Absent: Jay Geving

Also present: John Bilsten, General Manager, Sandra Batt, Secretary and Chief Financial Officer, Scott Buchanan, General Counsel, present by telephone; Steve Grandgenett, Safety, Energy Efficiency and AMI Coordinator, Bob Jennings, Marketing Director and Sue Seebecker, Accounting and HR Staff.

Chairperson Murphy called the meeting to order at 3:00 PM

The General Manager provided information regarding AMU's response to the COVID-19 Public Health Emergency. He explained that the response is currently very fluid, and a more complete response would be available at the March 18, 2020, Board of Trustees Meeting. However, the following actions will be taken by AMU staff effective Tuesday morning, March 17, 2020 at 7:30 AM.

- Close the AMU office and other buildings to the public except by appointment only. The Drive-Thru window will remain open.
- Encourage customer payments via the multiple channels available on the AMU Website.
- Limit the number of in-home installs to necessary or emergency related per public health recommendations.
- Encourage employees to stay home if they are feeling ill.
- Curtail all business travel until further notice.

The next meeting is scheduled for March 18, 2020 at 11:00 AM.

The meeting adjourned at 3:20 PM.

/s/ Julie Murphy
Julie Murphy, Chairperson

Attest:

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

March 18, 2020

Algona, Iowa

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 electronically as allowed by Iowa Code Section 21.8 with access to the public provided by telephone conference call, on March 18, 2020 at 11:00 AM. Physical attendance by members was impractical due to the Covid-19 Public Health Emergency.

Board members present by telephone: Julie Murphy, Chairperson; Trustees – Karen Schaaf, Dave Golwitzer and Don Heupel.

Absent: Jay Geving

Others present: John Bilsten, General Manager, Sandra Batt, Secretary and Chief Financial Officer, Scott Buchanan, General Counsel, present by telephone; and Mayor Rick Murphy.

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

The consent agenda included roll call, adoption of the agenda, approval of the February 26, 2020 regular minutes and approval of the monthly vouchers and uncollectible accounts of \$2,273.18. Trustee Schaaf moved to approve the consent agenda, seconded by Trustee Heupel. Motion carried unanimously.

Citizens opportunity to address the Board of Trustees – Mayor Rick Murphy stated that he was in attendance to observe the electronic meeting process.

The General Manager gave the Trustees an update on the work on Engines #6 and #7 at the power plant. He reported that we are currently over budget. He explained that one of the larger extra expenses was the removal of the turbo spinners related to the piping and mounting of the intercoolers which cost \$30,000. There were also several small items repaired while the unit

was out of service increasing the project costs. The total budgeted amount was \$150,000 and currently the project costs total \$210,558.

The General Manager outlined the AMU response to Public Health Matters regarding the COVID-19 Pandemic:

- Require any employee with COVID-19 symptoms to stay home and contact the Kossuth Regional Health Center for testing/treatment and necessary isolation. Stay home and isolate yourself from others in the home for 14 days after your last exposure. If an employee becomes symptomatic at any point during their shift, they will be sent home immediately and self-isolate until the conditions below are met.
- Require any employee to stay at home and isolate themselves from others in the home in the following situations:
 - Taken a cruise anywhere in the world in the last 14 days.
 - Traveled internationally to a country with a level 3 travel warning in the last 14 days.
 - Close contact with a suspected or confirmed COVID-19 case in the last 14 days.
- Require any employee that is sick to stay home and isolate from others in the house until:
 - You have had no fever for at least 72 hours (that is three full days of no fever without the use of medicine that reduces fevers)
 - AND
 - other symptoms have improved (for example, when your cough or shortness of breath have improved)
 - AND
 - at least 7 days have passed since your symptoms first appeared.
- Send employees with respiratory illnesses or fevers home and not allow them to return to work until they are fever free for an extended period. This also includes any employees that are more susceptible to the virus.
- Routinely disinfect commonly used surfaces, desks, phones, etc.
- Close the AMU office and other buildings to the public except by appointment, including salespeople until end of March – then re-evaluate. Drive through window will remain open during regular business hours. Require any approved visitor to sign in and provide a contact phone number.
- Extend cell phone stipend of \$35/month to all AMU employees during the COVID-19 outbreak.
- Communicate the various payment methods available to customers that do not require entering the AMU office.
- Business travel is curtailed until further notice. Travel may be approved on a case by case basis if it is an emergency.
- No non-essential travel until further notice. If an employee travels, they may be required to self-isolate at home for a period of 14 days. We will try to work with employees if they must travel, but we discourage travel at this time. AMU will reserve the right to ask employees to self-isolate possibly without pay.
- Allowing work from home (remote work) if possible.
- Isolate employees where practical to reduce the chance of community spread of the virus.
- Alternate employee attendance in all departments effective Monday, March 23, 2020 so that approximately 50% of each department staff stays at home. AMU will continue to provide pay and benefits to any employee affected by this policy.
- Limiting customer premise service calls to only necessary or emergency service requests.
- Allow employees that do not have childcare to work from home.
- No disconnections or late charges for utilities and communications services through May 31, 2020 and then reevaluate. The IUB has issued an emergency order to extend the winter moratorium rules for LIHEAP customers until May 1, 2020.
- Defer interest calculation and interest and principal payments on the AMU Revolving Loan Fund until June 2020 and then reevaluate.
- Defer the approved water rate adjustment until May 31, 2020.

After discussion, a motion was made by Trustee Heupel, seconded by Trustee Golwitzer, to approve the above and to authorize the General Manager to act as he, in his sole discretion, after appropriate consultation with the Chair, staff, or others as appropriate, without prior board approval as he deems necessary in the best interests of AMU, its employees, customers, and the public at large regarding emergency public health matters in response to COVID-19. General Manager shall record and account for all such action taken under this authority and request *ex post facto* ratification by the trustees at the next practical opportunity. At all times, the General Manager shall continue to consult with the Chairman and Trustees regarding any such emergency interim action as circumstances dictate and reason allows.

The General Manager presented Resolution 2020-04, Naming Official Depositories. The resolution provides authorization to do business with certain named financial institutions and maximum deposit amounts. Trustee Golwitzer moved to approve the resolution, Trustee Schaaf seconded. Motion carried unanimously.

The General Manager presented Resolution 2020-05, Bank Authorizing Resolution. The resolution provides banking authorization for the General Manager and the Chief Financial Officer. Trustee Heupel moved to approve the resolution, Trustee Schaaf seconded. Motion carried unanimously.

Trustee Golwitzer motioned to ratify the bulk water rate at \$9.00 per 1000 gallons. Trustee Heupel seconded the motion. Motion carried unanimously.

The General Manager informed the Trustees that AMU will be providing electric service for a triage center being set up by Kossuth Regional Health Center to address COVID-19. In addition, the Communications Utility will be providing phone service for triage centers being set up at the Algona High School and Algona Middle School.

The next meeting is scheduled for April 22, 2020 at 11:00 P.M.

Upon motion and vote, the meeting adjourned at 11:30 P.M.

/s/ Julie Murphy
Julie Murphy, Chairperson

Attest:

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

The following vouchers were approved:

Chk #	Vendor	Description	Amount
	PAYROLL		\$64,311.18
55650	SARAH BORMANN	WELLNESS	310.00
55651	ACCESS SYSTEMS	TECHNICAL SUPPORT SVCS	2,597.18
55652	ALGONA MUNICIPAL UTILITIES	PAPERLESS AMU COMM BILLS	3,192.64
55653	ALGONA PLG. & HTG.	UNIT 6	774.73
55654	AMERICAN GLASS COMPANY	WINDOW REPAIR	230.01
55655	BILSTEN, JOHN	ROTARY MEALS AND DUES	145.00
55656	BOMGAARS	SUPPLIES	926.10
55657	BRIAN'S WELDING	SERVICE	406.57
55658	BROWN SUPPLY COMPANY	SUPPLIES	383.23
55659	CENTURYLINK	SERVICE	137.43
55660	CENTURYLINK	SERVICE	332.14
55661	CONSORTIA CONSULTING BY TELECOM	CONSULTING SUPPORT	1,650.00
55662	DAN-D LASER CARTRIDGES	TONER	465.45
55663	DGR ENGINEERING	WATER STUDY	603.50
55664	DIVERSIFIED ADJUSTMENT SERVICE	BAD DEBT	576.02
55665	EISCHEN SALES INC	SUPPLIES	21.40
55666	FASTENAL COMPANY	SUPPLIES	207.41
55667	GRAY TELEVISION GROUP, INC.	SUBS	7,630.00
55668	IOWA ASSN OF MUNI UTILITIES	E-PAY LOAN	6,000.01
55669	IOWA ONE CALL	LOCATES	36.60
55670	IWLA CLAY TARGET ACCOUNT	SILVER SPONSOR TRAPSHOOTING	100.00
55671	LINCOLN LIFE	DEFERRED COMPENSATION	4,073.12
55672	MARTIN'S FLAG CO., INC.	FLAGS	199.57
55673	METLIFE SMALL BUSINESS CENTER	PREMIUMS	3,344.20
55674	MIDAMERICAN ENERGY	SERVICE	64.25
55675	NATIONAL INFORMATION SOLUTIONS	SOFTWARE CONVERSION & BILLING	46,259.32
55676	NIMECA	SUPPORT 12/18/19-1/31/20	2,809.54
55677	NORTHWEST COMM NETWORK	BANDWIDTH	616.50
55678	ONENECK IT SOLUTIONS	SUPPORT-SMARTNET RENEWAL	3,017.89
55679	POWER & TELEPHONE SUPPLY	ONT'S	6,913.69
55680	ROETHLER, LOWELL	NCTC CONFERENCE	1,063.23
55681	SBEMCO	REMNANTS FOR COMM OFFICE	150.00
55682	SKARSHAUG TESTING LABS	TESTING	182.87
55683	TANTALUS	LAN CONTROLLER	3,650.00
55684	VANTAGE POINT	CONSULTING	67.50
55685	WHEELER WORLD INC	UNIT 6	27,945.68
55686	BOMGAARS	SUPPLIES	219.93
55687	ALGONA CHAM. OF COMMERCE	NETWORKING REGISTRATION	250.00
55688	ALGONA PLG. & HTG.	PLUMBING MTRLS-WATER PLANT	25.00
55689	ARNOLD MOTOR SUPPLY	PARTS	382.48
55690	BOOT BARN, INC	EMP CLOTHING	7,009.24
55691	CLIMATE CONTROL SYSTEMS	PART	127.33
55692	ERPELDING EXCAVATING ENT	S MINNESOTA VALVE REPAIR	1,562.80
55693	HAWKINS INC.	TESTING	3,529.57
55694	JOHN DEERE FINANCIAL	PARTS	22.17
55695	KOSSUTH COUNTY TREASURER	COUNTY EXCISE TAX	48,059.50
55696	NIMECA	HEARING SUPPORT	935.55
55697	REEF INDUSTRIES INC	ON THE JOB SIGN	765.29
55698	ROAD MACHINERY & SUPPLIES CO	PARTS	225.43
55699	SPENCER MUNICIPAL UTILITIES	TELEPHONE SWITCH	2,145.00
55700	WAVERLY LIGHT AND POWER	ELBOW 8.3	829.11
55701	WEBSTER COUNTY TREASURER	COUNTY TAX	2,161.50
55702	WESCO DISTRIBUTION INC.	OKON 15KV	7,032.58

55703	WOODBURY COUNTY TREASURER	COUNTY TAX	12,853.50
55704	A & M LAUNDRY	SERVICE	39.15
55705	AHLERS & COONEY, P.C.	PROFESSIONAL SERVICES	1,372.86
55706	ALGONA PLG. & HTG.	PARTS	524.65
55707	ALGONA PUBLIC LIBRARY	SUMMER READING PROGRAM	250.00
55708	ALGONA PUBLISHING CO.	ADVERTISING	512.57
55709	ASCAP	LICENSE FEE	166.21
55710	AUREON NETWORK SERVICES	DID'S	11,329.68
55711	BOOT BARN, INC	HATS	154.08
55712	BUSCHER'S SERVICE CENTER	FUEL	839.15
55713	CENTRAL IOWA DISTRIBUTING	SUPPLIES	200.60
55714	CHROME COUNTRY INN	EXPENSE	60.68
55715	CHROME TRUCK STOP	FUEL	498.20
55716	COLORS BY DESIGN	PAINT FOR THE FILTER PLANT	27.50
55717	COOPERATIVE RESPONSE CENTER	RESPONSE CENTER	1,355.90
55718	DIEBOLD	TECHNICIAN SERVICE	422.22
55719	DISPLAY SYSTEMS INTERNATIONAL	WEATHER GRAPHICS	550.00
55720	DORNBIER, DALE	EXPENSES	29.16
55721	DUMP IT INC.	SANITATION PICK UP	312.70
55722	ERPELDING VOIGT & CO.	LIGHTING REBATE	30.00
55723	FAREWAY STORES	SUPPLIES	101.43
55724	FASTENAL COMPANY	UNIT 6	304.94
55725	FINN HOUSE	REIMBURSEMENT	29.48
55726	FOERTSCH P & H	SUPPLIES	492.09
55727	GRACENOTE MEDIA SERVICES, LLC	MEDIA SERVICE	88.25
55728	HYGIENIC LABORATORY - AR	TESTING	97.50
55729	HY-VEE	LIGHTING REBATE	10,000.00
55730	IGLASS NETWORKS	NETWORK MONITORING	500.00
55731	IOWA ASSN OF MUNI UTILITIES	WORKSHOP FOR WATER	796.00
55732	JCL SOLUTIONS	SUPPLIES-JERRY	17.03
55733	JESTER INSURANCE SERVICES	CYBER & PRIVACY POLICY	3,000.00
55734	KLGA & KLGZ	ADVERTISING	760.70
55735	KOSS CO EXTENSION OFFICE	PESTICIDE APPLICATOR	65.00
55736	KOSSUTH COUNTY ADVANCE	NEWSPAPER ADVERTISING	100.00
55737	MIDAMERICAN ENERGY	SERVICE	236.20
55738	NAPA AUTO PARTS-ALGONA	PARTS	18.98
55739	NIMECA	ANNUAL APPA DUES	9,759.29
55740	NORTHERN IOWA COMMUNICATIONS	SUBS	37,754.88
55741	OAK HILL CONSULTING	CONSULTING	66.00
55742	PITNEY-BOWES INC.	LEASING CHRGS	863.28
55743	PMC ADVANTAGE SERVICES, INC	RENEW POLICY	11,948.00
55744	POWER & TELEPHONE SUPPLY	MODULE SM40	26,713.47
55745	PROFESSIONAL COMPUTER SOLUTIONS	SUPPORT/MAINTENANCE	1,319.01
55746	SECURITY COVERAGE	SECURE IT	33.60
55747	SHRED-IT	SHREDDING SERVICE	41.68
55748	SIGN WORKS	LOGO DECALS FOR STB'S	197.95
55749	STRYKER	LIFEPAK REPLACEMENT KIT	654.88
55750	T.P. ANDERSON COMPANY	AUDIT	8,000.00
55751	THREADS	EMPLOYEE CLOTHING	79.45
55752	TRINITY WIND, LLC	POWER PURCHASED	12,845.00
55753	ULINE	SHELVING FOR COMM SHOP	100.88
55754	WHEELER WORLD INC	LABOR SERVICE	40,334.40
8803065	NIMECA	POWER	373,376.28
8803066	INTERSTATE TRS FUND	TRS FUND CONTRIBUTION	272.08
8803067	EFT - SALES TAX TRANSFER	WATER SERVICE EXCISE TAX	17,000.00
8803068	CARD CENTER	EXPENSES	6,785.24
8803069	EFTPS TRANSFER	PAYROLL TAXES	22,887.77
8803070	NATIONAL CABLE TELEVISION COOP	HARDWARE	20,082.17
8803071	IOWA STATE BANK	AMU LOAN	3,971.58
8803072	IOWA STATE BANK	AMU LOAN	18,723.17
8803073	UPS	SHIPPING	177.14
8803074	SISCO	FLEX	596.20
8803075	SISCO	HEALTH INSURANCE	30,085.71
8803076	MIDAMERICAN ENERGY	NEAL 4	132,000.00
8803077	USAC	SUPPORT MECHANISM CHARGES	1,856.93
8803078	SISCO	FLEX	6,238.27
8803079	EFTPS TRANSFER	PAYROLL TAXES	22,612.85
8803080	CITY OF ALGONA	WATER PLANT CITY SEWER USAGE	2,891.59
8803081	ALGONA FAMILY YMCA	DIRECTOR POSITION	3,143.75
8803082	EFT - SALES TAX TRANSFER	SALES TAX	23,263.00

8803083	SISCO	FLEX	558.17
8803084	EFT - FEDERAL EXCISE TAX	FEDERAL EXCISE TAX	1,113.96
8803085	LIBRARY OF CONGRESS	US COPYRIGHT	7,765.71