

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 April 22, 2020 at 11:00 PM. Physical attendance by members was impractical due to the Covid-19 Public Health Emergency.

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

Others present: John Bilsten, General Manager, Sandra Batt, Secretary and Chief Financial Officer.

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

The consent agenda included roll call, adoption of the agenda, approval of the March 18, 2020 regular minutes and approval of the monthly vouchers and uncollectible accounts. Trustee Golwitzer moved to approve the consent agenda, seconded by Trustee Schaaf. Motion carried unanimously.

Citizens opportunity to address the Board of Trustees – There were no citizens in attendance.

Financial Statements for January 2020 and February 2020 along with the 2019 Debt Service Ratio were presented by the Chief Financial Officer. Trustee Geving moved to approve the Financial Statements and place them on file, seconded by Trustee Golwitzer. Motion carried unanimously.

The General Manager gave the Trustees an update on the NIMECA, FERC filing, the NRS Solar Project and a proposed NIMECA Wind Project. He also updated the Board on the work being done on Engines #6 and #7 at the power plant. He reported that we are currently over budget by approximately \$87,000 due to additional and necessary work that was completed during the project. Work has not been completed and is ongoing. An update on Electric Distribution Projects, the accounting software conversion, and SmartHub and E-Bill customers was also given.

The General Manager shared with the Trustees a graph showing our bandwidth usage over the last few years with a marked increase in bandwidth since the COVID-19 pandemic. He explained that our current network ring has 10 gigabytes of capacity with a recent peak of 5 gigabytes. He reported that although we have not run out of capacity, the Communications Department will begin the expansion of bandwidth to 100 gigabytes over the next few months.

A motion was made by Trustee Heupel to approve the 2020 Communications System Ownership and Lease Allocation for Joint Use of Facilities. Trustee Geving seconded the motion. Motion carried unanimously. The lease amount is now \$7,353.15 per month.

The General Manager presented Resolution 2020-06, Resolution Authorizing Permanent Transfer of Surplus Funds from the Algona Municipal Electric Utility to the City of Algona. The resolution provides for the transfer of \$400,000 of surplus funds to the City of Algona. After discussion Trustee Schaaf moved to approve the resolution, Trustee Golwitzer seconded. Motion carried unanimously.

The General Manager presented Resolution 2020-07, Resolution Authorizing Permanent Transfer of Surplus Funds from the Algona Municipal Water Utility to the City of Algona. The resolution provides for the transfer of \$45,000 of surplus funds to the City of Algona. Trustee Heupel moved to approve the resolution, Trustee Schaaf seconded the motion. Motion carried unanimously.

Trustee Golwitzer moved to approve an amendment to Chapter 28E Joint Intergovernmental Action Agreement providing for a Safety Group for North Central Iowa. Discussion followed. Trustee Heupel seconded the motion. The motion carried unanimously.

The General Manager updated the Board on changes made to the AMU Revolving Loan Fund plan. Updates to the plan include language to clarify that energy efficiency is an eligible use of the RLF and that balloon notes are possible. The USDA now also allows the deferral of interest and principal payments for up to six months due to the Covid-19 pandemic. Several loan participants have taken advantage of the deferral.

AMU's health insurance renewal was presented to the Board of Trustees. An increase of approximately 11% will be realized for the fiscal year beginning July 1, 2020 through June 30, 2021. Trustee Schaaf moved to approve the renewal. Trustee Geving seconded the motion. Motion carried unanimously.

A Letter of Engagement from Howard E. Nyhart Company, LLC was provided to the Board for GASB 75 Actuarial Services. A motion was made by Trustee Heupel to approve the engagement. Trustee Golwitzer seconded the motion. Motion carried unanimously.

The General Manager presented a Non-Disclosure Agreement with Connected Nation, Inc., a not-for-profit corporation. He explained that Connected Nation, Inc. has been hired by the State of Iowa to study the state's broadband infrastructure. A motion was made by Trustee Geving and seconded by Trustee Golwitzer to sign the Non-Disclosure Agreement. Motion carried unanimously.

Discussion followed regarding a return to work plan during the Covid-19 pandemic. The General Manager will provide updates and recommendations at the next Board Meeting.

The next meeting is scheduled for May 27, 2020 at 11:00 P.M.

Upon motion and vote, the meeting adjourned at 12:15 P.M.

/s/ Julie Murphy  
Julie Murphy, Chairperson

Attest:

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

The following vouchers were approved:

CK #	VENDOR	DESCRIPTION	AMOUNT
	PAYROLL		\$196,782.96
55755	ACCESS SYSTEMS	TROUBLE TICKET #504445	104.33
55756	AIR FILTER SALES & SERVICE	SUPPLIES	226.00
55757	IOANA ALBU	CUSTOMER REFUND	282.77
55758	ALGONA MACHINE & SUPPLY	SUPPLIES	155.15
55759	ALGONA PLG. & HTG.	SUPPLIES	34.24
55760	ALGONA WELDING & MACHINE	SUPPLIES	4.62
55761	EDWARD BEISCH	CUSTOMER REFUND	31.77
55762	BIG 10	SUBS	1,964.18
55763	LOREN BISHOP	CUSTOMER REFUND	104.53
55764	BMI CABLE & NEW MEDIA	LICENSE FEE	166.21
55765	BORDER STATES ELECTRIC	SUPPLIES	1,148.94
55766	BRIAN'S WELDING	MATERIALS	388.28
55767	BROWN SHOE FIT CO	SUPPLIES	81.72
55768	BROWN SUPPLY COMPANY	PARTS	1,027.78
55769	CARD CENTER	EXPENSES	2,788.64
55770	CENTURYLINK	SERVICE	137.43
55771	CHROME TRUCK STOP	BULK DIESEL FUEL	22,512.00
55772	COOK'S SCRAP IRON & METAL	SUPPLIES	255.21
55773	CRESCENT ELECTRIC SUPPLY	CONTROL CABINET	108.56
55774	DAN-D LASER CARTRIDGES	SUPPLIES	139.10
55775	CHRISTIAN DAVIS	CUSTOMER REFUND	61.86
55776	DGR ENGINEERING	WATER SYSTEM PLAN	10,471.93
55777	DIVERSIFIED ADJUSTMENT SERVICE	BAD DEBT	839.82
55778	ALYSSA EISENBACHER	CUSTOMER REFUND	28.49
55779	ERPELDING EXCAVATING ENT	MAIN BREAK	125.85
55780	FASTENAL COMPANY	SUPPLIES	975.75
55781	FOX SPORTS NET NORTH	SUBS	5,189.76
55782	JAY GEVING	TRUSTEE FEE	75.00
55783	DAVID GOLWITZER	TRUSTEE FEE	75.00
55784	GRAY TELEVISION GROUP, INC.	SUBS	7,392.00
55785	HAWKINS INC.	TESTING	2,004.60
55786	HEARST TELEVISION	SUBS	4,887.58
55787	DON HEUPEL	TRUSTEE FEE	75.00
55788	BRIAN HILL	CUSTOMER REFUND	60.87
55789	HY-VEE	SUPPLIES	49.46
55790	IOWA ONE CALL	LOCATES	42.30
55791	JCL SOLUTIONS	LENS TISSUE PCKT	17.03
55792	JOHNSTON AUTOSTORES	PARTS	111.58
55793	K & H COOP OIL CO.	FUEL	216.95
55794	DANIEL KILGORE	CUSTOMER REFUND	124.78
55795	KOSSUTH COUNTY HISTORICAL SOCIETY	DONATION	200.00
55796	LINCOLN LIFE	DEFERRED COMPENSATION	4,073.08
55797	LOUSCHER DENTAL CLINIC	LIGHTING REBATE	390.00
55798	METLIFE SMALL BUSINESS CENTER	PREMIUMS	3,344.20
55799	MIDAMERICA COMP CORP	STATEMENT PROCESSING	9,201.64
55800	MIDAMERICAN ENERGY CO.	SERVICE	379.45
55801	LOGAN MILLER	CUSTOMER REFUND	21.26
55802	JULIE MURPHY	TRUSTEE FEE	75.00
55803	NALCO COMPANY	DIAGNOSTIC/LAB REAGENTS	118.19
55804	NATIONAL INFORMATION SOLUTIONS COOP	FEB 2020 AMS	37,168.42
55805	NEXSTAR	SUBS	4,706.32
55806	NORTH IA LUMBER	SUPPLIES	57.17
55807	TAMMY OLESON	CUSTOMER REFUND	3.64
55808	POWER & TELEPHONE SUPPLY	SUPPLIES	1,462.62
55809	POWER LINE SUPPLY	SUPPLIES	1,511.88
55810	RESCO	SUPPLIES	3,823.38
55811	STEVEN L RISKEDAHL	CUSTOMER REFUND	11.60
55812	ROVI	SUBS	738.80
55813	CHARMAIGNE SANTIAGO	CUSTOMER REFUND	15.60

55814	SBEMCO	FLOOR MATS	396.44
55815	KAREN SCHAAF	TRUSTEE FEE	75.00
55816	SHOWTIME NETWORKS INC	SUBS	104.72
55817	SLIPSTREAM	FEB LED 2020	663.48
55818	SPORTSMANS CORNER	LIGHTING REBATES	500.00
55819	NIKHIL SRIPATHI	CUSTOMER REFUND	3.87
55820	STUNDAHL CLEANING	CLEANING	1,000.00
55821	TEGNA	SUBS	6,019.20
55822	THREADS	EMPLOYEE CLOTHING	112.35
55823	UNITYPOINT CLINIC-OCCUPATIONAL MEDICINE	TESTING	84.00
55824	VANTAGE POINT	CONSULTING	742.50
55825	SHARON WEHRSPAN	CUSTOMER REFUND	202.74
55826	WESCO DISTRIBUTION INC.	SUPPLIES	1,405.96
55827	WHEELER WORLD INC	VALVE EXTENSION	821.09
55828	ALGONA MUNICIPAL UTILITIES	VOID CHECK	0.00
55829	BGHS BOOSTER CLUB	VOID CHECK	0.00
55830	ALGONA MUNICIPAL UTILITIES	AMU COMM PAPERLESS BILLS	3,314.94
55831	BGHS BOOSTER CLUB	BOOSTER CLUB ADV BASEBALL SIGN	100.00
55832	BOMGAARS	SUPPLIES	791.77
55833	CONSORTIA CONSULTING BY TELEC	CONSULTING SUPPORT	1,650.00
55834	ELECTRICAL MATERIALS CO.	MATERIAL	467.97
55835	IOWA ASSN OF MUNI UTILITIES	EPAYS LOAN	6,000.00
55836	IRBY	SUPPLIES	1,278.54
55837	JOHNSTON AUTOSTORES	PARTS	149.96
55838	NALCO COMPANY	WATER TREATMENT	216.51
55839	POWER LINE SUPPLY	MATERIALS	2,360.21
55840	IA DEPT OF REVENUE	STATEWIDE PROPERTY TAX	322.98
55841	ACCESS SYSTEMS	TECHNICAL SUPPORT SERVICES	2,855.81
55842	ALGONA HIGH SCHOOL	LIGHTING REBATE	4,722.75
55843	AMERICAN REGISTRY FOR INTERNET	ANNUAL FEE FOR REGISTRATION	1,000.00
55844	BORDER STATES ELECTRIC	SUPPLIES	1,348.99
55845	CE POWER ENGINEERED SERVICES, LLC	SIEMENS PARTS	1,043.25
55846	CENTRAL IOWA DISTRIBUTING	SUPPLIES	138.00
55847	COOPERATIVE RESPONSE CENTER, INC.	RESPONSE CENTER	1,364.20
55848	DISPLAY SYSTEMS INTERNATIONAL	WEATHER GRAPHICS	550.00
55849	ICONECTIV, LLC	LNP	58.58
55850	JCL SOLUTIONS	SUPPLIES	60.95
55851	MIDAMERICAN ENERGY	SERVICE	67.69
55852	NIMECA	HEARING SUPPORT 2/1/2020-2/28/2020	3,758.48
55853	POWER LINE SUPPLY	SUPPLIES	2,001.01
55854	RADIOLOGISTS OF NORTH IOWA	WORKMANS COMP-HEATH	27.00
55855	WESCO DISTRIBUTION INC.	SUPPLIES	37,184.60
55856	A & M LAUNDRY	SUPPLIES	78.02
55857	ADVANCED CONTROL SYSTEMS	SILVER 4-1-20 - 6-30-20	2,153.92
55858	ALGONA MUNICIPAL UTILITIE	PROJECT SHARE-1ST QUARTER 2020	147.70
55859	ALGONA PLG. & HTG.	UNIT 6	82.28
55860	ALGONA PUBLISHING CO.	ADVERTISING	1,499.86
55861	BORDER STATES ELECTRIC	SUPPLIES	5,284.98
55862	RORY BUCHAN	CUSTOMER REFUND	93.03
55863	BUSCHER BROS. CORPORATION	PART	9.67
55864	CENTRAL IOWA DISTRIBUTING	SUPPLIES	132.00
55865	CENTURYLINK	SERVICE	305.43
55866	CINTAS CORPORATION #754	SUPPLIES	60.15
55867	CONFLUENT	INVENTORY	752.69
55868	MARILYN A DEAL	WINDOW REPLACEMENT	1,241.41
55869	FIVE STAR TOOL & SUPPLY	SUPPLIES	933.74
55870	HACH CHEMICAL CO.	CHEMICALS	1,057.83
55871	HI-LINE UTILITY SUPPLY CO	TOOL	598.97
55872	HOTSY EQUIPMENT	PARTS	187.25
55873	IGLASS NETWORKS	NETWORK MONITORING	500.00
55874	IRBY	MATERIALS	19,394.93
55875	JCL SOLUTIONS	SUPPLIES	923.82
55876	K & H COOP OIL CO.	VOID CHECK	0.00
55877	KDW ADVISORS, LLC	ADVISORS	1,365.00
55878	KEMCO TIRES, INC.	FLAT REPAIR	25.00
55879	KING, DOROTHY	VOID CHECK	0.00
55880	KOSSUTH COUNTY ADVANCE	NEWSPAPER DONATION	100.00
55881	KOSSUTH COUNTY SPEEDWAY	PROGRAM SPONSOR 2020	200.00
55882	MIDAMERICAN ENERGY	SERVICE	133.68
55883	NORTH IA LUMBER	SUPPLIES	356.92

55884	NORTHERN IOWA COMMUNICATIONS	PROGRAMMING	38,859.91
55885	NORTHERN IOWA COMMUNICATIONS PARTNERS	SET TOP BOX'S	1,321.83
55886	NORTHWEST COMM NETWORK	BANDWIDTH	616.50
55887	PROFESSIONAL COMPUTER SOLUTIONS LLC	UTILISMART	904.00
55888	SAFETEY-KLEEN	SUPPLIES	171.20
55889	SECURITY COVERAGE	SECURITY COVERAGE	33.60
55890	SPENCER MUNICIPAL UTILITIES	TELEPHONE SWITCHING	2,157.00
55891	THREADS	EMPLOYEE CLOTHING	368.08
55892	TRINITY WIND, LLC	POWER	12,390.00
55893	ULINE	SHIPPING	97.20
55894	CHARLES WEST	REBATE FOR WINDOWS	1,069.70
55895	WHEELER WORLD INC	UNIT 6	19,990.11
55896	KARLEEN WITTKOPF	SUPPLIES	120.00
55897	BUSCHER'S SERVICE CENTER	FUEL	874.20
55898	KNIGHT PROTECTION, INC	FIRE ALARM SYSTEM	385.00
55899	ADTRAN, INC	MOSAIC/NOC 360	7,817.50
55900	ALGONA PUBLISHING CO.	RENEW	59.00
55901	AUREON NETWORK SERVICES	SERVICES	12,318.68
55902	BIG 10	SUBS	1,964.18
55903	BOMGAARS	SUPPLIES	120.43
55904	BORDER STATES ELECTRIC	INVENTORY	540.35
55905	CENTRAL IOWA DISTRIBUTING	KLEENEX	58.00
55906	CENTURYLINK	SERVICE	21.37
55907	CHROME TRUCK STOP	FUEL	249.03
55908	COOK'S SCRAP IRON & METAL	SUPPLIES	354.35
55909	DAN-D LASER CARTRIDGES	SUPPLIES	677.22
55910	DIVERSIFIED ADJUSTMENT SERVICE	BAD DEBT	26.92
55911	FAREWAY STORES	SUPPLIES	108.43
55912	FOX SPORTS NET NORTH	SUBS	5,189.76
55913	JAY GEVING	TRUSTEE FEE	75.00
55914	DAVID GOLWITZER	TRUSTEE FEE	75.00
55915	GRACENOTE MEDIA SERVICES, LLC	MEDIA SERVICES	176.50
55916	GRAY TELEVISION GROUP, INC.	SUBS	7,329.00
55917	GRAYBAR ELECTRIC CO INC	SUBS	477.70
55918	HEARST TELEVISION	SUBS	4,840.76
55919	DON HEUPEL	TRUSTEE FEE	75.00
55920	HYGIENIC LABORATORY - AR	TESTING	97.50
55921	JCL SOLUTIONS	SUPPLIES	223.76
55922	JOHNSTON AUTOSTORES	SUPPLIES	43.57
55923	KLGA & KLGZ	ADVERTISING	813.40
55924	LINCOLN LIFE	DEFFERED COMP	4,073.08
55925	MIDAMERICA COMP CORP	POSTAGE	4,533.28
55926	MIDAMERICAN ENERGY CO.	SERVICE	380.18
55927	JULIE MURPHY	TRUSTEE FEE	75.00
55928	NAPA AUTO PARTS-ALGONA	SUPPLIES	17.58
55929	NEXSTAR	SUBS	5,279.59
55930	NYEMASTER GOODE PC	PROFESSIONAL SERVICES	207.00
55931	PITNEY-BOWES INC.	LEASE CHARGE	733.53
55932	PROFESSIONAL COMPUTER SOLUTIONS LLC	ULTISMART	2,223.01
55933	REDING GRAVEL & EXC.	ROAD STONE	1,407.89
55934	ROVI	SUBS	740.83
55935	KAREN SCHAAF	TRUSTEE FEE	75.00
55936	SHOWTIME NETWORKS INC	SUBS	109.44
55937	SLIPSTREAM	LED MARCH 2020	1,139.33
55938	T.P. ANDERSON COMPANY	AUDIT FIELD WORK	1,500.00
55939	TEGNA	SUBS	5,967.90
55940	WESCO DISTRIBUTION INC.	SUPPLIES	6,466.22
8803086	NATIONAL CABLE TELEVISION COOP	SUBS	52,827.10
8803087	TREASURER STATE OF IOWA	STATE INCOME TAX	8,137.00
8803088	IPERS	IPERS	30,661.07
8803091	UPS	TESTING SERVICE	26.00
8803092	SISCO	FLEX	10,024.52
8803094	AFLAC	PREMIUMS	939.72
8803095	EFT - SALES TAX TRANSFER	WATER SERVICE EXCISE TAX	17,000.00
8803096	NIMECA	NEAL 4	428,785.17
8803097	INTERSTATE TRS FUND	TRS FUND	272.08
8803098	EFTPS TRANSFER	PAYROLL TAXES	22,891.52
8803099	US CELLULAR	SERVICE	241.02
8803100	IOWA STATE BANK	ISB LOAN	3,971.58
8803101	IOWA STATE BANK	ISB LOAN	18,723.17

8803102	NATIONAL CABLE TELEVISION COOP	HARDWARE	463.21
8803103	SISCO	FLEX	3,183.62
8803104	USAC	SUPPORT CHRGS	1,856.93
8803105	SISCO	FLEX	30,092.04
8803106	JACK HENRY & ASSOCIATES INC	ACH RETURNS	46.00
8803107	SISCO	FLEX	494.03
8803108	MIDAMERICAN ENERGY	NEAL 4	226,000.00
8803109	WELLMARK HEALTH PLAN	PREMIUMS	1,817.11
8803110	AFLAC	PREMIUM	939.72
8803111	CITY OF ALGONA	SEWER USAGE	3,200.90
8803112	EFTPS TRANSFER	PAYROLL TAXES	22,520.80
8803113	ALGONA MUNICIPAL UTILITIES	UTILITY PAPERLESS BILLS	16,930.80
8803114	CITY OF ALGONA	FRANCHISE FEE 12/19, 1/20	5,585.89
8803115	SISCO	FLEX	1,639.48
8803116	SISCO	FLEX	371.54
8803117	NATIONAL CABLE TELEVISION COOP	SUBS	54,897.23
8803118	UPS	SHIPPING	397.43
8803119	EFT - FEDERAL EXCISE TAX	FEDERAL EXCISE TAX	1,132.12
8803120	IPERS	IPERS	30,516.59