

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 May 27, 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 by telephone: John Bilsten, General Manager, Sandra Batt, Secretary and Chief Financial Officer and Scott Buchanan, General Counsel

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

The consent agenda included roll call, adoption of the agenda, approval of the April 22, 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.

Aaron Olson, Partner with T.P. Anderson & Company presented the Board with the 2019 Algona Municipal Utilities Financial Audit. Discussion followed. Trustee Geving moved to place the audit on file, seconded by Trustee Heupel. Motion carried unanimously.

Financial Statements for March 2020 and April 2020 along with an Internal Control update for Customer Care and Billing were presented by the Chief Financial Officer. An update was also given on the accounting software conversion. Trustee Geving moved to approve the Financial Statements and place them on file, seconded by Trustee Schaaf. Motion carried unanimously.

The General Manager gave the Trustees an update on the current overhead to underground upgrades on Highway 169, the NIMECA FERC filing, NEAL 4, the NRS Solar Project, the proposed NIMECA Wind Project, staff changes and the summer hours schedule for outside personnel. He also updated the Board on the work being done on Engines #6 and #7 at the power plant.

The General Manager provided two revised resolutions which Authorize the Permanent Transfer of Surplus Funds from Algona Municipal Utilities to the City of Algona. The resolutions were updated to provide the surplus calculation methodology, which supersede the Board's April 22, 2020 resolutions.

A motion was made by Trustee Golwitzer to approve Resolution 2020-08: Resolution Authorizing Permanent Transfer of Surplus Funds of \$400,000 from the Algona Municipal Electric Utility to the City of Algona. Trustee Heupel seconded the motion. Motion carried unanimously.

A motion was made by Trustee Geving to approve Resolution 2020-09: Resolution Authorizing Permanent Transfer of Surplus Funds of \$45,000 from the Algona Municipal Water Utility to the City of Algona. Trustee Schaaf seconded the motion. Motion carried unanimously.

Trustee Heupel moved to ratify the new Bulk Water Rate at \$10.00 per 1,000 gallons of water. Trustee Golwitzer seconded the motion. The motion carried unanimously.

A mid-year election change for AMU's Flexible Spending Accounts was presented to the Board. In response to the COVID-19 pandemic, the Plan will permit employees who are eligible to make salary reduction contributions under the Plan to make mid-year election changes during the month of June 2020. Trustee Schaaf moved to approve the change. Trustee Geving seconded the motion. Motion carried unanimously.

The General Manager announced the retirement of Judy Vautier in June 2020. In addition, the Board was asked to approve Kellie Siefken' change from temporary full-time employment to permanent full-time employment. Trustee Golwitzer made a motion to approve the change. Trustee Schaaf seconded the motion. Motion carried unanimously.

Trustee Heupel moved to contribute another \$2,000 to the Algona Chamber of Commerce' Support Local Campaign. Trustee Golwitzer seconded the motion. Motion carried unanimously.

General Manager Bilsten reported that he had met with YMCA Director, Greg Bradley. The Development Directors position at the YMCA is not producing the funding as hoped by both the YMCA and AMU. After discussion, the Board decided to eliminate funding for this position at this time. Trustee Golwitzer moved to end the funding agreement. Trustee Geving seconded the motion. Motion carried unanimously.

Trustee Schaaf made a motion to enter into a Master Service Agreement with Cooperative Network Services to assist with the negotiations for cable network retransmission rates. The Project Fee will be \$850 per broadcast station group, plus expenses and will include contract review, redlines, economic valuation and negotiation directly with the broadcaster. Trustee Geving seconded the motion. Motion carried unanimously.

General Manager Bilsten presented information on the McGregor Bridge Fiber Project. Discussion followed. Trustee Golwitzer moved to accept the quotes for material and labor for the project. Trustee Heupel seconded the motion. Motion carried unanimously.

Trustee Schaaf moved to go into closed session at 12:15 PM, 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 Geving. Roll Call votes were as follows: Geving-Yes, Heupel-Yes, Schaaf-Yes, Golwitzer-Yes, Murphy-Yes. Motion carried unanimously.

Trustee Geving moved to end the closed session at 12:35 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.

The Board set the date and time for a Public Hearing on 2020 Communication rates. Trustee Golwitzer moved to set the date and time as June 24, 2020 at 11:00 A.M., seconded by Trustee Geving. Motion carried unanimously.

Discussion followed regarding the return to work plan during the Covid-19 pandemic. General Manager Bilsten reported that all employees have returned to work, the drive-thru window was now open and that he anticipates opening the office to the public on June 8, 2020.

The next meeting is scheduled for June 24, 2020 at 11:00 P.M.

Upon motion and vote, the meeting adjourned at 12:50 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		\$ 128,971.94
55614	DUMP IT	VOID CHECK	(229.40)
55941	ACCESS SYSTEMS	TECHNICAL SUPPORT	2,610.81
55942	ALGONA MUNICIPAL UTILITIES	COMM PAPERLESS BILLS/PMTS	3,320.40
55943	RICHARD BALK JR	WINDOW REPLACEMENT REBATE	245.10
55944	BORDER STATES ELECTRIC	SECURITY LIGHTS	5,767.14
55945	RUTH BRANDT	CUSTOMER REFUND	21.70
55946	CRYSTAL/JASON BRONSON	CUSTOMER REFUND	77.99
55947	BROWN SHOE FIT CO	SUPPLIES	198.33
55948	C & D USED OIL SERVICES LLC	RECYCLING OF BARRELS	165.00
55949	CENTRAL IOWA DISTRIBUTING	SUPPLIES	475.10
55950	CENTURYLINK	LOCAL MESSAGE REV/COMP	0.64
55951	DUMP IT INC.	GARBAGE SERVICES	597.74
55952	FASTENAL COMPANY	SUPPLIES	253.07
55953	JAMES/BILLIEE GADIENT	CUSTOMER REFUND	99.30
55954	HAMILTON VET CARE	WINDOW REPLACEMENT	891.01
55955	ALLISON HURLBURT	CUSTOMER REFUND	6.67
55956	HY-VEE	SUPPLIES	173.42
55957	ICONECTIV, LLC	LNPS	58.58
55958	IOWA ASSN OF MUNI UTILITIES	ENERGY EFFICIENCY REPORTING	150.00
55959	K & H COOP OIL CO.	FUEL	685.92
55960	KURT KING	CUSTOMER REFUND	39.99
55961	LOUWAGIE, TODD	CA REBATE	650.00
55962	CODY MARTENS	CUSTOMER REFUND	77.32
55963	METLIFE SMALL BUSINESS CENTER	PREMIUMS	3,344.20
55964	TORY METZGER	CUSTOMER REFUND	112.93
55965	NATIONAL INFORMATION SOLUTIONS COOP	ONLINE PMTS	8,720.30
55966	POWER & TELEPHONE SUPPLY	SUPPLIES	1,660.01
55967	POWER LINE SUPPLY	SUPPLIES	12,705.31
55968	AMY L PUMPER	CUSTOMER REFUND	175.55
55969	LADONNA REIBSAMEN	CUSTOMER REFUND	156.52
55970	STATE FARM INSURANCE	CUSTOMER REFUND	193.64
55971	STELLAR TRUCK & TRAILER	INVERTER UNIT 8	2,273.52
55972	VANTAGE POINT	CONSULTING	2,477.50
55973	WESCO DISTRIBUTION INC.	SUPPLIES	17.46
55974	WHEELER WORLD INC	UNIT 7	13,696.00
55975	JORDAN WILLIAMS	CUSTOMER REFUND	44.46
55976	CITY OF ALGONA	TRANSFER OF SURPLUS FUNDS	445,000.00
55977	ALGONA HIGH SCHOOL	LIGHTING REBATE	5,022.60
55978	ALGONA PLG. & HTG.	UNIT 7	2.78
55979	AMERICAN WATER WORKS ASSN	RENEWAL NOTICE	382.00
55980	ARNOLD MOTOR SUPPLY	SUPPLIES	449.00
55981	BOMGAARS	SUPPLIES	306.27
55982	BROWN SUPPLY COMPANY	SUPPLIES	338.12
55983	CARD CENTER	EXPENSES	4,264.24
55984	CENTRAL IOWA DISTRIBUTING	TOWELS	41.80

55985	CENTURYLINK	SERVICE	136.76
55986	CENTURYLINK	SERVICE	338.74
55987	CONSORTIA CONSULTING BY TELEC	CONSULTING SUPPORT	1,650.00
55988	DGR ENGINEERING	DEWI001	8,470.50
55989	ERPELDING EXCAVATING ENT	DAMAGE TO CUSTOMER SEWER	1,354.15
55990	FASTENAL COMPANY	SAWBLADES	90.24
55991	FOERTSCH P & H	DAMAGE TO CUSTOMER SEWER	425.00
55992	GRAYBAR ELECTRIC CO INC	SUPPLIES	33.88
55993	HAWKINS INC.	TESTING	3,056.85
55994	IOWA ASSN OF MUNI UTILITIES	E-PAYS LOAN	6,000.00
55995	IOWA ONE CALL	LOCATES	254.40
55996	JCL SOLUTIONS	SUPPLIES	113.08
55997	KURT & JODIE KNONER	WINDOW REPLACEMENT REBATE	475.33
55998	KOSSUTH COUNTY EMERGENCY MNGT	E911 SURCHARGE	4,402.30
55999	MIDAMERICAN ENERGY	SERVICE	65.01
56000	NIMECA	MCR PERFORMANCE SOLUTIONS	5,778.15
56001	NORTHWEST COMM NETWORK	BANDWIDTH	616.50
56002	POWER & TELEPHONE SUPPLY	INVENTORY/ADAPTER	1,217.74
56003	POWER LINE SUPPLY	TAG	2,435.43
56004	REDING GRAVEL & EXC.	ROCK/SAND	123.41
56005	THREADS	EMPLOYEE MASKS	342.40
56006	WESCO DISTRIBUTION INC.	BATTERY	87.18
56007	STUNDAHL CLEANING	CLEANING SERVICE	1,000.00
56008-56036	VOID CHECKS	PRINTER FAILURE	-
56037	A & M LAUNDRY	LAUNDRY	39.43
56038	AHLERS & COONEY, P.C.	PROFESSIONAL SERVICES	396.65
56039	ALGONA PUBLISHING CO.	ADVERTISING	1,636.01
56040	ARNOLD MOTOR SUPPLY	PARTS AND SERVICE	69.63
56041	AUREON NETWORK SERVICES	DID'S	635.45
56042	BGHS BOOSTER CLUB	BLACK AND GOLD CLUB SPONSOR	320.00
56043	BUGS N STUFF	PEST CONTROL	96.30
56044	BUSCHER'S SERVICE CENTER	FUEL	403.33
56045	CHROME TRUCK STOP	FUEL	13,997.56
56046	CONSORTIA CONSULTING BY TELEC	CPNI TRAINING VIDEO	499.00
56047	COOPERATIVE RESPONSE CENTER, INC.	SERVICE	1,623.37
56048	DISPLAY SYSTEMS INTERNATIONAL	WEATHER GRAPHICS FEED	550.00
56049	DUMP IT INC.	SANITATION PICK UP	360.85
56050	IGLASS NETWORKS	NETWORK MONITORING	500.00
56051	JH FOSTER	COMPRESSOR	6,146.08
56052	KDW ADVISORS, LLC	TELECOM CHECK UP	2,388.75
56053	KEMCO TIRES, INC.	SERVICE AND PARTS	89.43
56054	KLGA & KLGZ	ADVERTISING	742.00
56055	KOSSUTH COUNTY ADVANCE	ADVERTISING REBATE	225.00
56056	KOSSUTH REG. HEALTH CENTER	WELLNESS/TESTING	4,570.00
56057	MIDAMERICAN ENERGY	SERVICE	77.24
56058	NORTH IA LUMBER	SUPPLIES	59.16
56059	NORTHERN IOWA COMMUNICATIONS	STB	128,555.65
56060	NYHART COMPANY	SERVICES FOR GASB	1,350.00
56061	PMC ADVANTAGE SERVICES, INC	RENEWAL	183,299.00
56062	POWER LINE SUPPLY	BARE COPPER SPOOL	291.31
56063	SECURITY COVERAGE	SECUREIT PLUS	33.60
56064	TRINITY WIND, LLC	POWER PURCHASED	11,410.00
56065	WESCO DISTRIBUTION INC.	POLE EPOXY	610.76
56066	ACCESS SYSTEMS	SERVICE TICKET	10.85
56067	AG ADVISORY LTD	LIGHTING REBATE	280.00
56068	ALGONA CHAM. OF COMMERCE	SUPPORT LOCAL CAMPAIGN	2,000.00
56069	ALGONA COUNTY CLUB	GOLF TOURNY	350.00
56070	AUREON NETWORK SERVICES	SERVICE	11,360.59
56071	BORDER STATES ELECTRIC	MOUNTING BRACKETS	401.25
56072	BUSCHER BROS. CORPORATION	SUPPLIES	365.17
56073	CENTRAL IOWA DISTRIBUTING	SUPPLIES	41.50
56074	CITY OF ALGONA	WORK @ GLEN'S GREEN THUMB	623.50
56075	COMSONICS INC	CONTINUUM MDULATOR	386.06
56076	COOK'S SCRAP IRON & METAL	MATERIAL	542.01
56077	DAN-D LASER CARTRIDGES	SUPPLIES	809.86
56078	DIVERSIFIED ADJUSTMENT SERVICE	BAD DEBT	689.94
56079	ERPELDING EXCAVATING ENT	PEA GRAVEL	1,214.20
56080	FASTENAL COMPANY	GLOVES	54.42
56081	GRACENOTE MEDIA SERVICES, LLC	MEDIA SERVICES	88.25
56082	GRAYBAR ELECTRIC CO INC	HDMI COUPLER	33.88

56083	HYGIENIC LABORATORY - AR	TESTING	97.50
56084	MIDAMERICAN ENERGY CO.	SERVICE	392.38
56085	NAPA AUTO PARTS-ALGONA	PARTS	19.98
56086	NORTHERN IOWA COMMUNICATIONS	SERVICE	38,654.63
56087	OAK HILL CONSULTING	BRIDGE REPLACEMENT UPDATES	264.00
56088	POWER & TELEPHONE SUPPLY	WIFI TESTING	452.73
56089	PROFESSIONAL COMPUTER SOLUTIONS	APPLICATION SUPPORT	2,223.01
56090	RAKA	PARTS	312.37
56091	REDING GRAVEL & EXC.	STOCKPILE SAND	337.79
56092	CHARLIE SCOBBA	WINDOW REBATE	1,189.76
56093	SHRED-IT	SHREDDING SERVICE	64.10
56094	SKARSHAUG TESTING LABS	LAB TESTING	1,198.50
56095	T.P. ANDERSON COMPANY	AUDIT FIELD WORK	2,500.00
56096	UNITYPOINT CLINIC-OCC MEDICINE	TESTING	42.00
56097	VERMEER	SUPPLIES	64.00
56098	CE POWER	AKB SUB	27,980.50
56099-56101	VOID CHECK	VOID CHECK	-
56102	BILSTEN, JOHN	ROTARY DUES	40.00
56103	BROWN SUPPLY COMPANY	INVENTORY	1,302.00
56104	BUSCHER BROS. CORPORATION	SUPPLIES	33.73
56105	ERIN CARRIGAN	COMMUNICATION REFUND	66.65
56106	CENTRAL IOWA DISTRIBUTING	SUPPLIES	256.50
56107	CENTURYLINK	SERVICE	136.76
56108	CENTURYLINK	LOCAL MESSAGE COMPENSATION	0.48
56109	CONFLUENT	INVERTER MODULE REPAIR	125.00
56110	COTTINGHAM & BUTLER INSURANCE	SERVICE	500.00
56111	CRESCENT ELECTRIC SUPPLY	HEATING ELEMENTS	764.29
56112	DGR ENGINEERING	SERVICES	2,763.00
56113	ELECTRICAL MATERIALS CO.	SUPPLIES UNIT 6	176.03
56114	EMAGINE, LLC	SERVICES	37.50
56115	ERPELDING EXCAVATING ENT	715 E NORTH SERVICE	4,893.52
56116	FAREWAY STORES	SUPPLIES	18.16
56117	FIVE STAR TOOL & SUPPLY	SUPPLIES	63.08
56118	FOX SPORTS NET NORTH	SUBS FEES	5,166.72
56119	GERVAIS, BRUCE	COMMUNICATION REFUND	41.84
56120	JAY GEVING	TRUSTEE FEE	75.00
56121	DAVID GOLWITZER	TRUSTEE FEE	75.00
56122	GRAY TELEVISION GROUP, INC.	SUBS FEES	7,308.00
56123	HAWKINS INC.	CHEMICALS	3,995.90
56124	HEARST TELEVISION	SUB FEES	4,837.56
56125	DON HEUPEL	TRUSTEE FEE	75.00
56126	HILSABECK, KEVIN	POWER PLANT TOOLS	100.00
56127	HOOVER, KEVIN	COMMUNICATION REFUND	67.56
56128	I&S GROUP, INC	WATER MAIN REPLACE - MAIN ST	4,774.13
56129	IOWA ONE CALL	SERVICE	462.60
56130	IRBY	SUPPLIES	278.20
56131	JOHN DEERE FINANCIAL	MOWER PARTS	557.99
56132	JENNA JOHNSON	COMMUNICATION REFUND	39.99
56133	K & H COOP OIL CO.	FUEL	137.51
56134	MCKENZIE KEITH	COMMUNICATION REFUND	30.93
56135	PATTI LAUCK	COMMUNICATION REFUND	21.47
56136	KARLA LOPEZ	COMMUNICATION REFUND	77.32
56137	MAWDSLEY, MICHAEL L.	WINDOW REBATE	601.84
56138	RICK/LYNNE MCKENNA	COMMUNICATION REFUND	105.44
56139	METLIFE SMALL BUSINESS CENTER	INSURANCE	3,327.88
56140	MIDAMERICA COMP CORP	MONTHLY BILLING	4,390.56
56141	JULIE MURPHY	TRUSTEE FEE	75.00
56142	NATIONAL INFORMATION SOLUTIONS COOP	MONTHLY BILLING	10,449.40
56143	NEXSTAR	SUBS FEES	4,803.46
56144	PPI	VARIABLE FREQUENCY REBATE	1,297.50
56145	ROVI	SUBS	740.83
56146	KAREN SCHAAF	TRUSTEE FEE	75.00
56147	JORDAN SCHILD	COMMUNICATION REFUND	142.63
56148	SHOWTIME NETWORKS INC	SUB FEES	109.44
56149	SLIPSTREAM	LIGHTING INCENTIVE PROGRAM	1,393.00
56150	SPENCER MUNICIPAL UTILITIES	TELEPHONE SWITCHING	2,236.71
56151	BILL STUDER	COMMUNICATION REFUND	56.97
56152	STUNDAHL CLEANING	SERVICE	1,000.00
56153	T&R ELECTRIC	VOID CHECK	18,499.78
56153	T&R ELECTRIC	VOID CHECK	(18,499.78)

56154	TEGNA	SUBSCRIBER FEES	5,962.20
56155	TELEDYNAMICS	TELEPHONES	240.00
56156	VANTAGE POINT	SERVICE	532.50
56157	VERMEER	SUPPLIES	1,182.66
56158	VILETA, HEATH	EXPENSE REIMBURSEMENT	152.77
56159	WHEELER WORLD INC	UNIT 6 AND 7	340.53
56160	DAVID ZEIMET	ELECTRIC METER CONV REBATE	75.00
56161	ALGONA MUNICIPAL UTILITIES	PAPERLESS BILLING	3,268.16
56162	ALGONA PLG. & HTG.	AIR COMPRESSOR PARTS	40.39
56163	ALLEN, DANIELLE	COMMUNICATION REFUND	81.81
56164	BIG 10	SUB FEES	1,955.46
56165	T&R ELECTRIC	CREDIT INVOICE	18,454.78
8803121	INTERSTATE TRS FUND	TRS FUND CONTRIBUTION	272.08
8803122	EFTPS TRANSFER	PAYROLL TAXES	23,107.15
8803123	US CELLULAR	SERVICE	241.02
8803124	TREASURER STATE OF IOWA	STATE TAX WITHHELD	8,062.00
8803125	CITY OF ALGONA	FRANCHISE FEE	5,151.53
8803126	SISCO	FLEX	3,697.96
8803127	ALGONA MUNICIPAL UTILITIES	PAPERLESS UTILITY PMTS	15,208.65
8803128	NIMECA	POWER	328,273.79
8803129	UPS	TESTING	28.48
8803130	IOWA UTILITIES BOARD	DUAL PARTY SERV ASSESSMENT	95.87
8803131	EFT - SALES TAX TRANSFER	SALES TAX REMITTANCE	21,979.00
8803132	IOWA STATE BANK	LOAN	3,971.58
8803133	IOWA STATE BANK	LOAN	18,723.17
8803134	NATIONAL CABLE TELEVISION COOP	HARDWARE (HEAD END EQUIP)	1,053.49
8803135	SISCO	PREMIUM/FEES	30,092.00
8803136	SISCO	FLEX	674.30
8803137	USAC	SUPPORT MECHANISM CHRGS	1,743.27
8803138	CITY OF ALGONA	FRANCHISE FEE-MARCH	5,455.94
8803139	TREASURER, STATE OF IOWA	USE TAX-1ST QUARTER 2020	1,644.00
8803140	MIDAMERICAN ENERGY	NEAL 4	127,000.00
8803141	WELLMARK HEALTH PLAN	PREMIUM	1,817.11
8803142	EFTPS TRANSFER	PAYROLL TAXES	22,575.92
8803143	UPS	MAIL SERVICE	53.52
8803144	SISCO	FLEX	415.24
8803145	EFT - FEDERAL EXCISE TAX	TAX PMT	1,142.58
8803146	CITY OF ALGONA	SEWER BACKWASH	3,097.80
8803147	EFT - SALES TAX TRANSFER	SALES TAX	38,840.00
8803148	IPERS	RETIREMENT SYSTEM	30,565.72
8803149	TREASURER STATE OF IOWA	STATE INCOME TAX-PAYROLL	8,076.00
8803150	NATIONAL CABLE TELEVISION COOP	HARDWARE	863.06
8803151	AFLAC	PREMIUMS	939.72
8803152	SISCO	FLEX	3,032.63
8803153	UPS	METER RETURN	44.42
8803154	NATIONAL CABLE TELEVISION COOP	PROGRAMMING	54,671.07
8803155	EFTPS TRANSFER	PAYROLL TAXES	22,709.17
8803156	US CELLULAR	SERVICE	240.84
8803157	SISCO	FLEX/MEDICAL REIMBURSEMENT	1,492.39
8803158	UPS	SHIPPING	39.09
8803159	ALGONA MUNICIPAL UTILITIES	UTILITY BILLING	16,153.80