

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 at City Hall, 112 W. Call Street, Algona, Iowa on June 24, 2020 at 11:00 AM. The Public was not allowed to physically attend however, the meeting was also held electronically as allowed by Iowa Code Section 21.8 with access to the public provided by telephone conference call. Physical attendance by the public was impractical due to the Covid-19 Public Health Emergency.

Board members present by telephone: Julie Murphy, Chairperson.

Board members present in person: Trustees – Jay Geving, Karen Schaaf, Dave Golwitzer and Don Heupel.

Others present by telephone: Scott Buchanan, General Counsel

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

Chairperson Murphy called the meeting to order at 11:09 AM. The meeting was delayed due to technical difficulties.

The consent agenda included roll call, adoption of the agenda, approval of the May 27, 2020 regular minutes and approval of the monthly vouchers and uncollectible accounts. Trustee Schaaf moved to approve the consent agenda, seconded by Trustee Golwitzer. Motion carried unanimously.

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

Chairperson Murphy called the Public Hearing for Communication Rates to order. Roll Call was taken as follows: Murphy, yes; Golwitzer, yes; Geving, yes; Schaaf, yes; Heupel, yes. The Chairperson noted no written or oral comments or objections from the public. Trustee Heupel moved to adjourn the Public Hearing, seconded by Trustee Geving. Roll Call votes were as follows: Murphy, yes; Golwitzer, yes; Geving, yes; Schaaf, yes; Heupel, yes. Motion carried.

Financial Statements for May 2020 were presented by the Chief Financial Officer. An update was also given by the General Manager on the Electric and Water Departments Quarterly Reports. Trustee Golwitzer moved to approve the Financial Reports and place them on file, seconded by Trustee Geving. Motion carried unanimously.

The General Manager provided the Board with electric rate information prepared by Blair Metzger from DGR Engineering. Discussion followed. Information followed regarding staffing and the NIMECA FERC filing, NEAL 4, the NRS Solar Project, and the proposed NIMECA Wind Project.

A 2020 Wage Grade Order List prepared by HR Consultants, Carlson-Dettman was provided to the Board. Trustee Heupel moved to accept the new Grade Order List, Trustee Schaaf seconded the motion. Motion Carried.

The General Manager announced two administrative retirements taking place in the month of June. As a result of the retirements, staff recommended the creation of a new position of Customer Service Manager. This position is responsible for daily activities related to customer service and billing for both the utilities and communications accounts. Staff further recommended promoting Lori Thilges to this position. Based on review by our HR Consultants, a recommendation of Grade 10 was provided. In addition, staff recommended a position change for Sue Seebecker. After discussion with HR Consultants, it was determined a title change to HR Coordinator/Accountant and a Grade 10 change would better reflect her job duties and responsibilities. Sue previously held the position of Accountant

Trustee Golwitzer moved to approve the new positions and pay grade changes. Trustee Geving seconded the motion. Motion carried.

Resolution 2020-11, Wage Adjustments was provided by the General Manager. Discussion followed. Trustee Heupel moved to adopt Resolution 2020-11, Wage Adjustments. Trustee Golwitzer seconded the motion. Motion Carried.

The General Manager presented the Billable Labor and Equipment Charges for 2020-2021. Upon review and discussion, Trustee Geving moved to approve the charges. Trustee Schaaf seconded the motion. Motion carried.

Resolution 2020-12, Communication Rates. Trustee Golwitzer moved to approve the new Communication rates effective with the July Billing for the month of August. Trustee Heupel seconded the motion. Motion carried.

Reding's Gravel and Excavating, Pay Request #4 – Final for the Finn Drive Water Main Improvements in the amount of \$16,803.21 was presented by the General Manager. Trustee Golwitzer moved to approve Pay Request #4. Trustee Geving seconded the motion. Motion carried

Reding's Gravel and Excavating, Change Order #2 – Finn Drive Water Main Improvements in the amount of \$7,495.73 was presented by the General Manager. Trustee Heupel moved to approve Change Order #2. Trustee Schaaf seconded the motion. Motion carried

GM Contracting, Inc. Pay Request #4 – Main Street Water Main Improvements – Phase 2 in the amount of \$8,074.18 was presented by the General Manager. Trustee Geving moved to approve Pay Request #4. Trustee Golwitzer seconded the motion. Motion carried.

Master Services Agreement and Service Schedules – Voice Products – Inteliquent Inc. The General Manager provided a Master Services Agreement for Voice Products. After discussion it was decided to table this discussion until the July Board of Trustees meeting.

The General Manager announced that Virginia Foth and Judy Vautier will retire during the month of June. Virginia was employed with AMU for over 40 years and Judy was employed for over 26 years. Trustee Geving moved to accept the retirements. Trustee Golwitzer seconded the motion. Motion carried.

Discussion followed regarding the return to work plan during the Covid-19 pandemic. General Manager Bilsten reported that all employees have returned to work and the office is open

The next meeting is scheduled for July 29, 2020 at 11:00 P.M.

Upon motion and vote, the meeting adjourned at 12:30 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
56166	NFS FOR THE BENEFIT OF L SCOTT	457 SURRENDER	18,122.02
56167	JOSH AANONSON	AIR CONDITIONER REBATE	500.00
56168	ACCESS SYSTEMS	TECHINICAL SUPPORT SERVICE	2,610.81
56169	ALGONA FIRE DEPARTMENT	LIGHTING REBATE	1,091.42
56170	AMERICAN GLASS COMPANY	COUNTER PARTITIONS	1,621.05
56171	BOMGAARS	SUPPLIES	541.44
56172	BORDER STATES ELECTRIC	INVENTORY	10,825.62
56173	BUCHANAN BIBLER, GABOR & MEIS	SERVICE	690.00
56174	CENTRAL IOWA DISTRIBUTING	SUPPLIES	36.96
56175	CENTURYLINK	SERVICE	305.43
56176	CONSORTIA CONSULTING BY TELEC	CONSULTING SERVICE	1,650.00
56177	CONVERGINT TECHNOLOGIES LLC	VAULT REPAIR	680.03
56178	STEVEN COURTNEY	AIR CONDITIONER REBATE	300.00
56179	DTM HOMES	AIR CONDITIONER REBATE	1,500.00
56180	ELECTRONIC SPECIALITIES, INC	OFFICE ALARM SYSTEM	1,962.38
56181	FARMERS COOPERATIVE ELEV.	PROPANE	27.50
56182	FASTENAL COMPANY	SUPPLIES	259.39
56183	DAN GREEN	AIR CONDITIONER REBATE	500.00
56184	DARRYL/ROSE HANSON	AIR CONDITIONER REBATE	500.00
56185	VIOLA HELMERS	AIR CONDITIONER REBATE	500.00
56186	ICONECTIV, LLC	LNP	58.60
56187	IOWA ASSN OF MUNI UTILITIES	IAMU EPAYS LOAN PROGRAM	5,820.00
56188	JANET LILLY	AIR CONDITIONER REBATE	500.00
56189	LINCOLN LIFE	DEFERRED COMPENSATION FUND	6,109.62
56190	MIDAMERICAN ENERGY	SERVICE	68.47
56191	NORTHWEST COMM NETWORK	SPECIAL ACCESS SERVICE	616.50
56192	CARL POLSON	AIR CONDITIONER REBATE	500.00
56193	POWER & TELEPHONE SUPPLY	SUPPLIES	750.80
56194	SENSIT TECHNOLOGIES LLC	SERVICE	255.98
56195	JONATHAN STEVEN	AIR CONDITIONER REBATE	500.00
56196	TELEDYNAMICS	DYNAMIC & CENTREX VOIP	761.15
56197	A & M LAUNDRY	SUPPLIES	41.65
56198	ALGONA APPLIANCE	LIGHTING REBATE	217.50
56199	ALGONA CHAM. OF COMMERCE	WELLNESS CASH INCENTIVE	400.00
56200	ALGONA FLOOR DESIGN	614 W STATE REPAIR	2,026.80
56201	ALGONA HIGH SCHOOL	LIGHTING REBATE	1,215.25
56202	ALGONA MIDDLE SCHOOL	LIGHTING REBATE	655.88
56203	ALGONA PUBLISHING CO.	ADVERTISING	257.00
56204	ARNOLD MOTOR SUPPLY	SUPPLIES	119.92
56205	AUREON NETWORK SERVICES	SERVICE	11,955.40
56206	AZAR COMPUTER SOFTWARE	SUPPORT	2,970.00
56207	BIG 10	SUBS	1,938.02
56208	BOMGAARS	SUPPLIES	281.53
56209	BORDER STATES ELECTRIC	INVENTORY	1,039.47
56210	BRYANT ELEMENTARY SCHOOL	LIGHTING REBATE	10,000.00
56211	BUSCHER'S SERVICE CENTER	FUEL	1,082.69
56212	CE POWER ENGINEERED SERVICES, LLC	AKB NORTH TRANSFORMER	10,150.02
56213	CENTRAL IOWA DISTRIBUTING	SUPPLIES	406.39
56214	CENTURYLINK	SERVICE	29.72
56215	CHROME TRUCK STOP	FUEL	380.18

56216	COOK'S SCRAP IRON & METAL	SUPPLIES	255.01
56217	COOPERATIVE RESPONSE CENTER, INC.	SERVICE	1,734.84
56218	DAN-D LASER CARTRIDGES	SUPPLIES	251.45
56219	MICHAEL/ELIZABETH DEAN	HEAT PUMP WATER HTR REBATE	500.00
56220	DISPLAY SYSTEMS INTERNATIONAL	WEATHER GRAPHICS FEED	550.00
56221	DITCH WITCH OF MINNESOTA & IOWA	SERVICE DITCH WITCH JT520	689.64
56222	ELECTRONIC SPECIALITIES, INC	POWER PLANT RADIOS	853.65
56223	FAREWAY STORES	SUPPLIES	19.81
56224	FASTENAL COMPANY	WHITE TYVEK PANTS	895.25
56225	ALEX FOSADO	AIR CONDITIONER REBATE	300.00
56226	FOX SPORTS NET NORTH	SUBS	5,120.64
56227	FRIENDS OF ALGONA PUB.LIB	PLEDGE	25,000.00
56228	GRACENOTE MEDIA SERVICES, LLC	MEDIA SERVICE	88.25
56229	GRAY TELEVISION GROUP, INC.	SUBS	7,259.00
56230	HCP SPLICING SERVICES	NODE 7 CONVERSION TO FIBER	3,069.80
56231	HEARST TELEVISION	SUBS	4,798.16
56232	HYGIENIC LABORATORY - AR	TESTING	97.50
56233	I&S GROUP, INC	MAIN STREET WATER PHASE 2	3,004.39
56234	IGLASS NETWORKS	MONITORING SERVICE	500.00
56235	IOWA ASSN OF MUNI UTILITIES	NCISA DUES	746.00
56236	IOWA STATE BANK	GIFT CARD	102.50
56237	IRBY	SUPPLIES	4,643.70
56238	JOHNSTON AUTOSTORES	SUPPLIES	26.61
56239	K & H COOP OIL CO.	FUEL	159.29
56240	KLGA & KLGZ	ADVERTISING	1,307.00
56241	KOSSUTH CONNECTIONS	HOLE SPONSORSHIP	250.00
56242	KOSSUTH REG. HEALTH CENTER	EMPLOYEE WELLNESS SCREENING	1,614.00
56243	LAKE MILLS MOTOR SPORTS 2	LIGHTING REBATE	600.00
56244	MIDAMERICAN ENERGY	GAS SERVICE	25.81
56245	MN-IOWA ELECTRIC MOTORS & EQUIP	AIR COMPRESSOR REPAIR	470.80
56246	MOTOR INN OF ALGONA INC	SUPPLIES	26.08
56247	MUNICIPAL MANAGEMENT CORP	LOCATE LEAK SUPER 8	400.00
56248	NEXSTAR	SUBS	4,761.36
56249	NIMECA	MCR BILLING- ATTACH H	5,768.44
56250	NORTH IA LUMBER	SUPPLIES	80.10
56251	NORTHERN IOWA COMMUNICATIONS	SERVICE	38,314.63
56252	OAK HILL CONSULTING	SERVICE	924.00
56253	PITNEY-BOWES INC.	LEASE	863.28
56254	PMC ADVANTAGE SERVICES, INC	INSURANCE	4,028.00
56255	POWER & TELEPHONE SUPPLY	VAULTS	21,230.73
56256	SECURITY COVERAGE	SECURE IT PLUS	33.60
56257	SHOWTIME NETWORKS INC	SUBS	109.44
56258	SIGN WORKS	BULK WATER SIGN	28.89
56259	BRANDON SIMPSON	AIR CONDITIONER REBATE	300.00
56260	SKARSHAUG TESTING LABS	TESTING SERVICE	749.90
56261	SPENCER MUNICIPAL UTILITIES	TELEPHONE SWITCHING	2,154.00
56262	T.P. ANDERSON COMPANY	AUDIT SERVICE	6,500.00
56263	TEGNA	SUBS	5,910.90
56264	TELEDYNAMICS	CENTREX OFFICE SIP	611.58
56265	TRINITY WIND, LLC	POWER PURCHASED	10,360.00
56266	VACUUM CLEANER SALES & SERVICE	PARTS	8.55
56267	WEST BURLINGTON HYDRAULICS & SUPPLIES	FLASHING STROBE LIGHT BULBS	30.20
56268	LEAH WILHITE	AIR CONDITIONER REBATE	300.00
56269	ALGONA CHAM. OF COMMERCE	SUPPORT LOCAL	2,000.00
8803160	NIMECA	POWER PURCHASED	355,111.10
8803161	INTERSTATE TRS FUND	MONTHLY ASSESSMENT	272.08
8803162	EFT - SALES TAX TRANSFER	WATER SERVICE EXCISE TAX	3,000.00
8803163	EFT - SALES TAX TRANSFER	SALES TAX	14,000.00
8803164	NATIONAL CABLE TELEVISION COOP	CABLES	1,112.63
8803165	IOWA STATE BANK	LOAN PAYMENT	3,971.58
8803166	IOWA STATE BANK	LOAN PAYMENT	18,723.17
8803167	UPS	SHIPPING	23.90
8803168	CITY OF ALGONA	FRANCHISE FEE	5,525.29
8803169	CARD CENTER	PURCHASES	709.46
8803170	CARD CENTER	PURCHASES	1,260.80
8803171	EFTPS TRANSFER	PAYROLL TAXES	22,866.91
8803172	SISCO	PREMIUMS	28,781.74
8803173	ZIONS FIRST NATIONAL BANK	INTEREST PAYMENT	63,987.20
8803174	DEPOSITORY TRUST CO.	BOND INTEREST PAYMENT	138,808.75

8803175	MIDAMERICAN ENERGY	NEAL 4 CASH REQUIREMENT	90,000.00
8803177	WELLMARK HEALTH PLAN	DENTAL PREMIUMS	1,761.71
8803178	UPS	SHIPPING SERVICES	28.41
8803179	AFLAC	PREMIUMS	939.72
8803180	SISCO	FLEX/HRA FUNDING	1,744.72
8803181	MAIN STREET CHECKS	DEPOSIT TICKETS	100.18
8803182	CITY OF ALGONA	AMU WATER PLANT SEWER USAGE	3,200.90
8803183	EFT - FEDERAL EXCISE TAX	FEDERAL EXCISE TAX	1,111.27
8803184	IPERS	MAY IPERS CONTRIBUTIONS	45,718.95
8803185	TREASURER STATE OF IOWA	STATE WITHHOLDING MAY	12,137.00
8803186	NATIONAL CABLE TELEVISION COOP	SUBS	53,327.74
8803187	ALGONA MUNICIPAL UTILITIES	UTILITY BILLS	15,049.48