

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 Algona Municipal Utilities office, 104 W. Call Street, Algona, Iowa on October 28, 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 in person: Julie Murphy, Chairperson; Trustees - Karen Schaaf, Dave Golwitzer and Don Heupel.

Board members present by telephone: Jay Geving.

Others present by telephone: Scott Buchanan, General Counsel.

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

Chairperson Murphy called the meeting to order at 11:05 AM.

The consent agenda included roll call, adoption of the agenda, approval of the September 30, 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 or on the phone.

Chairperson Murphy opened the Public Hearing to Dispose of the House at 221 North Thorington. Chairperson Murphy recognized that there were no citizens in attendance or on the phone and there had not been any written comments. Trustee Golwitzer moved to adjourn the Public Hearing, seconded by Trustee Schaaf. Roll Call votes were as follows: Heupel, yes; Schaaf, yes; Geving, yes; Golwitzer, yes; Murphy, yes.

Financial Statements for September 2020 were presented by the Chief Financial Officer. In addition, the Chief Financial Officer presented Budget to Actual Reports for the third quarter ending September 30, 2020. Discussion followed. Trustee Geving moved to approve the Financial Reports and place them on file, seconded by Trustee Heupel. Motion carried unanimously.

The General Manager discussed with the Board the termination of High Definition services for Traditional Cable TV Customers, effective December 31, 2020, and Digital Cable Tiers on January 28, 2021. The General Manager noted that the company that provides the Traditional Digital service is requiring us to replace our simulcast satellite receiver dish and will not support our existing equipment at the end of February 2021. The cost to replace this dish is not cost effective and this is one of the reasons AMU moved to Dynamic TV to avoid the high cost of this new equipment. The termination of High Definition services will allow for more bandwidth in some of the more populated areas of the City. Trustee Golwitzer asked about extending internet services south of town on Irvington Road. The General Manager explained that at this time, funds would need to be used to upgrade bandwidth within the City before expansion to other areas could be considered. Discussion followed. The General Manager reported that he has received multiple applications for the Water Manager's Position, noting that Pat Woods would be retiring December 18, 2020.

Trustee Golwitzer moved to use the same prefunded Health Savings Account contributions for 2021 that were used for 2020. Employees opting for the single coverage, high deductible plan would receive \$1,000 and employee's opting for the family coverage, high deductible plan would receive \$2,000. Trustee Schaaf seconded the motion and the motion carried.

Trustee Heupel moved to accept the proposal to remove the house located at 221 North Thorington Street and to authorize the General Manager to execute all documents. The proposal, received from 3D Homes, LLC requires the buyer to remove the house, remove the concrete foundation and basement, remove front and back steps and fill in the remaining hole with dirt. The motion was seconded by Trustee Geving. Motion carried unanimously.

Trustee Golwitzer moved to approve the Subscriber Service Agreement with Online Information Services, Inc., seconded by Trustee Schaaf. Motion carried unanimously. The Online Utility Exchange Service will be used for customer credit checks.

Trustee Geving moved to set the date and time for the Budget Work Session as November 5, 2020 at 11:00 AM. Trustee Heupel seconded the motion. Motion carried unanimously.

Trustee Heupel moved to set the date and time for the Public Hearing on the 2021 Budget for November 25, 2020 at 11:00 AM. Trustee Golwitzer seconded the motion. Motion carried unanimously.

The General Manager explained that AMU will begin utilizing an independent credit service to determine the credit worthiness of a customer. Customer deposit amounts will be calculated based on the following results:

Color	Default Deposit
Green	Waive Deposit
Yellow	1 X Highest Actual or Estimated Monthly Usage during the previous 12-month period.
Red	2 X Highest Actual or Estimated Monthly Usage during the previous 12-month period.

Trustee Golwitzer moved to approve the updated Customer Service Policy with the new deposit criteria as presented. Trustee Geving seconded the motion. The motion carried unanimously.

Trustee Golwitzer moved to approve the Retirement Resolution for Pat Woods, Water Operations Manager for 28 years of service. Trustee Heupel seconded the motion. The motion carried unanimously.

A brief update on the AMU Covid-19 Policy was given by the General Manager.

A Budget Work Session is scheduled for November 5, 2020 at 11:00 A.M.

The next Board of Trustees meeting is scheduled for November 25, 2020 at 11:00 A.M.

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

/s/ Julie Murphy
Julie Murphy, Chairperson

Attest:

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

The following vouchers were approved:

<u>CK #</u>	<u>Name</u>	<u>Description</u>	<u>Amount</u>
	PAYROLL		\$ 133,202.58
146	VOID	VOID	-
147	ALGONA MUNICIPAL UTILITIES	PAPERLESS BILLS	12,026.16
148	IOWA STATE BANK	AMU LOAN	3,971.58
149	IOWA STATE BANK	AMU LOAN	18,723.17
150	EFT - SALES TAX TRANSFER	SALES TAX REMITTANCE	14,000.00
151	EFT - SALES TAX TRANSFER	WATER SERVICE EXCISE TAX	3,000.00
152	VOID	VOID	-
153	SISCO	PREMIUM	35,255.05
154	SISCO	FLEX	902.98
155	MIDAMERICAN ENERGY	NEAL 4	176,000.00
157	NATIONAL CABLE TELEVISION COOP	HARDWARE	79.87
158	NATIONAL CABLE TELEVISION COOP	HARDWARE	1,479.37
159	CARD CENTER	SUPPLIES	1,239.43
160	EFTPS TRANSFER	PAYROLL TAX	23,260.55
161	AFLAC	AFLAC	837.12
162	WELLMARK HEALTH PLAN	PREMIUMS	1,969.67
163	SISCO	FLEX	1,978.22
164	CITY OF ALGONA	WATER PLANT CITY SEWER USAGE	3,219.91
165	UPS	MAILING SERVICE	36.80
166	NATIONAL CABLE TELEVISION COOP	HARDWARE	38,332.62
167	EFT - FEDERAL EXCISE TAX	FEDERAL EXCISE TAX	1,104.68
168	IPERS	EMPLOYEES RETIREMENT SYSTEM	31,486.06
169	SISCO	FLEX	490.79
170	CITY OF ALGONA	FRANCHISE FEE	5,932.18
172	NATIONAL CABLE TELEVISION COOP	PROGRAMMING SUBS	43,587.29
173	US CELLULAR	SERVICE	241.92
174	INTERSTATE TRS FUND	TRS FUND	618.77
175	SISCO	FLEX	4,722.18
176	EFTPS TRANSFER	PAYROLL TAXES	23,755.75
177	UPS	SHIPPING SERVICES	50.66
178	UPS	SHIPPING SERVICES	78.58
179	TREASURER STATE OF IOWA	STATE PAYROLL WITHHOLDING	8,802.00
180	NIMECA	POWER PURCHASED	329,073.91
56847	JAY GEVING	TRUSTEE FEE	75.00
56848	DAVID GOLWITZER	TRUSTEE FEE	75.00
56849	DON HEUPEL	TRUSTEE FEE	75.00
56850	JULIE MURPHY	TRUSTEE FEE	75.00
56851	KAREN SCHAAF	TRUSTEE FEE	75.00
56852	STUNDAHL CLEANING	CLEANING	1,000.00
56853	A+ COMMUNICATIONS & SECURITY	REPLACE EXTERIOR CAMERA	702.03
56854	ALGONA FIRE DEPARTMENT	FIRE SAFETY EDUCATION	175.00
56855	ALGONA MUNICIPAL UTILITIES	AMU COMM PAPERLESS	3,299.28
56856	ASCO SERVICES	SERVICE WORK ON EQUIP	1,498.00
56857	BALDWIN POLE IOWA CORP	POLES	14,393.64
56858	BORDER STATES ELECTRIC	INVENTORY	1,662.03
56859	BUCHANAN BIBLER, GABOR & MEIS	SERVICES	3,000.00
56860	CEMSTONE CONCRETE MATERIALS	MATERIALS	1,023.49
56861	CENTRAL IOWA DISTRIBUTING	SUPPLIES	174.78
56862	CENTURYLINK	SERVICE	222.00
56863	CENTURYLINK	SERVICE	21.98
56864	CENTURYLINK	REVENUES AND COMPENSATION	0.21
56865	COOKS SCRAP IRON & METAL	SUPPLIES	37.99

56866	ELECTRICAL MATERIALS CO.	SUPPLIES	102.30
56867	ERPELDING EXCAVATING ENT	CONCRETE & ASPHALT	615.00
56868	IOWA ONE CALL	EMAIL	298.80
56869	IRBY	PRIMARY JCT CABINET	10,991.58
56870	JCL SOLUTIONS	CLEANING TOWELETTES	71.29
56871	JOHANNA RESTORATION FOUNDTN	CARNEGIE-RESTORATION PROJECT	12,000.00
56872	KOSS CO EXTENSION OFFICE	CIC REGISTRATION	105.00
56873	MIDAMERICAN ENERGY	SERVICES	83.66
56874	NALCO COMPANY	CHEMICAL MIXTURE	363.26
56875	NORTHWEST COMM NETWORK	BANDWIDTH	616.50
56876	POWER & TELEPHONE SUPPLY	PHONE SYSTEM	170.73
56877	POWER LINE SUPPLY	SUPPLIES	256.16
56878	SHOWTIME NETWORKS INC	SUBS	82.08
56879	SHRED-IT	SERVICES	47.31
56880	SKARSHAUG TESTING LABS	TESTING	616.89
56881	TELEDYNAMICS	PHONE SYSTEM	143.78
56882	WESCO DISTRIBUTION INC.	INVENTORY	558.97
56883	RODNEY KRAMER	CA REBATE	500.00
56884	CHARLES SHEAKLEY	CUSTOMER REFUND-RE ISSUE	74.69
56885	A & M LAUNDRY	SERVICE	42.21
56886	AMSTERDAM PRINTING & LITH	CALENDARS	1,728.14
56887	AUDITOR-STATE OF IOWA	ANNUAL EXAMINATION FILING FEE	225.00
56888	BOMGAARS SUPPLY	SUPPLIES	36.60
56889	BORDER STATES ELECTRIC	INVENTORY	2,551.95
56890	BUSCHERS SERVICE CENTER	FUEL	1,350.02
56891	CE POWER ENGINEERED SERVICES	LTC REPAIR	9,851.49
56892	CHROME TRUCK STOP	FUEL	482.19
56893	COOKS SCRAP IRON & METAL	UNIT 6 & 7	152.80
56894	DISPLAY SYSTEMS INTERNATIONAL	WEATHER GRAPHICS	550.00
56895	DUMP IT INC.	SANITATION SERVICES	312.70
56896	ERPELDING EXCAVATING ENT	SERVICE LEAK	2,769.13
56897	FAREWAY STORES	SUPPLIES	5.34
56898	GRACENOTE MEDIA SERVICES, LLC	MEDIA SERVICE	88.25
56899	HACH CHEMICAL CO.	TESTING	3,000.00
56900	BRIAN HATTEN	CEU WATER TRAINING	129.25
56901	IRBY	INVENTORY	722.25
56902	JOHNSTON AUTOSTORES	SUPPLIES AND PARTS	2,028.47
56903	K & H COOP OIL CO.	FUEL	35.25
56904	KOSSUTH COUNTY ADVANCE	NEWSPAPER DONATION	100.00
56905	KOSSUTH COUNTY RECORDER	RENEW REGISTRATION	53.25
56906	L&G INC.	BORE JOB	665.00
56907	NATIONAL INFORM SOLUTIONS	POSTAGE FOR JUNE, JUST RCVD	342.86
56908	NIMECA	928 EXPENSES-FERC FILING	2,925.00
56909	NORTHERN IOWA COMM	PROGRAMMING-DYNAMIC	50,730.51
56910	SECURITY COVERAGE	SECURE IT PLUS	33.60
56911	SPENCER MUNICIPAL UTILITIES	TELEPHONE SWITCHING	2,107.50
56912	THREADS	EMPLOYEE CLOTHING-ROSEY	147.66
56913	WESCO DISTRIBUTION INC.	FIBER OPTIC LEADS	725.67
56914	ADAM THRONE	WINDOW REBATE	133.41
56915	ADVANCED CONTROL SYSTEMS	SCADA	2,153.92
56916	AHLERS & COONEY, P.C.	PROFESSIONAL SERVICES	1,735.00
56917	ALGONA PUBLISHING CO.	ADVERTISING	1,877.14
56918	AUREON NETWORK SERVICES	DID'S	980.79
56919	BALDWIN POLE IOWA CORP	POLES/STAKE DROP	14,060.82
56920	CHROME COUNTRY INN	BOARD MEETING LUNCH	134.05
56921	CINTAS CORPORATION #754	SUPPLIES	314.49
56922	COOPERATIVE RESPONSE CENTER,	RESPONSE CENTER	1,571.02
56923	ERPELDING EXCAVATING ENT	SERVICE REPAIR	1,914.50
56924	FASTENAL COMPANY	SUPPLIES	335.56
56925	IA DEPT.OF NAT.RESOURCES	ANNUAL WATER USE FEE FOR 2021	95.00
56926	IGLASS NETWORKS	NETWORK MONITORING	500.00
56927	KLGA & KLGZ	ADVERTISING	993.00
56928	KOSSUTH REG. HEALTH CENTER	TESTING	100.00
56929	MIDAMERICAN ENERGY CO.	GENERATOR POWER SUPPLY	391.88
56930	NATIONAL INFORMATION SOL	SEPT 2020 RECURRING	7,638.34
56931	POWER & TELEPHONE SUPPLY	SHOP TOOLS	417.44
56932	TRINITY WIND, LLC	POWER PURCHASED	10,115.00
56933	WHEELER WORLD INC	UNIT 7	31,908.64
56934	ALGONA MACHINE & SUPPLY	SUPPLIES	602.36
56935	ALGONA PLG. & HTG.	PARTS	23.35

56936	ARNOLD MOTOR SUPPLY	SUPPLIES	489.93
56937	AUREON NETWORK SERVICES	NETWORK SERVICES	10,595.57
56938	BGHS BOOSTER CLUB	BOOSTER CLUB	700.00
56939	BGHS PUBLICATIONS	1/8 PAGE - YEARBOOK	65.00
56940	BIG 10	SUBS	1,491.75
56941	JOHN BILSTEN	ROTARY	145.00
56942	BOMGAARS SUPPLY	SUPPLIES	129.24
56943	BOOT BARN, INC	EMPLOYEE CLOTHING	347.44
56944	BORDER STATES ELECTRIC	STINGER COVER	217.69
56945	BROWN SUPPLY COMPANY	CURB BOX REPAIR	160.32
56946	C & D USED OIL SERVICES LLC	RECYCLING OF BARRELS USED	385.00
56947	CITY OF ALGONA	WATER MAIN LEAK	600.00
56948	DGR ENGINEERING	RATE STUDY UPDATE	10,509.30
56949	EMAGINE, LLC	NEW WEBSITE	3,600.00
56950	FASTENAL COMPANY	SUPPLIES	121.51
56951	FOX SPORTS NET NORTH	SUBS	3,818.88
56952	GRAY TELEVISION GROUP, INC.	SUBS	5,670.00
56953	HEARST TELEVISION	SUBS	3,708.18
56954	HYGIENIC LABORATORY - AR	TESTING	97.50
56955	ICONECTIV, LLC	LNP	80.75
56956	IOWA ASSN OF MUNI UTILITIES	E-PAYS LOAN	6,000.01
56957	IOWA OUTDOORS	SUBSCRIPTION	15.00
56958	IRBY	SUPPLIES	548.91
56959	JCL SOLUTIONS	CLEANING SUPPLIES	56.07
56960	JOHNSTON AUTOSTORES	PARTS AND SUPPLIES	125.42
56961	VOID	911 SURCHARGE	-
56962	METERING & TECHNOLOGY	METERS	9,813.82
56963	N.I.A.C.C.	FALL WORKSHOP-CON ED	120.00
56964	NALCO COMPANY	CHEMICAL MIXTURE	748.22
56965	NATIONAL INFO SOLUTIONS	SEPT 2020 AMS	2,541.23
56966	NEXSTAR	SUBS	3,716.92
56967	NORTH IA LUMBER	SUPPLIES	119.06
56968	PHILS AUTO & TRUCK REPAIR II	PARTS AND REPAIR	162.39
56969	PITNEY-BOWES INC.	LEASE	733.53
56970	REDING GRAVEL & EXC.	TILE	761.29
56971	LOWELL ROETHLER	EXPENSE REIMBURSEMENT	44.85
56972	ROVI	SUBS	470.50
56973	SHOWTIME NETWORKS INC	SUBS	54.72
56974	SLIPSTREAM	SEPTEMBER LED 2020	650.00
56975	STATE 5 THEATRE	HOLIDAY AND SUMMER SERIES	75.00
56976	T&R ELECTRIC	BASIC PKG OIL SCREEN	315.00
56977	TEGNA	SUBS	4,617.00
56978	WESCO DISTRIBUTION INC.	INVENTORY	2,911.52
56979	KOSSUTH COUNTY EMERGENCY	911 SURCHARGE	4,328.05
56980	ALGONA MUNICIPAL UTILITIE	PROJECT SHARE-3RD QRT 2020	191.48
56981	ALGONA MUNICIPAL UTILITIES	PAPERLESS BILLS	3,305.38
56982	BORDER STATES ELECTRIC	SUPPLIES	70.87
56983	BROWN SHOE FIT CO	OFFICE SUPPLIES	101.48
56984	CENTURYLINK	SERVICE	76.36
56985	CENTURYLINK	LOCAL MESSAGE REVENUE	0.16
56986	CHALLY REPAIR	PARTS AND SERVICE	535.07
56987	DIVERSIFIED ADJUSTMENT SERVICE	BAD DEBT	139.50
56988	JAY GEVING	TRUSTEE FEE	75.00
56989	DAVID GOLWITZER	TRUSTEE FEE	75.00
56990	HAWKINS INC.	TESTING	4,527.27
56991	DON HEUPEL	TRUSTEE FEE	75.00
56992	HY-VEE	SUPPLIES	118.84
56993	JOHN DEERE FINANCIAL	PART	15.99
56994	KOSS REG HLTH CTR FOUND	LEGACY BALL	1,000.00
56995	MIDAMERICA COMP CORP	STATEMENT PROCESSING	4,551.96
56996	JULIE MURPHY	TRUSTEE FEE	75.00
56997	NATIONAL INFOSOLUTIONS	SEPT 2020 MISC	1,257.78
56998	POWER & TELEPHONE SUPPLY	HARDWARE	170.41
56999	RESCO	STREETLIGHTS	16,953.62
57000	KAREN SCHAAF	TRUSTEE FEE	75.00
57001	STUNDAHL CLEANING	CLEANING SERVICE	1,000.00
57002	VANTAGE POINT	PHONE SYSTEM	607.50
57003	VERMEER	SUPPLIES	190.31
57004	JENA BUSHAW	CUSTOMER REFUND	50.26
57005	HOGAN HANSEN PC	CUSTOMER REFUND	253.86

57006	ERIK JENSEN	CUSTOMER REFUND	2.17
57007	ZACHARY KEITH	CUSTOMER REFUND	57.99
57008	MARGARET LAUBENTHAL	CUSTOMER REFUND	13.19
57009	CARLOS GARCIA OROPESA	CUSTOMER REFUND	3.87
57010	PRECISION, INC	CUSTOMER REFUND	57.99
57011	DOLORES RATHJEN	CUSTOMER REFUND	9.67
57012	KAREN ROLLING	WINDOW REBATE	119.50
57013	KAREN ROLLING	WINDOW REBATE	546.30
57014	MARGARET SANKEY	CUSTOMER REFUND	37.08
57015	KELLIE SIEFKEN	WINDOW REBATE	1,456.62
57016	TECHTIME	CUSTOMER REFUND	8.00
57017	KATIE THILGES	CUSTOMER REFUND	3.21
57018	JAMES VOIGT	CUSTOMER REFUND	173.56
57019	JAMES R VOIGT	CUSTOMER REFUND	203.96
57020	HAILEY WINTER	CUSTOMER REFUND	48.33
57021	RAYMOND/AMANDA WOJCINSKI	CUSTOMER REFUND	125.01
57022	JAMES R VOIGT	CUSTOMER REFUND-WATER/SSWR	18.80
57023	NELTON'S	REISSUED CUSTOMER REFUND	59.44
57024	TREASURER OF STATE	UNCLAIMED PROPERTY	1,175.18
57025	ALEXANDRA EMSWILER	REISSUED CUSTOMER REFUND	34.95
57026	ALGONA MUNICIPAL UTILITIES	REISSUED CUSTOMER REFUND	80.14
57027	STEVEN BLESS	REISSUED CUSTOMER REFUND	40.59
57028	WILMA MULLER	REISSUED CUSTOMER REFUND	6.95