

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 November 25, 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: Scott Buchanan, General Counsel.

Others present: John Bilsten, General Manager and 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 October 28, 2020 regular minutes, November 5, 2020 Work Session minutes, approval of the monthly vouchers and uncollectible accounts. Trustee Heupel 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 or on the phone.

Chairperson Murphy called the Public Hearing for the 2021 Budget to order. The Chairperson noted no written or oral comments or objections. Trustee Geving moved to adjourn the Public Hearing, seconded by Trustee Golwitzer. Roll Call votes were as follows: Murphy, yes; Golwitzer, yes; Geving, yes; Schaaf, yes; Heupel, yes. Motion carried unanimously.

Financial Statements for October 2020 were presented by the Chief Financial Officer. Trustee Schaaf moved to approve the Financial Reports and place them on file, seconded by Trustee Geving. Motion carried unanimously.

The General Manager reported about overhead electric distribution line construction work resulting from age and ice storm damage on Highway 169 North. He also reported that overhead electric distribution line construction along the Plum Creek Blacktop north of Oak Lake is nearing completion along with the completion of new electric and water services throughout the area. Work on the water plant detention tank is continuing and expected to be complete in December. He reported that termination of High Definition services for Traditional Cable TV will be completed December 1, 2020 and that customers who have not converted to Dynamic TV will not be charged for the High Definition service after that date. The General Manager reported that interviews would be commencing for the Water Manager's position, noting that Pat Woods would be retiring December 18, 2020.

Trustee Heupel moved to approve the 2021 budget, seconded by Trustee Geving. Roll Call votes were as follows: Murphy, yes; Golwitzer, yes; Geving, yes; Schaaf, yes; Heupel, yes. Motion carried unanimously.

The General Manager presented Pay Request #5 for the Main Street Water Main Improvements Phase 2 Project from GM Contracting in the amount of \$6,085.87 and Change Order #1 for \$5,006.50. Trustee Golwitzer moved to approve the pay request and change order, seconded by Trustee Schaaf. Motion carried unanimously.

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

The next Board of Trustees meeting is scheduled for December 30, 2020 at 11:00 A.M.

Upon motion and vote, the meeting adjourned at 11:45 A.M.

/s/ Julie Murphy
Julie Murphy, Chairperson

Attest:

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

2019 Wages

L. Roethler	-	97,052.80	,	D. Smith	-	68,945.05	,	R. Simpson	-	59,775.93	,	A. Friedrich	-	67,842.79
A. Zadow	-	58,291.51	,	R. Vitzthum	-	100,328.80	,	D. Dornbier	-	91,597.91	,	H. Vileta	-	81,908.32
B. Degen	-	520.00	,	M. Stripling	-	84,813.09	,	N. Elliott	-	79,251.50	,	B. Hatten	-	79,788.17
R. Johnson	-	82,363.68	,	J. Bilsten	-	131,035.25	,	K. Griep	-	38,904.14	,	S. Batt	-	96,803.20
V. Foth	-	80,080.00	,	L. Scott	-	41,440.56	,	L. Thilges	-	48,490.37	,	J. Vautier	-	34,188.84
R. Beenken	-	41,390.47	,	L. Rongved	-	46,547.79	,	S. Grandgenett	-	64,022.40	,	P. Hudspeth	-	48,895.30
D. Groen	-	70,345.60	,	S. Baer	-	51,547.96	,	S. Seebecker	-	58,749.60	,	S. Fortune	-	49,034.61
R. Jennings	-	68,764.80	,	K. Hilsabeck	-	62,262.61	,	E. Degen	-	86,153.60	,	P. Kenne	-	61,387.51
L. Moe	-	60,073.99	,	G. Larsen	-	60,717.35	,	J. Fett	-	61,846.25	,	P. Woods	-	80,488.44
K. Rash	-	61,340.98	,	J. Prothman	-	55,513.52	,	K. Siefken	-	8,143.78	,		-	

The following vouchers were approved:

<u>CK #</u>	<u>Name</u>	<u>Description</u>	<u>Amount</u>
	PAYROLL		\$ 130,607.35
181	ALGONA MUNICIPAL UTILITIES	PAPERLESS UTILITY BILLS	12,565.71
182	CARD CENTER	SUPPLIES	1,248.96
183	EFT - SALES TAX TRANSFER	SALES TAX REMITTANCE	14,000.00
184	EFT - SALES TAX TRANSFER	WATER SERVICE EXCISE TAX	3,000.00
185	IOWA STATE BANK	AMU LOAN	3,971.58
186	IOWA STATE BANK	AMU LOAN	18,723.17
187	NATIONAL CABLE TELEVISION COOP	HARDWARE	1,233.25
188	SISCO	MEDICAL	33,985.22
189	AFLAC	PREMIUMS	837.12
191	MIDAMERICAN ENERGY	NEAL 4	182,000.00
192	TREASURER, STATE OF IOWA	3RD QUARTER 2020	2,221.00
193	EFT - SALES TAX TRANSFER	WATER SERVICE EXCISE TAX	22,349.00
194	USAC	SUPPORT MECHANISM CHG	2,287.20
195	EFTPS TRANSFER	PAYROLL TAXES	23,328.19
196	WELLMARK HEALTH PLAN	PREMIUM	1,844.02
197	CITY OF ALGONA	WATER PLANT CITY SEWER USAGE	3,327.08
198	SISCO	FLEX	2,105.86
199	UPS	MAILING SERVICE	78.93
200	IPERS	EMPLOYEES RETIREMENT SYSTEM	46,917.44
201	TREASURER STATE OF IOWA	STATE INCOME TAX WITHHELD	13,063.00
202	SISCO	FLEX	3,509.89
204	EFT - SALES TAX TRANSFER	STATE SALLES TAX	21,509.00
205	EFT - FEDERAL EXCISE TAX	FEDERAL EXCISE TAX	1,105.43
206	EFT - SALES TAX TRANSFER	WATER SERVICE EXCISE TAX	3,639.00
207	NATIONAL CABLE TELEVISION COOP	SUBS	40,163.73
208	NATIONAL CABLE TELEVISION COOP	HARDWARE	18,551.26
209	AFLAC	PREMIUM	837.12
210	EFTPS TRANSFER	PAYROLL TAXES	23,340.37
211	SISCO	FLEX	1,784.88
212	UPS	RUBBER GLOVE TESTING FOR ELECTRIC	73.91
57029	ALGONA GLASS CO.	LIGHTING REBATE	540.30
57030	VOID CHECK	VOID CHECK	-
57031	AUTUMN IRRIGATION	INDUSTRIAL LINE - BLOW OUT	95.00
57032	BOMGAARS SUPPLY	SUPPLIES	142.11
57033	BOOT BARN, INC	EMPLOYEE CLOTHING	3,194.34
57034	BUGS N STUFF	SPRAY	96.30
57035	CENTRAL IOWA DISTRIBUTING	SUPPLIES	273.11
57036	CENTURYLINK	SERVICE	305.43
57037	CITY DIRECTORY INC.	ADVERTISING	580.00
57038	CONSORTIA CONSULTING BY TELEC	CONSULTING SUPPORT	1,650.00
57039	DGR ENGINEERING	RATE STUDY UPDATE	6,244.50
57040	ERPELDING EXCAVATING ENT	REPLACE VALVE	7,137.91
57041	HACH CHEMICAL CO.	CHEMICAL	468.78
57042	KEVIN HILSABECK	EMPLOYEE CLOTHING	80.86
57043	IOWA ASSN OF MUNI UTILITIES	E-PAY LOAN	6,000.00
57044	IOWA ONE CALL	LOCATION COMPANY	250.40
57045	IRBY	CUTOUTS	2,083.08
57046	MIDAMERICAN ENERGY	SERVICE	72.58
57047	NORTHWEST COMM NETWORK	BANDWIDTH	616.50
57048	REDING GRAVEL & EXC.	OAK LAKE PROJECT	497.46
57049	ROVI	FELL BELOW MINIMUM SUB COUNT	194.17
57050	GARY SCHILTZ	EXPENSE REIMBURSEMENT	900.00
57051	THREADS	EMPLOYEE CLOTHING	130.54
57052	DINI ANDERSON	GEOTHERMAL HEAT PUMP	3,700.00
57053	THERESA GOLWITZER	WINDOW REPLACEMENT	808.00
57054	JASON/ANGELA KELLY	GEOTHERMAL HEAT PUMP	1,525.00
57055	NICHOLAS PICROTTI	CA REBATE	300.00
57056	BRITTANY/NATHAN UNDERBERG	CA REBATE	300.00
57057	ALGONA PLG. & HTG.	BLOWER MOTOR FOR OFFICE	188.32
57058	ACCESS SYSTEMS	SERVICE TICKET	133.75
57059	AHLERS & COONEY, P.C.	PROFESSIONAL SERVICES	696.00
57060	ARNOLD MOTOR SUPPLY	PARTS	80.88
57061	AUREON NETWORK SERVICES	DID'S	980.79
57062	BLACKHAWK SPRINKLERS INC	QRT FIRE SPRINKLER INSPECTION	123.00
57063	BORDER STATES ELECTRIC	INVENTORY	7,405.51
57064	BROWN SUPPLY COMPANY	TOOL	113.75
57065	BUSCHER BROS. CORPORATION	PARTS	192.69
57066	CENTRAL CABLE CONTRACTORS INC	BRIDGE PROJECT	84,206.71
57067	CENTURYLINK	SERVICE	20.30
57068	DISPLAY SYSTEMS INTERNATIONAL	WEATHER GRAPHICS	550.00

57069	DUMP IT INC.	SANITATION	384.39
57070	HOFFMAN ELECTRIC	METER CONVERSION	663.03
57071	IOWA ASSN OF MUNI UTILITIES	GOLFIN' FORE SCHOLARS	260.00
57072	JOHNSTON AUTOSTORES	PARTS	60.05
57073	KOSSUTH COUNTY ADVANCE	NEWSPAPER DONATION	125.00
57074	LINCOLN LIFE	DEFERRED COMP	5,509.62
57075	MIDAMERICAN ENERGY	SERVICE	15.67
57076	MUNICIPAL MANAGEMENT CORP	SURVEY SYSTEM	3,000.00
57077	NATIONAL INFORMATION SOLUTIONS	PMT, FISERV, ACH, PROGRAMMING	238.10
57078	NORTHERN IOWA COMMUNICATIONS	PROGRAMMING	56,260.05
57079	POWER & TELEPHONE SUPPLY	SFP TRANSCEIVER FOR HEADEND	138.51
57080	REGULATORY COMPLIANCE SER	TELEPHONE CONSULTATION	395.00
57081	SECURITY COVERAGE	SECURE IT PLUS	33.60
57082	SPENCER MUNICIPAL UTILITIES	TELEPHONE SWITCH	2,107.50
57083	TANTALUS	CENTRON LAN CONTROLLER	3,650.00
57084	WESCO DISTRIBUTION INC.	INVENTORY	8,470.05
57085	DEREK/ABBY BOLLIG	WINDOW REBATE	1,030.75
57086	METLIFE SMALL BUSINESS CENTER	PREMIUM	3,229.32
57087	A & M LAUNDRY	SUPPLIES	80.94
57088	ACCESS SYSTEMS	TECH SUPPORT SERVICES	6,081.97
57089	ADAMS CABLE EQUIPMENT, INC	ARRIS DG3270A	3,865.65
57090	ALGONA PUBLISHING CO.	ADVERTISING	1,738.99
57091	BIG 10	SUBS	1,410.75
57092	BOMGAARS	SUPPLIES	380.82
57093	BROWN SUPPLY COMPANY	SUPPLIES	3,002.68
57094	BUSCHERS SERVICE CENTER	FUEL	1,885.41
57095	CHROME COUNTRY INN	EXPENSE	51.04
57096	CHROME TRUCK STOP	FUEL	392.74
57097	COOPERATIVE RESPONSE CENTER, INC.	RESPONSE CENTER	1,435.61
57098	DIVERSIFIED ADJUSTMENT SERVICE	BAD DEBT	156.79
57099	FASTENAL COMPANY	SUPPLIES	283.12
57100	FOX SPORTS NET NORTH	SUBS	3,611.52
57101	GRACENOTE MEDIA SERVICES, LLC	MEDIA SERVICES	88.25
57102	GRAY TELEVISION GROUP, INC.	SUBS	5,327.00
57103	HEARST TELEVISION	SUBS	3,471.88
57104	I&S GROUP, INC	MAIN ST WATER MAIN	670.88
57105	IOWA ASSN OF MUNI UTILITIES	SGNC OCT-DEC 20	4,137.43
57106	IOWA UTILITIES BOARD	ASSESSMENT CHARGE	58.80
57107	IRBY	INVENTORY	901.69
57108	JCL SOLUTIONS	CLEANING SUPPLIES	98.53
57109	JOHNSTON AUTOSTORES	PARTS	158.95
57110	K & H COOP OIL CO.	FUEL	79.88
57111	KLGA & KLGZ	ADVERTISING	1,252.00
57112	KOSSUTH REG. HEALTH CENTER	TESTING	100.00
57113	MIDAMERICAN ENERGY CO.	GENERATOR POWER SUPPLY	391.87
57114	NATIONAL INFORMATION SOLUTIONS	OCT RECURRING INVOICE	7,648.66
57115	NEXSTAR	SUBS	3,337.89
57116	NIMECA	928 EXPENSES-NIMECA FERC FILING	37.50
57117	NORTH IA LUMBER	SUPPLIES	63.28
57118	POWER & TELEPHONE SUPPLY	FIBER	1,674.41
57119	REDING GRAVEL & EXC.	STOCKPILE FILL SAND	15.33
57120	LISA RONGVED	OFFICE SUPPLIES	24.36
57121	ROVI	SUBS	664.44
57122	SHOWTIME NETWORKS INC	SUBS	54.72
57123	SHRED-IT	SHREDDING SERVICE	53.20
57124	TEGNA	SUBS	4,337.70
57125	TRINITY WIND, LLC	POWER	11,865.00
57126	WHEELER WORLD INC	FILTER ELEMENT FOR ENGINES 6 AND 7	1,623.60
57127	RANDY/JENNIFER ERPELDING	CA REBATE	300.00
57128	STEVE HEMPEL	CA REBATE	500.00
57129	ACCESS SYSTEMS	SERVICE TICKET	57.51
57130	ALGONA MUNICIPAL UTILITIES	AMU PAPERLESS COMM BILLS	3,378.57
57131	ALTEC INDUSTRIES INC.	12 MON PM INSPECTION	1,148.16
57132	AUREON NETWORK SERVICES	SERVICES	10,129.69
57133	BOOT BARN, INC	EMPLOYEE CLOTHING	306.00
57134	BORDER STATES ELECTRIC	WIRE	7,360.78
57135	BROWN SUPPLY COMPANY	MATERIAL FOR NEW WATER SERVICE	1,635.24
57136	CENTRAL CABLE CONTRACTORS INC	BRIDGE PROJECT-SPLICING	12,718.00
57137	CENTURYLINK	LOCAL MSG REVENUE/COMPENSATION	0.11
57138	ERPELDING EXCAVATING ENT	LEAD CONVERSION 500 S DODGE ST	10,569.78
57139	GRAYBAR ELECTRIC CO INC	POLYCOM VOICE ADAPTER	1,623.64
57140	HY-VEE	OFFICE SUPPLIES	205.55
57141	HYGIENIC LABORATORY - AR	TESTING	101.00
57142	ICONECTIV, LLC	LNP	95.75

57143	IGLASS NETWORKS	NETWORK MONITORING	500.00
57144	IOWA UTILITIES BOARD	ASSESSMENT CHARGES	6,523.00
57145	JOHN DEERE FINANCIAL	PARTS	386.58
57146	MIDAMERICA COMP CORP	STATEMENT PROCESSING	4,708.66
57147	NATIONAL INFORMATION SOLUTIONS	OCTOBER 20 AMS	7,655.23
57148	TELEDYNAMICS	VOIP	1,886.02
57149	THREADS	EMPLOYEE CLOTHING	78.11
57150	UNITYPOINT CLINIC-OCC MEDICINE	TESTING	168.00
57151	TANTALUS	FREIGHT EXPENSE TO CUSTOMER	31.00
57152	KOSSUTH COUNTY FOOD PANTRY	STUFF THE TRAILER-EMP MATCH	820.00