

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 the Algona Municipal Utilities office, 104 W. Call Street, Algona, Iowa on July 28, 2021, at 11:00 A.M.

Board members present: Julie Murphy, Chairperson; Trustees – Jay Geving, Karen Schaaf, Don Heupel and Mike Sabin.

Others present: John Bilsten, General Manager, Sandra Batt, Secretary and Chief Financial Officer, and Jennifer Harrington, 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 June 30, 2021, regular minutes, approval of the monthly vouchers and uncollectable accounts of \$620.62. Trustee Geving moved to approve the consent agenda, seconded by Trustee Schaaf. Motion carried unanimously.

Citizen's opportunity to address the Board of Trustees – There were no citizens in attendance.

Financial Statements for June 2021 were presented by the Chief Financial Officer. Trustee Heupel moved to approve the Financial Statements and place them on file, seconded by Trustee Geving. Motion carried unanimously.

General Managers Report - The General Manager reported that the Southwest Power Pool (SPP) issued a resource alert for its entire 14-state balancing authority footprint due to hot-weather conditions. To maintain electric reliability the SPP called upon the AMU Power Plant to generate electricity from 3:00 PM until 7:00 PM on Tuesday, July 27, 2021. The plant generated 12.1 MW of the 22.6 MW needed for Algona. Bilsten noted the plant may be called to run again later this week with continued hot-weather in the forecast. In addition, the General Manager reported on various electric and water construction projects. He also reported that approximately 45 customers in Nodes 3, 6 and 7, will need to be converted to Dynamic TV before August 11, 2021, when their Traditional Cable TV services will be terminated in those areas of Algona. All these customers have been contacted either by mail or telephone.

Resolution 2021-12 – Resolution Ratifying the Effective Date for the 2021 – 2022 Wages for Employees was presented by the General Manager. The resolution presented at the last Board meeting reflected an incorrect effective date. A motion was made by Trustee Schaaf, seconded by Trustee Sabin to approve the resolution. Motion carried unanimously.

Resolution 2021-13 – Resolution Establishing Rates for the Sale of Bulk Service - Trustee Geving moved to approve the new Bulk Cable Rate of \$24.95. The rate provided will apply to those customers that are transitioned to the new Bulk Cable services billed in August for September 2021. Trustee Heupel seconded the motion. Motion carried unanimously.

Resolution 2021-14 – Resolution Authorizing Use of Unanticipated Surplus Funds for Ratepayer Relief. Trustee Heupel moved to approve the Rate Payer Relief resolution as developed by Bond Counsel. Trustee Schaaf seconded the motion. Motion carried.

Resolution 2021-15 – Resolution Authorizing Adoption of a 457 Plan for AMU employees was introduced by the General Manager. After discussion, Trustee Sabin moved to approve the resolution, Trustee Heupel seconded the motion. Motion carried.

The General Manager presented a Retirement Resolution for retired Trustee, Dave Golwitzer. A motion was made by Trustee Geving to approve the retirement resolution. Trustee Schaaf seconded the motion. Motion carried.

Trustee Geving moved to appoint Ben Kern, from Iowa State Bank to the AMU Revolving Loan Committee. Trustee Heupel seconded the motion. Motion carried.

Trustee Schaaf moved to approve the recommendations made by the AMU Revolving Loan Committee for a loan to Sierra Buchanan, Inward Beauty Boutique. Trustee Sabin seconded the motion. Motion carried. The AMU Revolving Loan Fund will provide \$50,000 for the building purchase at 100 East State Street in Algona, formerly known as The Market. The terms include a ten-year note with an interest rate of 2% per annum and deferred interest and principal payments until January 2022. AMU will take a second position on the real estate behind Iowa State Bank.

The General Manager proposed a change to the AMU Customer Service Rules whereas customers who are required to make a utility deposit must pay the full deposit before services are initiated. Trustee Heupel moved to authorize the change. Trustee Geving seconded the motion. Motion carried. Previously, customers were allowed to make two installment payments.

Trustee Geving moved to approve the Strategic Planning Proposal provided by Hometown Connections. Trustee Sabin seconded the motion. Motion carried. Introductory work sessions will be scheduled for the Board over the next few months at the AMU Office and facilities.

The next Board of Trustees meeting is scheduled for August 25, 2021, at 11:00 A.M.

The meeting adjourned at 12:13 PM.

/s/ Julie Murphy  
Julie Murphy, Chairperson

Attest:

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

The following vouchers were approved:

<u>CK #</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
485	CITY OF ALGONA	FRANCHISE FEE	\$ 5,398.86
486	EFT - SALES TAX TRANSFER	WATER SERVICE EXCISE TAX	3,000.00
487	EFT - SALES TAX TRANSFER	SALES TAX REMITTANCE FORM	14,000.00
488	NATIONAL CABLE TELEVISION COOP	REMOTE CONTROL	1,052.00
489	SISCO	FLEX	7,910.75
490	SISCO	PREMIUMS	34,808.53
491	EFTPS TRANSFER	PAYROLL TAXES	25,602.32
492	IOWA STATE BANK	ISB LOAN	18,723.17
493	MIDAMERICAN ENERGY	NEAL 4	166,000.00
494	CARD CENTER	LEADERSHIP ALGONA	74.67
495	CARD CENTER	EDUCATION EXPENSE	161.00
496	CARD CENTER	SUPPLIES	611.88
497	CARD CENTER	EXPENSES	1,785.16
498	DEPOSITORY TRUST CO.	DEPOSITORY TRUST, REV BONDS	1,080,000.00
499	DEPOSITORY TRUST CO.	DEPOSITORY TRUST CO, REV BONDS INTEREST	5,491.66
500	SISCO	FLEX	4,243.05
501	PAYROLL - DIRECT DEPOSIT	PAYROLL	70,382.38
502	AFLAC	PREMIUMS	806.20
503	CITY OF ALGONA	SEWER BACKWASH	4,224.59
504	EFTPS TRANSFER	PAYROLL TAXES	24,524.62
505	NATIONAL CABLE TELEVISION COOP	GROUND BLOCK MOCA	1,041.54
506	NATIONAL CABLE TELEVISION COOP	GROUND BLOCK MOCA	1,041.54
507	NATIONAL CABLE TELEVISION COOP	2-WAY SPLITTER-MOCA	287.99
508	NATIONAL CABLE TELEVISION COOP	INSTALLATION TOOL	166.42
509	EFT - FEDERAL EXCISE TAX	FEDERAL EXCISE TAX	1,059.05
510	IPERS	EMPLOYEES RETIREMENT SYSTEM	32,800.28
511	SISCO	FLEX	1,699.48
512	TREASURER STATE OF IOWA	TREASURE-STATE	8,681.00
513	SHARON WILDIN DUNN	LAND PURCHASE - INSTALLMENT PAYMENT	34,400.00
514	NATIONAL CABLE TELEVISION COOP	SUBS	17,867.63
515	ALGONA MUNICIPAL UTILITIES	PAPERLESS UTILITY BILLS	14,632.36
516	SISCO	FLEX	1,548.33
517	USAC	SUPPORT MECHANISM	2,462.31
518	UPS	SHIPPING	220.53
519	UPS	SHIPPING	28.38
520	US CELLULAR	SERVICE	128.79
521	PAYROLL - DIRECT DEPOSIT	PAYROLL	72,100.99
58397	ADTRAN, INC	LICENSE UPGRADE RENEWAL, ENC-(T3-5K)	6,773.10
58398	ALGONA PLG. & HTG.	SERVICES	34.24
58399	BROWN SUPPLY COMPANY	INVENTORY	2,325.28
58400	CITY MAGNET, INC	MAGNET	684.10
58401	EISCHEN SALES INC	SHARPEN CHAINS	14.00
58402	FARMERS COOPERATIVE ELEV.	PROPANE CYCLINDER	27.50
58403	IOWA ONE CALL	UNDERGROUND LOCATION COMPANY	801.90
58404	KOSSUTH COUNTY CANCER SUPPORT	SPONSORSHIP FOR PURSE BINGO-SEPT 21	200.00
58405	LINCOLN LIFE	DEFERRED COMPENSATION	3,773.08
58406	MIDAMERICAN ENERGY	SERVICE	15.62
58407	MIDWEST PIPE SUPPLY, INC	BULE CTS POLY WATERLINE	588.00
58408	MPOWER TECHNOLOGIES, INC	SOFTWARE ANNUAL MAINTENANCE	5,400.00
58409	NALCO COMPANY	CHEMICAL RECEIVING	648.88
58410	NORTH IA LUMBER	SUPPLIES	8.99
58411	POWER & TELEPHONE SUPPLY	SUPPLIES	1,351.29
58412	POWER LINE SUPPLY	POLE WOOD SYP PENTA CLASS 4 30,35,40'	17,438.86
58413	QC SUPPLY	NOZZLE	90.91
58414	SIGN WORKS	LOGO FOR DROP BOX	57.78
58415	SPENCER MUNICIPAL UTILITIES	TELEPHONE SWITCH/SIP SESSIONS	2,357.50
58416	VERMEER	SUPPLIES	107.07
58417	ZIEGLER INC.	REPLACE CAT POTENTIONMETERS	1,963.21
58418	DON HANSEN	CA REBATE	300.00
58419	DEAN SCHULTZ	AC REBATE	500.00
58420	RESCO	MATERIAL	7,607.70
58421	ACCESS SYSTEMS	SERVICE TICKET 849440	4,764.38
58422	ADVANCED CONTROL SYSTEMS	APRIL 1, 2021 - MARCH 31 2022	2,841.60
58423	AHLERS & COONEY, P.C.	PROFESSIONAL SERVICES	1,009.86
58424	ALGONA APPLIANCE	USED FRIG FOR SHOP	700.00
58425	ALGONA COMMUNITY SCHOOLS	LIGHTING REBATE	10,000.00
58426	ALGONA PUBLISHING CO.	ADVERTISING	526.99
58427	ARNOLD MOTOR SUPPLY	PARTS	62.10
58428	AUREON NETWORK SERVICES	DID'S	1,011.69
58429	JOHN BILSTEN	ROTARY MEALS AND DUES	137.50
58430	BOMGAARS	SUPPLIES	1,111.77
58431	BORDER STATES ELECTRIC	AC/DC CLAMP TOOL	2,833.82
58432	BUSCHER BROS. CORPORATION	PARTS	31.78
58433	BUSCHERS SERVICE CENTER	FUEL	1,787.85
58434	C. LANE ELECTRIC	REPAIR	105.49
58435	CENTRAL IOWA DISTRIBUTING	SUPPLIES	51.73

58436	CINTAS CORPORATION #754	MEDICAL SUPPLIES	192.41
58437	CITY OF ALGONA	UTILITY RECONSTRUCTION	9,341.78
58438	CONFLUENT	HEAD END REPAIR	393.47
58439	COOPERATIVE RESPONSE CENTER, INC.	RESPONSE CENTER	1,601.36
58440	DISPLAY SYSTEMS INTERNATIONAL	WEATHER GRAPHICS	550.00
58441	DUMP IT INC.	SANITATION	321.81
58442	ELECTRONIC SPECIALITIES, INC	GENERATING	654.41
58443	ERPELDING EXCAVATING ENT	SERVICE LEAK @ 214 CLARKE ST	806.55
58444	FAREWAY STORES	SUPPLIES	13.97
58445	FASTENAL COMPANY	SUPPLIES	274.68
58446	GRAYBAR ELECTRIC CO INC	COMMSCOPE	3,145.37
58447	HAWKINS INC.	CHEMICAL	5,046.42
58448	IRBY	INVENTORY	17,535.16
58449	ROBERT M JENNINGS	EXPENSE REIMBURSEMENT	75.00
58450	KLGA & KLGZ	ADVERTISING	1,022.00
58451	MECHANICAL COMFORT, INC	HEAD END AIR CONDITION REPAIR	952.66
58452	METERING & TECHNOLOGY SOLUTIONS	METER	1,021.02
58453	NAPA AUTO PARTS-ALGONA	PARTS	32.99
58454	NATIONAL INFORMATION SOLUTIONS	APRIL SERVICES	7,789.71
58455	NIMECA	MRES SETTLEMENT PAYMENT 2021	7,406.91
58456	NORTHERN IOWA COMMUNICATIONS	PROGRAMMING	87,475.85
58457	NYHART COMPANY	GASB ACTUARY SERVICES	1,998.00
58458	SECURITY COVERAGE	SECURE IT PLUS	33.60
58459	MICHAEL STRIPLING	EXPENSE REIMBURSEMENT	85.56
58460	T&R ELECTRIC	OIL PACKAGE	2,970.00
58461	TERRY-DURIN CO	3-BOLT COMPRESSION	1,009.68
58462	TRI-STATE SOFTWASH	CLEANING WELLS	1,525.00
58463	TRINITY WIND, LLC	POWER PURCHASED	6,685.00
58464	JUSTIN/AMBER DAVIS	WINDOW REPLACEMENT	1,765.70
58465	TIFFANY FABER	CA REBATE	500.00
58466	RICH FEASTER	AC REBATE	300.00
58467	SHARON HAHLE	CA REBATE	500.00
58468	PHIL HEATH	WINDOW REPLACEMENT	819.00
58469	MICHAEL/CINDY MAWDSLEY	WINDOW REPLACEMENT	352.78
58470	IDALS	RENEWAL/FEES	20.00
58471	ACCESS SYSTEMS	NETWORK SUPPORT SERVICES	4,414.76
58472	ALGONA MACHINE & SUPPLY	PART	42.80
58473	AUREON NETWORK SERVICES	NETWORK SERVICES	8,450.85
58474	BROWN SHOE FIT CO	SUPPLIES	298.78
58475	BROWN SUPPLY COMPANY	12 GAUGE BLUE TRACER WIRE-INVENTORY	700.00
58476	CHROME TRUCK STOP	FUEL	714.53
58477	DIVERSIFIED ADJUSTMENT SERVICE	BAD DEBT	265.31
58478	EXCEPTIONAL OPPORTUNITIES	HOLE SPONSOR	50.00
58479	FASTENAL COMPANY	SUPPLIES	33.25
58480	GRACENOTE MEDIA SERVICES, LLC	MEDIA SERVICES	88.25
58481	HYGIENIC LABORATORY - AR	TESTING	101.00
58482	JACKS OK TIRE SERVICE	PARTS	950.34
58483	JOHNSTON AUTOSTORES	PARTS	44.20
58484	K & H COOP OIL CO.	FUEL	106.55
58485	NATIONAL INFORMATION SOLUTIONS	JUNE 2021 AMS	294.99
58486	PITNEY-BOWES INC.	LEASE	733.53
58487	USABLUBOOK	FREIGHT	13.48
58488	VERMEER	PART	175.75
58489	WESCO DISTRIBUTION INC.	SUPPLIES	20,007.60
58490	A & M LAUNDRY	LAUNDRY-POWER PLANT	39.84
58491	ALGONA MUNICIPAL UTILITIES	2ND QUARTER 2021	326.09
58492	BALDWIN POLE IOWA CORP	MATERIAL	2,204.20
58493	BALLY SPORTS NORTH	SUBS	1,335.77
58494	BIG 10	SUBS	501.75
58495	BLACKHAWK SPRINKLERS INC	FIRE SPRINKLER INSPECTION	125.00
58496	BROWN SUPPLY COMPANY	INVENTORY	1,072.00
58497	CENTURYLINK	SERVICE	149.48
58498	CENTURYLINK	COMPENSATION DUE	0.06
58499	CITY OF ALGONA	MAIN STREET IMPROVEMENTS	44,862.10
58500	CONFLUENT	FIBER OPTIC TRANSMITTER	373.53
58501	CONSORTIA CONSULTING BY TELEC	GENERAL CONSULTING SUPPORT	975.00
58502	DPT MECHANICAL, LLC	GEARBOX REPLACEMENT PART	3,509.49
58503	JAY GEVING	TRUSTEE FEE	75.00
58504	HEARST TELEVISION	SUBS	1,340.00
58505	DON HEUPEL	TRUSTEE FEE	75.00
58506	HY-VEE	OFFICE SUPPLIES	111.61
58507	IOWA ASSN OF MUNI UTILITIES	E-PAYS LOAN	6,000.00
58508	IOWA ONE CALL	UNDERGROUND LOCATION COMPANY	424.50
58509	LICHTER GARAGE OPENER SER	POWER PLANT GARAGE DOOR	251.45
58510	METERING & TECHNOLOGY SOLUTIONS	METER	1,021.02
58511	MIDAMERICA COMP CORP	STATEMENT PROCESSING	5,325.22
58512	MIDAMERICAN ENERGY CO.	GENERATOR POWER SUPPLY	393.23
58513	MIDWEST FENCE & GATE CO	REPLACE FENCING	495.48
58514	JULIE MURPHY	TRUSTEE FEE	75.00

58515	NATIONAL INFORMATION SOLUTIONS	JUNE 2021 MISC	594.19
58516	NEXSTAR	SUBS	1,474.32
58517	PROPHIX SOFTWARE INC	BUDGET SOFTWARE-AUG 2,2021-AUG 1,2022	33,920.00
58518	MIKE SABIN	TRUSTEE FEE	75.00
58519	KAREN SCHAAF	TRUSTEE FEE	75.00
58520	SLIPSTREAM	LED JUNE 2021	1,272.00
58521	SPENCER MUNICIPAL UTILITIES	2ND QTR REIMBURSEMENT	28.68
58522	STUNDAHL CLEANING	CLEANING SERVICE	1,000.00
58523	VANTAGE POINT	GENERAL CONSULTING	685.00
58524	VERMEER	GLADIATOR CLUB	707.42
58525	WESCO DISTRIBUTION INC.	WIRE THHN-12-GRN-19STR	1,104.15
58526	JOSIE G BYRD	CREDIT BALANCE REFUND	390.00
58527	MARITZA RUBIO CORTINA	CUSTOMER REFUND	17.40
58528	JANE CRAMER	CUSTOMER REFUND	398.52
58529	TINA ETZEN	CREDIT BALANCE REFUND	213.83
58530	ASMEROM FISEHAVE	CREDIT BALANCE REFUND	120.13
58531	MARTY/JACKIE FONLEY	CUSTOMER REFUND	13.06
58532	NEYKY/REY HERNANDEZ DEL	CUSTOMER REFUND	73.45
58533	KUHLMANN CATTLE CO	CUSTOMER REFUND	23.20
58534	MIYAKO LOWMAN	CUSTOMER REFUND	7.52
58535	NATALIE LOZANO	CREDIT BALANCE REFUND	78.90
58536	MICHAEL MCNEILL	CUSTOMER REFUND	9.21
58537	LUIS MANUEL PUETRO	CUSTOMER REFUND	17.40
58538	BILL REDING	CUSTOMER REFUND	49.06
58539	PATRICK ROONEY	CUSTOMER REFUND	120.78
58540	MARITZA RUBIO CORTINA	CREDIT BALANCE REFUND	127.22
58541	JOHN/JODI RUTLEDGE	CUSTOMER REFUND	139.55
58542	DAVE SALZ	CREDIT BALANCE REFUND	309.74
58543	LAURA SIRES	CUSTOMER REFUND	45.03
58544	LORI THIESSEN	CUSTOMER REFUND	48.33
58545	THOMAS VANOVERBEKE	CUSTOMER REFUND	167.89