

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 Council Chambers, 112 W Call Street, Algona, Iowa on October 27, 2021 at 11:00 AM.

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

Others present: John Bilsten, General Manager; Scott Buchanan, General Counsel; Tim Blodgett, President and CEO, Hometown Connections, Inc.

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

The consent agenda included roll call, adoption of the agenda, approval of the September 29, 2021, regular minutes, approval of the monthly vouchers and uncollectable accounts. Trustee Schaaf moved to approve the consent agenda, seconded by Trustee Geving. Motion carried unanimously.

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

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

The General Manager provided a brief update on the Electric Utility and the Water Utility construction projects and the bulk cable conversion plans for the Communications Utility.

Trustee Heupel moved to approve the new Grade Order List provided by Carlson Dettmann, AMU's compensation, and benefits consultant. The Grade Order List was updated to include a new position – Senior Staff Accountant. Trustee Schaaf seconded the motion. Motion carried.

Trustee Schaaf made a motion to approve the hiring of Bob Harrington as the new Chief Financial Officer, with an annual salary set at Grade 16 – Step 8 and the hiring of Abby Wolf as the new Senior Staff Account, with an annual salary set at Grade 11 – Step 7. Trustee Sabin seconded the motion. Motion carried unanimously. Bob Harrington will begin employment at AMU on January 31, 2022 and Abby Wolf will begin employment on January 4, 2022.

Trustee Sabin moved to set the date and time for the Budget Work Session as November 10, 2021 at 11:00 AM. Trustee Heupel seconded the motion. Motion carried unanimously.

Trustee Sabin moved to set the date and time for the Public Hearing on the 2021 Amended Budget for December 1, 2021 at 11:00 AM. Trustee Heupel seconded the motion. Motion carried unanimously.

Trustee Sabin moved to set the date and time for the Public Hearing on the 2022 Budget for December 1, 2021 at 11:00 AM. Trustee Schaaf seconded the motion. Motion carried unanimously.

Tim Blodgett, President and CEO, Hometown Connections, Inc. facilitated additional strategic planning with the Board.

A Budget Work Session is scheduled for November 10, 2021 at 11:00 A.M.

The next Board of Trustees meeting is scheduled for December 1, 2021, at 11:00 A.M.

Trustee Sabin moved to adjourn the meeting, seconded by Trustee Heupel. Motion carried unanimously. The meeting adjourned at 12:55 PM.

/s/ Julie Murphy
Julie Murphy, Chairperson

Attest:

/s/ John Bilsten
John Bilsten, Acting Secretary

The following vouchers were approved:

Pmt #	Vendor	Description	Amount
611	CARD CENTER	EXPENSES	\$ 12.36
612	CARD CENTER	EXPENSES	3,151.36
613	CARD CENTER	EXPENSES	233.58
614	US CELLULAR	SERVICE	362.08
615	SISCO	HEALTH INSURANCE	31,178.45
616	IOWA STATE BANK	ISB LOAN	18,723.17
617	SISCO	FLEX	717.47
618	PAYROLL	AMU PAYROLL DIRECT DEPOSIT	67,115.97
619	UPS	SHIPPING	43.19
620	EFTPS TRANSFER	PAYROLL TAXES	23,639.41
621	ALGONA MUNICIPAL UTILITIES	COMM PAPERLESS BILLS	3,262.16
622	CITY OF ALGONA	CITY SEWER USAGE	4,393.24
623	IOWA UTILITIES BOARD	IUB ASSESSMENTS	85.52
624	SISCO	FLEX	3,808.19

625	TRINITY WIND, LLC	POWER-SEPTEMBER	7,350.00
626	ONLINE SERVICES	ACTION LETTERS/UTILITY EXCHANGE	70.45
627	ONLINE SERVICES	BAD DEBT PMT	78.13
628	EFT - FEDERAL EXCISE TAX	FEDERAL EXCISE TAX	1,016.88
629	UPS	SHIPPING	25.74
630	NATIONAL CABLE TELEVISION	FIBER OPTIC DROP	674.62
631	SISCO	FLEX	503.61
632	IPERS	EMPLOYEES RETIREMENT SYSTEM	32,387.02
633	VOIDED TRANSFER	VOID	-
634	PAYROLL	AMU PAYROLL DIRECT DEPOSIT	68,286.99
635	NATIONAL CABLE TELEVISION	SUBS	11,289.80
636	EFTPS TRANSFER	PAYROLL TAXES	23,812.96
637	INTERSTATE TRS FUND	TRS FUND CONTRIBUTION	538.96
638	CITY OF ALGONA	FRANCHISE FEE	5,201.56
639	TREASURER STATE OF IOWA	TREASURER-STATE	8,800.00
640	US CELLULAR	SERVICE	362.08
641	AFLAC	PREMIUMS	806.20
642	SISCO	FLEX	980.96
643	ALGONA MUNICIPAL UTILITIES	COMM UTILITY BILLS	3,392.61
644	ALGONA MUNICIPAL UTILITIES	PAPERLESS UTILITY BILLS	13,329.40
645	US CELLULAR	CELLULAR FEE	5.00
58914	A+ COMMUNICATIONS	JOHNSON ST WHSE SEC CAMERAS	7,758.95
58915	ALGONA PLG. & HTG.	ABS PIPE	65.27
58916	BOMGAARS	SUPPLIES	178.83
58917	BOOT BARN, INC	EMPLOYEE CLOTHING	791.86
58918	CENTURYLINK	SERVICE-CABS 2 TOWER SOUTH	18.73
58919	CHROME TRUCK STOP	FUEL OIL	35,397.64
58920	CINTAS CORPORATION #754	MEDICAL SUPPLIES	275.36
58921	CITY OF ALGONA	BLACKTOP	48,983.13
58922	CRESCENT ELECTRIC SUPPLY	POW/AIRPORT DONATION PROJECT	163.66
58923	DGR ENGINEERING	COMPREHENSIVE STUDY-WTR SYSTEM	1,503.00
58924	ERPELDING EXCAVATING ENT	LEAK @ 604 S WILLIAMS	3,645.65
58925	HAWKINS INC.	CHEMICAL	2,190.25
58926	HJELMELAND APARTMENTS	CUSTOMER REFUND	1,201.06
58927	JOHNSTON AUTOSTORES	PART	5.16
58928	KEMCO TIRES, INC.	FLAT REPAIR	25.00
58929	KNIGHT PROTECTION, INC	FIRE ALARM SYSTEM	900.00
58930	KOSSUTH COUNTY ADVANCE	NEWSPAPER DONATION	25.00
58931	NORTHWEST COMM NETWORK	BAND WIDTH	616.50
58932	NYEMASTER GOODE PC	SERVICE	1,292.00
58933	TANTALUS	CONTROLLER-ITRON /LICENSE	9,480.00
58934	THREADS	EMPLOYEE CLOTHING	64.20
58935	WHEELER WORLD INC	PARTS FOR UNIT 6	935.44
58936	MARILYN ANDREASEN	CUSTOMER REFUND	43.92
58937	JACOB BARBER	CUSTOMER REFUND	9.67
58938	T.J. BRAUNSCHWEIG	CUSTOMER REFUND	28.94
58939	VALDON CASSOUTT	CUSTOMER REFUND	5.80
58940	WILLIAM FUNNEMARK	CUSTOMER REFUND	25.99
58941	MERLE HALVERSON	CUSTOMER REFUND	160.70
58942	ESTRELLA HERNANDEZ	CUSTOMER REFUND	7.73
58943	ELEANOR HOHLHAAS	CUSTOMER REFUND	31.12
58944	DON HURN	CA REBATE	500.00
58945	SUSAN JARVIS	CUSTOMER REFUND	11.60
58946	JOE/LENORA KAHLER	CUSTOMER REFUND	41.85
58947	MARY ANN KIRSCHBAUM	CUSTOMER REFUND	162.27
58948	KOSSUTH COUNTY SPEEDWAY	CUSTOMER REFUND	139.18
58949	PEDRO SANCHEZ CAMEJO	CUSTOMER REFUND	46.79
58950	MARCIA SIMPSON	WINDOW REBATE	480.88
58951	LEROY STROHMAN	CA REBATE	500.00
58952	TREASURER OF STATE	UNCLAIMED PROPERTY	466.82
58953	ALYSSA EISENBACHER	CUSTOMER REFUND	28.49
58954	LOGAN MILLER	CUSTOMER REFUND	21.26
58955	LYNETTE ELBERT	CUSTOMER REFUND	51.50
58956	PATTI LAUCK	COMMUNICATION REFUND	21.47
58957	SAVANNAH RAHM	CUSTOMER REFUND	46.66
58958	ACCESS SYSTEMS	NETWORK SUPPORT SERVICES	4,414.76
58959	ALGONA FIRE DEPARTMENT	FIRE SAFETY EDUCATION DONATION	200.00
58960	ALGONA PLG. & HTG.	DODGE ST PROJECT	1,038.31
58961	ALGONA PUBLISHING CO.	ADVERTISING	422.55
58962	ARNOLD MOTOR SUPPLY	PARTS	119.03
58963	AUREON NETWORK SERVICES	DID'S	1,008.16
58964	SHEILA BAER	EXPENSE REIMBURSEMENT	28.04
58965	BOLTON & MENK, INC.	PLAN AND PERMIT PREP	972.50
58966	BROWN SUPPLY COMPANY	3/8" SQUARE BRAIDED PCKG BOX	955.44
58967	BUSCHER BROS. CORPORATION	PART	4.12
58968	BUSCHERS SERVICE CENTER	FUEL	1,146.10
58969	CENTRAL IOWA DISTRIBUTING	SUPPLIES	53.55
58970	CLOUSER PLMBG TECHNOLOGIES	VALVE INSERTS/SLEEVE	11,200.00
58971	CONFLUENT	REPAIR PARTS/LABOR FOR AMPLIFIERS	271.42

58972	DEAN MEYER ELECTRIC	POW/AIRPORT	217.58
58973	DISPLAY SYSTEMS INTERNATIONAL	WEATHER GRAPHICS	550.00
58974	DUMP IT INC.	SANITATION	321.81
58975	GRACENOTE MEDIA SERVICES	MEDIA SERVICES	88.25
58976	HACH CHEMICAL CO.	SERVICE	3,000.00
58977	IA DEPT.OF NAT.RESOURCES	ANNUAL WATER FEE-2022	95.00
58978	IGLASS NETWORKS	NETWORK MONITORING	500.00
58979	IOWA ASSN OF MUNI UTILITIES	CONFERENCE	130.00
58980	IOWA COMMUNICATIONS ALL	CONFERENCE	250.00
58981	IOWA HOIST & CRANE, INC	INSPECTION	920.00
58982	IRBY	HILP VAULT	10,605.84
58983	K & H COOP OIL CO.	FUEL	147.24
58984	KOSSUTH COUNTY ADVANCE	NEWSPAPER DONATION	125.00
58985	MIDAMERICAN ENERGY	GAS SERVICE-1620 E POPLAR	13.51
58986	NORTH IA LUMBER	SUPPLIES-SCREWS	39.00
58987	NORTHERN IOWA COMM	PROGRAMMING	102,611.55
58988	NORTHWEST COMM NETWORK	SYNERGY SERVICE-VANTAGE POINT	260.00
58989	PHILS AUTO & TRUCK REPAIR II	UNIT 4	352.76
58990	PITNEY-BOWES INC.	LEASE	733.53
58991	SECURITY COVERAGE	SECURE IT PLUS	33.60
58992	SPENCER MUNICIPAL UTILITIES	TELEPHONE SWITCH/SIP SESSIONS	2,639.75
58993	STATE 5 THEATRE	MERCHANT SERIES	75.00
58994	TANTALUS	900MHZ CENTRON LAN CONTROLLER	3,674.45
58995	TELEDYNAMICS	ROUTER 2 PORT VOIP ADAPTOR	3,228.00
58996	WESCO DISTRIBUTION INC.	LOAD TRACKER	7,372.85
58997	VICTORIA BIERSTEDT	WINDOW REPLACEMENT REBATE	213.14
58998	JOSE CHAVEZ RODRIGUEZ	CREDIT BALANCE REFUND	30.88
58999	DONNY/KIM DOUGHAN	WINDOW REPLACEMENT	985.00
59000	DTM HOMES	CA REBATE	500.00
59001	LYNN FETT	WINDOW REPLACEMENT REBATE	793.41
59002	KATHY FRIDERES	CA REBATE	300.00
59003	GRACE CHURCH	AC REBATE	300.00
59004	MATTHEW KENNE	WINDOW REBATE	1,500.00
59005	STEVE MCCAULEY	CA REBATE	500.00
59006	ANDREW SKALLERUP	CA REBATE	300.00
59007	CHANTEL TEETER	CA REBATE	300.00
59008	MICHAEL TULL	WINDOW REPLACEMENT	974.03
59009	TONY WOODS	CREDIT BALANCE REFUND	132.14
59010	A & M LAUNDRY	LAUNDRY SERVICE	39.84
59011	ALGONA CHAM. OF COMMERCE	LEADERSHIP	600.00
59012	ALGONA HEARING CENTER	HEARING RETESTS	160.00
59013	ALGONA HEARING CENTER, LLC	HEARING TESTS	1,080.00
59014	ALGONA MACHINE & SUPPLY	PATCH PIPE FITTING	160.50
59015	ALGONA MUNICIPAL UTILITIE	PROJECT SHARE	148.34
59016	AUREON NETWORK SERVICES	NETWORK SERVICES	8,460.65
59017	BALLY SPORTS NORTH	SUBS	353.41
59018	BIG 10	SUBS	135.70
59019	JOHN BILSTEN	EXPENSE REIMBURSEMENT	145.00
59020	BOOT BARN, INC	EMPLOYEE CLOTHING	188.32
59021	BORDER STATES INDUSTRIES, INC	AIR FLOW SPOILER	3,381.40
59022	BROWN SHOE FIT CO	SUPPLIES	602.01
59023	BROWN SUPPLY COMPANY	ADAPTER	112.44
59024	CHROME TRUCK STOP	FUEL	1,545.92
59025	CITY OF ALGONA	WATER MAIN PROJECTS	9,748.28
59026	COOPERATIVE RESPONSE CENTER	RESPONSE CENTER	1,515.89
59027	DGR ENGINEERING	ELECTRIC SERVICES	1,316.50
59028	FAREWAY STORES	SHOP SUPPLIES	30.06
59029	FASTENAL COMPANY	SUPPLIES	165.47
59030	HAWKINS INC.	CHEMICALS	4,398.83
59031	HEARST TELEVISION	SUBS	595.00
59032	HYGIENIC LABORATORY - AR	TESTING	101.00
59033	INSIGHT	CISCO NETWORK SWITCH	131,051.37
59034	INTEGRA OPTICS INC.	RETURNED SHIPMENT	2,870.76
59035	IOWA ONE CALL	UNDERGROUND LOCATION COMPANY	419.70
59036	IOWA PRISON INDUSTRIES	NO PARKING ANYTIME SIGNS	110.00
59037	KLGA & KLGZ	ADVERTISING	993.00
59038	KOSSUTH COUNTY RECORDER	2013 JOHN DEER-AL9072	53.25
59039	MAGUIRE IRON, INC	CLEANOUT INTERIOR/EXTERIOR	5,000.00
59040	MEYER HOME IMPROVEMENT	COVER VENTILATION	3,186.80
59041	NATIONAL INFO SOLUTIONS	SEPTEMBER 2021 RECURRNG	7,877.31
59042	NEXSTAR	SUBS	632.10
59043	PHILS AUTO & TRUCK REPAIR II	LUBE & SERVICE	76.61
59044	REDING GRAVEL & EXC.	ROADSTONE	1,704.44
59045	WESCO DISTRIBUTION INC.	SUPPLIES	280.88
59046	TOM/KARILYN CLAUDE	WINDOW REPLACEMENT REBATE	170.84
59047	EXCEPTIONAL OPPORTUNITIES	CA REBATE	300.00
59048	DEAN MEYER	ELECTRIC METER CONVERSION REBATE	75.00
59049	PATRICK MURPHY	CA REBATE	300.00
59050	BRENT D OWEN	MR REFUND-PRIMARY UG SERVICE	2,010.00

59051	DEB SMITH	CA REBATE	300.00
59052	DAVID ZEIMET	WINDOW REPLACEMENT REBATE	556.80
59053	SUMMER CAMPBELL	CREDIT BALANCE REFUND	450.00
59054	VOIDED CHECK	VOID	-
59055	BUGS N STUFF	PEST CONTROL	100.58
59056	CE POWER ENGINEERED SERVICES	WINDING GAUGE	7,106.94
59057	CENTURYLINK	SERVICE	81.53
59058	CENTURYLINK	REVENUE/COMPENSATION	0.03
59059	CITY OF ALGONA	UTILITY RECONSTRUCTION	164,034.77
59060	COOKS SCRAP IRON & METAL	PARTS	29.64
59061	ERPELDING EXCAVATING ENT	COREOUT ASPHALT - N WOOSTER	3,333.15
59062	FASTENAL COMPANY	SUPPLIES	49.78
59063	JAY GEVING	TRUSTEE FEE	75.00
59064	GRAYBAR ELECTRIC CO INC	SINGLE MOUNT STAKE	4,446.89
59065	DON HEUPEL	TRUSTEE FEE	75.00
59066	ICONECTIV, LLC	LNP	95.51
59067	IGLASS NETWORKS	NETWORK MONITORING	500.00
59068	JOHN DEERE FINANCIAL	PARTS	24.65
59069	LAWSON PRODUCTS, INC	BRAKE AND PARTS CLEANER	45.98
59070	MIDAMERICAN ENERGY CO.	GENERATOR POWER SUPPLY	393.84
59071	JULIE MURPHY	TRUSTEE FEE	75.00
59072	POWER & TELEPHONE SUPPLY	BATTERY BU-FIBER PROJECT	578.73
59073	LOWELL ROETHLER	EXPENSE REIMBURSEMENT	168.00
59074	MIKE SABIN	TRUSTEE FEE	75.00
59075	KAREN SCHAAF	TRUSTEE FEE	75.00
59076	SLIPSTREAM	LED SEPT 2021	1,333.00
59077	STUNDAHL CLEANING	CLEANING SERVICE	1,000.00
59078	VANTAGE POINT	CONSULTING	1,267.50
59079	HEATH VILETA	EXPENSE REIMBURSEMENT	505.22
59080	WESCO DISTRIBUTION INC.	NORDIC CBP	1,883.20
59081	WHEELER WORLD INC	FISHER PNEUMATIC GLOBE VALVE	974.06
59082	MERCEDES ALDANA RICARDO	CUSTOMER REFUND	44.46
59083	DORIS ANDERSEN	CUSTOMER REFUND	24.33
59084	BART BLACKBURN	CUSTOMER REFUND	270.37
59085	RAFEAL CRUZATA PEREZ	CUSTOMER REFUND	83.19
59086	NEAL/HEATHER ELBERT	CUSTOMER REFUND	25.36
59087	KALEB ELLIOTT	CUSTOMER REFUND	44.46
59088	KEITH HEIM	CUSTOMER REFUND	55.38
59089	DEMA JANSSEN	CUSTOMER REFUND	12.38
59090	MADISON KEITH	CUSTOMER REFUND	61.86
59091	DON KLUESNER	CUSTOMER REFUND	86.99
59092	STEVE/KATHLEEN KOOB	CUSTOMER REFUND	83.12
59093	GARY/MARIA KORBELIK	CUSTOMER REFUND	92.01
59094	MAGDALENE PENNING	CUSTOMER REFUND	1,190.63
59095	TUCKER PHAIBOUN	CUSTOMER REFUND	46.53
59096	KENT PORTER	WINDOW REPLACEMENT REBATE	177.80
59097	MEGAN PRENTICE	CUSTOMER REFUND	17.63
59098	MARLIDES RODRIGUEZ	CUSTOMER REFUND	63.79
59099	KEVIN SCHUMACHER	ELECTRIC METER CONV REBATE	43.62
59100	CAROL WOODS	CUSTOMER REFUND	98.99