



**IMU Board of Trustees
August 3, 2015
Conference Room City Hall
5:30 p.m.**

Agenda

1. Roll Call
2. Consent
 - A. August 3, 2015 Claims
 - B. July 28, 2015 Minutes
3. Reports
 - A. Chairperson
 - B. Staff
4. General Manager Hiring Process
5. Electric Superintendent Hiring Process
6. Downtown Building Security
7. MEAN Board and Committee Appointments
8. Upcoming Performance Evaluations
9. Legal Counsel at Meetings
10. Other Business
11. Adjourn

IMU Regular Upstairs

2. A.

Meeting Date: 08/03/2015

Information

Subject

Claims on the computer printout for August 3, 2015.

Information

The claims list is attached for your approval.

Financial Impact

N/A

Staff Recommendation

Attachments

August 3, 2015 Claims

Vendor Name	GL Account Number	Description	Invoice Date	Net Invoice Amount
WATER OPERATING FUND				
ACCO UNLIMITED CORP.	600-8110-65010	LIQUID CHLORINATING	07/16/2015	1,499.38
CNM OUTDOOR EQUIPMENT	600-8150-65072	AIR FILTER	07/13/2015	20.67
DUST PROS JANITORIAL	600-8120-64090	MONTHLY CLEANING (JUNE) - WATER DEPT	07/22/2015	125.00
ELBERT, LOUIS	600-8110-62300	MILEAGE - WATER CONFERENCE 7/13 & 7/1	07/20/2015	82.80
HACH COMPANY	600-8110-65012	LAB SUPPLIES	07/03/2015	344.39
HD SUPPLY WATERWORKS	600-8150-63453	MATERIALS	07/07/2015	103.93
IA DEPT OF PUBLIC HEALTH	600-8110-62300	BACKFLOW RENEWAL - BRIAN HOMMER	07/28/2015	72.00
IA DEPT OF PUBLIC HEALTH	600-8110-62300	BACKFLOW RENEWAL - GREG DITTMER	07/28/2015	72.00
IA DEPT OF PUBLIC HEALTH	600-8110-62300	BACKFLOW RENEWAL - ROD POWERS	07/28/2015	72.00
IMWCA	600-8180-61599	WORKERS COMP INSTALL	07/01/2015	843.00
IOWA DEPT OF NATURAL RES	600-8110-62300	JUSTIN - DISTRIBUTION EXAM	07/24/2015	80.00
NAPA AUTO PARTS	600-8120-63410	BELTS	07/07/2015	46.54
O'REILLY AUTO PARTS	600-8160-65072	MOTOR OIL & OIL FILTERS	07/16/2015	95.23
O'REILLY AUTO PARTS	600-8160-65072	MOTOR OIL	07/16/2015	27.87
STATE HYGENIC LABORATORY	600-8110-64990	BACTEE SAMPLES	06/30/2015	187.50
THEISEN'S	600-8120-63100	ROUNDUP	07/09/2015	38.98
U.S. CELLULAR	600-8110-63730	CELL PHONE - 4	07/12/2015	161.95
Total WATER OPERATING FUND:				3,873.24
IMU ADMINISTRATION FUND				
BOB'S CUSTOM TROPHIES	620-8090-64990	NAME PLATE	07/28/2015	8.50
ESRI INC	620-8092-64142	GIS MAPPING - CUSTOMER #229081	07/06/2015	3,800.00
IMWCA	620-8080-61599	WORKERS COMP INSTALL	07/01/2015	452.00
INFOMAX OFFICE SYSTEMS IN	620-8090-64990	SAVIN - IMAGING UNIT CONTRACT	07/21/2015	58.69
INFOMAX OFFICE SYSTEMS IN	620-8090-64990	OVERAGE CHARGES (146)	07/21/2015	10.41
IOWA ASSOC OF MUN UTILITIE	620-8092-64990	SAFETY CONSULTATION - JUNE	06/30/2015	160.00
JK ENERGY CONSULTING LLC	620-8090-64900	COST OF ENERGY STUDY - COMPLETION O	07/15/2015	1,500.00
KLOOTWYK, MICHELLE	620-8080-61440	CHELLE AND JOHN GYM MEMBERSHIP - JU	07/01/2015	25.00
LEADER, THE	620-8090-64020	2015 FAIR/BALLOON AD	07/23/2015	49.00
SHULL, DOUG	620-8090-64990	TREASURER CONTRACT	07/22/2015	83.34
WEINMAN INSURANCE SERVIC	620-8080-64082	CRIME BOND CINCINNATI INS.	07/08/2015	467.76
Total IMU ADMINISTRATION FUND:				6,614.70
ELECTRIC OPERATING FUND				
AGRILAND FS INC	630-8225-65049	FUEL FOR TURBINE	07/16/2015	13,550.66
AGRILAND FS INC	630-8225-65049	FUEL FOR TURBINE	07/16/2015	13,550.66
AGRILAND FS INC	630-8225-65049	FUEL FOR TURBINE	07/16/2015	13,552.51
AMERICAN PUBLIC POWER AS	630-8250-64990	RELIABILITY TRACKER RENEWAL	07/24/2015	99.00
A-TEC ENERGY	630-8290-67306	IMU AUDIT PARTNERSHIP, 2ND QTR 2015	07/23/2015	566.95
CINTAS FIRST AID & SAFETY	630-8250-65072	1ST AID SUPPLIES	07/03/2015	171.47
CITY OF INDIANOLA - REBATE	630-8290-67306	A/C REBATE	06/11/2015	100.00
CITY OF INDIANOLA - REBATE	630-8290-67306	A/C REBATE	07/16/2015	200.00
CITY OF INDIANOLA - REBATE	630-8290-67306	A/C REBATE	07/12/2015	100.00
CITY OF INDIANOLA - REBATE	630-8290-67306	A/C REBATE	06/30/2015	250.00
CNM OUTDOOR EQUIPMENT	630-8250-65072	6 PACK HP ULTRA & GALLON BAR OIL	07/14/2015	34.34
CNM OUTDOOR EQUIPMENT	630-8250-65072	CHAINSAW UNIT 29	07/23/2015	8.48
DUST PROS JANITORIAL	630-8220-64090	MONTHLY CLEANING (JUNE) - ELECTRIC DE	07/22/2015	1,754.30
ELECTRICAL ENG & EQUIP	630-8225-63410	REPAIR 1-PHASE ELECTRIC MOTOR	07/22/2015	337.22
ELECTRONIC ENGINEERING C	630-8260-63320	REPAIRS TO UNIT 28	06/25/2015	156.65
IMWCA	630-8280-61599	WORKERS COMP INSTALL	07/01/2015	1,676.00
IOWA DIV OF LABOR SERVICE	630-8220-64200	BOILER INSPECTION - AJAX 1993	07/15/2015	40.00
KELLER DESIGNS	630-8240-65500	EMPLOYEE T-SHIRTS	07/28/2015	742.00
LANE, ERIC	630-8280-61440	WELLNESS 7/17/15 - 8/17/15	07/17/2015	25.00
MC COY HARDWARE INC	630-8250-65072	LCOK KEY BLANK	07/08/2015	4.37
MC COY HARDWARE INC	630-8250-65072	MATERIALS FOR HWY 92	07/23/2015	13.64

Vendor Name	GL Account Number	Description	Invoice Date	Net Invoice Amount
MC COY HARDWARE INC	630-8250-65072	MATERIALS FOR HWY 92	07/23/2015	4.77
MC MASTER-CARR SUPPLY CO	630-8220-65072	BATTERY FOR EMERGENCY LIGHT	07/13/2015	18.60
MC MASTER-CARR SUPPLY CO	630-8220-65072	BATTERY HOLDER	07/20/2015	10.55
METRO WASTE AUTHORITY	630-8220-64090	ENVIRONMENTAL RECYCLING	07/14/2015	68.66
MID AMERICAN ENERGY CO.	630-8210-63710	80950-2405 PLANT GAS 6/23/15 - 7/22/15	07/22/2015	55.00
MID AMERICAN ENERGY CO.	630-8240-63710	52180-25018 LINE SHOP GAS (O THERMS)	07/22/2015	10.00
MID AMERICAN ENERGY CO.	630-8210-63710	52390-25019 BOILER GAS (781 THERMS)	07/22/2015	390.26
MID AMERICAN ENERGY CO.	630-8210-63710	07991-36014 WEST SUB (O KWH)	07/15/2015	10.00
MOMAR	630-8220-65072	ONE STEP 1/55 GALLON	07/02/2015	2,967.72
NAPA AUTO PARTS	630-8260-65072	CREDIT ON INVOICE #761194 STARTER UNI	03/23/2015	339.93-
NAPA AUTO PARTS	630-8250-65072	HOSES, FILLING & SEAL	04/08/2015	72.43
NAPA AUTO PARTS	630-8250-65072	TOOL FOR BAG	05/20/2015	6.67
NAPA AUTO PARTS	630-8220-65072	MATERIAL FOR ENGINE #5	06/11/2015	200.61
NAPA AUTO PARTS	630-8260-65072	HOASE AND HOSE FITTING FOR SKID LOAD	07/13/2015	145.52
QUICK LANE	630-8260-63320	REPAIR TO UNIT 5	07/15/2015	63.67
SKARSHAUG TESTING LABORA	630-8250-64200	JUNE TESTING OF PRIMARY GLOVES	07/13/2015	275.99
STERNQUIST CONST. INC.	630-8255-65072	CRUSHED CONCRETE FOR JUNE STORM D	07/02/2015	432.00
THEISEN'S	630-8220-65072	STAINLESS STEEL ANCHOR	07/20/2015	7.41
THEISEN'S	630-8250-65072	MATERIALS FOR WORK ON WEST 92	07/22/2015	25.28
TIM HILDRETH COMPANY	630-8220-63410	REPAIR TO BOILER	07/14/2015	791.91
U.S. CELLULAR	630-8240-63730	CELL PHONE - 11	07/12/2015	464.20
VANDERPOOL PLUMBING	630-8225-63410	REPAIR TO A/C UNIT AT SUBSTATION	06/30/2015	316.62
VANDERPOOL PLUMBING	630-8250-63453	LINE MAINTENANCE AT 108 E BOSTON	06/30/2015	1,021.71
VANDERPOOL PLUMBING	630-8225-63410	EAST IOWA SUBSTATION DEFROST SOLID	07/13/2015	454.08
VANDERPOOL PLUMBING	630-8225-63410	REPAIR TO A/C UNIT AT SUBSTATION	07/07/2015	119.25
WARREN COUNTY OIL	630-8225-63410	LUBE OIL FOR THE PLANT	06/09/2015	1,873.02
WARREN COUNTY OIL	630-8225-63410	LUBE OIL FOR SUBSTATIONS	06/09/2015	1,450.08
WARREN COUNTY OIL	630-8260-65072	OIL FOR FLEET	06/18/2015	583.00
WIEGERT DISPOSAL CO.	630-8220-64090	WASTE PICKUP - JULY 2015	07/28/2015	79.50
Total ELECTRIC OPERATING FUND:				58,511.83
FIBER/COMMUNICATIONS FUND				
O'REILLY AUTO PARTS	640-8550-63464	HEATER HOSE FOR WEST 92 FIBER	07/22/2015	2.26
Total FIBER/COMMUNICATIONS FUND:				2.26
WATER CAPITAL PROJECTS FUND				
HD SUPPLY WATERWORKS	700-8100-67906	MATERIALS	01/19/2015	375.00
METERING & TECHNOLOGY SO	700-8100-67905	METERS	07/01/2015	3,077.80
METERING & TECHNOLOGY SO	700-8100-67905	METERS	07/16/2015	649.07
VEENSTRA & KIMM	700-8100-67406	2015 IOWA AVENUE WATER MAIN PROJECT	07/24/2015	374.20
Total WATER CAPITAL PROJECTS FUND:				4,476.07
ELECTRIC CAPITAL PROJECTS FUND				
CALIX NETWORKS INC	730-8200-67906	ONT POWER SUPPLIES	07/01/2015	165.79
DIG AMERICA INC	730-8200-67908	2015 W. HWY 92 & Y STREET INTERSECTIO	07/20/2015	9,830.00
ELECTRICAL ENG & EQUIP	730-8200-67906	RED UNDERGROUND WIRE MARKERS	07/21/2015	998.24
METERING & TECHNOLOGY SO	730-8200-67906	METERS	07/09/2015	1,491.63
MICHEL'S POWER	730-8200-67905	2013 HWY 92 TRANSMISSION RELOCATION	07/22/2015	48,796.85
P & E ENGINEERING CO.	730-8200-67903	2013 W HWY 92 RELOCATION PROJECT, DI	07/12/2015	83,267.96
P & E ENGINEERING CO.	730-8200-67905	2013 W HWY 92 RELOCATION PROJECT, TR	07/12/2015	28,340.00
POWER & TEL	730-8200-67906	1000' DROPS	07/09/2015	782.28
POWER & TEL	730-8200-67906	750' DROPS	07/09/2015	497.15
POWER & TEL	730-8200-67906	1000' DROPS	07/09/2015	782.28
POWER & TEL	730-8200-67906	8 PORT MST	07/17/2015	245.83
RESCO	730-8200-67906	600A BUSHING WELL EXTEND FOR HWY 92	07/17/2015	839.52

Vendor Name	GL Account Number	Description	Invoice Date	Net Invoice Amount
WATTS ELECTRIC CO	730-8200-67903	2013 HWY 92 DISTRIBUTION RELOCATION P	07/15/2015	230,663.83
Total ELECTRIC CAPITAL PROJECTS FUND:				406,701.36
CASH ALLOCATION FUND				
BONNETT, GARY	999-0000-11005	REFUND CREDIT - ACCT #11-09201-01	07/22/2015	102.11
CAIN, JUDY	999-0000-11005	REFUND CREDIT - ACCT #19-58302-02	07/22/2015	22.46
ETTEN, SHANNON	999-0000-11005	REFUND CREDIT ON ACCT #15-19024-09	07/22/2015	59.14
GIBSON, JENNIFER	999-0000-11005	REFUND CREDIT - ACCT #15-18729-10	07/22/2015	109.46
JORDAN, MIKE	999-0000-11005	REFUND CREDIT - ACCT #24-85901-01	07/22/2015	197.94
REINKE, DAN	999-0000-11005	REFUND CREDIT FOR ACCT #30-35163-03	07/22/2015	100.00
Total CASH ALLOCATION FUND:				591.11
Grand Totals:				480,770.57

Board of Trustees: _____

IMU Regular Upstairs

2. B.

Meeting Date: 08/03/2015

Information

Subject

July 28, 2015 Minutes

Information

In your packet are the July 28, 2015 minutes for your approval.

Financial Impact

N/A

Staff Recommendation

Attachments

July 28, 2015 Minutes

BOARD OF TRUSTEE MINUTES
REGULAR SESSION – JULY 28, 2015

The Board of Trustees met in regular session at 5:30 p.m. on July 28, 2015 in the City Hall Council Chambers. Co-Chairperson Deb White called the meeting to order and on roll call the following members were present: Heather Hulen, Jim McClymond, Mike Rozga and Deb White.

The consent agenda consisting of the following was approved on a motion by Hulen and seconded by McClymond. Question was called for and on voice vote the Chairperson declared the motion carried unanimously.

July 20, 2015 claims and June 2015 receipts

July 13 and 16, 2015 minutes

The Board accepted the June 2015 Treasurer's report and budget variance reports.

Board member Hulen moved and McClymond seconded to approve the agreement with General Manager Todd Kielkopf. Question was called for and on voice vote Co-Chair White declared the motion carried unanimously.

Change Order #5 from Watts Electric for the 2013 Hwy 92 Distribution Relocation Project in an amount of zero was approved on a motion by McClymond and seconded by Hulen. Question was called for and on voice vote Co-Chair White declared the motion carried unanimously.

A motion was made by McClymond and seconded by Hulen to approve Change Order #8 from Michels Power in an amount of \$700.00 for the 2013 Hwy 92 Transmission Relocation Project. Question was called for and on voice vote Co-Chair White declared the motion carried unanimously.

It was moved by Hulen and seconded by McClymond to approve the Certificate of Final Completion for the 2015 W. Hwy 92 and "Y" Street Intersection Relocation Project. Question was called for and on voice vote Co-Chair White declared the motion carried unanimously.

The Certificate of Final Completion for the 2013 Hwy 92 Transmission Relocation Project was approved on a motion by McClymond and seconded by Hulen. Question was called for and on voice vote Co-Chair White declared the motion carried unanimously.

Board Member Hulen introduced the following Resolution entitled "RESOLUTION ORDERING CONSTRUCTION OF CERTAIN PUBLIC IMPROVEMENTS, 2016 Vehicle Storage Building Project, AND FIXING A DATE FOR HEARING, August 24, 2015, AND TAKING OF BIDS, August 12, 2015", and moved that it be adopted. Board Member McClymond seconded the motion to adopt. The roll was called and the vote was, AYES: Rozga, White, Hulen and McClymond. NAYS: None. Whereupon Co-Chair White declared the following resolution duly adopted:

RESOLUTION ORDERING CONSTRUCTION OF
CERTAIN PUBLIC IMPROVEMENTS, 2016 Vehicle Storage Building Project,
AND FIXING A DATE FOR HEARING, August 24, 2015,
AND TAKING OF BIDS, August 12, 2015

(The complete resolution may be viewed at the City Clerk's Office)

A motion was made by McClymond and seconded by Hulen to approve salary increases of 10% effective

July 28, 2015 for the following employees due to their increased work load during the vacancy of the General Manager. Question was called for and on voice vote Co-Chair White declared the motion carried unanimously.

Lou Elbert, Water Superintendent
Chelle Klootwyk, Office Manager
Chris Longer, Program Coordinator
Mike Metcalf, Interim Electric Superintendent

It was the consensus of the Board to schedule the next IMU Board of Trustee meeting on August 3, 2015 at 5:30 p.m. in the City Hall Conference Room.

Meeting adjourned on a motion by Hulen and seconded by McClymond.

Deb White, Co-Chair

Diana Bowlin, City Clerk

IMU Regular Upstairs

3. B.

Meeting Date: 08/03/2015

Information

Subject

Staff

Information

Staff will be in attendance to give brief project updates and answer questions.

Financial Impact

N/A

Staff Recommendation

IMU Regular Upstairs

4.

Meeting Date: 08/03/2015

Information

Subject

General Manager Hiring Process

Information

The Board will discuss options for the upcoming hiring process for the IMU General Manager position. Attached are the current GM job position description and the Resolution of Duties.

Financial Impact

N/A

Staff Recommendation

Attachments

Position Description

Resolution of Duties



POSITION DESCRIPTION

POSITION: GENERAL MANAGER OF UTILITIES
DEPARTMENT: INDIANOLA MUNICIPAL UTILITIES
REPORTS TO: BOARD OF TRUSTEES

CIVIL SERVICE: NO
FLSA EXEMPT: YES

FUNCTION:

This is advanced professional and administrative work as the Manager of the Municipal Electric, Water, and Communications utilities. Work involves the responsibility for planning, directing, and supervising these utilities under the direction and review of the Board of Trustees. Work is to be conducted in a manner consistent with the mission and values of the utility, including workplace safety and cost-effective delivery of services.

SUPERVISES:

Electric and Water Dept.

EQUIPMENT USED:

Vehicles and standard office equipment.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- General Management duties prescribed by resolution of the Board are incorporated into this job description by reference (see attached).
- Directs and coordinates the preparation of studies and reports relative to the operation and growth of utilities.
- Advises and communicates with the Board of Trustees, the City Council, and the general public on utility projects and programs.
- Coordinates work with City operations as well as other utility interests.
- Actively promotes utility awareness and activities throughout the community.
- Performs related work as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- A college degree or related course of study and strong managerial and interpersonal skills.
- Minimum of eight (8) years of responsible supervisory/managerial experience with a public or municipal utility or closely related organization. Knowledge of the materials, methods, and practices required in public or municipal utility construction, maintenance, and operations.
- Knowledge of local, state, and federal laws and regulations pertaining to public or municipal utility operations and contract administration.

Resolution # 133
Of the Indianola Municipal Board of Trustees
General Management Duties

BE IT RESOLVED by the Indianola Municipal Utilities Board of Trustees for the City of Indianola, Iowa that:

1. The Board of Trustees hereby delegates General Management duties for those utilities under the board's management and control. These duties specifically exclude those of the City Clerk, Chief Accounting Officer, City Treasurer, City Attorney, City Manager, or their designees. The board shall adopt a position description consistent with, but not limited to, the duties listed in this resolution that sets forth qualifications and other duties.
2. The Board of Trustees shall appoint the individual selected to carry out the General Management duties and fix his or her compensation.
3. The President of the board shall provide for a committee to annually review the performance and compensation of the individual appointed to carry out the General Management duties. That committee shall make a recommendation to the board for changes to his or her compensation.
4. General Management duties include:
 - a. Enforcing and executing the goals, resolutions, service plans, policies, and procedures established by the Board of Trustees and in a manner consistent with federal, state, and local laws, regulations, ordinances, and policies.
 - b. Preparing and recommending utility service rules, policies, specifications, and procedures to the Board of Trustees.
 - c. Selecting, hiring, evaluating, classifying, and fixing the compensation of all employees for authorized positions, subject to any process agreed upon in a collective bargaining agreement and applicable laws and regulations. Compensation amounts shall be subject to approval by the Board of Trustees.
 - d. Investigating the conduct of utility affairs.
 - e. Disciplining and discharging any persons employed by the Board of Trustees, subject to any process agreed upon in a collective bargaining agreement, policies adopted by the board, and applicable laws or regulations.
 - f. Supervising making public improvements and repairs to utility systems, including soliciting bids, preparing contracts, and enforcing contract terms and conditions.
 - g. Supervising of all physical property and facilities.
 - h. Preparing the annual budget for each utility fund.
 - i. Monitoring, reviewing and commenting on the financial position of each utility.
 - j. Preparing and recommending utility service rates and charges.
 - k. Approving the purchasing of goods, materials, and supplies under policies adopted by the Board of Trustees.
 - l. Overseeing all contracts for services authorized by the Board of Trustees and enforcing contract terms and conditions.

- m. Approving the reimbursement of proper expenses to persons employed by the Board of Trustees. The City Clerk or the Chief Accounting Officer shall approve all reimbursements to the individual appointed to carry out these General Management duties.
 - n. Cooperatively representing the board's interests for shared services provided under the direction of the City Council or City Manager, except those services whose duties and supervision have been otherwise provided for by resolution of the board.
5. Any prior resolutions establishing the position or duties of the General Manager are hereby repealed.

This resolution shall take effect immediately.

Approved this 9th day of April, 2007.

David Zwanziger
IMU Chairperson

ATTEST:

Todd Kielkopf
Trustee Clerk

Information

Subject

Electric Superintendent Hiring Process

Information

With the vacancy of the General Manager's position, the Board should give direction on the Electric Superintendent hiring process. Options would be to continue on with the process (job posting and application period is already completed) or to continue the interim period until a new General Manager is on board. If the latter option is chosen, the Board should consider notifying current applicants.

Financial Impact

N/A

Staff Recommendation

Information

Subject

Downtown Building Security

Information

It has been longer than current staff's recollection as to when the security locks at the downtown administrative office, generation plant and line building have been updated. There are approximately 8-10 outside access points on the premises that would be affected at an estimated cost of \$150 each. The water department recently updated the treatment facility accesses and the cost estimate is based on that work.

Financial Impact

N/A

Staff Recommendation

Given the length of time and turnover since any updating has been done, staff is recommending updating the security locks on the downtown plant facility outside access points.

IMU Regular Upstairs**7.****Meeting Date:** 08/03/2015

Information**Subject**

MEAN Board and Committee Appointments

Information

With the vacancy of the General Manager's position, staff is investigating obligations and options for filling MEAN Board and Committee appointments. As of Thursday afternoon, staff was still waiting to receive an opinion from MEAN's (Municipal Energy Agency of Nebraska) legal department on what Indianola's obligations are in this interim period. IMU may need to designate an alternate representative for these meetings in order to fulfill the quorum requirement.

Financial Impact

N/A

Staff Recommendation

Meeting Date: 08/03/2015

Information

Subject

Upcoming Performance Evaluations

Information

With the vacancy of the General Manager's position, the Board should give direction on upcoming management staff performance evaluations and recommendations for pay increases. This would be the roll of the General Manager, but given we are in an interim period an alternative process should be decided.

Financial Impact

N/A

Staff Recommendation

Meeting Date: 08/03/2015

Information**Subject**

Legal Counsel at Meetings

Information

Past practice has been to have legal counsel present at trustee meetings to help guide the process of conducting public utility business. For your information, the City of Indianola utilizes the services of Brick Gentry law firm for council meetings and IMU has utilized their services for legal review of construction contracts and bonds. This firm has expertise in municipal law and counsel is available on an as needed basis, however the board may wish to consider having representation at the regular monthly board meetings.

Financial Impact

N/A

Staff Recommendation
