



**IMU BOARD OF TRUSTEES OF THE ELECTRIC,
WATER AND COMMUNICATIONS UTILITIES**

September 13, 2021

5:30 PM

City Hall Council Chambers

Agenda

- 1. Call to Order**
- 2. Roll Call**
- 3. Public Comment**
- 4. Consent Agenda:**
 - A. Approval of Claims for August 31, 2021.
 - B. Approval of Claims for September 13, 2021.
 - C. Approval of Minutes of the prior board meeting
 - D. Approval of the July 2021 financial report.
- 5. Electric Utility Action Items**
- 6. Electric Utility Informational Items**
- 7. Water Utility Action Items**
 - A. Authorization for Warren Water to serve an IMU customer.
- 8. Water Utility Informational Items**
- 9. Communications Utility Action Items**
- 10. Communications Utility Informational Items**
- 11. Combined Electric, Water and Communications Action Items**
 - A. Consideration of the approval of an agreement with IMPACT to administer the Iowa Low-Income Home Energy Assistance Program (LIHEAP).
 - B. Consideration of the approval of an agreement with IMPACT to administer the Iowa Low-Income Household Water Assistance Program (LIHWAP).
 - C. Consideration of the approval of utility accounts to be written off and to use any customary collection method, including submission to the state offset program, and to charge any applicable collection fees.
 - D. Consider approval of the IMU job descriptions for Accounts Payable/Payroll Clerk and Network Support Specialist.

- E. Consideration of the approval of the safety consulting services renewal with TrueNorth.

12. Combined Electric, Water and Communications Informational Items

- A. Audit communication presentation from Denman and Company.

13. Other Business

- A. Enter into closed session in accordance with Iowa Code Section 388.9(1) to discuss marketing and pricing strategies and proprietary information of the telecommunications division whose competitive position will be harmed by public disclosure that is not required of potential or actual competitors and no public purpose is served by such disclosure.

14. Adjourn

MEMORANDUM

To: IMU Board of Trustees of the Electric, Water and Communications Utilities
From:
Date: September 13, 2021
Subject: Approval of Claims for August 31, 2021.

Recommendation: Roll call is in order.

Attachments: 1. 083121 eLation Claims List

AP Check Preview

Date Range: All Dates

Indianola Municipal Utilities

Monday, August 30, 2021
9:46:53 AM

Vendor	Due Date	Notes	Terms	Bill Total	Discount	Interest	Amount Due	Payment	Invoice Number	Bill Number
Account To Be Paid From 0000-10120-999										
ACCO UNLIMITED CORP. - VEND-2810										
	8/6/2021	ACCO liquid chlorinating	Open Terms	1,339.80	0.00	0.00	1,339.80	1,339.80	0215410-IN	BL-6443
							1,339.80	1,339.80		
American Water Works Association - VEND-1184										
	8/21/2021	Membership renewal	Net 30	252.00	0.00	15.00	252.00	252.00	7001944529	BL-6393
							252.00	252.00		
Avesis Third Party Administrators Inc - VEND-1108										
	10/1/2021	0921 Vision	Net 30	278.27	0.00	15.00	278.27	278.27	2768387	BL-6396
							278.27	278.27		
Bear Communications - VEND-1098										
	8/24/2021	Service installs	Net 30	1,786.20	0.00	15.00	1,786.20	1,786.20	20210731	BL-6418
	8/31/2021	Service installs	Net 30	4,156.28	0.00	15.00	4,156.28	4,156.28	20210807	BL-6419
							5,942.48	5,942.48		
Bell Brothers Heating & A/C, Inc - VEND-1134										
	8/29/2021	Labor	Net 30	276.06	0.00	15.00	276.06	276.06	F-221839	BL-6416
							276.06	276.06		
Border States Industries Inc - VEND-1070										
	8/28/2021	Anchor Shackle	Net 30	778.04	0.00	15.00	778.04	778.04	922534568	BL-6378
	9/22/2021	2" PVC Conduit - 20'	Net 30	665.38	0.00	15.00	665.38	665.38	922687395	BL-6469
	9/15/2021	Hot Line Clamps	Net 30	160.08	0.00	15.00	160.08	160.08	922642023	BL-6471
							1,603.50	1,603.50		
Calix Inc - VEND-1028										
	8/6/2021	ONT - 844G-1	Net 30	43,471.56	0.00	15.00	43,471.56	43,471.56	264685	BL-6480
							43,471.56	43,471.56		
CDW Government - VEND-1029										
	8/21/2021	BATTERY BACKUP - APC	Net 30	514.89	0.00	15.00	514.89	514.89	G903316 & H233755	BL-6424
							514.89	514.89		
Cedar Falls Utilities - VEND-1045 - BL-6410										

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	9/4/2021	0721 Bandwidth & 5G	Net 30	6,996.13	0.00	15.00	6,996.13	6,996.13	0721 Bandwidth & 5G	BL-6410
							6,996.13	6,996.13		
Cintas Corporation - VEND-1007										
	9/9/2021	First aid supplies	Net 30	42.20	0.00	15.00	42.20	42.20	5072028323	BL-6427
	9/25/2021	First aid supplies	Net 30	90.50	0.00	15.00	90.50	90.50	5074076311	BL-6454
	9/12/2021	First aid supplies	Net 30	243.98	0.00	15.00	243.98	243.98	8405276268	BL-6457
							376.68	376.68		
City Of Indianola - VEND-1008 - BL-6392										
	9/29/2021	Assistance for conduit install, last of invoice	Net 30	270.00	0.00	15.00	270.00	270.00	Assistance for conduit	BL-6392
							270.00	270.00		
City Of Indianola - VEND-1008 - BL-6446										
	9/23/2021	0821 Utility Payroll Expenses	Net 30	275,622.89	0.00	15.00	275,622.89	275,622.89	2765	BL-6446
							275,622.89	275,622.89		
City Of Indianola - VEND-1008 - BL-6479										
	9/26/2021	0721 Caselle Claims	Net 30	13,565.62	0.00	15.00	13,565.62	13,565.62	0721 Caselle Claims	BL-6479
							13,565.62	13,565.62		
Consortia Consulting - VEND-1009										
	9/17/2021	Consulting	Net 30	1,495.00	0.00	15.00	1,495.00	1,495.00	22775	BL-6406
							1,495.00	1,495.00		
Daniels Land Surveying - VEND-1246										
	9/10/2021	Land survey - 2110 Country Club Rd property	Net 30	500.00	0.00	15.00	500.00	500.00	802027	BL-6375
							500.00	500.00		
Des Moines Register Media - VEND-1010										
	8/30/2021	Board of trustee minutes	Net 30	277.35	0.00	15.00	277.35	277.35	0004022239	BL-6382
							277.35	277.35		
DES PLANQUES, CHRIS - VEND-101766										
	8/21/2021	Lodging and mileage	Open Terms	522.39	0.00	0.00	522.39	522.39		BL-6445
							522.39	522.39		
DOWNEY TIRE PROS - VEND-11879										

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	8/24/2021	Tire repair	Open Terms	25.69	0.00	0.00	25.69	25.69	68613	BL-6441
							25.69	25.69		
Dust Pros Janitorial - VEND-1011										
	9/11/2021	0821 Cleaning - WA	Net 30	180.00	0.00	15.00	180.00	180.00	2403	BL-6439
	8/18/2021	Cleaning supplies	Net 30	24.61	0.00	15.00	24.61	24.61	2395	BL-6435
	9/15/2021	0821 Cleaning - Fiber	Net 30	856.00	0.00	15.00	856.00	856.00	2412	BL-6413
	9/19/2021	0821 Cleaning - Util Svcs	Net 30	749.00	0.00	15.00	749.00	749.00	2411	BL-6383
	9/19/2021	0821 Cleaning - EL	Net 30	984.40	0.00	15.00	984.40	984.40	2409	BL-6460
	9/19/2021	0821 Cleaning supplies - EL	Net 30	92.02	0.00	15.00	92.02	92.02	2410	BL-6461
							2,886.03	2,886.03		
ECHO Group, Inc - VEND-1061										
	8/22/2021	2" PVC Sweeps 45 Deg	Net 30	35.86	0.00	15.00	35.86	35.86	S9072040.001	BL-6467
	9/2/2021	1 1/2" PVC - ELBOW 90 DEGREE	Net 30	142.29	0.00	15.00	142.29	142.29	S9070830.001	BL-6473
							178.15	178.15		
Employee & Family Resources - VEND-1137										
	9/4/2021	Annual contract	Net 30	777.60	0.00	15.00	777.60	777.60	615-4029	BL-6364
							777.60	777.60		
HACH COMPANY - VEND-20810										
	8/11/2021	Ferrover	Open Terms	56.04	0.00	0.00	56.04	56.04	12586942	BL-6438
	8/21/2021	Sample cell	Open Terms	53.95	0.00	0.00	53.95	53.95	12602651	BL-6456
							109.99	109.99		
Hearst Television Inc - VEND-1131										
	9/24/2021	KCCI	Net 30	5,274.24	0.00	15.00	5,274.24	5,274.24	395780	BL-6420
							5,274.24	5,274.24		
IMWCA - VEND-1130										
	7/31/2021	Premiums - Installment 1	Net 30	2,087.14	0.00	15.00	2,087.14	2,087.14	INV82114	BL-6369
	8/1/2021	Premiums - Installment 2	Net 30	2,087.14	0.00	15.00	2,087.14	2,087.14	INV80276	BL-6370
	7/31/2021	Deposit 2021-2022	Net 30	4,870.00	0.00	15.00	4,870.00	4,870.00	INV82113	BL-6371
							9,044.28	9,044.28		
Independent Advocate - VEND-1136										
	9/1/2021	Digital advertising, prefair sections, & balloon s	Net 30	800.00	0.00	15.00	800.00	800.00	847	BL-6412
							800.00	800.00		
Indoff Incorporated - VEND-1058										

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	8/29/2021	Paper	Net 30	144.00	0.00	15.00	144.00	144.00	3491962	BL-6354
							144.00	144.00		
Interstate Power Systems Inc - VEND-1033										
	9/18/2021	Service call, losing coolant	Net 30	589.20	0.00	15.00	589.20	589.20	R012078434:01	BL-6414
							589.20	589.20		
Iowa Dept Of Revenue - VEND-1117										
	8/31/2021	Sales tax billed 080121	Net 30	49,794.04	0.00	15.00	49,794.04	49,794.04	Sales tax billed 080121	BL-6432
							49,794.04	49,794.04		
Iowa One Call - VEND-1015										
	9/18/2021	Locates	Net 30	419.40	0.00	15.00	419.40	419.40	234476	BL-6437
	9/18/2021	Locates	Net 30	216.00	0.00	15.00	216.00	216.00	234475	BL-6407
	9/18/2021	Locates	Net 30	408.60	0.00	15.00	408.60	408.60	233950	BL-6463
							1,044.00	1,044.00		
JMK LAWNCARE - VEND-102101										
	8/1/2021	0621 & 0721 Mowing - Util Svcs	Open Terms	280.00	0.00	0.00	280.00	280.00	0621 & 0721 Mowing- Util	BL-6372
	8/1/2021	0621 & 0721 Mowing - WA	Open Terms	1,640.00	0.00	0.00	1,640.00	1,640.00	0621 & 0721 Mowing - WA	BL-6373
	8/1/2021	0621 & 0721 Mowing - EL	Open Terms	1,240.00	0.00	0.00	1,240.00	1,240.00	0621 & 0721 Mowing - EL	BL-6379
							3,160.00	3,160.00		
John Deere Financial - VEND-1106										
	9/3/2021	Multi-Use acct #36105-20385	Net 30	10.98	0.00	15.00	10.98	10.98	67910430021	BL-6359
	9/12/2021	Multi use acct #36105-20385	Net 30	37.98	0.00	15.00	37.98	37.98	3212287	BL-6444
							48.96	48.96		
Julie Swigart - VEND-1141 - BL-6458										
	8/27/2021	Credit Refund	Net 30	462.00	0.00	0.00	462.00	462.00	00029487-7	BL-6458
							462.00	462.00		
Kina S Bean - VEND-1141 - BL-6342										
	8/10/2021	Credit Refund	Net 30	32.16	0.00	0.00	32.16	32.16	00048453-7	BL-6342
							32.16	32.16		
Kurt Ripperger - VEND-1025										

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	9/17/2021	Mileage to conference	Net 30	847.84	0.00	15.00	847.84	847.84		BL-6451
	9/9/2021	Ticket to conference	Net 30	329.00	0.00	15.00	329.00	329.00		BL-6452
	9/8/2021	Conference hotel	Net 30	700.20	0.00	15.00	700.20	700.20		BL-6453
							1,877.04	1,877.04		
Mahaska Communications Group - VEND-1017										
	8/31/2021	0821 T1 Transport	Net 30	165.00	0.00	15.00	165.00	165.00	0821 T1 Transport	BL-6409
							165.00	165.00		
Mid American Energy Co - VEND-1018										
	9/18/2021	Gas - 110 S B	Net 30	15.72	0.00	15.00	15.72	15.72	516120740	BL-6405
	8/29/2021	Gas - 909 E Hillcrest	Net 30	12.13	0.00	15.00	12.13	12.13	515370291	BL-6360
	9/18/2021	Gas - 210 W 2nd	Net 30	12.13	0.00	15.00	12.13	12.13	516146778	BL-6397
	9/26/2021	Electric-Muni plt substation	Net 30	10.10	0.00	15.00	10.10	10.10	515924566	BL-6464
	9/18/2021	Gas - 1300 E Iowa Ave Bldg B	Net 30	12.13	0.00	15.00	12.13	12.13	516084353	BL-6465
	9/19/2021	Gas - 1300 E Iowa Ave Bldg A	Net 30	12.13	0.00	15.00	12.13	12.13	516165697	BL-6466
							74.34	74.34		
MIDWEST MUNICIPAL TRANSMISSION GROUP - VEND-34604										
	8/1/2021	MMTG Dues - July to December 2021	Open Terms	1,805.00	0.00	0.00	1,805.00	1,805.00	1495	BL-6362
							1,805.00	1,805.00		
Monica Thompson - VEND-1232										
	9/8/2021	0821 Wellness Reimbursement	Net 30	25.00	0.00	15.00	25.00	25.00	0821 Wellness Reimbursmnt	BL-6365
	7/31/2021	0721 Wellness Reimbursement	Net 30	25.00	0.00	15.00	25.00	25.00	0721 Wellness Reimbursmnt	BL-6366
							50.00	50.00		
MSC - VEND-1250										
	9/11/2021	Safety Glasses & duct tape	Net 30	337.15	0.00	15.00	337.15	337.15	41965454	BL-6475
							337.15	337.15		
MUNICIPAL ENERGY AGENCY OF NEBRASKA - VEND-35805										
	8/30/2021	Purchased power - July 21	Net 30	967,953.61	0.00	15.00	967,953.61	967,953.61	302164	BL-6368
							967,953.61	967,953.61		
Mutual Of Omaha - VEND-1107										
	7/31/2021	0721 Premiums	Net 30	3,928.65	0.00	15.00	3,928.65	3,928.65	1238542686	BL-6347
	8/31/2021	0821 Premiums	Net 30	3,928.65	0.00	15.00	3,928.65	3,928.65	1238542687	BL-6349

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							7,857.30	7,857.30		
National Cable Television Cooperative, Inc. - VEND-1095										
9/15/2021	0721 Cable	Net 30	41,208.13	0.00	15.00	41,208.13	41,208.13	21070722-01	BL-6380	
8/29/2021	BATTERY BACKUP - CYBER POWER	Net 30	528.50	0.00	15.00	528.50	528.50	SI-14392	BL-6429	
8/27/2021	BATTERY BACKUP - CYBER POWER	Net 30	1,038.71	0.00	15.00	1,038.71	1,038.71	SI-14039	BL-6430	
8/27/2021	BATTERY BACKUP - CYBER POWER	Net 30	66.85	0.00	15.00	66.85	66.85	SI-14040	BL-6431	
							42,842.19	42,842.19		
Norwalk Ready Mix Concrete, Inc. - VEND-1119										
9/17/2021	M-4 LS no ash	Net 30	540.00	0.00	15.00	540.00	540.00	287182	BL-6436	
9/26/2021	Downtown duct bank	Net 30	276.00	0.00	15.00	276.00	276.00	286649	BL-6474	
							816.00	816.00		
O'REILLY AUTO PARTS - VEND-40157										
8/21/2021	2.5 Gallon def	Open Terms	23.98	0.00	0.00	23.98	23.98	0337-243535	BL-6440	
							23.98	23.98		
Pella Printing Co, Inc - VEND-1062										
9/3/2021	Door hangers	Net 30	161.00	0.00	15.00	161.00	161.00	61982	BL-6361	
							161.00	161.00		
Power & Tel - VEND-1037										
9/16/2021	Fiber drops	Net 30	25,198.67	0.00	15.00	25,198.67	25,198.67	7200098-00	BL-6434	
9/9/2021	2 WAY COAX SPLITTER	Net 30	76.97	0.00	15.00	76.97	76.97	7267630-01	BL-6425	
8/29/2021	REMOTE - NOVA IR	Net 30	1,694.67	0.00	15.00	1,694.67	1,694.67	7286237-00	BL-6417	
8/29/2021	FIBER DROP - 750'	Net 30	1,127.81	0.00	15.00	1,127.81	1,127.81	7139649-01	BL-6423	
							28,098.12	28,098.12		
Quality Pest Control - VEND-1087										
9/5/2021	Pest control	Net 30	76.62	0.00	15.00	76.62	76.62	67211	BL-6363	
							76.62	76.62		
Register Of Copyrights - VEND-1156										
9/26/2021	Register of Copyrights	Net 30	852.45	0.00	15.00	852.45	852.45	76140174495	BL-6403	
							852.45	852.45		
SHRED IT USA - VEND-103010										
8/1/2021	Shred service	Open Terms	77.29	0.00	0.00	77.29	77.29	8182603908	BL-6355	
							77.29	77.29		

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SKARSHAUG TESTING LABORATORY INC - VEND-50410										
	8/6/2021	High voltage glove testing	Open Terms	400.86	0.00	0.00	400.86	400.86	253646	BL-6459
							400.86	400.86		
SPEE-DEE DELIVERY SERVICE INC - VEND-102273										
	7/27/2021	Shipping HV gloves to Skarshaug's	Open Terms	30.60	0.00	0.00	30.60	30.60	4281710	BL-6381
							30.60	30.60		
STATE HYGIENIC LABORATORY - VEND-23245										
	8/1/2021	Testing	Open Terms	283.50	0.00	0.00	283.50	283.50	213502	BL-6351
							283.50	283.50		
STERNQUIST CONST. INC. - VEND-50360										
	8/24/2021	Crushed concrete	Open Terms	365.94	0.00	0.00	365.94	365.94	1081	BL-6476
							365.94	365.94		
T.R.M. DISPOSAL LLC - VEND-101016										
	8/25/2021	0921 Trash	Open Terms	40.00	0.00	0.00	40.00	40.00	20877	BL-6404
							40.00	40.00		
TIM HILDRETH COMPANY - VEND-21751										
	8/12/2021	Plant boiler repair	Open Terms	882.44	0.00	0.00	882.44	882.44	26884	BL-6462
							882.44	882.44		
TrueNorth Companies LC - VEND-1100										
	8/29/2021	July safety meeting	Net 30	66.67	0.00	15.00	66.67	66.67	120224	BL-6356
							66.67	66.67		
U.S. Cellular - VEND-1104										
	9/11/2021	0821 Cel Phone	Net 30	709.29	0.00	15.00	709.29	709.29	456523178	BL-6398
							709.29	709.29		
ULINE - VEND-1251										
	9/2/2021	Work stool	Net 30	227.48	0.00	15.00	227.48	227.48	136940218	BL-6408
							227.48	227.48		
United States Treasury - VEND-1138										
	9/29/2021	2021-2022 TRS fund contribution August-June	Net 30	1,796.30	0.00	15.00	1,796.30	1,796.30	83296660002	BL-6481
							1,796.30	1,796.30		

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VAN WERT INC - VEND-101069										
	8/4/2021	NEPTUNE MACH 1 1/2"	Open Terms	1,651.09	0.00	0.00	1,651.09	1,651.09	228581	BL-6358
							1,651.09	1,651.09		
VERIZON WIRELESS - VEND-3535										
	8/1/2021	0721 Hot spots	Open Terms	360.09	0.00	0.00	360.09	360.09	9885213148	BL-6353
							360.09	360.09		
VESSCO INC - VEND-57620										
	8/27/2021	Bearing	Open Terms	1,224.85	0.00	0.00	1,224.85	1,224.85	085226	BL-6455
							1,224.85	1,224.85		
Warren County Engineer - VEND-1102										
	9/2/2021	0721 Fuel Distribution	Net 30	3,041.99	0.00	15.00	3,041.99	3,041.99	0721 Fuel Distribution	BL-6352
							3,041.99	3,041.99		
WARREN COUNTY TREASURER - VEND-59867										
	8/25/2021	Parcel #3271 for 2021-2022	Open Terms	899.00	0.00	0.00	899.00	899.00	235275	BL-6391
							899.00	899.00		
WESCO - VEND-60220										
	8/25/2021	Trunnion Clamps	Open Terms	226.87	0.00	0.00	226.87	226.87	845173	BL-6468
							226.87	226.87		
YMCA Of Greater Des Moines - VEND-1169										
	8/31/2021	0821 Employee Wellness	Net 30	25.00	0.00	15.00	25.00	25.00	0821 Employee Wellness	BL-6395
							25.00	25.00		
Check Count: 66				Totals:			\$1,492,974.02	\$1,492,974.02		

MEMORANDUM

To: IMU Board of Trustees of the Electric, Water and Communications Utilities
From:
Date: September 13, 2021
Subject: Approval of Claims for September 13, 2021.

Recommendation: Roll call is in order.

Attachments: 1. 091421 eLation Claims List

AP Check Preview

Date Range: All Dates

Indianola Municipal Utilities

Friday, September 10, 2021

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Vendor	Due Date	Notes	Terms	Bill Total	Discount	Interest	Amount Due	Payment	Invoice Number	Bill Number
Account To Be Paid From 0000-10120-999										
ACCO UNLIMITED CORP. - VEND-2810										
8/27/2021	ACCO liquid chlorinating	Open Terms	1,399.00	0.00	0.00	1,399.00	1,399.00	0216045-IN	BL-6534	
						1,399.00	1,399.00			
AGRILAND FS INC - VEND-48228										
9/9/2021	GY Deluxe and starter	Open Terms	193.16	0.00	0.00	193.16	193.16	91024060	BL-6568	
						193.16	193.16			
Bally Sports Midwest - VEND-1222										
9/29/2021	EXP Basic	Net 30	4,361.12	0.00	15.00	4,361.12	4,361.12	T03690	BL-6558	
						4,361.12	4,361.12			
Bear Communications - VEND-1098										
9/14/2021	Service installs	Net 30	3,343.44	0.00	15.00	3,343.44	3,343.44	20210821	BL-6579	
10/9/2021	Service installs	Net 30	3,882.78	0.00	15.00	3,882.78	3,882.78	20210828	BL-6580	
						7,226.22	7,226.22			
Big Ten Network - VEND-1096										
9/30/2021	BTN	Net 30	1,759.50	0.00	15.00	1,759.50	1,759.50	75235	BL-6560	
						1,759.50	1,759.50			
Border States Industries Inc - VEND-1070										
9/29/2021	Splice Kit	Net 30	78.90	0.00	15.00	78.90	78.90	922731310	BL-6550	
9/29/2021	3" PVC Conduit - 20'	Net 30	8,007.17	0.00	15.00	8,007.17	8,007.17	922731312	BL-6551	
10/7/2021	UT Pack - metering	Net 30	669.16	0.00	15.00	669.16	669.16	922775673	BL-6552	
10/7/2021	Socket Eye Link - Guy Strain Link - Anchor Ro	Net 30	7,533.99	0.00	15.00	7,533.99	7,533.99	922775674	BL-6553	
10/8/2021	Wiring harness for PT pack	Net 30	89.37	0.00	15.00	89.37	89.37	922784757	BL-6602	
						16,378.59	16,378.59			
Brandon Teno & Sadie Robb - VEND-1141 - BL-6484										
9/1/2021	Credit Refund	Net 30	39.23	0.00	0.00	39.23	39.23	00059992-2	BL-6484	
						39.23	39.23			
Brick Gentry P.C. - VEND-1004										
9/24/2021	Legal services	Net 30	405.00	0.00	15.00	405.00	405.00	358039	BL-6500	
						405.00	405.00			
Cedar Falls Utilities - VEND-1045 - BL-6578										

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Indianola Municipal Utilities

Friday, September 10, 2021

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Vendor	Due Date	Notes	Terms	Bill Total	Discount	Interest	Amount Due	Payment	Invoice Number	Bill Number
	10/1/2021	Labor and rack space	Net 30	5,411.66	0.00	15.00	5,411.66	5,411.66	91661	BL-6578
							5,411.66	5,411.66		
Cintas Corporation - VEND-1007										
	10/7/2021	First aid supplies	Net 30	96.42	0.00	15.00	96.42	96.42	5075319422	BL-6593
							96.42	96.42		
City Of Indianola - VEND-1008 - BL-6489										
	10/1/2021	0921 Professional services	Net 30	88,084.85	0.00	15.00	88,084.85	88,084.85	2770	BL-6489
							88,084.85	88,084.85		
CONTRACTOR SOLUTIONS - VEND-99924										
	9/2/2021	Seals, wiper and labor	Open Terms	173.64	0.00	0.00	173.64	173.64	1-1365	BL-6606
	9/8/2021	2" Round hole steel strainer	Open Terms	18.35	0.00	0.00	18.35	18.35	1-531367	BL-6607
							191.99	191.99		
CORE & MAIN - VEND-102636										
	8/3/2021	REPAIR CLAMP - 6x15	Open Terms	145.00	0.00	0.00	145.00	145.00	P350642	BL-6501
	8/28/2021	Rep clp, gasket, saddle epoxy, ball corp stop	Open Terms	1,349.50	0.00	0.00	1,349.50	1,349.50	P477596	BL-6504
	8/11/2021	COUPLING - COMPRESSION - 3/4"	Open Terms	118.00	0.00	0.00	118.00	118.00	P401013	BL-6505
							1,612.50	1,612.50		
Crystal Clear Communications LLC - VEND-1205										
	9/29/2021	Monthly newsletter, and August/September pu	Net 30	1,925.00	0.00	15.00	1,925.00	1,925.00	CCC-0249	BL-6506
							1,925.00	1,925.00		
Damon Bryan - VEND-1141 - BL-6486										
	9/1/2021	Credit Refund	Net 30	338.42	0.00	0.00	338.42	338.42	00051735-5	BL-6486
							338.42	338.42		
DES PLANQUES, CHRIS - VEND-101766										
	9/2/2021	0921 Mobile Device	Open Terms	75.00	0.00	0.00	75.00	75.00	0921 Mobile Device	BL-6499
							75.00	75.00		
Dust Pros Janitorial - VEND-1011										
	10/2/2021	0921 Cleaning - WA	Net 30	180.00	0.00	15.00	180.00	180.00	2419	BL-6532
	10/7/2021	Cleaning supplies - WA	Net 30	97.30	0.00	15.00	97.30	97.30	2420	BL-6605
	10/7/2021	Deck chair mats - Fiber	Net 30	160.05	0.00	15.00	160.05	160.05	2421	BL-6594
							437.35	437.35		

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Indianola Municipal Utilities

Friday, September 10, 2021

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Vendor	Due Date	Notes	Terms	Bill Total	Discount	Interest	Amount Due	Payment	Invoice Number	Bill Number
Dylan Michelsen - VEND-1180										
	10/1/2021	0921 Mobile Device	Net 30	75.00	0.00	15.00	75.00	75.00	0921 Mobile Device	BL-6495
							75.00	75.00		
ECHO Group, Inc - VEND-1061										
	9/30/2021	1 1/2" PVC - 20' STICK	Net 30	9,589.88	0.00	15.00	9,589.88	9,589.88	S9070830.002	BL-6563
							9,589.88	9,589.88		
Elisha Brown - VEND-1209										
	10/1/2021	0921 Mobile Device	Net 30	25.00	0.00	15.00	25.00	25.00	0921 Mobile Device	BL-6498
							25.00	25.00		
Fuse Technic LLC - VEND-1012										
	10/1/2021	Consulting	Net 30	525.00	0.00	15.00	525.00	525.00	FT20210901004	BL-6584
							525.00	525.00		
GRAYMONT WESTERN LIME INC - VEND-101387										
	9/1/2021	High calcium quicklime	Open Terms	4,740.43	0.00	0.00	4,740.43	4,740.43	173245	BL-6510
							4,740.43	4,740.43		
Hearst Television Inc - VEND-1131										
	9/30/2021	KCCI	Net 30	5,313.60	0.00	15.00	5,313.60	5,313.60	399111	BL-6554
							5,313.60	5,313.60		
Iconectiv - VEND-1201										
	8/30/2021	Annual porting fee	Net 30	296.81	0.00	15.00	296.81	296.81	L-10271016	BL-6609
							296.81	296.81		
ImOn Communications LLC - VEND-1072										
	9/30/2021	Regulatory and billing	Net 30	6,957.75	0.00	15.00	6,957.75	6,957.75	INV0033455	BL-6583
							6,957.75	6,957.75		
IMU - VEND-8629										
	9/8/2021	Utilities - WA	Open Terms	15,200.43	0.00	0.00	15,200.43	15,200.43	10141598	BL-6533
	9/2/2021	Utilities - EL	Open Terms	1,624.50	0.00	0.00	1,624.50	1,624.50	10140966	BL-6524
	9/2/2021	Utilities- Util Svcs	Open Terms	336.01	0.00	0.00	336.01	336.01	10140830	BL-6507
							17,160.94	17,160.94		
IMWCA - VEND-1130										

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Indianola Municipal Utilities

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Vendor	Due Date	Notes	Terms	Bill Total	Discount	Interest	Amount Due	Payment	Invoice Number	Bill Number
	10/1/2021	Premiums - Installment 3	Net 30	2,087.14	0.00	15.00	2,087.14	2,087.14	INV80597	BL-6508
							2,087.14	2,087.14		
Indianola Athletic Department - VEND-1258										
	9/23/2021	Commercial, in game element, scrolling ad	Net 30	3,000.00	0.00	15.00	3,000.00	3,000.00	2021-9	BL-6575
							3,000.00	3,000.00		
Infomax Office Systems Inc - VEND-1013										
	9/25/2021	0821 Copier contract	Net 30	835.50	0.00	15.00	835.50	835.50	29968183	BL-6519
							835.50	835.50		
Innovative Systems - VEND-1048										
	10/3/2021	Software	Net 30	10,915.56	0.00	15.00	10,915.56	10,915.56	57081 & 57082	BL-6521
	10/3/2021	Sept elation maint fee and additional utilities sc	Net 30	11,520.00	0.00	15.00	11,520.00	11,520.00	57082 & 57081	BL-6522
	10/7/2021	0921 Utility bills, flyer and 10 digit dialing notice	Net 30	6,935.10	0.00	15.00	6,935.10	6,935.10	57141	BL-6535
							29,370.66	29,370.66		
Iowa Division Of Labor Services - VEND-1177										
	9/26/2021	Boiler Inspection	Net 30	40.00	0.00	15.00	40.00	40.00	179930	BL-6527
							40.00	40.00		
Iowa Radio Plus - VEND-1223										
	9/28/2021	:30 Web ad	Net 30	34.20	0.00	15.00	34.20	34.20	21080675	BL-6576
	9/28/2021	Package	Net 30	8.00	0.00	15.00	8.00	8.00	21080676	BL-6577
							42.20	42.20		
Irby - VEND-1259										
	9/29/2021	Transmission Line DE Shoes	Net 30	526.38	0.00	15.00	526.38	526.38	S012567936.001	BL-6601
							526.38	526.38		
Joey Jones - VEND-1141 - BL-6483										
	9/1/2021	Credit Refund	Net 30	36.27	0.00	0.00	36.27	36.27	00003612-6	BL-6483
							36.27	36.27		
KELLER'S GARAGE - VEND-102525										
	9/10/2021	Work on 2018 Ram 1500	Open Terms	85.65	0.00	0.00	85.65	85.65	20672	BL-6604
							85.65	85.65		
Kimball Construction - VEND-1146										
	10/7/2021	Pulled bushes and roots, removed riverrock	Net 30	700.00	0.00	15.00	700.00	700.00		BL-6589

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Indianola Municipal Utilities

Friday, September 10, 2021

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Vendor	Due Date	Notes	Terms	Bill Total	Discount	Interest	Amount Due	Payment	Invoice Number	Bill Number
							700.00	700.00		
KNIA/KRLS - VEND-1090										
9/28/2021	Package		Net 30	86.25	0.00	15.00	86.25	86.25	21080550	BL-6573
10/9/2021	:30 Spots		Net 30	757.80	0.00	15.00	757.80	757.80	21080548	BL-6574
							844.05	844.05		
Kurt Gocken - VEND-1023										
10/1/2021	0921 Mobile Device		Net 30	75.00	0.00	15.00	75.00	75.00	0921 Mobile Device	BL-6492
							75.00	75.00		
Kurt Ripperger - VEND-1025										
10/1/2021	0921 Mobile Device		Net 30	75.00	0.00	15.00	75.00	75.00	0921 Mobile Device	BL-6493
							75.00	75.00		
LINDE INC - VEND-6415										
9/8/2021	Carbon Dioxide		Open Terms	2,657.55	0.00	0.00	2,657.55	2,657.55	65869894	BL-6531
							2,657.55	2,657.55		
LONGER, CHRIS - VEND-34025										
9/2/2021	0921 Mobile Device		Open Terms	75.00	0.00	0.00	75.00	75.00	0921 Mobile Device	BL-6496
							75.00	75.00		
Marquee Sports Network - VEND-1165										
9/30/2021	0821 Expanded Basic		Net 30	2,648.60	0.00	15.00	2,648.60	2,648.60	0821 Expanded Basic	BL-6559
							2,648.60	2,648.60		
METCALF, MIKE - VEND-34230										
9/2/2021	0921 Mobile Device		Open Terms	75.00	0.00	0.00	75.00	75.00	0921 Mobile Device	BL-6497
							75.00	75.00		
Mid American Energy Co - VEND-1018										
9/24/2021	Gas - 111 S Buxton		Net 30	57.13	0.00	15.00	57.13	57.13	516317768	BL-6525
9/23/2021	Gas - 111 S Buxton, Municipal Plant		Net 30	12.13	0.00	15.00	12.13	12.13	516281590	BL-6526
9/18/2021	Gas - 909 E Hillcrest		Net 30	13.92	0.00	15.00	13.92	13.92	516115602	BL-6587
							83.18	83.18		

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Indianola Municipal Utilities

Friday, September 10, 2021

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Vendor	Due Date	Notes	Terms	Bill Total	Discount	Interest	Amount Due	Payment	Invoice Number	Bill Number
Mutual Of Omaha - VEND-1107										
	10/1/2021	0921 Premiums	Net 30	3,831.03	0.00	15.00	3,831.03	3,831.03	1246059012	BL-6511
							3,831.03	3,831.03		
NAPA AUTO PARTS - VEND-35949										
	9/1/2021	Crimson 2 GRS	Open Terms	5.98	0.00	0.00	5.98	5.98	004172	BL-6512
							5.98	5.98		
Nexstar Broadcasting, Inc - VEND-1092										
	9/30/2021	Newsnation	Net 30	297.16	0.00	15.00	297.16	297.16	405630	BL-6556
	9/30/2021	WHO	Net 30	5,103.00	0.00	15.00	5,103.00	5,103.00	405629	BL-6557
							5,400.16	5,400.16		
P & E ENGINEERING CO. - VEND-41540										
	8/30/2021	Engineer and technician hours	Open Terms	6,887.77	0.00	0.00	6,887.77	6,887.77	5931	BL-6523
							6,887.77	6,887.77		
Power & Tel - VEND-1037										
	9/24/2021	SPLITTER - CABINET 1X32	Net 30	2,991.53	0.00	15.00	2,991.53	2,991.53	7306533-00	BL-6571
	9/29/2021	CONN - RG6	Net 30	105.99	0.00	15.00	105.99	105.99	7308781-00	BL-6592
							3,097.52	3,097.52		
SHULL, DOUG - VEND-50199										
	9/2/2021	0921 Treasury Contract	Open Terms	83.34	0.00	0.00	83.34	83.34	0921 Treasury Contract	BL-6491
							83.34	83.34		
SKARSHAUG TESTING LABORATORY INC - VEND-50410										
	8/27/2021	Glove Protectors and Glove Dust	Open Terms	322.06	0.00	0.00	322.06	322.06	254112	BL-6598
	9/2/2021	Secondary gloves - Morrison	Open Terms	182.62	0.00	0.00	182.62	182.62	254256	BL-6599
							504.68	504.68		
Skye McBroom - VEND-1026										
	10/1/2021	0921 Mobile Device	Net 30	75.00	0.00	15.00	75.00	75.00	0921 Mobile Device	BL-6494
							75.00	75.00		
SPEE-DEE DELIVERY SERVICE INC - VEND-102273										
	9/8/2021	On-call shipment	Open Terms	40.82	0.00	0.00	40.82	40.82	4303695	BL-6528
							40.82	40.82		

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Indianola Municipal Utilities

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Vendor	Due Date	Notes	Terms	Bill Total	Discount	Interest	Amount Due	Payment	Invoice Number	Bill Number
Stephanie Beckman - VEND-1141 - BL-6485										
	9/1/2021	Credit Refund	Net 30	156.58	0.00	0.00	156.58	156.58	00029443-5	BL-6485
							156.58	156.58		
TEGNA - VEND-1148										
	9/30/2021	WOI & KCWI	Net 30	6,115.50	0.00	15.00	6,115.50	6,115.50	406886	BL-6555
							6,115.50	6,115.50		
Tiffany Hunt - VEND-1141 - BL-6482										
	9/1/2021	Credit Refund	Net 30	7.38	0.00	0.00	7.38	7.38	00039791-7	BL-6482
							7.38	7.38		
TrueNorth Companies LC - VEND-1100										
	9/30/2021	August safety meeting	Net 30	83.33	0.00	15.00	83.33	83.33	121237	BL-6513
							83.33	83.33		
UMB BANK N.A. - VEND-103242										
	9/3/2021	Series 2017 C	Open Terms	135,275.00	0.00	0.00	135,275.00	135,275.00		BL-6539
							135,275.00	135,275.00		
Unite Private Networks - VEND-1054										
	10/1/2021	Dark fiber	Net 30	3,147.05	0.00	15.00	3,147.05	3,147.05	SI-21-021648	BL-6582
							3,147.05	3,147.05		
Unity Point-Allen Occupational Health - VEND-1257										
	10/1/2021	Pre employment testing	Net 30	306.00	0.00	15.00	306.00	306.00	1	BL-6538
							306.00	306.00		
UPHDM Occupational Medicine - VEND-1101										
	8/14/2021	Employee testing	Net 30	406.00	0.00	15.00	406.00	406.00	88937	BL-6520
							406.00	406.00		
VAN WERT INC - VEND-101069										
	8/24/2021	NEPTUNE 1"	Open Terms	2,951.36	0.00	0.00	2,951.36	2,951.36	228615	BL-6514
	8/7/2021	NEPTUNE MACH 2"	Open Terms	983.48	0.00	0.00	983.48	983.48	228593	BL-6515
							3,934.84	3,934.84		
VEENSTRA & KIMM - VEND-57600										
	8/28/2021	Engineer X	Open Terms	581.00	0.00	0.00	581.00	581.00	285108-3	BL-6516
	8/28/2021	Engineer X	Open Terms	830.00	0.00	0.00	830.00	830.00	285105-3	BL-6517

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							1,411.00	1,411.00		
VERIZON WIRELESS - VEND-3535										
	9/1/2021	Hot Spots	Open Terms	360.27	0.00	0.00	360.27	360.27	9887384846	BL-6603
							360.27	360.27		
Warren County Engineer - VEND-1102										
	10/3/2021	0821 Fuel Distribution	Net 30	3,224.54	0.00	15.00	3,224.54	3,224.54	0821 Fuel Distribution	BL-6536
							3,224.54	3,224.54		
WARREN COUNTY TREASURER - VEND-59867										
	10/1/2021	Parcel #1278 for Sept 21 & Mar 22	Open Terms	3,674.00	0.00	0.00	3,674.00	3,674.00	233914	BL-6595
							3,674.00	3,674.00		
Waste Management - VEND-1086										
	9/26/2021	4 Yard dumpster service	Net 30	61.51	0.00	15.00	61.51	61.51	6854201-0516-3	BL-6585
	9/26/2021	2 Yard dumpster	Net 30	78.06	0.00	15.00	78.06	78.06	6854199-0516-9	BL-6529
							139.57	139.57		
Waverly Utilities - VEND-1142										
	9/24/2021	STB - 651 WIFI	Net 30	2,527.31	0.00	15.00	2,527.31	2,527.31	13383	BL-6572
							2,527.31	2,527.31		
WESCO - VEND-60220										
	9/9/2021	Rust paint	Open Terms	324.21	0.00	0.00	324.21	324.21	746611	BL-6545
	9/8/2021	Transformer Basements	Open Terms	2,376.57	0.00	0.00	2,376.57	2,376.57	860969	BL-6547
	8/28/2021	Red and Orange Locate Paint	Open Terms	490.49	0.00	0.00	490.49	490.49	849387	BL-6549
							3,191.27	3,191.27		
Wiegert Disposal Inc - VEND-1081										
	9/9/2021	1 Dump, 30 yards	Net 30	321.00	0.00	15.00	321.00	321.00		BL-6546
	10/1/2021	0821 Dumpster Service	Net 30	110.00	0.00	15.00	110.00	110.00	0821 Dumpster Service	BL-6586
							431.00	431.00		
Wisconsin Independent Network, LLC - VEND-1067										
	10/1/2021	Ethernet and internet	Net 30	5,373.00	0.00	15.00	5,373.00	5,373.00	WIN012134	BL-6581
							5,373.00	5,373.00		

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Indianola Municipal Utilities

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Vendor	Due Date	Notes	Terms	Bill Total	Discount	Interest	Amount Due	Payment	Invoice Number	Bill Number
Check Count: 71					Totals:		\$407,566.54	\$407,566.54		

MEMORANDUM

To: IMU Board of Trustees of the Electric, Water and Communications Utilities
From: Jackie Raffety, Deputy Clerk
Date: September 13, 2021
Subject: Approval of Minutes of the prior board meeting

Recommendation: Roll call is in order.

Attachments: 1. 08092021 Minutes

BOARD OF TRUSTEE MINUTES – REGULAR SESSION – AUGUST 9, 2021

The Board of Trustees met in regular session at 5:30 p.m. on August 9, 2021, in the City Hall Council Chambers. Chairperson Adam Voigts called the meeting to order and on roll call the following members were present: Deb Richardson, Lesley Forbush (via phone), Adam Voigts, Mike Rozga and Lori Smith. Absent: None.

Connie Larson and Janice Strong of the Indianola Hope Foundation asked if the reconnection fee could be waived for non-profits.

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

- Claims list for August 9, 2021.
- July 26, 2021 Minutes.

Rozga moved to approve a rebate for Simpson College in an amount not to exceed \$10,000 on the condition the formula for calculating the rebate is provided to the Board at the next meeting and Richardson seconded the motion. Question was called for and on voice vote the Chairperson declared the motion carried unanimously.

Electric Superintendent Mike Metcalf reported he has met with property owners to discuss the Streetscape Project; and that crews will be working on installing electric duct work around the Square.

Water Superintendent Lou Elbert updated the Board on the 8th Street Water Main project.

General Manager Chris DesPlanques reported four-year television contracts discussed in the July 26 Trustee meeting closed session have been signed.

Rozga introduced Resolution 2021-027 approving the proposal from The Institute for Decision Making at the University of Northern Iowa to develop a strategic plan for IMU. Smith seconded it. On roll call, the vote was AYES: Forbush, Richardson, Voigts, Rozga and Smith. NAYS: None. Whereupon the Chairperson declared the motion carried unanimously. Rozga and Smith asked that a date for the strategic planning meeting be set and the Board notified as soon as possible to ensure that Board members would be able to attend.

In Combined Informational Items, the Board and staff discussed rate comparisons.

It was moved by Richardson and seconded by Smith at 6:28 pm to enter into closed session in accordance with Iowa Code Section 21.5 (1)(i) to evaluate the professional competency of an individual whose appointment, hiring, performance, or discharge is being considered when necessary to prevent needless and irreparable injury to that individual's reputation and that individual requests a closed session. On roll call, the vote was AYES:

Forbush, Richardson, Voigts, Rozga and Smith. NAYS: None. Whereupon the Chairperson declared the motion carried unanimously.

At 7:34 pm, Richardson moved, and Smith seconded to exit the closed session. On roll call, the vote was AYES: Forbush, Richardson, Voigts, Rozga and Smith. NAYS: None. Whereupon the Chairperson declared the motion carried unanimously.

Meeting adjourned at 7:34 pm on a motion by Smith and seconded by Richardson.

Adam Voigts, Chairperson

ATTEST:

Jackie Raffety, Deputy Clerk

MEMORANDUM

To: IMU Board of Trustees of the Electric, Water and Communications Utilities
From:
Date: September 13, 2021
Subject: Approval of the July 2021 financial report.

Recommendation: Roll call is in order.

Attachments: 1. 0721 Financials Summary

Water Utility
Fund Summary
July 31, 2021

	FY 2022 Beg Fund Balance	YTD *Revenue	YTD **Expenditures	FY 2022 YTD Fund Balance	*Rev Compared to Budget	**Exp Compared to Budget	Notes
					\$ 2,768,300 \$ 879,800	\$ 2,791,712 \$ 879,800 8.33%	O&M Budget Revenue & Expenses Capital Budget Revenue & Expenses Percent of Budget Comparison for July
600 Water O&M	\$ 566,734	\$ 246,613	\$ 249,231	\$ 564,117	8.91%	8.93%	
700 Water Capital	\$ 2,208,167	\$ 73,317	\$ 8,095	\$ 2,273,389	8.33%	0.92%	
790 Water Rev. Bonds	\$ -	\$ -	\$ -	\$ -			
780 Water Impr. Reserves	\$ 75,000	\$ -	\$ -	\$ 75,000			
Total	\$ 2,849,901	\$ 319,930	\$ 257,326	\$ 2,912,506			
Reserve Targets:							
Operational Cash on Hand		70 Days					
Overall (110 or better)		351 Days					

Other Operating Data

	Gallons Pumped		Inventory on Hand	
	FY21-22	FY20-21	FY21-22	FY20-21
July	45,915,600	43,766,000	\$ 70,025	\$ 60,294
August				\$ 68,321
September				\$ 75,317
October				\$ 63,699
November				\$ 63,642
December				\$ 65,648
January				\$ 63,009
February				\$ 55,918
March				\$ 87,967
April				\$ 89,167
May				\$ 84,617
June				\$ 70,899
YTD TOTAL	45,915,600	43,766,000	YTD AVG \$ 70,025	\$ 70,708
	4.9%			

**Electric Utility
Fund Summary
July 31, 2021**

	FY 2022 Beg Fund Balance	YTD *Revenue	YTD **Expenditures	FY 2022 YTD Fund Balance	*Rev Compared to Budget	**Exp Compared to Budget	Notes
					\$ 16,146,772 \$ 1,071,600	\$ 15,692,183 \$ 3,348,000 8.33%	O&M Budget Revenue & Expenses Capital Budget Revenue & Expenses Percent of Budget Comparison for July
630 Electric O&M	\$ 7,013,824	\$ 1,541,409	\$ 1,499,849	\$ 7,055,384	9.55%	9.56%	
730 Electric Capital	\$ 4,992,991	\$ 85,436	\$ 18,841	\$ 5,059,586	7.97%	0.56%	
793 Electric Rev. Bonds	\$ 588,885	\$ 94,454	\$ -	\$ 683,339			
625 Revolving Econ Dev	\$ 114,097	\$ -	\$ -	\$ 114,097			
626 USDA RLF	\$ 375,000	\$ -	\$ -	\$ 375,000			
Total	\$ 13,084,798	\$ 1,721,298	\$ 1,518,690	\$ 13,287,406			
Reserve Targets:							
Operational Cash on Hand		146 Days					
Overall (110 or better)		247 Days					

Other Operating Data

	Kwh's Billed		Inventory on Hand	
	<u>FY21-22</u>	<u>FY20-21</u>	<u>FY21-22</u>	<u>FY20-21</u>
July	11,445,992	8,914,241	\$ 989,343	\$ 994,613
August			\$ -	\$ 988,447
September			\$ -	\$ 1,011,061
October			\$ -	\$ 1,003,522
November			\$ -	\$ 1,082,990
December			\$ -	\$ 1,089,326
January			\$ -	\$ 1,087,587
February			\$ -	\$ 1,045,063
March			\$ -	\$ 1,018,846
April			\$ -	\$ 976,098
May			\$ -	\$ 1,028,556
June			\$ -	\$ 992,530
YTD TOTAL	11,445,992	8,914,241	YTD AVG \$ 989,343	\$ 1,026,553
	28.4%			

**Fiber Utility
Fund Summary
July 31, 2021**

	FY 2022 Beg Fund Balance	YTD *Revenue	YTD **Expenditures	FY 2022 YTD Fund Balance	*Rev Compared to Budget	**Exp Compared to Budget	Notes
					\$ 4,237,100 \$ 275,000	\$ 4,104,889 \$ 270,000 8.33%	O&M Budget Revenue & Expenses Capital Budget Revenue & Expenses Percent of Budget Comparison for July
640 Fiber O&M	\$ 328,080	\$ 335,567	\$ 271,932	\$ 391,715	7.92%	6.62%	
740 Fiber Capital	\$ (403)	\$ 22,917	\$ 39,258	\$ (16,743)	8.33%	14.54%	
Total	\$ 327,678	\$ 358,484	\$ 311,190	\$ 374,971			
Reserve Targets:							
Operational Cash on Hand	45 Days						
Overall (110 or better)	37 Days						

Other Operating Data

	Subscriptions			Inventory on Hand	
	<u>FY21-22</u>	<u>FY20-21</u>		<u>FY21-22</u>	<u>FY20-21</u>
July	2,995	2,402		\$ 1,379,250	\$ 1,041,499
August				\$ -	\$ 1,050,027
September				\$ -	\$ 1,130,772
October				\$ -	\$ 1,145,629
November				\$ -	\$ 1,162,303
December				\$ -	\$ 1,168,993
January				\$ -	\$ 1,184,037
February				\$ -	\$ 1,235,109
March				\$ -	\$ 1,257,544
April				\$ -	\$ 1,300,743
May				\$ -	\$ 1,299,534
June		0		\$ -	\$ 1,383,366
YTD AVG	2,995	2,402	YTD AVG	\$ 1,379,250	\$ 1,196,630

IMU Admin
Fund Summary
July 31, 2021

620 Utility Services

IMU Admin

Total

FY 2022 Beg Fund Balance	YTD *Revenue	YTD **Expenditures	FY 2022 YTD Fund Balance	*Rev Compared to Budget	**Exp Compared to Budget	Notes
				\$ 691,200 \$ 560,711	\$ 691,200 \$ 560,711 8.33%	O&M Budget Revenue & Expenses-Utility Services O&M Budget Revenue & Expenses-IMU Admin Percent of Budget Comparison for July
\$ -	\$ 58,111	\$ 48,823	\$ 9,289	8.41%	7.06%	
\$ -	\$ 46,726	\$ 45,112	\$ 1,613	8.33%	8.05%	
\$ -	\$ 104,837	\$ 93,935	\$ 10,902			

MEMORANDUM

To: IMU Board of Trustees of the Electric, Water and Communications Utilities

From:

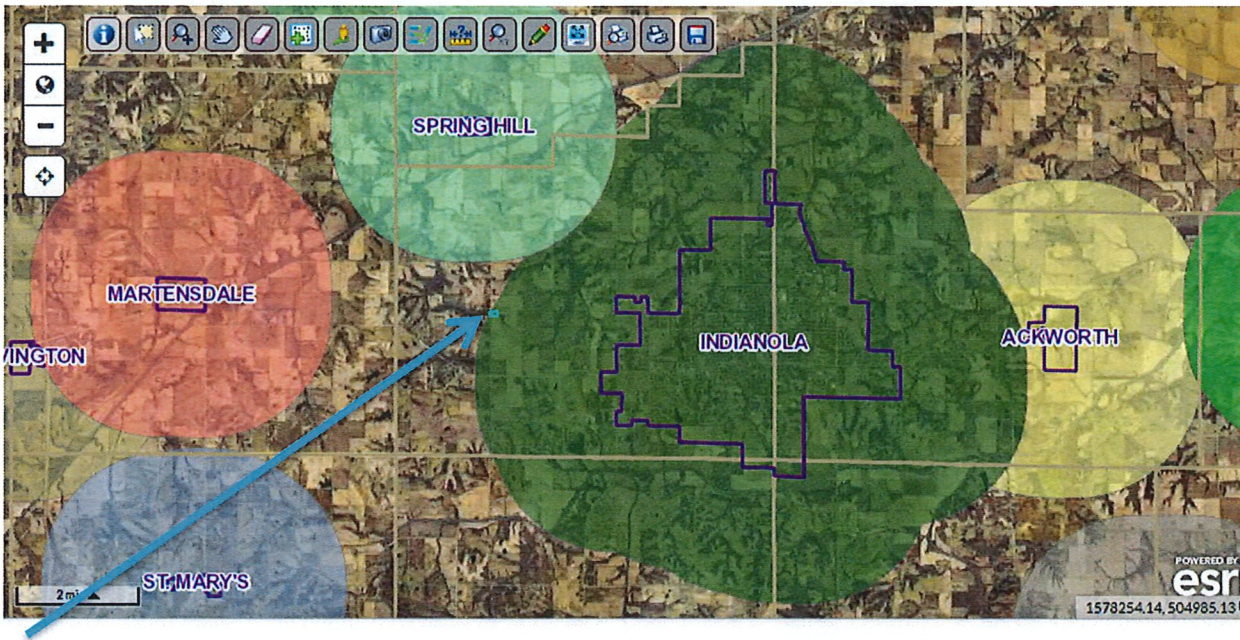
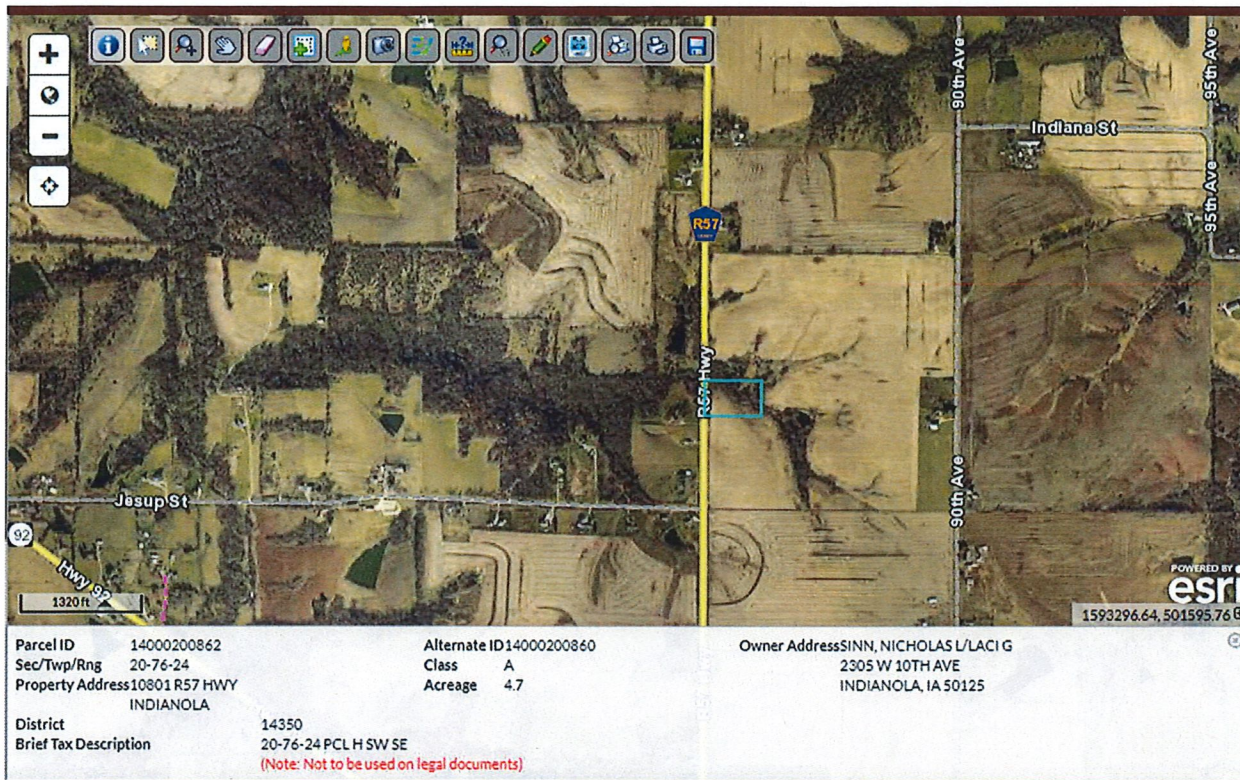
Date: September 13, 2021

Subject: Authorization for Warren Water to serve an IMU customer.

Recommendation: IMU has received a request from a resident at 10801 R57 Hwy to be served by Warren Water District (WWD) although the property is technically within the IMU service territory. Due to geographical barriers and a 3.1 mile main extension required to serve this customer, Superintendent Lou Elbert is recommending that the Board of Trustees approve a waiver for WWD to serve the property located at 10801 R57 Hwy. A map is included to show the location of the property. Warren Water is already at this location.

Simple motion approving the notification from Warren Water as required by law to service this resident is in order.

Attachments: 1. 10801 R57 Hwy Request



10801 R-57 Hwy., Indianola

MEMORANDUM

To: IMU Board of Trustees of the Electric, Water and Communications Utilities

From:

Date: September 13, 2021

Subject: Consideration of the approval of an agreement with IMPACT to administer the Iowa Low-Income Home Energy Assistance Program (LIHEAP).

Recommendation: Under the attached agreement, IMPACT serves as IMU's vendor for the Low-Income Home Energy Assistance Program (LIHEAP) for the coming year. This has been a long-standing arrangement that is beneficial in that IMPACT determines eligibility for federal assistance for IMU's electric customers without the Utility Services Department's staff being tied up with eligibility and federal requirements. IMPACT serves residents in five counties and attains economies of scale throughout the process.

Attachments: 1. Indianola Municipal Contract

**ELECTRIC/NATURAL GAS VENDOR AGREEMENT
FY22 LOW-INCOME HOME ENERGY ASSISTANCE PROGRAM**

The following agreement is made between the local community action agency (Local Agency) administering the Iowa Low-Income Home Energy Assistance Program (LIHEAP) and:

Vendor (payment is issued in this name)	Local Agency
Address	Address
City, State, Zip	City, State, Zip
Contact Person	Contact Person
Phone	Phone
Email	Email
Fax	Fax

All provisions of this agreement are subject to the availability of federal funds, issued by the U.S. Department of Health & Human Services (HHS). All Vendors shall abide by the following provisions for the current Iowa Low-Income Home Energy Assistance Program (LIHEAP).

1.00 Agreement Duration

This agreement is effective when signed by the Vendor and shall terminate on September 30, 2022. The termination of this agreement shall not discharge any obligation owed by either party to the other or to an eligible household if such obligation was incurred during the effective period of the agreement.

2.00 Vendor Notification of Eligible Households

The Local Agency will notify the Vendor on a weekly basis of those households that have been approved for either the LIHEAP program or Weatherization Assistance Program through the Electronic Bulletin Board, U.S. mail, email, phone, or an online portal hosted by the Vendor.

3.00 Household Payments from LIHEAP

The LIHEAP program provides two separate types of benefit awards to eligible customers; LIHEAP Regular Assistance (winter heating assistance) and ECIP crisis funds, which address emergency reconnections and service continuity. Eligible households on whose behalf payments are made are third-party beneficiaries under this agreement. Therefore, all payments accepted by the Vendor made by the Local Agency on behalf of an approved household must be applied as a credit to that household's current energy account. All LIHEAP Regular Assistance and ECIP crisis credit balances must remain on the account until the benefit is exhausted.

Any payment not accepted by the Vendor must be returned to the Local Agency within 5 business days of its receipt. Any duplicate payment for a household or an account must be reported to the Local Agency within 5 business days.

The Vendor will charge the approved household in its normal billing process the difference, if any, between the actual cost of the home energy and the amount of the payment made by the Local Agency.

3.10 Households with Disconnect Notices (or imminent threat of disconnection)

The Vendor will accept either LIHEAP Regular Assistance-only payments (without ECIP crisis funds), ECIP crisis funds (without LIHEAP Regular Assistance), or a combination of LIHEAP Regular Assistance and ECIP crisis payments, for households with a disconnect notice or have the imminent threat of disconnection, and will ensure the households' energy account remains connected to avoid a reconnection fee.

For purposes of this section, payments include notification by the agency to the Vendor on behalf of the LIHEAP-approved household.

3.20 Disconnected Households

LIHEAP Regular Assistance-only payments (without ECIP crisis funds), ECIP crisis funds (without LIHEAP Regular Assistance), or a combination of LIHEAP Regular Assistance and ECIP crisis payments, that cover the balance owed by a disconnected household, will establish prompt reconnection of the energy account by the Vendor.

For purposes of this section, payments include notification by the agency to the Vendor on behalf of the LIHEAP-approved household.

3.30 Supported Expenses

The following are expenses which the LIHEAP program supports:

- Utility deposits for new service (ECIP crisis funds only)
- Reconnection fees (ECIP crisis funds only)
- Utility past/back bills (LIHEAP Regular Assistance and/or ECIP crisis funds)

3.40 Unsupported Expenses

The following expenses are unsupported by the LIHEAP program:

- Expenses for diversion fees
- Water, sewer, garbage, etc.

4.00 Vendor Receipt of Payment

Within 30 calendar days of the Vendor's receipt of payment, the Vendor will provide to the Local Agency a receipt for the amount of payment received, using the State of Iowa Vendor Receipt provided to the Vendor by the agency or via email acknowledgement.

Payments received by Vendors for households participating in a budget billing or level-payment plan shall be applied to such level payment account in the full amount of the level payment bill, with any remaining assistance being applied toward future level payment bills until exhausted. A level payment amount shall not be adjusted nor shall a recipient be requested or required to withdraw from a level payment plan due to receipt of program assistance. Program assistance shall not be applied toward reducing any account balance in favor of the utility, which is in excess of accrued level payments.

5.00 Customer Payment Plan

Vendor should make an effort to offer LIHEAP customers an affordable payment plan for any balance due on their account.

6.00 Continuous Access to Home Heating

The Local Agency and Vendor will collaborate and to the extent practicable attempt to ensure the customer has continuous access to home heating.

7.00 Payments from Households

The Local Agency and Vendor will encourage regular monthly payments from households, including use of budget billing.

8.00 Confidentiality

Information regarding applicants and beneficiaries under this program must remain confidential subject only to the limited release of information by the Vendor to the Local Agency and the State of Iowa. The Vendor agrees to keep confidential the names and all other information pertaining to the clients served, including financial status, lifestyles, and housing conditions.

9.00 Non-Discrimination

The eligible household will not be treated adversely from other households because of receiving assistance under the Iowa Low-Income Home Energy Assistance Program. The Vendor agrees not to discriminate either in cost of goods supplied or services provided, against the eligible household on whose behalf payments are made.

10.00 Termination of Customer Account

If a household terminates its account or changes Vendors prior to termination of this agreement, the Vendor shall contact the Local Agency within 30 calendar days to reconcile the existing account and to determine the distribution of any remaining funds. No funds paid under this program may be returned directly to any client without written authorization from the agency. A credit balance on the account is to be returned to the agency within 30 calendar days of reconciliation with the Local

Agency. If the household has an arrearage on a different portion of the account such as garbage, the Vendor shall not withhold a refund.

11.00 Records

The Vendor will maintain an accounting system and fiscal records covering all activities under this agreement. The Vendor's records must include:

- The amount of payments made on behalf of eligible households by the Local Agency;
- Any LIHEAP Regular Assistance and ECIP crisis payment credit remaining on the eligible household's account.

The Vendor shall retain these records for four years from the end date of this agreement.

The Vendor, upon written request from the eligible household, Local Agency, State of Iowa, or other designated representative, will provide a status report indicating the above information.

Vendors will assist the Local Agency and State of Iowa in collecting data concerning information on home energy consumption, amount and cost of fuels used for households eligible for Weatherization assistance, or such other data as the state determines is reasonably necessary.

12.00 Site Visits

The State of Iowa and HHS authorized representatives reserve the right to monitor the use of funds by the participating Vendor in order to evaluate compliance with the provisions of this agreement.

13.00 Termination of Agreement

The Local Agency may terminate this agreement upon written notice for the breach by the Vendor of any material term, condition or provision of this agreement. Either the Local Agency or the Vendor may terminate this agreement by giving the other party at least 30 calendar days written notice.

Upon termination of the agreement by either party or upon expiration of the agreement, the Vendor shall, within 5 business days, remit to the Local Agency any unexpended funds paid to the Vendor.

The Vendor shall provide a full accounting of the funds subject to this agreement within 30 calendar days of termination or expiration of the agreement.

Vendor

Vendor Authorized Individual (printed name)

Vendor Authorized Individual (signature)

Date

Local Agency

Local Agency Director (printed name)

Local Agency Director (signature)

Date

MEMORANDUM

To: IMU Board of Trustees of the Electric, Water and Communications Utilities

From:

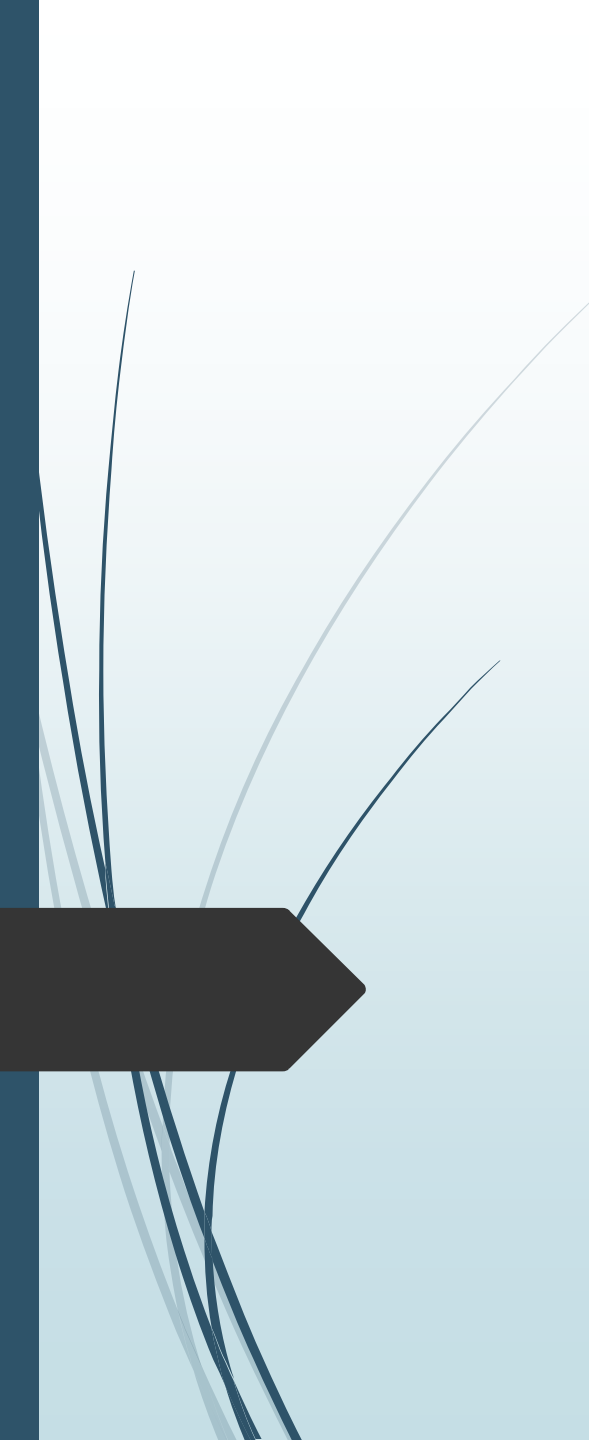
Date: September 13, 2021

Subject: Consideration of the approval of an agreement with IMPACT to administer the Iowa Low-Income Household Water Assistance Program (LIHWAP).

Recommendation: Simple motion is in order.

Attachments:

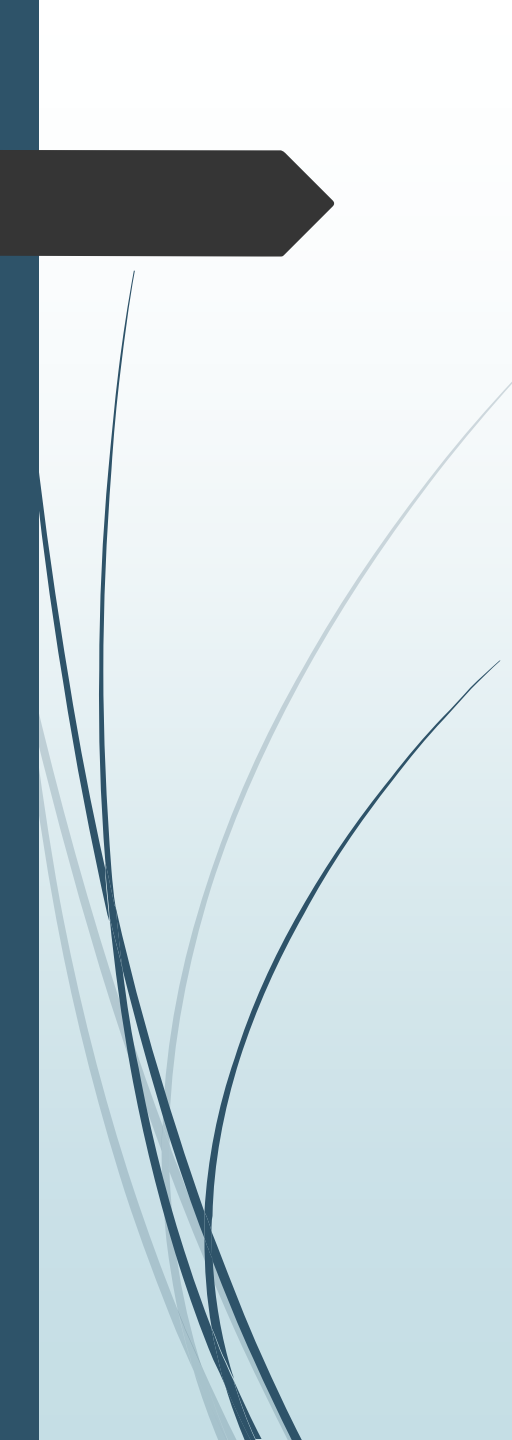
1. LIHWAP Program Overview
2. LIHWAP Flyer
3. Indianola Municipal Utilities LIHWAP Vendor Agreement



LIHWAP Program Overview

(Low-Income Household Water Assistance Program)

Administered by the Iowa Department of Human Rights:
Division of Community Action Agencies



What is LIHWAP?

- ❖ LIHWAP is an acronym for the Low-Income Household Water Assistance Program recently authorized by congress to address the financial impact the COVID-19 pandemic has had on low-income households
- ❖ LIHWAP is dual funded through Consolidated Appropriations and the American Rescue Plan Act. In total, Iowa was awarded just over 10 million to administer program services and benefits
- ❖ This is a pilot program and currently only authorized through September 2023. It is anticipated that there is a great need for this assistance as this is not a service previously available in Iowa and the need for assistance in related areas (energy and weatherization) has been high
- ❖ Per federal guidelines, LIHWAP policy and procedures are to align closely with those for LIHEAP (Low-Income Home Energy Assistance Program). For this reason the Governor assigned the administration of LIHWAP to the Iowa Department of Human Rights. States are directed to utilize existing LIHEAP practices, applications, and tracking methods whenever possible.

Who is Eligible for LIHWAP Assistance?

- ❖ Program eligibility depends on the following:
 - ❖ Income Maximums* – total countable household income must be at or below 200% of the Federal Poverty Guidelines for household size
 - ❖ Households must demonstrate a water burden by providing a water bill or other acceptable documentation of all water service amounts due, including applicable fees and taxes
 - ❖ Households must demonstrate legal U.S. status to be eligible to receive federal benefits

* INCOME MAXIMUMS

<i>Household</i>	<i>Annual</i>
<u>Size</u>	<u>Gross Income</u>
1	\$25,760
2	\$34,840
3	\$43,920
4	\$53,000
5	\$62,080
6	\$71,160
7	\$80,240
8	\$89,320

For households with more than eight members,
add \$9,080 for each additional member.



What Does LIHWAP Pay For?

- ❖ LIHWAP will be administered as a Crisis Component of the existing LIHEAP energy assistance program. It will address water burdens such as :
 - ❖ Disconnected Services – goal is to restore services to customer
 - ❖ Pending Disconnection – goal is to avoid disruption of service

- ❖ Goals are accomplished by:
 - ❖ Paying past-due amounts and any fees and taxes associated with reconnecting service to a disconnected household
 - ❖ Paying past-due amounts and any fees and taxes associated with bringing the account current to avert disconnection
 - ❖ In most cases customer accounts will be paid to a zero balance



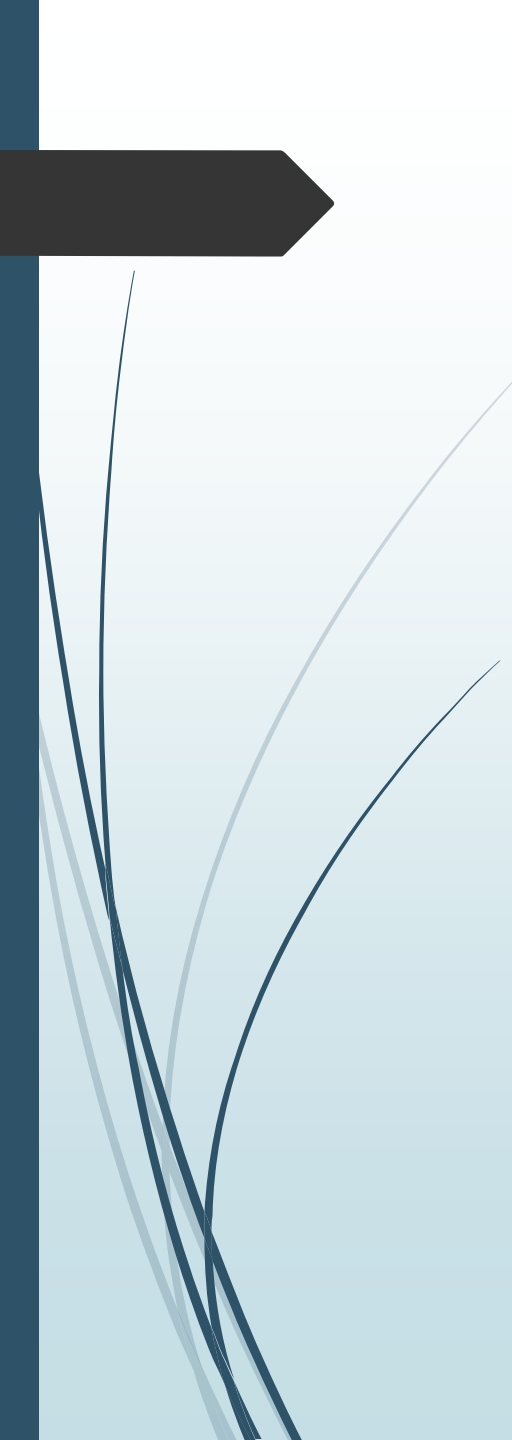
Who Can Receive LIHWAP Payments?

- ❖ Under federal regulation LIHWAP benefit payments can only be made to water suppliers on behalf of customers
- ❖ Direct payments to customers is not allowable. For an eligible household to receive assistance the water supplier providing service to that household must be willing to agree to the Terms & Conditions of the LIHWAP program as written in the Vendor Agreement between the water supplier and their local Community Action Agency
- ❖ Eligible water suppliers (vendors) include *Publicly Owned* and *Privately/Shareholder Owned* water vendors (Community Supply Systems). Strictly private systems, such as wells, are not eligible under LIHWAP



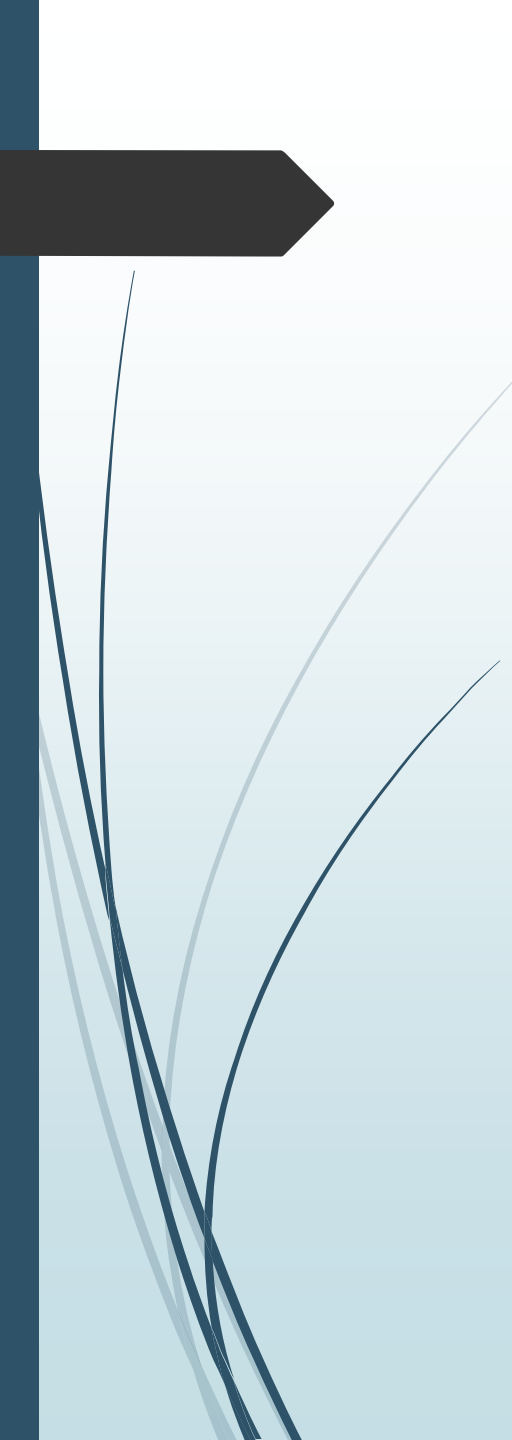
Key Points Regarding LIHWAP

- ❖ Payments can only be made towards arrears and associated fees and taxes
- ❖ Payments cannot be made towards:
 - ❖ Repair or replacement of water systems/equipment
 - ❖ Purchase or improvement of lands or buildings
 - ❖ Utility deposits for new service
 - ❖ Energy Usage
- Note – if other services are included on water bill these charges must be itemized to ensure no disallowed costs are paid for with LIHWAP funds



What Are Vendors Responsible for Under LIHWAP?

- ❖ By signing the Vendor Agreement water suppliers agree to:
 - ❖ Receive notification from local agencies of LIHWAP eligible households
 - ❖ Receive benefit payments from local agencies on behalf of eligible households and apply such payments to the appropriate accounts
 - ❖ Ensure that once notification of payment is received appropriate action is taken such as restoration of services or cancelling a scheduled disconnect
 - ❖ Work with the local agency to provide acceptable documentation of receipt of LIHWAP funds for approved households
 - ❖ Maintain confidentiality of LIHWAP households' personal information outside the scope of the Vendor Agreement, and share customer information required to administer LIHWAP benefits with local agencies
 - ❖ Ensure no additional fees or penalties are charged against LIHWAP households that would not be charged to non-LIHWAP households



What Are the Vendor Benefits for Participating in LIHWAP?

- ❖ Ensured collection of arrears for LIHWAP-approved households
- ❖ Reduced work burden on vendor technicians/staff due to averting disconnections that would otherwise occur
- ❖ Option to include program information in marketing materials to increase awareness of community enrichment initiatives
- ❖ Development of a good working relationship with local Community Action Agencies administering multiple assistance programs that could benefit vendor's customer-base

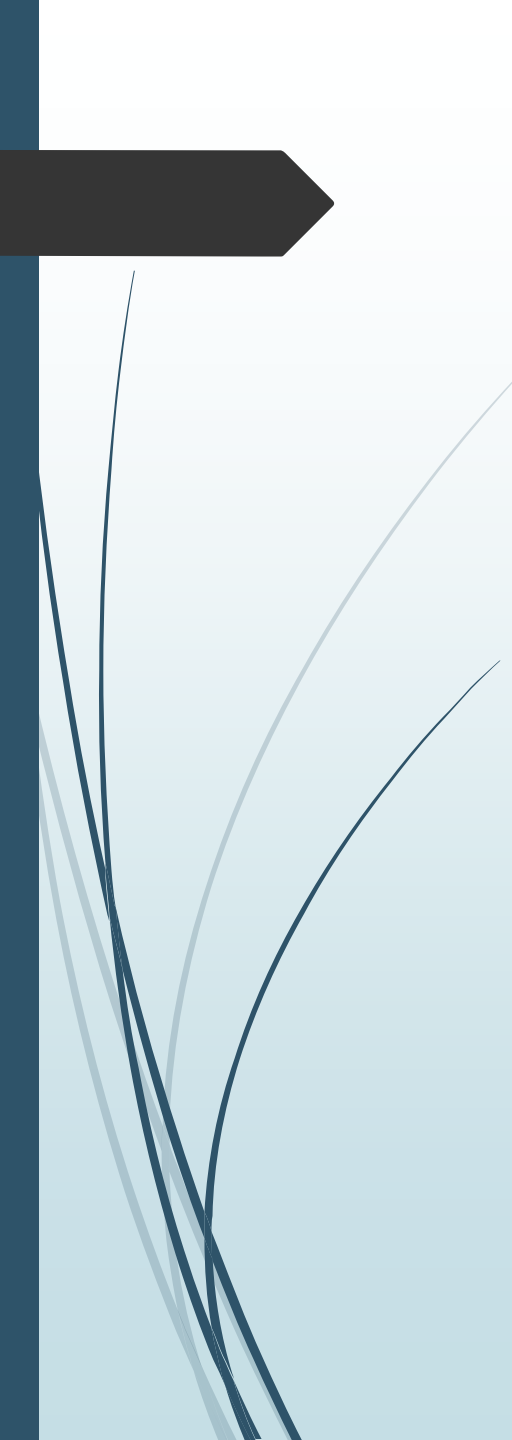
Who is Administering LIHWAP?

LIHWAP is administered at both the Local and State levels. Local agencies work with water suppliers to setup Vendor Agreements and work with households on verifying eligibility and approving applications for benefit payments. The State provides policy standards, technical assistance, and program oversight.

State Contacts

—
Bill Marquess
LIHWAP Program Planner
515-473-8575
bill.marquess@iowa.gov

Christine Taylor
Energy Assistance Bureau Chief
515-281-4565
christine.taylor@iowa.gov



Community Action Agencies

- ❖ Iowa has 16 Community Action Agencies. Below is a list of those agencies and the counties they serve:

New Opportunities

Audubon, Calhoun, Carroll, Dallas, Greene, Guthrie, Sac

Hawkeye Area Community Action Program (HACAP)

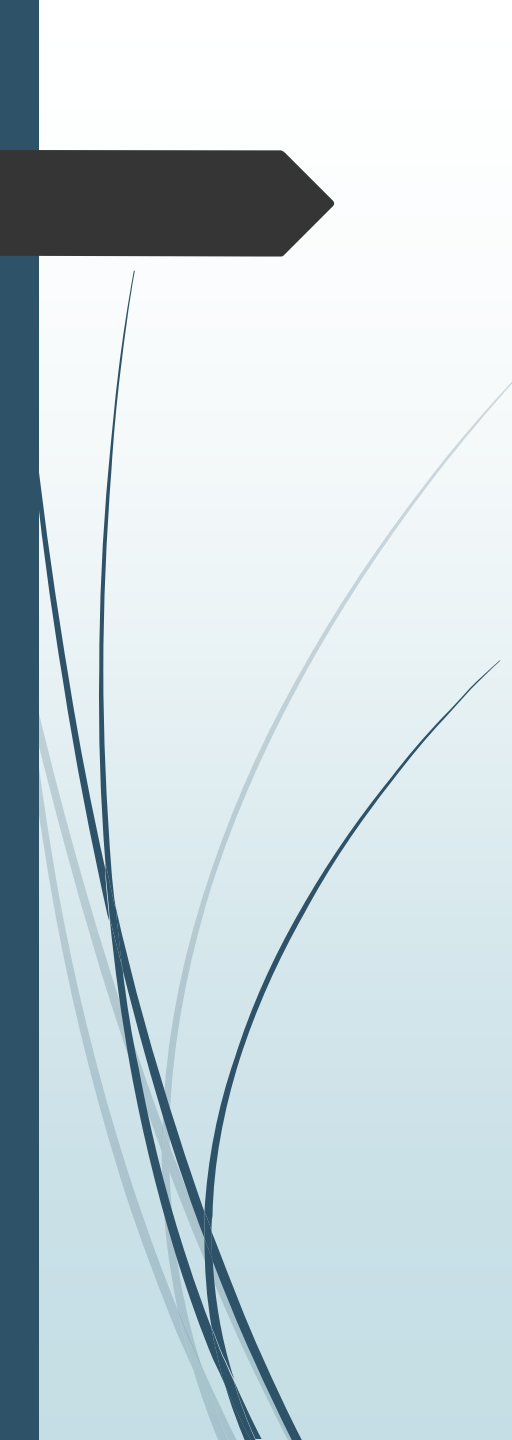
Benton, Delaware, Dubuque, Iowa, Jackson, Johnson, Jones, Linn, Washington

Community Action of Eastern Iowa

Cedar, Clinton, Muscatine, Scott

MATURA Action Agency

Adair, Adams, Madison, Ringgold, Taylor, Union



Community Action Agencies

Mid-Iowa Community Action

Hardin, Marshall, Poweshiek, Story, Tama

Mid-Sioux Opportunity

Cherokee, Ida, Lyon, Plymouth, Sioux

North Iowa Community Action Organization

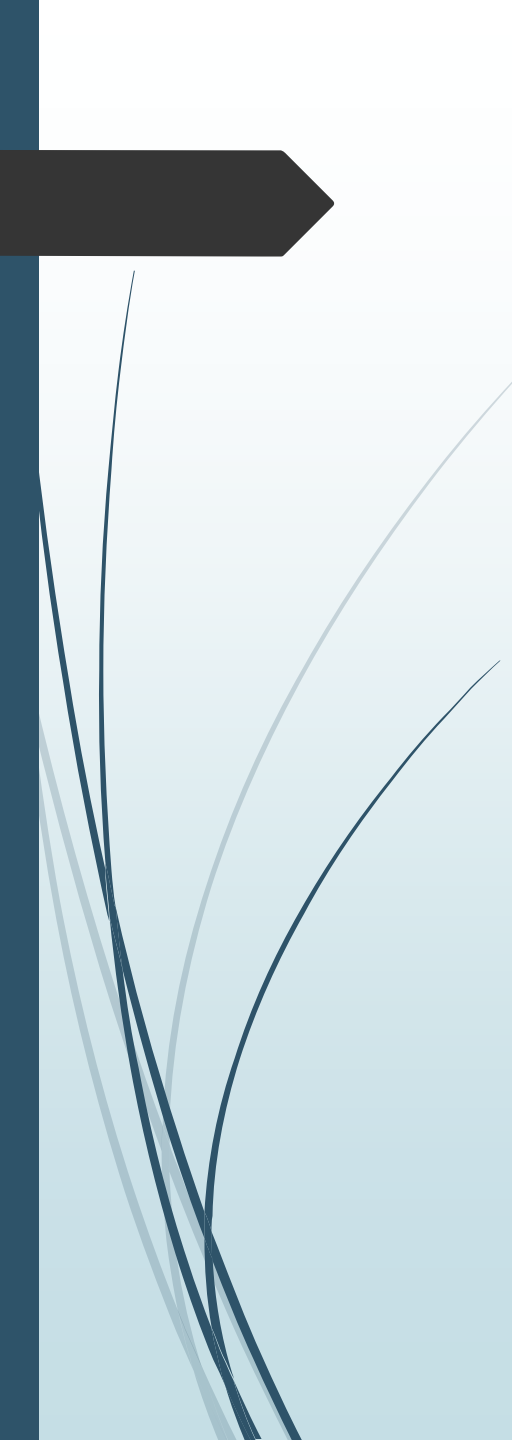
Butler, Cerro Gordo, Floyd, Franklin, Hancock, Kossuth, Mitchell, Winnebago, Worth

Northeast Iowa Community Action Corporation

Allamakee, Bremer, Chickasaw, Clayton, Fayette, Howard, Winneshiek

Operation Threshold

Black Hawk, Buchanan, Grundy



Community Action Agencies

IMPACT Community Action Partnership

Boone, Jasper, Marion, Polk, Warren

South Central Iowa Community Action Program (SCICAP)

Clarke, Decatur, Lucas, Monroe, Wayne

Community Action of Southeast Iowa

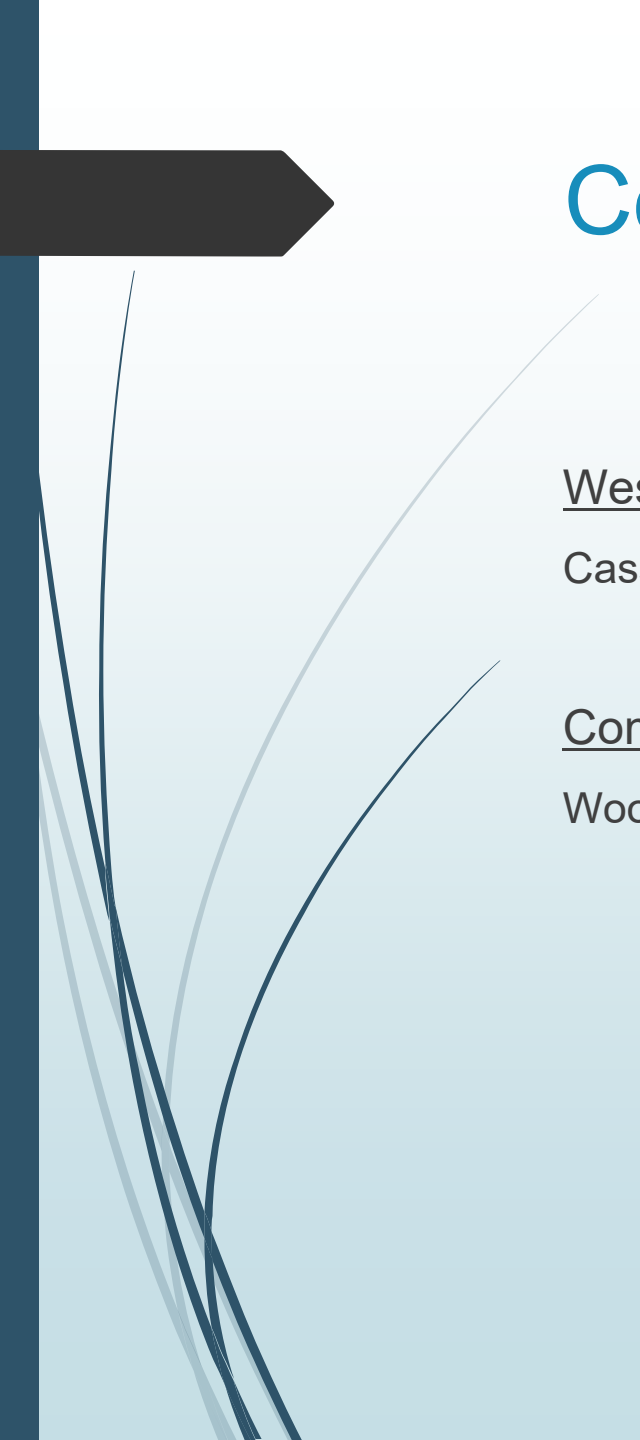
Des Moines, Henry, Lee, Louisa

SIEDA Community Action

Appanoose, Davis, Jefferson, Keokuk, Mahaska, Van Buren, Wapello

Upper Des Moines Opportunity

Buena Vista, Clay, Dickinson, Emmet, Hamilton, Humboldt, O'Brien, Osceola, Palo Alto, Pocahontas, Webster, Wright



Community Action Agencies

West Central Community Action

Cass, Crawford, Fremont, Harrison, Mills, Monona, Montgomery, Page, Pottawattamie, Shelby

Community Action Agency of Siouxland

Woodbury

**THANK
YOU!!**

Water Assistance

LIHWAP

(Low-Income Household Water Assistance Program)

LIHWAP Can:

- Pay past due water bills
- Pay reconnection fees



Who is Eligible?

- Must be under income maximums*
- Must demonstrate a water burden
- Must demonstrate legal U.S. status

LIHWAP Can't:

- Pay utility deposits for new service
- Pay for any diversion fees
- Pay for any repairs/replacements of water systems or equipment
- Pay for costs related to individually-owned water systems like wells

* INCOME MAXIMUMS

<i>Household</i>	<i>Annual</i>
<u>Size</u>	<u>Gross Income</u>
1	\$25,760
2	\$34,840
3	\$43,920
4	\$53,000
5	\$62,080
6	\$71,160
7	\$80,240
8	\$89,320

For households with more than eight members,
add \$9,080 for each additional member.

WATER UTILITY VENDOR AGREEMENT LOW-INCOME HOUSEHOLD WATER ASSISTANCE PROGRAM

The following agreement is made between the local community action agency (Local Agency) administering the Iowa Low-Income Household Water Assistance Program (LIHWAP) and:

Vendor (payment is issued in this name) Address City, State, Zip Contact Person Email Phone Fax Vendor Tax ID#	Local Agency Address City, State, Zip Contact Person Email Phone Fax
--	---

Vendor Provides:

- ☐ Drinking Water Only
☐ Wastewater Only
☐ Both Drinking and Wastewater

Type of Entity:

- ☐ Publicly Owned
☐ Privately/Shareholder Owned

Counties Served:

All provisions of this agreement are subject to the availability of federal funds, issued by the U.S. Department of Health & Human Services (HHS). All Vendors shall abide by the following provisions for the current Iowa Low-Income Household Water Assistance Program (LIHWAP). Note: the term 'Vendor' applies to Owners & Operators of Community Water Supply Systems.

1.00 Agreement Duration

This agreement is effective when signed by the Vendor and shall terminate on September 30, 2023. The termination of this agreement shall not discharge any obligation owed by either party to the other or to an eligible household if such obligation was incurred during the effective period of the agreement.

2.00 Vendor Notification of Eligible Households

The Local Agency will notify the Vendor of those households that have been approved for the LIHWAP program through the mail, email, phone, or an online portal hosted by the Vendor. This notification must occur timely enough to avert disconnection of service, any additional charges, and ensure reconnection when appropriate.

3.00 Household Payments from LIHWAP

The LIHWAP program provides benefit awards on behalf of eligible customers by paying arrearages to drinking water/wastewater utilities in order to ensure service continuity and to reconnect service. Eligible households on whose behalf payments are made are third-party beneficiaries under this agreement. Therefore, all payments accepted by the Vendor made by the Local Agency on behalf of an approved household must be applied as a credit to that household's current water account. All LIHWAP credit balances must remain on the account until the benefit is exhausted. Water service must be maintained for at least 30 days after receiving the LIHWAP benefit payment from the local agency.

Any payment not accepted by the Vendor must be returned to the Local Agency within 5 business days of its receipt. Any duplicate payment for a household or an account must be reported to the Local Agency within 5 business days.

3.10 Households with Disconnect Notices (or imminent threat of disconnection)

The Vendor will accept LIHWAP payments for households with a disconnect notice or at imminent threat of disconnection, and will ensure the households' water service remains connected to avoid a reconnection fee.

For purposes of this section, payments include notification by the Local Agency to the Vendor on behalf of the LIHWAP-approved household. Such notification must ensure services are not interrupted for at least 30 calendar days, no additional fees or charges occur, and if disconnection has already occurred reconnection will be established.

3.20 Disconnected Households

LIHWAP payments that cover the balance owed by a disconnected household, will establish prompt reconnection of the water account by the Vendor.

For purposes of this section, payments include notification by the Local Agency to the Vendor on behalf of the LIHWAP-approved household. Such notification must ensure services are not interrupted for at least 30 calendar days, no additional fees or charges occur, and if disconnection has already occurred reconnection will be established.

3.30 Supported Expenses

The following are expenses which the LIHWAP program supports:

- Drinking Water/Wastewater utility past/back bills and amounts required to bring the account current
- Reconnection fees

3.40 Unsupported Expenses

The following expenses are unsupported by the LIHWAP program:

- Utility deposits for new service
- Expenses for diversion fees
- Repair, replacement, or installation of new home water systems/fixtures
- Wells or any other non-utility provided water system
- Energy services

4.00 Vendor Receipt of Payment

Within 30 calendar days of the Vendor's receipt of payment, the Vendor will provide to the Local Agency a receipt for the amount of payment received, using the format provided to the Vendor by the Local Agency.

A level payment amount shall not be adjusted nor shall a recipient be requested or required to withdraw from a level payment plan due to receipt of program assistance.

5.00 Continuous Access to Drinking Water/Wastewater Services

The Local Agency and Vendor will collaborate and to the extent practicable attempt to ensure the customer has continuous access to Drinking Water/Wastewater services.

6.00 Payments from Households

The Local Agency and Vendor will encourage regular monthly payments from households, including use of budget billing.

7.00 Confidentiality

Information regarding applicants and beneficiaries under this program must remain confidential subject only to the limited release of information by the Vendor to the Local Agency and the State of Iowa. The Vendor agrees to keep confidential the names and all other information pertaining to the clients served, including financial status, lifestyles, and housing conditions.

8.00 Non-Discrimination

The eligible household will not be treated adversely from other households because of receiving assistance under the Iowa Low-Income Household Water Assistance Program. The Vendor agrees not to discriminate either in cost of goods supplied or services provided, against the eligible household on whose behalf payments are made.

9.00 Termination of Customer Account

If a household terminates its account or changes Vendors prior to termination of this agreement, and any funds remain on the account, the Vendor shall contact the Local Agency within 30 calendar days to reconcile the existing account and determine the distribution of any remaining funds. Any remaining funds on the account paid under this program are to be returned to the Local Agency within 30 calendar days following reconciliation of the account. If the household has an arrearage on a different portion of the account such as garbage, the Vendor shall not withhold a refund.

10.00 Records

The Vendor will maintain an accounting system and fiscal records covering all activities under this agreement. The Vendor's records must include:

- The amount of payments made on behalf of eligible households by the Local Agency;
- Any LIHWAP credit remaining on the eligible household's account.

The Vendor shall retain these records for four years from the end date of this agreement.

The Vendor, upon written request from the eligible household, Local Agency, State of Iowa, or other designated representative, will provide a status report indicating the above information.

Vendors will assist the Local Agency and State of Iowa in collecting data concerning information on home water usage, or such other data as the state determines is reasonably necessary.

11.00 Site Visits

The State of Iowa and HHS authorized representatives reserve the right to monitor the use of funds by the participating Vendor in order to evaluate compliance with the provisions of this agreement.

12.00 Termination of Agreement

Either the Local Agency or the Vendor may terminate this agreement by giving the other party at least 30 calendar days written notice.

The Local Agency may terminate this agreement upon written notice of a breach by the Vendor of any material term, condition or provision of this agreement after the Vendor is given the opportunity to cure the breach.

The Local Agency may terminate the agreement immediately in instances where the Vendor has committed or engaged in fraud, misappropriation of funds, malfeasance, misfeasance, or bad faith.

Upon termination of the agreement by either party or upon expiration of the agreement, the Vendor shall, within 5 business days, remit to the Local Agency any unexpended funds paid to the Vendor.

The Vendor shall provide a full accounting of the funds subject to this agreement within 30 calendar days of termination or expiration of the agreement.

Vendor

Vendor Authorized Individual (printed name)

Vendor Authorized Individual (signature)

Date

Local Agency

Local Agency Director (printed name)

Local Agency Director (signature)

Date

MEMORANDUM

To: IMU Board of Trustees of the Electric, Water and Communications Utilities

From:

Date: September 13, 2021

Subject: Consideration of the approval of utility accounts to be written off and to use any customary collection method, including submission to the state offset program, and to charge any applicable collection fees.

Recommendation: Attached are uncollected electric, water and telecommunication billing amounts from January 2021-March 2021 that will be written off. The amount for each utility is listed below:

Electric: \$15,295.20

Water: \$1,916.64

Telecommunications: \$1,579.28

Total: \$18,791.12

Simple motion is in order.

Attachments: 1. Write Offs Jan.March 2021

August 2021

(Billed from January 2021 to March 2021)

Electric Billed	\$3,754,951.00	
Electric Write-off	\$15,295.20	0.41%
Water Billed	\$556,501.90	
Water Write-off	\$1,916.64	0.34%
Telecom Billed	\$844,629.60	
Telecom Write-off	\$1,579.28	0.19%

Total # of accounts wrote off - 36

<u>Service</u>	<u>Total Dollar Amount</u>
Admin Fee Telecom	\$ 206.96
Electric	15,295.20
Internet	974.43
Video	397.89
Water	1,916.64
Grand Total	\$ 18,791.12

MEMORANDUM

To: IMU Board of Trustees of the Electric, Water and Communications Utilities

From:

Date: September 13, 2021

Subject: Consider approval of the IMU job descriptions for Accounts Payable/Payroll Clerk and Network Support Specialist.

Recommendation: Simple motion is in order.

Attachments:

1. Accounts Payable and Payroll Clerk_082021
2. Network Support Specialist_092021



JOB DESCRIPTION

POSITION: ACCOUTS PAYABLE AND PAYROLL CLERK
DEPARTMENT: FINANCE
REPORTS TO: DIRECTOR OF FINANCE

CIVIL SERVICE: NO
FLSA STATUS: NON-EXEMPT
PAY GRADE: CE-6

SUMMARY:

Under general supervision of the Finance Director, performs specialized clerical work involving the application of bookkeeping principles to the maintenance of accounting records, financial reports, and payroll processing.

SUPERVISES: N/A

EQUIPMENT USED: Standard office equipment

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following duties are normal for this position. These are not to be construed as exclusive or all inclusive. Other duties may be required and assigned.

- General accounting/bookkeeping activities related to accounts payable.
- Receives, processes, and distributes invoices.
- Prepares and schedules vendor claims for approval by the Board of Trustees; prepares checks/warrants for payment and distribution to vendors. Maintains vendor database and 1099 year-end reporting.
- Prepares, collates, and distributes a variety of monthly financial reports; maintains records.
- Compiles information for, prepares, and submits monthly and quarterly reports to maintain compliance with necessary state, federal, and other regulatory agencies (electric, water, communications). Performs related research work as needed.
- Maintains ledgers, prepares necessary journal entries, and assists in the preparation of monthly, quarterly, and annual utility budget and financial related reports.
- Processes payroll for Utility employees; reviews wages computed and corrects errors to ensure accuracy of payroll.
- Submits monthly/quarterly payroll tax reports and deposits, e.g., State and Federal Taxes and withholding, as well, vendor payments related to payroll.
- Prepares annual W-2 forms and employee wage and benefits statements for all employees.
- Assists HR Director in managing record changes affecting net wages such as exemptions, insurance coverage and various deductions for each employee and updates master payroll records.
- Process accounts receivable outside of the Utility Services Department.
- Serves as a confidential employee for management.
- Verifies numerical data by re-computing original calculations.

- Types reports, letter, forms, etc.
 - Assists with other clerical duties and performs related work as required; utilizes cross training in support.
 - Attends workshops and seminars as approved to further develop knowledge, skills, and abilities.
 - Follows OSHA procedures to ensure safety policies and procedures are enforced for the protection of the crews, co-workers and public.
 - Other duties as assigned.
-

MINIMUM QUALIFICATIONS:

- High school graduation or equivalent and prefer additional courses in bookkeeping and computer operations.
 - Two years' experience in responsible clerical work preferably including the keeping and recording of financial or other transactions.
 - Or any combination of experience and training which provides the required knowledge, skills, and abilities.
 - Good knowledge of business arithmetic, office terminology, procedures, and equipment.
 - Attention to detail and problem-solving skills
 - Ability to operate adding machines and other common office equipment.
 - Ability to prepare various reports which requires the use of independent judgment.
 - Ability to maintain financial records and to perform a wide variety of clerical accounting tasks.
 - Ability to maintain effective working relationships with other employees.
 - Ability to deal courteously and tactfully with the public.
 - Subject to a post-offer drug and alcohol screening and background check.
-

ENVIRONMENTAL CONDITIONS:

The work is performed in a typical office or administrative environment. The worker is not substantially exposed to adverse environmental conditions.

PHYSICAL REQUIREMENTS:

- Walking, stooping, lifting, reaching, talking, hearing, grasping, finger dexterity, repetitive motions.
 - Sitting approximately 70 percent of the time.
 - Standing and/or walking approximately 30 percent of the time.
 - Requires the exertion of up to 10 pounds of force frequently to lift or otherwise move objects.
-

VISION REQUIREMENTS:

The minimum standard for use with those whose work deals largely with preparing and analyzing data and figures, accounting, transcription, computer terminal and extensive reading.

EQUAL OPPORTUNITY EMPLOYER:

Indianola Municipal Utilities is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Utility will provide reasonable accommodations to qualified individuals and encourages prospective employees and incumbents to discuss potential accommodations with the employer.

Indianola Municipal Utilities reserves the right to change this job description at any time.

EMPLOYEE ACKNOWLEDGEMENT:

I acknowledge receiving a copy of my job description. I understand the requirements, essential functions, and duties of my position. I understand that should I have any questions regarding my position, I should ask my supervisor or human resources.

Print Name

Signature

Date



POSITION DESCRIPTION

POSITION:	NETWORK SUPPORT SPECIALIST	CIVIL SERVICE:	NO
DEPARTMENT:	FIBER	FLSA EXEMPT:	NON-EXEMPT
REPORTS TO:	COMMUNICATIONS SUPERINTENDENT	PAY GRADE:	CE-6

FUNCTION:

Under limited direction performs technical support work for internal clients, including analyzing, troubleshooting, and evaluating of computer networks and computer systems. Work requires coordination and implementation of assigned and special projects, independent judgment, and the ability to quickly and efficiently troubleshoot and resolve technical problems.

SUPERVISES: N/A

EQUIPMENT USED: IT networking equipment, standard computer equipment, standard office equipment.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

The following duties are normal for this position. These are not to be construed as exclusive or all inclusive. Other duties may be required and assigned.

- Build, maintain and configure local area network (LAN) and wide area network (WAN), including installation of network software, firewalls and security settings for all network endpoints.
- Configure and install LAN and WAN related equipment when needed.
- Set up desktop computer equipment and install all network and system software, including operating systems and user software packages for employees.
- Set up new users on LAN and/or WAN networks, provide access permissions to approved groups and configure security settings for new employees.
- Maintain backups and perform regularly scheduled maintenance on devices and systems, including hardware and software updates.
- Troubleshoot and identify daily LAN and WAN network issues, including at the user and user group levels, to prevent downtime.
- Analyze all attempted or successful network security breaches to determine breach cause, resolve related issues and secure network to prevent future infiltration.
- Evaluate and document LAN and WAN data to ensure networks are performing at peak capacity and suggest solutions to improve performance.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Prior IT support experience that shows a progressive ability to adapt to changing technologies.
- Ability to plan, establish, and adjust working procedures and methods.
- Network software experience.
- Creative problem solving to resolve day-to-day issues.
- Ability to use electronic devices, such as, laptops, pc's, handhelds, etc.
- Monitoring, Security and OS Software experience.
- Honesty in the workplace, providing true, accurate, and complete information.
- Ability to physically attend the workplace on a regular basis.

PREFERRED KNOWLEDGE, SKILLS AND ABILITIES:

- Associate degree or higher.
 - 2 years IT support work. Specifically performing Tier 2 support levels and network maintenance.
 - Experience with Active Directory
 - Experience with VMware
-

ACCEPTABLE EXPERIENCE AND TRAINING:

- Associates degree in relevant IT field or graduation from a standard high school supplemented by additional coursework, technical certification or work experience related to information technology or computer networks.
 - Subject to a post-offer physical including drug screening.
-

PHYSICAL REQUIREMENTS:

- Ability and dexterity to use the tools and equipment of work in a safe and efficient manner.
-

VISION REQUIREMENTS:

- The minimum standard for use with those whose work deals with computer monitors.

LANGUAGE ABILITY AND INTERPERSONAL COMMUNICATION:

- The ability to establish and maintain effective working relationships with fellow employees, contractors and public officials.
-

SCHEDULE ADAPTABILITY:

- Ability to work outside normal business hours, including overnight shifts to minimize service outage interruptions.
-

EQUAL OPPORTUNITY EMPLOYER:

Indianola Municipal Utilities is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Utility will provide reasonable accommodations to qualified individuals and

encourages prospective employees and incumbents to discuss potential accommodations with the employer.

Indianola Municipal Utilities reserves the right to change this job description at any time.

EMPLOYEE ACKNOWLEDGEMENT:

I acknowledge receiving a copy of my job description. I understand the requirements, essential functions, and duties of my position. I understand that should I have any questions regarding my position, I should ask my supervisor or human resources.

Print Name

Signature

Date

MEMORANDUM

To: IMU Board of Trustees of the Electric, Water and Communications Utilities

From:

Date: September 13, 2021

Subject: Consideration of the approval of the safety consulting services renewal with TrueNorth.

Recommendation: Simple motion is in order.

Attachments:

1. Memo Safety Program_Sept 2021_Renewal
2. City of Indianola Consulting Agmt effective 09.20.21-09.19.22



— Human Resources —

Date: September 3, 2021

To: Ryan Waller, City Manager
Chris DesPlanques, IMU General Manager

From: Courtney Silliman, Human Resources Director

RE: Safety Consultant Services Renewal

The City of Indianola & IMU currently partner with TrueNorth for safety program and training services. This partnership has been in place since 2018. TrueNorth provides the following services:

- Administers the monthly safety committee meetings, prepares agendas and minutes
- Conducts annual mock OSHA walk throughs
- Annually, reviews and updates as necessary, safety policies and programs
- Provides on-site safety training when requested. Additional safety training is provided through webinars by our workers' compensation insurance carrier, IMWCA.

Our current contract with TrueNorth expires 09/19/2021. Staff would like to renew the contract for another year 09/20/2021-09/19/2022. TrueNorth is proposing an hourly fee of \$150 per hour, plus mileage. The estimated time for services is currently 57 hours, for a total of \$8,550.00. The City of Indianola spent \$4,304.17 and IMU spent \$2,025.01 totaling \$6,329.18 for safety services during 09/2020-09/2021.

Some accomplishments of the safety committee, with TrueNorth's services during the COVID pandemic, include:

- Conducted monthly safety via zoom and in-person meetings
- Three months in a row of zero work comp claims
- Conducted onsite Mock OSHA walk throughs
- Updated the first report of injury process
- Executed quarterly safety and wellness campaigns
- Promoted available grants and assisted with grant applications

TrueNorth has done a great job with the City/IMU's safety program and recommend the partnership continue with TrueNorth for another year. Therefore, the safety committee is requesting your signature on the attached contract to continue services with TrueNorth through 09/20/2021-09/19/2022.

CONSULTING AGREEMENT

This Consulting Agreement (this "Agreement") is made as of September 20, 2021 ("Effective Date"), by and between TrueNorth Companies, L.C. ("TNC"), an Iowa limited liability company, having its principal place of business at 500 1st Street SE, Cedar Rapids, Iowa, 52401 and City of Indianola/Indianola Municipal Utilities ("Client"), a Municipality having its principal place of business at 110 North 1st Street, Indianola, IA 50125.

RECITALS

- TNC provides safety services as defined in Exhibit A.
- Client wishes to retain TNC as an independent consultant, to provide services outlined herein.

TERMS AND CONDITIONS

In consideration of the recitals, the following terms and conditions, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, TNC and Client agree as follows:

1. Term. The term of this Agreement shall be from September 20th, 2021, through September 19th, 2022, subject to earlier termination, as set forth in Paragraph 13 of this Agreement.
2. Services to be Provided. During the term of this Agreement, TNC shall perform the consulting services described in Exhibit A (the "Services").
3. Compensation. In exchange for TNC's full performance of the Services, Client shall pay the compensation (the "Compensation"), as set forth in Exhibit B. TNC shall submit invoices to Client which shall specify such details as Client shall require from time to time. Client shall pay all undisputed invoices within sixty (60) days.
4. Travel. Client shall reimburse TNC for travel expenses as agreed upon by the Parties. Client shall only reimburse TNC for documented, reasonable (as determined by Client) and necessary travel expenses that are related to TNC's performance of the Services. TNC shall submit expense reports to Client in the manner Client determines, from time to time.
5. Expenses. All expenses incurred by TNC in performing under this Agreement, including, but not limited to, supplies, materials, equipment, salaries, benefits, insurance, subcontractors (if permitted by Client), and clerical services shall be TNC's obligation.
6. Relationship of the Parties. The parties acknowledge and agree that an independent contractor relationship has been created by this Agreement. Neither TNC nor any of TNC's employees, agents or representatives shall be deemed to be an employee, agent, or representative of Client for any purpose. None of the compensation or benefits provided by Client to its

employees are available from Client to TNC or TNC's employees, agents and representatives. TNC will be solely and entirely responsible for TNC's acts and the acts of TNC's agents, employees, and representatives during the performance of this Agreement. The Services will be performed entirely at TNC's risk.

7. No Exclusivity. It is understood that Client does not agree to use TNC's services on an exclusive basis. TNC may contract for other consulting services to be performed for other customers while under contract with Client provided that doing so will not cause TNC to violate the terms of this Agreement.

8. Confidentiality. TNC acknowledges that, as a result of TNC's performance of the Services, Client will disclose or communicate to TNC and TNC will be provided access to, and/or will be preparing, creating, or adding to certain Confidential Information of a special and unique nature and value to TNC. "Confidential Information" means and relates to matters such as Client's trade secrets, files, policies, computer and other databases and libraries, techniques, plans, strategies, contracts, systems, records, accountings, procedures, forms, manuals, reports, processes, products, publications, services, employees, and customer lists, personally identifiable information of Client's customers, or any other information identified as being confidential, as well as the nature and extent of the Services, and all analyses, recommendations, reports, processes, procedures and other products of such Services, whether or not implemented by Client.

As a material inducement to Client to enter into this Agreement and to pay the Compensation, TNC covenants and agrees that neither TNC nor TNC's employees shall at any time during or following the term of this Agreement, either directly or indirectly, (a) disclose to any person, organization, or entity in any manner whatsoever any Confidential Information, or (b) use any Confidential Information for any purpose whatsoever, except as strictly necessary to perform the Services. TNC shall restrict disclosure of the Confidential Information to TNC's employees with a need to know such information in order to perform the Services and shall advise such employees of their obligations with respect to the Confidential Information. TNC shall protect the Confidential Information using the same standard of care TNC uses to protect TNC's own confidential and proprietary information, but in any event not less than a reasonable standard of care.

TNC shall immediately notify Client in writing in the event of any unauthorized use or disclosure of the Confidential Information and assist in remedying such unauthorized use or disclosure, as requested by Client (which shall not limit other remedies of Client as provided herein or by applicable law). In the event of a breach or threatened breach by TNC of this Paragraph 8, Client, in addition to and not in limitation of any of the rights, remedies or damages available to Client at law or in equity, shall be entitled to a temporary or permanent injunction to prevent or restrain any such breach by TNC.

All Confidential Information shall be and remain the property of Client notwithstanding the subsequent termination of this Agreement. TNC shall, within ten (10) days of Client's written request, return all Confidential Information (including any copies thereof) or certify in writing that all Confidential Information (including any copies thereof) has been destroyed

using a method designed to ensure confidentiality and permanently delete such Confidential Information from any computer hardware or other equipment.

Confidential Information disclosed to the TNC may contain personal information requiring special security measures. TNC represents and warrants that it has, and will continue for the Term of the Agreement, to implement appropriate physical, technical and organizational procedures and safeguards to protect Confidential Information against accidental or unlawful destruction, accidental loss or alteration, and unauthorized disclosure or access; and which provide a level of security appropriate to the risk represented by this sensitive information, including those required by any applicable federal or state law concerning privacy of personal information and data security.

In the event that TNC becomes legally compelled to disclose any Confidential Information, TNC will promptly notify Client and provide reasonable cooperation to Client in connection with Client's efforts to lawfully avoid or limit disclosure and preserve the confidentiality of the Confidential Information in such circumstances.

9. Intellectual Property. All materials, data, information, recommendations, conclusion, writings, drawings, photographs, ideas, concepts, and any other property created hereunder, including all materials incorporated therein and all preliminary or other copies thereof (the "Materials"), shall become and remain the property of Client and shall be considered specially ordered for Client as a "work made for hire," or, if for any reason held not to be a work made for hire, TNC hereby assigns, without any further consideration, all of TNC's right, title, and interest in the Materials to Client. Client shall own all right, title, and interest in the Materials, including, without limitation, all versions of all conclusions, concepts, or any other work, material, or property produced or developed for use in performance of this Agreement, and TNC agrees to execute any documents necessary to perfect the transfer of such title. Client's rights in the Materials shall include, but are not limited to: (a) the unrestricted and exclusive reproduction rights throughout the world, without name credit, for any lawful purpose; (b) the exclusive right throughout the world to protect the Materials by copyright(s), patent(s), or trademark(s) in Client's name and for its benefit, including the right to secure extensions and renewals of such copyright(s), patent(s), or trademark(s) in TNC's name and for its benefit; (c) the right to alter, retouch, or crop the Materials in any way; (d) the right to license, distribute, assign, or transfer any right, title, interest, or copyright in the Materials or otherwise dispose of the Materials or any portion thereof for any purpose and in any manner; and (e) all subsidiary rights.

10. Indemnification. TNC shall indemnify Client against any and all claims, actions, damages, loss and/or liabilities (including but not limited to attorney's fees and court costs) based upon or arising out of TNC's performance or failure to perform hereunder or any other breach of this Agreement, including but not limited to: (a) damage or injury, including death, to persons or property caused by or sustained in connection with TNC's performance of this Agreement or by conditions created thereby; (b) TNC's violation of any statute, ordinance or regulation, (c) any claim that any intellectual property used or created by TNC under this Agreement infringes upon the intellectual property rights of any third party; and (d) payment of all federal, state and local taxes or contributions imposed or required under unemployment

insurance, social security, and income tax laws, with respect to TNC's employees, agents and representatives engaged in the performance of this Agreement.

11. Insurance to be Secured by TNC. TNC shall maintain in full force and effect, with insurance companies licensed by the State of Iowa, at TNC's expense, insurance covering liability or claims that may arise from performance of the Services by TNC or TNC's employees, agents, representatives, or any other persons directly or indirectly acting for TNC during the entire term of this Agreement and any extensions or renewals. TNC's insurance shall, among other things, be occurrence based (except for Professional Liability) and shall insure against any loss or damage resulting from or related to TNC's performance of this Agreement regardless of the date the claim is filed or expiration of the policy. To the extent not prohibited by state law, Client shall be named as an additional insured on the policy and the policy will clearly reflect a waiver of subrogation rights in favor of Client.

Unless otherwise requested by Client in writing, TNC shall cause to be issued the insurance coverages set forth below:

MINIMUM POLICY LIMITS

- Commercial General Liability Insurance
 - \$1,000,000 Each Occurrence Limit (Bodily Injury and Property Damage)
 - \$2,000,000 General Aggregate per Project
 - \$2,000,000 Products & Completed Operations Aggregate
 - \$1,000,000 Personal and Advertising Injury Limit
- Business or Commercial Automobile Liability Insurance
 - \$1,000,000 Combined Single Limit per Accident
- Workers' Compensation and Employers' Liability Insurance
 - \$100,000 Each Accident
 - \$100,000 Each Employee for Injury by Disease
 - \$500,000 Aggregate for Injury by Disease
- Excess or Umbrella Liability
 - \$1,000,000 Occurrence/Aggregate
- Professional Liability
 - \$1,000,000 Each Claim Limit
 - \$2,000,000 Aggregate

All insurance policies required by this Agreement shall remain in full force and effect during the entire term of this Agreement and any extensions or renewals thereof and shall not be canceled or amended except with the advance written approval of Client. TNC shall submit certificates of insurance, which indicate coverage and notice provisions as required by this Agreement, to Client upon execution of this Agreement. The certificates and coverage amount shall be subject to approval by Client. The policies shall be endorsed to reflect that no cancellation of the insurance will be made without at least thirty (30) days' prior written notice

to Client. Approval of the insurance certificates by Client shall not relieve TNC of any obligation under this Agreement. General Liability, Auto Liability and Excess Liability shall be endorsed to reflect Client as additional insured on a primary non-contributory basis. Copies of the endorsement shall be submitted with the certificate of insurance.

It is expressly understood by the parties that any insurance maintained by Client is excess, non-contributory, and not co-primary in relation to any coverage maintained by TNC pursuant to this provision.

12. TNC's Representations and Warranties. TNC hereby represents and warrants that TNC's execution of this Agreement and TNC's performance hereunder will not be in breach of any agreement that TNC may have with a third party nor will it violate the proprietary rights or interests of any third party. TNC represents and warrants that TNC shall provide experienced and qualified personnel sufficient to carry out the Services and shall be responsible for and in full control of the work, compensation and benefits for such personnel. TNC represents and warrants that any deliverables TNC provides to Client hereunder shall conform to the specifications provided to Client. TNC further represents and warrants that TNC (a) if applicable, is a validly formed entity in good standing under the laws of the state of its organization, (b) has obtained all licenses, registrations, and approvals necessary to execute the Agreement and perform the Services and (c) will comply with all laws, statutes, ordinances, rules and regulations applicable to TNC's performance under this Agreement.

13. Termination. Client may terminate this Agreement at any time, with or without cause, upon thirty (30) days written notice to TNC. TNC may terminate this Agreement upon thirty (30) days written notice to Client in the event that Client breaches its obligations under this Agreement and fails to cure such breach within thirty (30) days after receiving written notice from TNC of such breach. This Agreement shall also terminate immediately upon Client's notice to TNC of TNC's breach of Paragraph 8 of this Agreement. In the event that this Agreement is terminated for any reason, the obligations set forth in Paragraphs 8, 9, 10, 12, 13, and 19 of this Agreement shall survive.

Upon the expiration or termination of this Agreement, TNC will immediately cease providing Services (except as expressly authorized by Client in writing) and shall, at Client's request, assist Client in transferring the Services to another consultant or to TNC. TNC shall also promptly deliver all Materials (whether or not completed) and Confidential Information to Client. Provided that this Agreement is not terminated for cause, Client shall reasonably determine and pay to TNC the value of the Services performed through the date of termination. If this Agreement is terminated by Client for cause, then Client shall reasonably determine and pay to TNC the value of the Services performed through the date of termination, less any costs, expenses, or damages to Client caused by TNC's breach of this Agreement. TNC shall promptly return to Client any Compensation paid in excess of the amount due.

14. Equal Employment Opportunity. The parties hereby incorporate the elements of 41 C.F.R. §§ 60-1.4(a), 60-300.5, 60-250.5 and 60-741.5(a), if applicable.

15. Assignment; Subcontracts. Neither this Agreement nor any interest herein shall be

assigned or transferred by TNC to any party. TNC shall not subcontract any of the Services, except with the written consent of Client.

16. Entire Agreement. This Agreement (including any exhibits hereto) constitutes the entire agreement between the parties with respect to the subject matter hereunder and supersedes all other prior agreements and understandings, both written and oral.

17. Waiver or Modification. No waiver, alteration, or modification of any of the provisions of this Agreement shall be binding unless in writing and signed by duly authorized representatives of both TNC and Client. Any terms that are contained in any TNC purchase orders or TNC acknowledgments, shipping documents or any other writing or communication which are inconsistent with, different from or supplemental to the terms of this Agreement shall be void, and of no force or effect.

18. Notices. Notices under this Agreement shall be deemed to be adequate and sufficient notice if given in writing and delivered via (a) registered or certified mail, postage prepaid, in which case notice shall be deemed to have been received three business days following deposit to U.S. mail; (b) a nationally recognized overnight air courier, next day delivery, prepaid, in which case such notice shall be deemed to have been received one business day following delivery to such nationally recognized overnight air courier; or (c) facsimile, in which case such notice shall be deemed to have been received upon confirmation of such receipt. All notices shall be addressed to the parties at the following addresses:

If to TNC:

TrueNorth Companies, L.C.
Attn: Legal Dept.
500 1st St. SE
Cedar Rapids, IA 52401

If to Client:

Courtney Silliman
Director of Human Resources
110 North 1st Street
Indianola, IA 50125

19. Governing Law. This Agreement shall be governed by the laws of the State of Iowa without giving effect to conflict of law principles. The parties hereby consent to jurisdiction in the State of Iowa and agree that the courts within Iowa shall have exclusive jurisdiction over any issues regarding the interpretation or enforcement of this Agreement.

20. Counterparts. This Agreement may be executed in two or more counterparts, each of which shall be deemed to be an original but all of which shall constitute one and the same agreement.

TrueNorth Companies, L.C.	City of Indianola
Signature: _____	Signature: _____
Print Name: _____	Print Name: _____
Position: _____	Position: _____
Date: _____	Date: _____

Exhibit A - Services to be Provided by TNC

Exhibit B - Compensation

Indianola Municipal Utilities
Signature: _____
Print Name: _____
Position: _____
Date: _____

Exhibit A

Services to be Provided by TNC

TNC shall provide the following Services to Client according to the following schedule:

ACTIVITY	RESPONSIBILITY	TIMELINE
Safety Consultation	TNC will provide suitable safety guidance to applicable employees of Client regarding pertinent OSHA policies and procedures.	Ongoing/As Needed
Mock OSHA Inspection	TNC will conduct mock OSHA inspection(s) and provide actionable recommendations, as necessary.	As Needed
Safety Committee	TNC will attend and participate in the City of Indianola's monthly Safety Committee meetings where it will draft and provide the agenda, minutes and other certain documents as necessary.	Monthly

*The above referenced services, including travel, are estimated to require Fifty-Seven (57) hours based on the assumptions included in this agreement.

Exhibit B

Compensation

During the Term, TNC's hourly fee shall be paid by the Client to TNC at the rate of **\$150** per hour ("hourly fee"), plus mileage. Accrued fees shall be paid by the Client monthly by no later than fifteen (15) calendar days following receipt of an invoice from TNC. The estimated time for services is currently fifty-seven (57) hours, for a total of **Eight Thousand Five-Hundred Fifty Dollars (\$8,550.00)**.

For any additional work over and above what is assumed and contracted for in Exhibit A, Client shall pay TNC its standard hourly fee incurred.

MEMORANDUM

To: IMU Board of Trustees of the Electric, Water and Communications Utilities

From: Jackie Raffety, Deputy Clerk

Date: September 13, 2021

Subject: Enter into closed session in accordance with Iowa Code Section 388.9(1) to discuss marketing and pricing strategies and proprietary information of the telecommunications division whose competitive position will be harmed by public disclosure that is not required of potential or actual competitors and no public purpose is served by such disclosure.

Recommendation: Roll call to enter and exit the closed session is in order.

Attachments: None