IMU BOARD OF TRUSTEES OF THE ELECTRIC,
WATER AND COMMUNICATIONS UTILITIES
September 26, 2022
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
   B. Approval of Minutes of the September 12, 2022 Board Meeting
   C. Resolution approving salaries.
5. **Electric Utility Informational Items**
6. **Water Utility Informational Items**
7. **Communications Utility Action Items**
   A. Resolution ordering construction of the Pella Fiber Transport Network West to IMU and fixing a date for hearing thereon and taking of bids therefor.
   B. Consideration of the approval of the purchase of Optical Transport System components from t3 Broadband in the amount of $92,388.29.
8. **Communications Utility Informational Items**
9. **Combined Electric, Water and Communications Action Items**
   A. Resolution authorizing an agreement with Weinman Insurance / TrueNorth Companies, L.C. of Cedar Rapids, Iowa for risk consultation services.
10. **Combined Electric, Water and Communications Informational Items**
    A. Discussion and direction for issuing a Request for Proposals regarding a salary study for IMU.
11. **Adjourn**

INDIANOLA MUNICIPAL UTILITIES
IMU
Electric • Communications • Water

MEMORANDUM

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

From:

Date: September 26, 2022

Subject: Approval of Claims

Recommendation: Simple motion is in order.

Attachments: 1. 092722 Elation Claims List

AP Check Preview

Date Range: All Dates

Indianola Municipal Utilities

Thursday, September 22, 2022
8:23:27 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									
9/8/2022	Liquid chlorinating	Open Terms	2,160.59	0.00	0.00	2,160.59	2,160.59	0226014-IN	BL-9202
						2,160.59	**2,160.59**		
Adams Cable Equipment, Inc. - VEND-1334									
10/7/2022	FIBER - 96 CT	Net 30	17,172.00	0.00	15.00	17,172.00	17,172.00	2022-57060	BL-9274
						17,172.00	**17,172.00**		
AGRILAND FS INC - VEND-48228									
9/1/2022	Diesel fuel turbines	Open Terms	50,086.80	0.00	0.00	50,086.80	50,086.80	7156286	BL-9255
						50,086.80	**50,086.80**		
AUTOMATIC SYSTEMS CO. - VEND-51495									
9/1/2022	Hours traveled and field service	Open Terms	1,223.75	0.00	0.00	1,223.75	1,223.75	37279	BL-9190
						1,223.75	**1,223.75**		
Border States Industries Inc - VEND-1070									
10/12/2022	2" PVC Couplings Long	Net 30	52.04	0.00	15.00	52.04	52.04	924921387	BL-9249
10/12/2022	1 1/2" PVC - ELBOW 90 DEGREE	Net 30	89.60	0.00	15.00	89.60	89.60	924921385	BL-9272
						141.64	**141.64**		
Calix Inc - VEND-1028									
10/15/2022	Annual software support	Net 30	10,550.00	0.00	15.00	10,550.00	10,550.00	3001135	BL-9256
						10,550.00	**10,550.00**		
CCP INDUSTRIES INC. - VEND-8925									
9/17/2022	Wasp Spray	Open Terms	115.13	0.00	0.00	115.13	115.13	IN03104642	BL-9257
						115.13	**115.13**		
CDW Government - VEND-1029									
9/23/2022	Dell and surface pros	Net 30	13,346.71	0.00	15.00	13,346.71	13,346.71	CJ34440	BL-9286
10/1/2022	Dell 9520	Net 30	2,151.22	0.00	15.00	2,151.22	2,151.22	CN05485	BL-9285
10/13/2022	Equipment	Net 30	7,193.65	0.00	15.00	7,193.65	7,193.65	CS36239	BL-9266
						22,691.58	**22,691.58**		
Cedar Falls Utilities - VEND-1045									
10/5/2022	0822 Broadband and 5g	Net 30	6,959.03	0.00	15.00	6,959.03	6,959.03	0822 Broadband and 5g	BL-9277

AP Check Preview

Date Range: All Dates

Indianola Municipal Utilities

Thursday, September 22, 2022
8:23:27 AM

Vendor Due Date	Notes	Terms	Bill Total	Discount	Interest	Amount Due	Payment	Invoice Number	Bill Number
						6,959.03	**6,959.03**		
CELLULAR ADVANTAGE INC - VEND-8130									
7/9/2022	Phone accessories	Open Terms	68.98	0.00	0.00	68.98	68.98	OS421IN9883	BL-9259
						68.98	**68.98**		
CHEMTREAT INC - VEND-8300									
8/31/2022	P8141E.55	Open Terms	6,997.81	0.00	0.00	6,997.81	6,997.81	CIN010387777	BL-9197
						6,997.81	**6,997.81**		
Cintas Corporation - VEND-1007									
10/13/2022	First aid supplies	Net 30	55.44	0.00	15.00	55.44	55.44	5124275514	BL-9271
						55.44	**55.44**		
City Of Indianola - VEND-1008 - BL-9216									
10/15/2022	0822 Caselle Claims	Net 30	17,548.15	0.00	15.00	17,548.15	17,548.15	0822 Caselle Claims	BL-9216
						17,548.15	**17,548.15**		
City Of Indianola - VEND-1008 - BL-9289									
10/20/2022	Square streetscape - pay app 14	Net 30	66,143.75	0.00	15.00	66,143.75	66,143.75	2957	BL-9289
						66,143.75	**66,143.75**		
Dell Business Credit - VEND-1336									
10/12/2022	Computer	Net 30	1,696.94	0.00	15.00	1,696.94	1,696.94		BL-9284
						1,696.94	**1,696.94**		
DICKINSON LAW - VEND-101709									
9/7/2022	Legal services	Open Terms	3,192.00	0.00	0.00	3,192.00	3,192.00	1140295	BL-9227
						3,192.00	**3,192.00**		
Dust Pros Janitorial - VEND-1011									
10/15/2022	Cleaning supplies - Fiber	Net 30	70.08	0.00	15.00	70.08	70.08	2624	BL-9260
10/15/2022	0922 Cleaning - Fiber	Net 30	856.00	0.00	15.00	856.00	856.00	2623	BL-9264
10/15/2022	0922 Cleaning - Util Svcs	Net 30	749.00	0.00	15.00	749.00	749.00	2625	BL-9215
10/15/2022	0922 Cleaning - EL	Net 30	1,016.50	0.00	15.00	1,016.50	1,016.50	2621	BL-9239
10/15/2022	Cleaning supplies - EL	Net 30	80.25	0.00	15.00	80.25	80.25	2622	BL-9244
						2,771.83	**2,771.83**		
Independent Advocate - VEND-1136									

Vendor Due Date	Notes	Terms	Bill Total	Discount	Interest	Amount Due	Payment	Invoice Number	Bill Number
10/1/2022	BOT minutes	Net 30	7.38	0.00	15.00	7.38	7.38	2428	BL-9203
10/1/2022	BOT minutes	Net 30	149.92	0.00	15.00	149.92	149.92	2433	BL-9185
						157.30	**157.30**		
Indianola Community Schools - VEND-24718									
9/21/2022	Year book ad	Open Terms	400.00	0.00	0.00	400.00	400.00		BL-9268
						400.00	**400.00**		
Infomax Office Systems Inc - VEND-1013									
10/12/2022	Copier contract	Net 30	713.36	0.00	15.00	713.36	713.36	32414538	BL-9208
						713.36	**713.36**		
Internal Revenue Service - VEND-1307									
10/16/2022	091622 Payroll	Net 30	27,268.58	0.00	15.00	27,268.58	27,268.58	091622 Payroll	BL-9212
						27,268.58	**27,268.58**		
Iowa Department Of Human Services - VEND-1310									
10/16/2022	091622 Payroll	Net 30	1,040.99	0.00	15.00	1,040.99	1,040.99	091622 Payroll	BL-9211
						1,040.99	**1,040.99**		
Iowa Dept Of Revenue - VEND-1117									
9/30/2022	August 2022 Use Tax	Net 30	122.59	0.00	15.00	122.59	122.59	0-001-718-511	BL-9186
10/16/2022	091622 Payroll	Net 30	4,755.14	0.00	15.00	4,755.14	4,755.14	091622 Payroll	BL-9210
						4,877.73	**4,877.73**		
Irby - VEND-1259									
10/8/2022	10KV Surge Arresters	Net 30	2,182.80	0.00	15.00	2,182.80	2,182.80	S013180497-001	BL-9258
						2,182.80	**2,182.80**		
JMK LAWNCARE - VEND-102101									
9/1/2022	0722 & 0822 Mowing - WA	Open Terms	645.00	0.00	0.00	645.00	645.00	0722 & 0822 Mowing - WA	BL-9254
9/1/2022	0722 & 0822 Mowing - WA	Open Terms	495.00	0.00	0.00	495.00	495.00	0722 & 0822 Mowing	BL-9288
9/21/2022	0722 & 0822 Mowing - Util Svcs	Open Terms	105.00	0.00	0.00	105.00	105.00	0722 & 0822 Mowing - Util	BL-9228
						1,245.00	**1,245.00**		
LINDE INC - VEND-6415									
9/18/2022	Carbon dioxide	Open Terms	3,437.06	0.00	0.00	3,437.06	3,437.06	31290205	BL-9214

Vendor Due Date	Notes	Terms	Bill Total	Discount	Interest	Amount Due	Payment	Invoice Number	Bill Number
						3,437.06	**3,437.06**		
LOGAN CONTRACTORS SUPPLY INC. - VEND-32620									
9/8/2022	Line shop concrete materials	Open Terms	1,897.79	0.00	0.00	1,897.79	1,897.79	B03339	BL-9235
						1,897.79	**1,897.79**		
Mid American Energy Co - VEND-1018									
10/13/2022	Electric - Muni Plt Substation	Net 30	10.00	0.00	15.00	10.00	10.00	530542655	BL-9236
						10.00	**10.00**		
Mission Square - VEND-1303									
10/16/2022	091622 Payroll	Net 30	5,709.68	0.00	15.00	5,709.68	5,709.68	091622 Payroll	BL-9213
						5,709.68	**5,709.68**		
MUNICIPAL ENERGY AGENCY OF NEBRASKA - VEND-35805									
8/31/2022	Purchased Power - Aug 22	Net 30	916,924.69	0.00	15.00	916,924.69	916,924.69	303395	BL-9184
						916,924.69	**916,924.69**		
MUNICIPAL SUPPLY INC - VEND-35810									
9/13/2022	Sensus 1" PD Meter & COUPLING - HYMAX -	Open Terms	1,945.94	0.00	0.00	1,945.94	1,945.94	0847306	BL-9201
						1,945.94	**1,945.94**		
MURPHY TOWER SERVICES LLC - VEND-102732									
9/15/2022	Euclid and 18th bore	Open Terms	2,953.00	0.00	0.00	2,953.00	2,953.00	15322	BL-9265
						2,953.00	**2,953.00**		
National Cable Television Cooperative, Inc. - VEND-1095									
10/20/2022	MICRO BATTERY BACKUP - UPS	Net 30	1,385.39	0.00	15.00	1,385.39	1,385.39	SI47667	BL-9281
						1,385.39	**1,385.39**		
Nolasoft Development - VEND-1021									
10/12/2022	Website updates	Net 30	315.00	0.00	15.00	315.00	315.00	9137	BL-9199
10/17/2022	Quarterly website hosting	Net 30	120.00	0.00	15.00	120.00	120.00	9145	BL-9209
						435.00	**435.00**		
Norwalk Ready Mix Concrete, Inc. - VEND-1119									
9/22/2022	M-4 Limestone	Net 30	1,595.00	0.00	15.00	1,595.00	1,595.00	312153	BL-9193
9/23/2022	M-4 Limestone	Net 30	893.75	0.00	15.00	893.75	893.75	312285	BL-9192
9/24/2022	M-4 Limestone	Net 30	464.75	0.00	15.00	464.75	464.75	312429	BL-9191
9/30/2022	C-10 Limestone	Net 30	1,365.00	0.00	15.00	1,365.00	1,365.00	312887	BL-9194

Vendor / Due Date	Notes	Terms	Bill Total	Discount	Interest	Amount Due	Payment	Invoice Number	Bill Number
10/1/2022	Line shop concrete	Net 30	2,619.00	0.00	15.00	2,619.00	2,619.00	312991	BL-9229
10/2/2022	Line shop concrete	Net 30	3,404.70	0.00	15.00	3,404.70	3,404.70	313099	BL-9230
10/7/2022	C-4 Limestone	Net 30	638.50	0.00	15.00	638.50	638.50	313335	BL-9200
10/8/2022	Line shop concrete	Net 30	4,583.25	0.00	15.00	4,583.25	4,583.25	313467	BL-9232
10/9/2022	Line shop concrete	Net 30	4,583.25	0.00	15.00	4,583.25	4,583.25	313578	BL-9231
10/13/2022	Line shop concrete	Net 30	4,845.15	0.00	15.00	4,845.15	4,845.15	313813	BL-9233
10/14/2022	Line shop concrete	Net 30	1,964.25	0.00	15.00	1,964.25	1,964.25	313937	BL-9234
10/14/2022	C-4 Limestone	Net 30	845.00	0.00	15.00	845.00	845.00	313936	BL-9287
						27,801.60	**27,801.60**		
SHRED IT USA - VEND-103010									
8/4/2022	Shred service	Open Terms	110.50	0.00	0.00	110.50	110.50	8002128709	BL-9226
						110.50	**110.50**		
STATE HYGIENIC LABORATORY - VEND-23245									
9/1/2022	Testing	Open Terms	202.50	0.00	0.00	202.50	202.50	240268	BL-9189
						202.50	**202.50**		
Stella Jones Corp - VEND-1242									
10/1/2022	Wood Poles	Net 30	17,684.96	0.00	15.00	17,684.96	17,684.96	USC - 0035466	BL-9253
						17,684.96	**17,684.96**		
T & R ELEC SUPPLY CO - VEND-52010									
8/27/2022	3-Phase Transformer 750 KVA	Open Terms	13,042.81	0.00	0.00	13,042.81	13,042.81	169114	BL-9282
8/27/2022	Repaired single phase transformers	Open Terms	1,070.00	0.00	0.00	1,070.00	1,070.00	169115	BL-9283
						14,112.81	**14,112.81**		
T & R SERVICE COMPANY - VEND-52009									
9/13/2022	PCB Testing	Open Terms	40.00	0.00	0.00	40.00	40.00	82074	BL-9238
						40.00	**40.00**		
Teklink - VEND-1262									
10/18/2022	Conduit bury and bore	Net 30	4,480.00	0.00	15.00	4,480.00	4,480.00	WE 9/17/22	BL-9279
						4,480.00	**4,480.00**		
Terry-Durin Co - VEND-1038									
10/5/2022	TRACER WIRE	Net 30	1,605.00	0.00	15.00	1,605.00	1,605.00	117251-00	BL-9273
						1,605.00	**1,605.00**		
ULINE - VEND-1251									

Vendor Due Date	Notes	Terms	Bill Total	Discount	Interest	Amount Due	Payment	Invoice Number	Bill Number
10/2/2022	Splice trailer boxes	Net 30	80.93	0.00	15.00	80.93	80.93	153440868	BL-9275
						80.93	**80.93**		
UPHDM Occupational Medicine - VEND-1101									
9/30/2022	Employee testing	Net 30	236.25	0.00	15.00	236.25	236.25	143648	BL-9196
10/8/2022	Consortium Fees 2022	Net 30	62.50	0.00	15.00	62.50	62.50	139163	BL-9187
						298.75	**298.75**		
VERIZON WIRELESS - VEND-3535									
9/1/2022	0822 Hot spots	Open Terms	560.14	0.00	0.00	560.14	560.14	9914684739	BL-9195
						560.14	**560.14**		
VISION METERING LLC - VEND-103244									
9/10/2022	9S and 16S Electric Meters	Open Terms	987.00	0.00	0.00	987.00	987.00	210712	BL-9250
						987.00	**987.00**		
Warren County Engineer - VEND-1102									
10/2/2022	0822 Fuel Distribution	Net 30	5,185.48	0.00	15.00	5,185.48	5,185.48	0822 Fuel Distribution	BL-9198
						5,185.48	**5,185.48**		
Waste Management - VEND-1086									
9/29/2022	2 Yard dumpster	Net 30	102.55	0.00	15.00	102.55	102.55	6932185-0516-4	BL-9188
9/29/2022	4 Yard dumpster	Net 30	64.59	0.00	15.00	64.59	64.59	6932187-0516-0	BL-9280
						167.14	**167.14**		
WESCO - VEND-60220									
8/27/2022	Transformer Basements	Open Terms	2,077.14	0.00	0.00	2,077.14	2,077.14	305811	BL-9246
9/7/2022	Cable prep kits	Open Terms	299.17	0.00	0.00	299.17	299.17	317316	BL-9252
9/10/2022	Tool canvas bucket truck bag	Open Terms	141.40	0.00	0.00	141.40	141.40	321966	BL-9251
9/17/2022	Cable Prep Kits	Open Terms	324.10	0.00	0.00	324.10	324.10	329679	BL-9248
						2,841.81	**2,841.81**		
Wiegert Disposal Inc - VEND-1081									
10/1/2022	0922 Dumpster Service	Net 30	294.00	0.00	15.00	294.00	294.00		BL-9245
						294.00	**294.00**		
		Check Count: **50**		Totals:		**$1,258,612.35**	**$1,258,612.35**		

INDIANOLA MUNICIPAL UTILITIES
IMU
Electric • Communications • Water

MEMORANDUM

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

From: Jackie Raffety, City Clerk/Asst. Finance Director

Date: September 26, 2022

Subject: Approval of Minutes of the September 12, 2022 Board Meeting

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Recommendation: Simple motion is in order.

Attachments: 1. 09122022 BOT Minutes

IMU BOARD OF TRUSTEES OF THE ELECTRIC, WATER AND COMMUNICATIONS UTILITIES
September 12, 2022
5:30 PM
City Hall Council Chambers
110 N 1st Street
Minutes

Call to Order
The Indianola Municipal Utilities Board of Trustees met in regular session at 6:30 PM on September 12, 2022, in the City Hall Council Chambers. Chairperson Lori Smith called the meeting to order and on roll call the following members were present: Dom Selgrade, Deb White, Lori Smith, Adam Voigts. Absent: Mike Rozga.

Public Comment
There were no public comments offered.

Consent Agenda:
Chris Longer, Finance and HR Director, provided details on the financial reports. Voigts moved to approve the consent agenda and White seconded it. Question was called for and on voice vote the Chairperson declared the motion approved unanimously. The consent agenda was as follows:
- Approval of Claims
- Approval of the July 2022 Financial Reports
- Approval of Minutes of the prior board meetings

Electric Utility Action Items
General Manager Chris Des Planques recommended approval of CMPAA investing in upgrades. The Trustees did not have any concerns and directed Des Planques to vote in favor of the project.

Electric Utility Informational Items
Electric Superintendent Mike Metcalf reported a request for proposals on the Turbine 8 repairs will be posted in late October.

Water Utility Informational Items
Lou Elbert, Water Superintendent, reported on water main breaks and a drop in the water level at Well 12 in the Jordan Aquifer. A plan will be presented to the Board at a future meeting to lower the well. Elbert also stated that the water main will be laid on the West Boston Avenue project at the end of the week.

Communications Utility Action Items
Mike Maloney, D.A. Davidson, presented the fiber financing results and stated the resolutions are the final steps for the Board to complete the financing process. It was noted that TruBank and Peoples Bank are supporting the projects.

Voigts moved to approve Resolution 2022-040 providing for the issuance and securing the payment of future Obligations for the purposes of borrowing money for Indianola Municipal Utilities. Selgrade seconded it. On roll call, the vote was AYES: Selgrade, White, Smith, Voigts. NAYS: None. Whereas the Chairperson declared the motion carried unanimously.

Voigts moved to approve Series Resolution 2022-041 authorizing and approving a Loan Agreement and providing for the issuance of Communications Revenue and Refunding Notes, Series 2022A, and other documents related to the notes. Selgrade seconded it. On roll call, the vote was AYES: Selgrade, White, Smith, Voigts. NAYS: None. Whereas the Chairperson declared the motion carried unanimously.

Voigts moved to approve Series Resolution 2022-042 authorizing and approving a Loan Agreement and providing for the issuance of taxable Communications Revenue Refunding Notes, Series 2022B and other documents related to the notes. White seconded it. On roll call, the vote was AYES: Selgrade, White, Smith, Voigts. NAYS: None. Whereas the Chairperson declared the motion carried unanimously.

White moved to approve Resolution 2022-044 setting a public hearing and letting dates for the Fiber 2022-NOFA7-Phase 1 project. Selgrade seconded it. In discussion, Kurt Ripperger explained the project and the timeline. On roll call, the vote was Selgrade, White, Smith, Voigts: None. NAYS: None. Whereas the Chairperson declared the motion carried unanimously.

Telecommunications Director Kurt Ripperger recommended payment in full to Murphy Tower Services. White moved to approve the Certificate of Final Completion of the Fiber Network Extension to Water Resource Recovery Facility Project and the issuance of a handwritten warrant for $29,547.65 to Murphy Tower Services. Selgrade seconded it. On roll call, the vote was AYES: Selgrade, White, Smith, Voigts. NAYS: None. Whereas the Chairperson declared the motion carried unanimously.

Communications Utility Informational Items
Ripperger reported the fiber repairs on Boston and D Street have been completed; he recently met with OCIA to discuss the procedures and policies of the NOFA grants; and the department has planned community outreach during events to let people know of their services.

Combined Electric, Water and Communications Action Items
General Manager Des Planques reviewed the solar project background, proposed lease agreement and proposed purchase power agreement and recommended the Board approve both. He also shared the communication plans for this project. Raki Giannakouros, Sand Hills Energy, provided the timeline of the project and information on the solar modules that will be used.

White moved to approve the purchase power agreement with SE Municipal Iowa, LLC. Selgrade seconded it. On roll call, the vote was AYES: Selgrade, White, Smith, Voigts. NAYS: None. Whereas the Chairperson declared the motion carried unanimously.

Selgrade moved to approve a lease and easement agreement for solar energy system, and giving Des Planques the authority to finalize the legal description. White seconded it. On roll call, the vote was AYES: Selgrade, White, Smith, Voigts. NAYS: None. Whereas the Chairperson declared the motion carried unanimously.

Combined Electric, Water and Communications Informational Items
White moved to enter into closed session at 6:41 p.m. 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. Voigts seconded it. On roll call, the vote was AYES: Selgrade, White, Smith, Voigts. NAYS: None. Whereas the Chairperson declared the motion carried unanimously.

Voigts moved to exit the closed session at 7:04 p.m. and White seconded it. On roll call, the vote was AYES: Selgrade, White, Smith, Voigts. NAYS: None. Whereas the Chairperson declared the motion carried unanimously.

No action was taken on items discussed in the closed session.

Adjourn
The meeting was adjourned at 7:04 p.m. on a motion by White and seconded by Voigts. Question was called for and on voice vote the Chairperson declared the motion carried unanimously.

____
Lori Smith, Chairperson

ATTEST:

____
Jackie Raffety, City Clerk

INDIANOLA MUNICIPAL UTILITIES
IMU
Electric • Communications • Water

MEMORANDUM

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

From:

Date: September 26, 2022

Subject: Resolution approving salaries.

Recommendation: Roll call is in order.

Attachments: 1. Res 2022- Salaries

Resolution No 2022-

RESOLUTION APPROVING SALARIES

This action sets salaries in accordance with the personnel management guide and union contract.

BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE INDIANOLA, IA MUNICIPAL UTILITIES:

Lou Elbert, Water Superintendent from $115,700/year to $117,359/year, effective September 25, 2022.

Approved this 26th day of September 2022.

____

Lori Smith, IMU Board Chair

ATTEST:

____

Jackie Raffety, City Clerk

INDIANOLA MUNICIPAL UTILITIES
IMU
Electric • Communications • Water

7.A.

MEMORANDUM

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

From:

Date: September 26, 2022

Subject: Resolution ordering construction of the Pella Fiber Transport Network West to IMU and fixing a date for hearing thereon and taking of bids therefor.

Recommendation: Roll call is in order.

Attachments: 1. Letter to IMU and proceedings ordering construction of Pella Fiber Transport West to IMU (02101688x7F7E1)

AHLERS COONEY
ATTORNEYS

Ahlers & Cooney, P.C.
Attorneys at Law
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Des Moines, Iowa 50309-2231
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Kristine Stone
515.246.0314
kstone@ahlerslaw.com

September 14, 2022

VIA EMAIL AND US MAIL

Kurt Ripperger
Communications Superintendent
Indianola Municipal Utilities
110 South B St
PO Box 356
Indianola, IA 50125

RE: Construction of the Pella Fiber Transport Network West to IMU
Proceedings for Ordering Construction

Dear Kurt:

Enclosed are proceedings with respect to the Indianola Municipal Utilities Board of Trustees' action setting a hearing on plans, specifications and form of contract and a date for the receiving of bids by the City of Pella for the above project.

As a first step in the contract procedure, the Board should proceed to adopt the resolution ordering construction of the work which covers the setting of a date for a hearing on plans and specifications and the receipt of bids.

The Board is required by law to:

1) hold a public hearing on the plans, specifications, form of contract and estimate of costs, and to publish a notice of the public hearing, in a newspaper published at least once weekly and having general circulation in the county, not less than four nor more than twenty clear days before the hearing; and

2) to **post** a notice to bidders once not less than **thirteen** nor more than forty-five clear days before the date for filing bids:

a) either on an internet site sponsored by the Utility or a statewide association that represents the Utility.

An extra copy of the procedure is enclosed to be completed as the original and certified back to our office, together with a copy of the agenda, proof of publication of the notice of hearing and proof of posting of the notice to bidders.

If you have any questions concerning the above procedure, please contact me.

Sincerely,

AHLERS & COONEY, P.C.

By /s/ Kristine Stone

Kristine Stone

KS:aes
Enclosures
cc w/encl. (*via email only*):

Doug Ousley
Jim Petro

02101464-1\10994-1014

ITEM TO INCLUDE ON AGENDA

INDIANOLA MUNICIPAL UTILITIES

- Resolution ordering construction of the Pella Fiber Transport Network West to IMU, and fixing a date for hearing thereon and taking of bids therefor.

NOTICE MUST BE GIVEN PURSUANT TO CHAPTER 21, CODE OF IOWA, AND THE LOCAL RULES OF THE GOVERNMENTAL BODY.

September 26, 2022

The Board of Trustees of the Indianola Municipal Utilities met in _______________ session, in the Council Chambers, City Hall, 110 N. 1st St., Indianola, Iowa, at 5:30 P.M., on the above date. There were present Chairperson _______________, in the chair, and the following named Board Members:

____

Absent: ____

Vacant: ____

* * * * * * * * *

Board Member ___________________ introduced the following Resolution entitled "RESOLUTION ORDERING CONSTRUCTION OF THE PELLA FIBER TRANSPORT NETWORK WEST TO IMU, AND FIXING A DATE FOR HEARING THEREON AND TAKING OF BIDS THEREFOR," and moved that the same be adopted. Board Member _______________ seconded the motion to adopt. The roll was called, and the vote was:

AYES: ____

____

NAYS: ____

Whereupon, the Chairperson declared the following Resolution duly adopted:

RESOLUTION ORDERING CONSTRUCTION OF THE PELLA FIBER TRANSPORT NETWORK WEST TO IMU, AND FIXING A DATE FOR HEARING THEREON AND TAKING OF BIDS THEREFOR

WHEREAS, it is deemed advisable and necessary to construct certain public improvements described in general as the Pella Fiber Transport Network West to IMU; and

WHEREAS, pursuant to a 28E Agreement for a Joint Public Improvement Project with the City of Pella, it is deemed beneficial to jointly undertake a public improvement project involving a fiber transport network between the City of Pella and the City of Indianola; and

WHEREAS, the City of Pella will serve as the lead agency for the Project and will enter into the construction contract for the Project; and

WHEREAS, the City of Pella and the Indianola Municipal Utilities have agreed to divide the actual construction costs of the Project; and

WHEREAS, the City of Pella has caused to be prepared plans, specifications and form of contract, together with estimate of cost, which are now on file in the office of the Pella City Clerk for public inspection, for the construction of the public improvements; and

WHEREAS, the plans, specifications and form of contract are deemed suitable for the making of the public improvements; and

WHEREAS, before the plans, specifications, form of contract and estimate of cost may be adopted, and a contract for the construction of the public improvements is entered into, it is necessary, pursuant to Chapter 26, Code of Iowa, to hold a public hearing and to advertise for bids:

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE INDIANOLA MUNICIPAL UTILITIES:

Section 1. That it is hereby determined that it is necessary and advisable to construct certain public improvements described in general as the Pella Fiber Transport Network West to IMU, in the manner set forth in the plans and specifications and form of contract, above referred to, the cost thereof to be paid in accordance with the provisions as set out in the posted Notice to Bidders and published Notice of Public Hearing; the public improvements being more generally described as follows:

> The CONSTRUCTION OF PELLA FIBER TRANSPORT NETWORK WEST TO IMU project includes furnishing and installing all materials for the conduit network containing a fiber optic cable, and the testing of the spliced fiber optic cable. The network will result in a fiber optic connection between the City of Pella's Central Office (CO) and the CO of Indianola Municipal Utilities in Indianola, Iowa as detailed in the Plan Set. The network is to be constructed within public right-of-way.
>
> The entire network cabled network is 42.6 miles in length. It consists of the installation of 206,080 feet of new conduit construction, with an additional 18,894 feet of operator owned conduit which will require fiber installation. The new conduit network installation consists of 102,979 feet of bored conduit (34,578 feet in urban environments and 68,401 feet in rural environments) and an additional 103,101 feet of rural plow/trenched conduit.

Section 2. That the amount of the bid security to accompany each bid shall be in an amount which shall conform to the provisions of the notice to bidders approved as a part of the specifications.

Section 3. That, pursuant to the 28E Agreement, the Board of Trustees delegates to the City of Pella, as lead agency for the project, posting a Notice to Bidders once in a relevant contractor plan room service with statewide circulation and a relevant construction lead generating service with statewide circulation and on an internet site sponsored by either the City of Pella or a statewide association that represents the City of Pella. In addition, the Secretary of the Board of Trustees is directed to post a Notice to Bidders once on an internet site sponsored either by the Indianola Municipal Utilities or a statewide association that represents the Indianola Municipal Utilities. Such postings shall be not less than thirteen clear days nor more than forty-five days prior to October 10, 2022, which is hereby fixed as the date for receiving bids. The bids are to be filed prior to 1:00 P.M., on such date.

Section 4. That, pursuant to the 28E Agreement, the Board of Trustees hereby delegates to the designated representative for the City of Pella, as determined by the City Council of the City of Pella, the duty of receiving, opening and tabulating bids for construction of the Project. Bids shall be received and opened as provided in the public notice and the results of the bids shall be considered at the meeting of this Board on October 24, 2022, at 5:30 P.M.

Section 5. That the Secretary of the Board of Trustees is hereby directed to publish notice of hearing once in a legal newspaper, printed wholly in the English language, published at least once weekly and having general circulation in the City of Indianola. Publication shall be not less than four clear days nor more than twenty days prior to the date hereinafter fixed as the date for a public hearing on the plans, specifications, form of contract and estimate of costs for the project, the hearing to be at 5:30 P.M. on October 24, 2022.

PASSED AND APPROVED this 26th day of September, 2022.

____
Chairperson

ATTEST:

____
Secretary of the Board of Trustees

CERTIFICATE

STATE OF IOWA)
) SS
COUNTY OF WARREN)

I, the undersigned Secretary of the Board of Trustees of the Indianola Municipal Utilities do hereby certify that attached is a true and complete copy of the portion of the records of the Utility showing proceedings of the Board of Trustees of the Indianola Municipal Utilities, and the same is a true and complete copy of the action taken by the Board with respect to the matter at the meeting held on the date indicated in the attachment, which proceedings remain in full force and effect, and have not been amended or rescinded in any way; that meeting and all action thereat was duly and publicly held in accordance with a notice of meeting and tentative agenda, a copy of which was timely served on each member of the Board and posted on a bulletin board or other prominent place easily accessible to the public and clearly designated for that purpose at the principal office of the Indianola Municipal Utility pursuant to the local rules of the Board and the provisions of Chapter 21, Code of Iowa, upon reasonable advance notice to the public and media at least twenty-four hours prior to the commencement of the meeting as required by law and with members of the public present in attendance; I further certify that the individuals named therein were on the date thereof duly and lawfully possessed of their respective Board offices as indicated therein, that no Board vacancy existed except as may be stated in the proceedings, and that no controversy or litigation is pending, prayed or threatened involving the incorporation, organization, existence or boundaries of the Board or the right of the individuals named therein as officers to their respective positions.

WITNESS my hand this __________ day of _______________, 2022.

____
Secretary of the Board of Trustees
Indianola Municipal Utilities

02101462-1\10994-1014

STATE OF IOWA)
) SS
COUNTY OF WARREN)

II, the undersigned, do hereby certify that I am now and was at the times hereinafter mentioned, the duly qualified and acting Secretary of the Board of Trustees of the Indianola Municipal Utilities, in the County of Warren, State of Iowa, and that as such Secretary and by full authority from the Board of the Utility, I have caused a

NOTICE TO BIDDERS AND NOTICE OF PUBLIC HEARING
(Pella Fiber Transport Network West to IMU)

of which a copy/screenshot annexed to the poster's affidavit hereto attached is in words and figures a correct and complete copy, to be posted as required by law in a relevant contractor plan room service with statewide circulation and a relevant construction lead generating service with statewide circulation and on an internet site sponsored by the Utility or a statewide association that represents the Utility, and that the Notice was posted and circulated on the following date:

____________________, 2022.
____________________, 2022.
____________________, 2022.

WITNESS my official signature at Indianola, Iowa, this __________ day of _______________, 2022.

____
Secretary of the Board of Trustees
Indianola Municipal Utilities

02101462-1\10994-1014

STATE OF IOWA)
) SS
COUNTY OF WARREN)

I, the undersigned, do hereby certify that I am now and was at the times hereinafter mentioned, the duly qualified and acting Secretary of the Board of Trustees of the Indianola Municipal Utilities, in the County of Warren, State of Iowa, and that as such Secretary and by full authority from the Board of the Utility, I have caused a

NOTICE TO BIDDERS AND NOTICE OF PUBLIC HEARING
(Pella Fiber Transport Network West to IMU)

of which the clipping annexed to the publisher's affidavit hereto attached is in words and figures a correct and complete copy, to be published as required by law in the "______________________," a legal newspaper published at least once weekly, printed wholly in the English language, published regularly and mailed through the post office of current entry for more than two years and which has had for more than two years a bona fide paid circulation recognized by the postal laws of the United States, and has a general circulation in the City of Indianola, and that the Notice was published in all of the issues thereof published and circulation on the following date:

____________________, 2022.

WITNESS my official signature at Indianola, Iowa, this __________ day of _______________, 2022.

____
Secretary of the Board of Trustees
Indianola Municipal Utilities

02101462-1\10994-1014

INDIANOLA MUNICIPAL UTILITIES
IMU
Electric • Communications • Water

MEMORANDUM

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

From:

Date: September 26, 2022

Subject: Consideration of the approval of the purchase of Optical Transport System components from t3 Broadband in the amount of $92,388.29.

Recommendation: Simple motion is in order.

Attachments: 1. t3 Quote

t3 Broadband

t3 Wireless, Inc.
220 W. Main St.
Council Grove, KS 66846
(620) 767-7193

Quote

Date	Quote #
9/13/2022	9832

Customer
IMU Fiber Attn: Kurt Ripperger 210 W 2nd Avenue Indianola, IA 50125

Shipping Incoterms 2020
EXW Inf. Lo

Salesperson	Sales Email
INF	orders@t3broadband.com

P/N	Description	Qty	Unit Price	Extended Price
TNANO19-MS-KIT	7100 NANO MAIN SHELF KIT - 19	1	2,374.20	2,374.20T
TNANO19-PS-KIT	7100 NANO Port Shelf Kit 19	1	2,250.09	2,250.09
81.71S-PWS-R6	Coriant PWS- Passive WDM Shelf		916.30	916.30T
81.71K-19NDOOR-R6	7100 19IN NANO DOOR	2	147.115	294.23T
179.1398	Coriant FTR Fiber Manager 1 Rack Unit Black	1	58.01	58.01T
81.71K-19NBAF-R6	19" baffle	1	221.39	221.39T
81.71000F	Coriant Blank Filler Module	6	54.48833	326.93T
82.71228-LR-R5	Coriant 88 Channel OADM-LR	2	12,393.165	24,786.33T
82.71714-R5	Coriant Nano System Processor Module	4	973.6375	3,894.55T
82.714144-R5	Optical Mux/Demux - Channels 1 to 44 Patch Panel (includes AWG)	2	1,993.59	3,987.18T
81.71L-HDTG2-R6	Coriant High Density 10G Transponder - 16 Ports	2	6,289.815	12,579.63T
81.71T-SP10GSR-R6	Coriant SFP+10GBase/8G FC/10G FC-SR/SW 850	8	90.275	722.20T
81.71T-SPDWDM-R6	Coriant SFP+ DWDM Tunable 88 CH	16	1,231.875	19,710.00T
81.71M-DCFM50-R6	Dispersion Compensation Fiber mod 50km	1	873.46	873.46T
81.71M-DCFM70-R6	Dispersion Compensation Fiber mod 70km	1	1,314.81	1,314.81T
81.BV71FP1400N	7100 FP14.0 INITIALIZATION RTU - NANO	1	1,771.88	1,771.88T
	Equipment Subtotal			76,081.19
Shipping	Estimated Equipment Shipping	1	2,282.44	2,282.44
TNMS00LK-E166	TNMS NE CL FOR 7100 NANO/USS 8.X/10.X	1	1,632.83	1,632.83T

QUOTE TERMS AND CONDITIONS
1. This Quote is valid for 30 days
2. All prices are quoted in US Dollars
3. This Quote is subject to change based upon the results of a formal Site Survey. For example, Permitting, Mounting and Grounding Hardware, etc. and Services Labor may be adjusted upon completion of Site Survey.
4. Billing and Payment Terms: Follows Master Service Agreement (MSA) terms. If an executed MSA does not exist between t3 and Customer, the following payment terms apply:
  a. 50% of all hardware is paid upon t3's receipt of Customer PO, with balance due upon delivery to Customer.
  b. Relevant Services Labor, Shipping, Travel and Living expenses and any Applicable Taxes are due upon completion of project as described in the agreed Statement of Work.
  c. Invoiced payments are due within (30) days of the invoice.
5. Shipping and Returns
  a. All hardware shall be F.O.B. Origin unless otherwise noted. Title, ownership, risk of loss, risk of material obsolescence as well as risk of material market value decline shall pass to the Customer upon shipment. Upon receipt of a shipment of Hardware, Customer shall make careful inspection of the Hardware received and shall note on the bill of lading any claims that the shipment is not complete or that the Hardware is warped, bent, dented or otherwise damaged in any way. Customer shall use reasonable commercial efforts to notify t3 of any claims within forty-eight (48) hours of its receipt of the Hardware.
  b. Hardware returns require prior written authorization from t3. t3 may approve or decline requests for Hardware returns at its sole discretion. Requests for return authorizations must be received by t3 within thirty (30) days of original shipment. When a return is authorized by t3, the returned Hardware must be unused and received within fifteen (15) days of the date the return material authorization (RMA) number is issued by t3. The RMA must be shipped prepaid to a destination of t3's choice and be in new and unused condition. All Hardware is subject to a restocking charge of 25% of the invoice price.
  c. Shipping Terms as stated in MSA. If no valid MSA exists, shipping will be as follows: $0 - $50k = 3.5% total cost of invoice, $> $50k = 2.5% total cost of invoice. Pricing is for ground / freight shipping only and excludes additional costs for expedited shipping, oversized delivery or shipments outside the contiguous United States.

t3 Broadband

t3 Wireless, Inc.
220 W. Main St.
Council Grove, KS 66846
(620) 767-7193

Quote

Date	Quote #
9/13/2022	9832

Customer
IMU Fiber Attn: Kurt Ripperger 210 W 2nd Avenue Indianola, IA 50125

Shipping Incoterms 2020
EXW Inf. Lo

Salesperson	Sales Email
INF	orders@t3broadband.com

P/N	Description	Qty	Unit Price	Extended Price
ICS-NBDS-71-1Y+	Support Package (Remote TAC, Access to Software Upgrades/Updates and Advance Replacement) for 7100	1	6,086.49	6,086.49T
ICS-BASE-CHR-1Y+	Service Package includes 24x7x365 Technical Assistance Center (TAC) support, software subscription (SWS) and access to Customer Portal for 1 year.	1	261.25	261.25T
Sales Tax	7% Sales Tax	1	6,044.09	6,044.09
	*** Please disregard the Exempt from Tax line. We have added 7% tax.***			
	Exempt from Sales Tax		0.00%	0.00

Total	$92,388.29

QUOTE TERMS AND CONDITIONS
1. This Quote is valid for 30 days
2. All prices are quoted in US Dollars
3. This Quote is subject to change based upon the results of a formal Site Survey. For example, Permitting, Mounting and Grounding Hardware, etc. and Services Labor may be adjusted upon completion of Site Survey.
4. Billing and Payment Terms: Follows Master Service Agreement (MSA) terms. If an executed MSA does not exist between t3 and Customer, the following payment terms apply:
   a. 50% of all hardware is paid upon t3's receipt of Customer PO, with balance due upon delivery to Customer.
   b. Relevant Services Labor, Shipping, Travel and Living expenses and any Applicable Taxes are due upon completion of project as described in the agreed Statement of Work.
   c. Invoiced payments are due within (30) days of the invoice.
5. Shipping and Returns
   a. All hardware shall be F.O.B. Origin unless otherwise noted. Title, ownership, risk of loss, risk of material obsolescence as well as risk of material market value decline shall pass to the Customer upon shipment. Upon receipt of a shipment of Hardware, Customer shall make careful inspection of the Hardware received and shall note on the bill of lading any claims that the shipment is not complete or that the Hardware is warped, bent, dented or otherwise damaged in any way. Customer shall use reasonable commercial efforts to notify t3 of any claims within forty-eight (48) hours of its receipt of the Hardware.
   b. Hardware returns require prior written authorization from t3. t3 may approve or decline requests for Hardware returns at its sole discretion. Requests for return authorizations must be received by t3 within thirty (30) days of original shipment. When a return is authorized by t3, the returned Hardware must be unused and received within fifteen (15) days of the date the return material authorization (RMA) number is issued by t3. The RMA must be shipped prepaid to a destination of t3's choice and be in new and unused condition. All Hardware is subject to a restocking charge of 25% of the invoice price.
   c. Shipping Terms as stated in MSA. If no valid MSA exists, shipping will be as follows: $0 - $50k = 3.5% total cost of invoice, $> $50k = 2.5% total cost of invoice. Pricing is for ground / freight shipping only and excludes additional costs for expedited shipping, oversized delivery or shipments outside the contiguous United States.

INDIANOLA MUNICIPAL UTILITIES

Electric • Communications • Water

MEMORANDUM

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

From:

Date: September 26, 2022

Subject: Resolution authorizing an agreement with Weinman Insurance / TrueNorth Companies, L.C. of Cedar Rapids, Iowa for risk consultation services.

Recommendation: Roll call is in order.

Attachments:
1. Memo Safety Program_Sept 2022_Renewal
2. Res 2022- Authorizing Agreement with TrueNorth

Date: September 14, 2022

To: Ben Reeves, City Manager
Chris DesPlanques, IMU General Manager

From: Courtney Silliman, Human Resources Director

RE: Safety Consultant Services Renewal

As the Board is aware, we recently discussed safety consultant services with our insurance renewal. Since that time, we have been working with our partners at IMU to ensure that we have the appropriate coverage at the best possible price. Since our insurance company pays the same brokerage fee regardless, and since we have received exceptional support from True North, and since we do not want to have a lapse in brokerage coverage, both City Staff and IMU Staff recommend this 1-year renewal. We respectfully request the council's consideration of renewing with True North during the interim.

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 09/19/2022. Staff would like to renew the contract for another year 09/20/2022-09/19/2023. 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.

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

- Conducted monthly safety meetings
- Conducted onsite Mock OSHA walk throughs
- 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 09/20/2022-09/19/2023.

Indianola Municipal Utilities

RESOLUTION 2022-

RESOLUTION AUTHORIZING AN AGREEMENT WITH WEINMAN INSURANCE/ TRUENORTH COMPANIES, L.C. OF CEDAR RAPIDS, IOWA FOR RISK CONSULTATION SERVICES

WHEREAS, the Indianola Municipal Utilities offers a comprehensive risk program for property and casualty and worker's compensation insurance coverage; and

WHEREAS, Weinman Insurance/TrueNorth Companies, L.C., has submitted a proposal for a one-year extension of their contract as attached; and

WHEREAS, the Board of Trustees deems it necessary to continue the comprehensive risk program for one-year with Weinman Insurance/TrueNorth Companies, L.C.

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the Indianola Municipal Utilities that the Chairman is authorized and directed to execute necessary documents with Weinman Insurance/ TrueNorth Companies, L.C. and the City Clerk is authorized and directed to attest to the signature.

Passed and approved this 26th day of September 2022.

____
Lori Smith, Chairperson

ATTEST:

____
Jackie Raffety, City Clerk

INDIANOLA MUNICIPAL UTILITIES

IMU

Electric • Communications • Water

MEMORANDUM

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

From:

Date: September 26, 2022

Subject: Discussion and direction for issuing a Request for Proposals regarding a salary study for IMU.

Recommendation:

Attachments: 1. Korn Ferry Indianola Proposal 090822

Proposal for Compensation Review

Prepared for Indianola Utilities

September 2022

KORN FERRY

Project summary

Project summary

Korn Ferry appreciates the opportunity to partner with Indianola Utilities to ensure that your jobs are appropriately levelled relative to each other, that your pay structure is reasonable and consistent, and that your pay ranges are competitive with the markets in which you recruit talent.

Current State/Drivers

- Competitive labor market
- Would like to ensure that current pay is market competitive and internally equitable for all positions

Scope

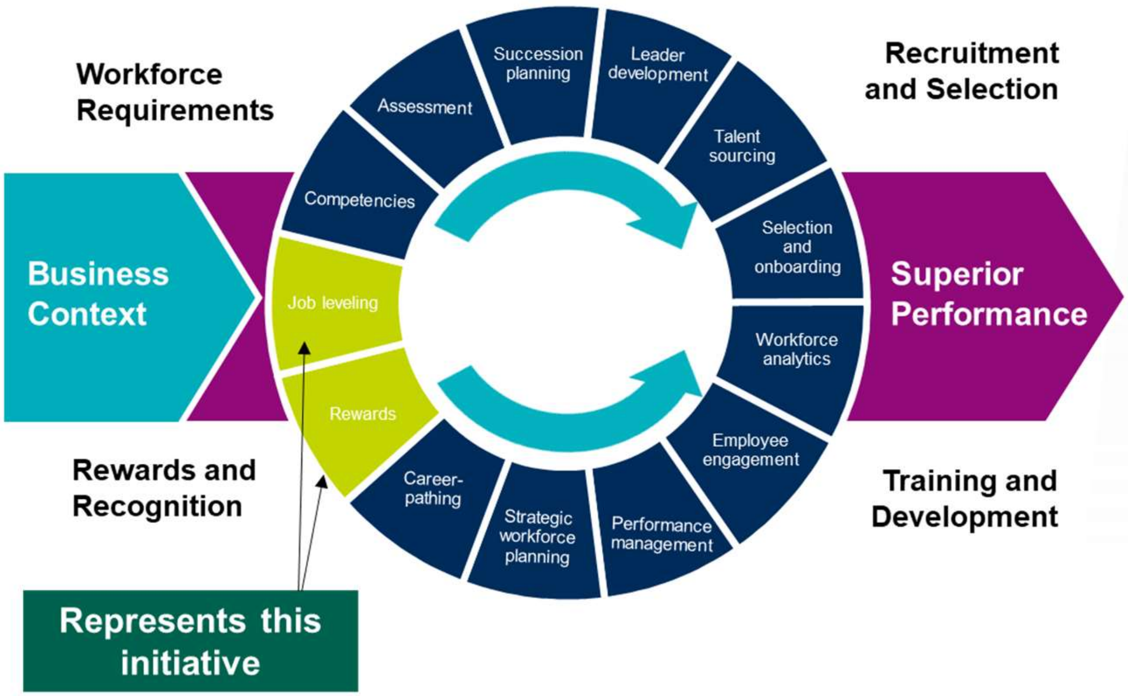
- 22 employees, including the Executive Director
- Study to cover base compensation and total cash compensation

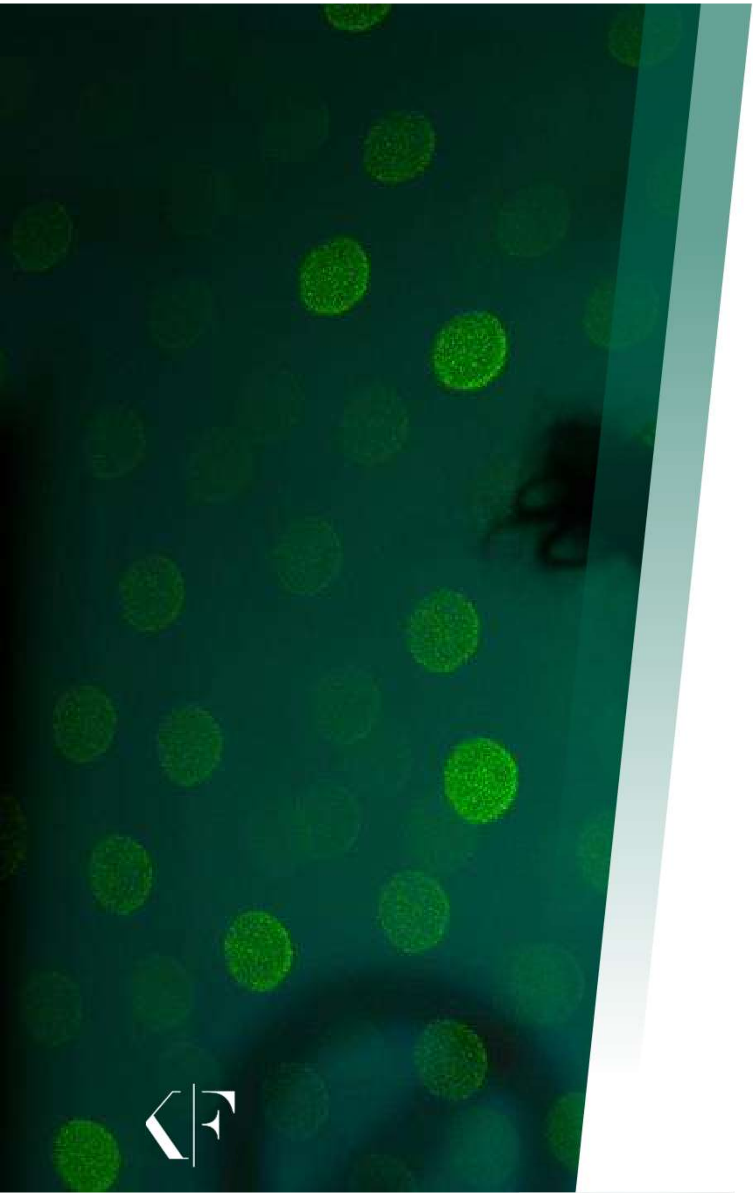
Goals

- Validate all jobs and levels by utilizing a proven and legally defensible methodology
- Ensure market competitive pay ranges
- Ensure internal equity of pay practices

Creating a foundation for growth and evolution

Our approach is to ensure Indianola Utilities reward strategy is designed in the context of your objectives, can scale with the organization as it grows or evolves, and can be connected to your people strategy.





Business case for this work

Optimizing the investment in your human capital

- 81% of Fortune magazine Most Admired companies have a consistent approach to job leveling and compensation management.
- Common programs reinforce alignment with the enterprise, and its culture, built on a consistent platform
- A common job architecture facilitates talent mobility and career development
- Provides clarity to employees on where their roles are in the structure
- Allows for more efficient use of market data and compensation resources expense
- Allows scope for pay progression within clear guardrails
- Protects against potential charges of pay inequity
- Reflects the value of the role or assignment according to your organizational priorities

Detailed project steps

Suggested project workflow

Information Collection

- Gather data
- Align on desired outcomes
- Establish project timeline and cadence
- Meet with ED and leadership to discuss various jobs

Job Evaluation

- Level-set all roles using the Korn Ferry Method of Job Evaluation
- Create internal hierarchy establishing appropriate role relationships
- Identify gaps/misalignment in roles
- Analyze internal pay equity of all roles

Market Analysis

- Analyze market competitiveness of all roles
- Identify geographic/hot skill premiums, where appropriate
- Establish compensation philosophy, if needed
- Create appropriate base salary range and target annual incentive levels (if applicable)
  - Balance market competitiveness, desired pay mix, and fiscal responsibility

Project Documentation

- Provide project documentation
  - Job levels
  - Salary structure or range
  - All analyses

Phase 1: Information collection

The foundation of any successful project is understanding our client and their jobs. Indianola Utilities and Korn Ferry will partner on the following:

Planning

Korn Ferry will facilitate a meeting with Indianola Utilities by phone to:

- Review and approve project objectives and establish a project timeline
- Assign project accountabilities for both Indianola Utilities and Korn Ferry project teams
- Schedule meeting with leadership team to review/discuss all Indianola Utilities functions and jobs

Job documentation and information

Indianola Utilities will provide all data necessary to complete the analyses:

- Employee compensation data and related compensation plan information
- Job descriptions, organizational charts and high-level financials

Organizational understanding meeting

Korn Ferry will meet with Indianola Utilities' team for up to 2 hours. This meeting will serve to:

- Ensure our understanding of the overall business and functional areas
- Ensure our understating of roles, responsibilities, and reporting relationships
- Gain insight into past and current compensation practices, challenges and the attributes of the desired compensation program
- Discuss the labor market(s) in which Indianola Utilities competes for talent

Phase 2: Job evaluation

A critical step in this work is understanding each role and its relationship to other roles

Evaluate and rank order jobs

Using our proprietary and legally defensible method of job evaluation, we will evaluate and level-set all roles in scope – we have assumed 9 unique roles to be evaluated or slotted

- We will create an internal hierarchy of jobs and present to Indianola Utilities for approval, starting with the executive jobs, then benchmark positions, then the remaining benchmark positions are evaluated by the Indianola Utilities team
- Internal review and approval will be the responsibility of Indianola Utilities key stakeholders. Korn Ferry will provide guidance on how to present findings, discuss results and collect feedback from stakeholders
- Korn Ferry will make appropriate revisions to the role hierarchy based on feedback from Indianola Utilities (1 iteration of the job level structure)

Korn Ferry Guide Chart – Profile Method of Job Evaluation

Korn Ferry's job evaluation methodology adds precision to market pricing, allowing us to measure and understand the value of work to Indianola Utilities

Methodology is based on 3 core factors: **Know How, Problem Solving, Accountability** *(additional information can be found in the appendix)*

The result will be a job hierarchy and job matrix which Indianola Utilities will have the opportunity to review, refine as needed, and approve

What is the Korn Ferry (Hay Group) method of job evaluation?

Know-How:

What is the depth and breadth of knowledge required of the job?

Problem Solving:

How complex are the problems and challenges the job faces?

Accountability:

What is the job's overall impact on the organization?

Results allow us to perform a comprehensive comparison of roles vertically and horizontally:

Level	Finance and Accounting	Human Resources	Information Technology
21	VP of Tax		
20	VP Finance/Controller	VP Human Resources	Director of Enterprise Architecture
	Director of Financial Reporting	Director of Human Resources	
19	Director of Accounting	Director of Talent Acquisition	
	Director of Credit	Director of Corporate Safety	Director of Infrastructure
18		Human Resources Manager	Systems Programs Manager
17	Director of Accounts Payable		Data Architect
	Tax Manager	Safety Manager	Network Operations Manager

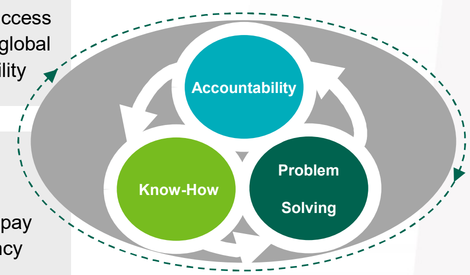
Job levelling

Job evaluation is a systematic process for ranking jobs logically and fairly by comparing job against job or against a pre-determined scale to determine the relative importance of jobs to an organization. Job evaluation principles form the basis for:

- Clarifying organization structure and job accountabilities
- Ensuring that job groupings are appropriate for internal pay equity management
- Ensuring market comparisons and reward opportunities are based on job size
- Supporting multiple talent management applications as given below

Job evaluation is evolving into a tool for more than just compensation management.	Creating global job catalogues typically as part of an HRIS implementation	Underpinning talent management and other HR applications	Supporting success planning and global talent mobility
Analyzing spans, layers and the effectiveness of organization design	Optimizing job design and defining career paths	Analyzing and ensuring pay equity for comparable work	Supporting pay transparency

Evaluation Factors



Phase 3: Market analysis

Internal equity

- We will assess the degree of internal consistency and ‘fairness’ of current compensation practices
- Comparison of job size to base salary
- The expectation is that jobs of larger size are paid more than smaller jobs
- We will identify outliers and provide counsel on how to address

External competitiveness

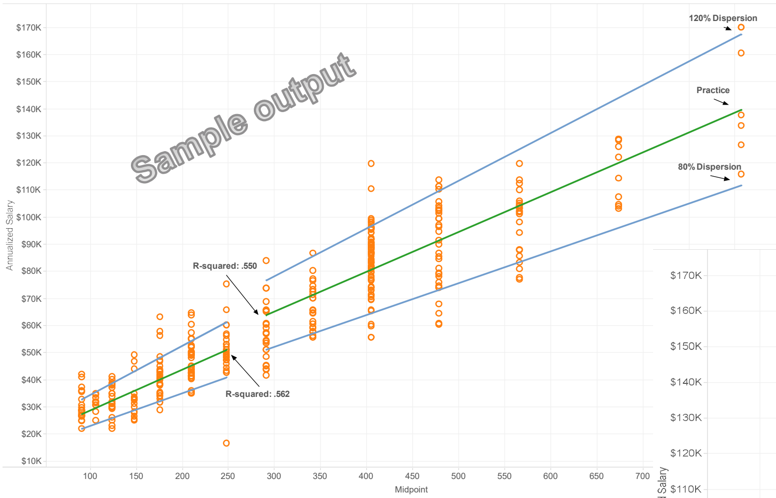
- We will analyze the competitiveness of the total compensation levels and mixes (i.e., fixed vs. variable pay, bonus vs. long-term incentives, incentive pay vs. benefits, etc.) of the positions in the study.
- Our comments will address fixed pay, variable pay, and detailed benefits relative to current trends in the U.S. marketplace
- We will also consider, and provide information on, differences in pay based on function and geography
- Market data will include data from the KF pay database, 990s of peer organizations, as well as other relevant published surveys from our library

Compensation structure development

- Korn Ferry will develop a proposed base salary structure which balances fiscal responsibility, internal equity, and market competitiveness and that is aligned with Indianola Utilities' desired pay philosophy
- We will conduct a cost impact analysis that will identify the number (and cost) of employees paid below the recommended minimums and above the recommended maximums

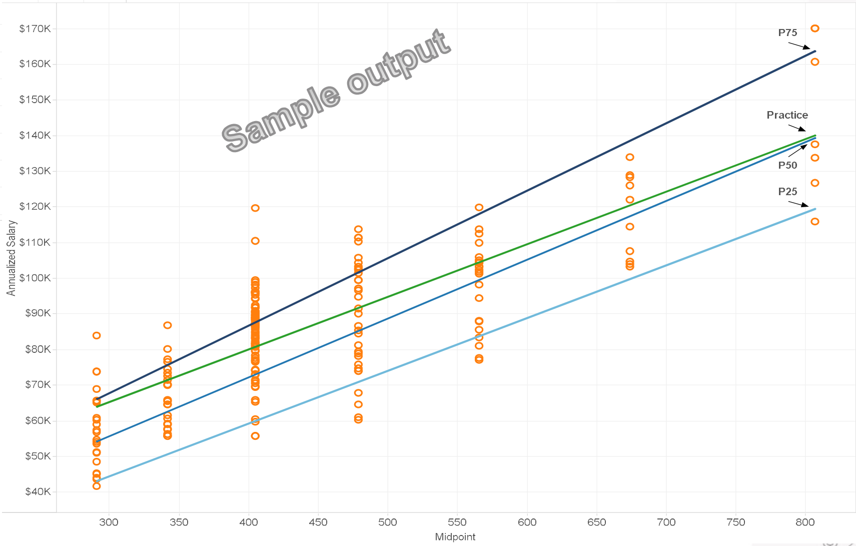
How will the analysis be conducted?

The results of the job evaluations link to market data:



We will correlate job size to pay to determine the level of <u>internal equity</u>…

…and compare job size to expected levels of pay in the <u>market</u>



What might a structure look like?

The structure(s) will be built by job grade/level, using the results of the job evaluation and market analysis

HRL	Range Minimum	New Range Midpoint	Range Maximum	Midpoint Progression
20	$127,093	$158,867	$190,640	18%
19	$107,889	$134,861	$161,834	17%
18	$92,294	$1[illegible],368	$138,442	16%
17	$79,732	$99,665	$119,598	15%
16	$69,047	$86,309	$103,570	15%
15	$59,950	$74,938	$89,925	14%
14	$52,[illegible]	$65,733	$78,879	13%
13	$[illegible]6,377	$57,971	$69,566	13%
12	$40,890	$51,113	$61,335	14%
11	$35,981	$44,976	$53,971	13%
10	$31,938	$39,922	$47,907	12%
9	$28,472	$35,590	$42,708	10%
8	$25,873	$32,341	$38,810	N/A

Each job will be assigned a grade, each grade assigned a pay range

- Appropriate variations by location/function, if needed

The cost impact analysis will tell us if the structure is right for Indianola Utilities

- Employees falling outside respective pay range
- Impact on salary spend of employees outside respective pay range

Summary of Data - Base Salary			
Incumbents Above Maximum	5	Incumbents Below Minimum	16
Sum of $ Above Maximum	$39,973	Sum of $ Below Minimum	[illegible]32,137
% of Payroll Above Maximum	1.2%	% of Payroll Below Minimum	.9%
% of Incumbents Above Maximum	7.7%	% of Incumbents Below Minimum	24.6%
Incumbents Between Min and Mid	33	Total Positions	65
Incumbents Between Mid and Max	11	Total Payroll	$3,413,473

Project documentation

Korn Ferry will provide the following project documentation

- Final job level hierarchy
- Tabular information illustrating internal equity and market competitiveness
- Summary statistics of data analyses (base salary, total annual cash, and total remuneration)
- Recommended base salary structure(s) and base salary ranges
- Cost impact analysis of our recommendations
- Recommended next steps/implementation
- Position relative to recommended base salary ranges
- Recommended target incentive opportunities

Project summary

Project phase	Korn Ferry activities	Indianola Utilities activities
Information Collection	• Project planning and management throughout • Review various Indianola Utilities documentation and data • Meeting w/ Indianola team to discuss various distinct jobs	• Provide job documentation, org information and financials • Provide incumbent data • Meeting w/consultant for 90-120 minutes to discuss all jobs
Job Evaluation	• Utilize KF's job evaluation method to 22 positions, including ED role	• Review and approve executive/benchmark job leveling
Market Analysis	• Determine internal consistency of pay • Determine competitiveness of pay vs. market, including base compensation, total cash compensation • Develop market-based salaried pay structure(s)	• Review and approve results of market analysis
Project Documentation	• Conduct cost-impact analysis of implementation • Pay administration recommendations	• Implement changes as desired • Create communications materials/messaging

Korn Ferry deliverables
Final job level hierarchy
Tabular exhibits illustrating market competitiveness of both base salary and total annual cash (1 iteration)
Summary statistics of data analyses (1 iteration)
Recommended base salary structure(s) (1 iteration)
Cost impact analysis of recommendations (1 iteration)
Detailed data files
Complimentary access to KF Pay participate module with market insights Add-on: KF Pay subscription for access to custom market data

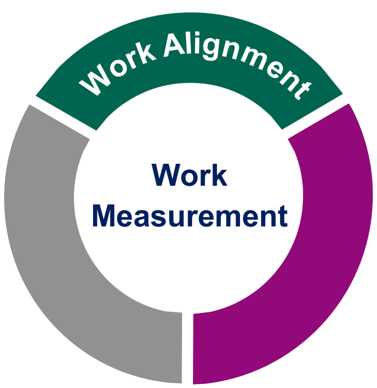
Scope, timing and fee estimate
Assumes 22 distinct jobs, including ED role
May include premiums with "hot skill" differentials
Estimated timing is approximately 12 weeks after receiving all needed data/information.
Estimated cost: ▪ Consulting and market data fees: $18,400 based on scope and deliverables ▪ Administrative fees: 14% of consulting fees & market data ▪ Total: $23,300 ▪ Any direct out-of-pocket expenses including travel, lodging, and express are additional and billed at cost

Job Evaluation

Why should you evaluate jobs?

Job evaluation principles form the basis for:

- Clarifying organization structure and job accountabilities
- Ensuring market comparisons and reward are based on organization established job content and size
- Understanding the job-related skills, competencies, and key performance indicators necessary to ensure job incumbents are successful



Work alignment
The power to align your people to deliver your business strategy

Work value
The power to know the value of work and how it links to business performance

Work fit
The power to create roles that unlock the potential of your people

Work measurement
The power to understand how and where work is done

What would you need to know to evaluate a job?

Job purpose	Why does this job exist?
End result expectation	What is the outcome expected? How is this position expected to achieve that end result?
Budget	What is the magnitude of this job's responsibility? What is the job's role in setting and managing to and/or within that budget? How much latitude do they have to work within this budget?
Reporting structure	Who does this job report to? Who reports to this job? What latitude to achieve an end result is permitted within this job?

What would you need to know to evaluate a job?

Skills, experience and knowledge

What does this job holder need to know in order to deliver upon the output expectations?

Degree of autonomy

What governs the job holder's actions?

Geographic scope

How far reaching is this position? Are there cultural nuances and/or sensitivities that increase the complexity of this job?

Nature and environment

What is the nature and environment in which this job operates?

Creativity required in the job

How creative can this job get and still produce the expected end results? Are there principles/policies/procedures, etc. that guide the job holder?

Work measurement: a definition

Determining the value/level of work to the organization using measurement scales of common compensable factors

A process to measure the size of jobs against appropriate and consistent criteria

Focuses on the content of the job as currently designed and assume “competent” performance

Factors not considered:

- Individual qualifications, performance and longevity
  - ✓ Work measurement is about jobs, not people
- Existing pay
- Existing titles
- External market
  - ✓ Labor prices are determined by supply and demand

Basic premise

Jobs exist to achieve an end result

Accountability

To achieve this end result, jobholders must address problems, create, analyze, and apply judgment

Problem Solving

+

Accountability

The jobholder requires knowledge and experience consistent with the scale and complexity of the result to be achieved

Know-How

+

Problem Solving

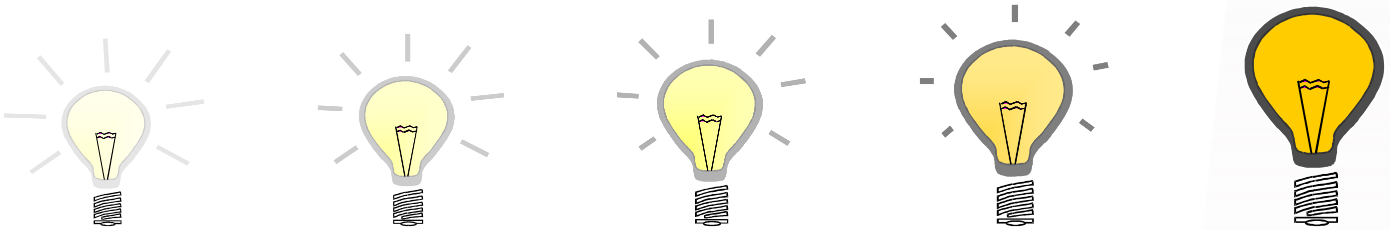
+

Accountability

The Korn Ferry Hay method uses three universal compensable elements to measure the relative size of jobs

Work comparison process

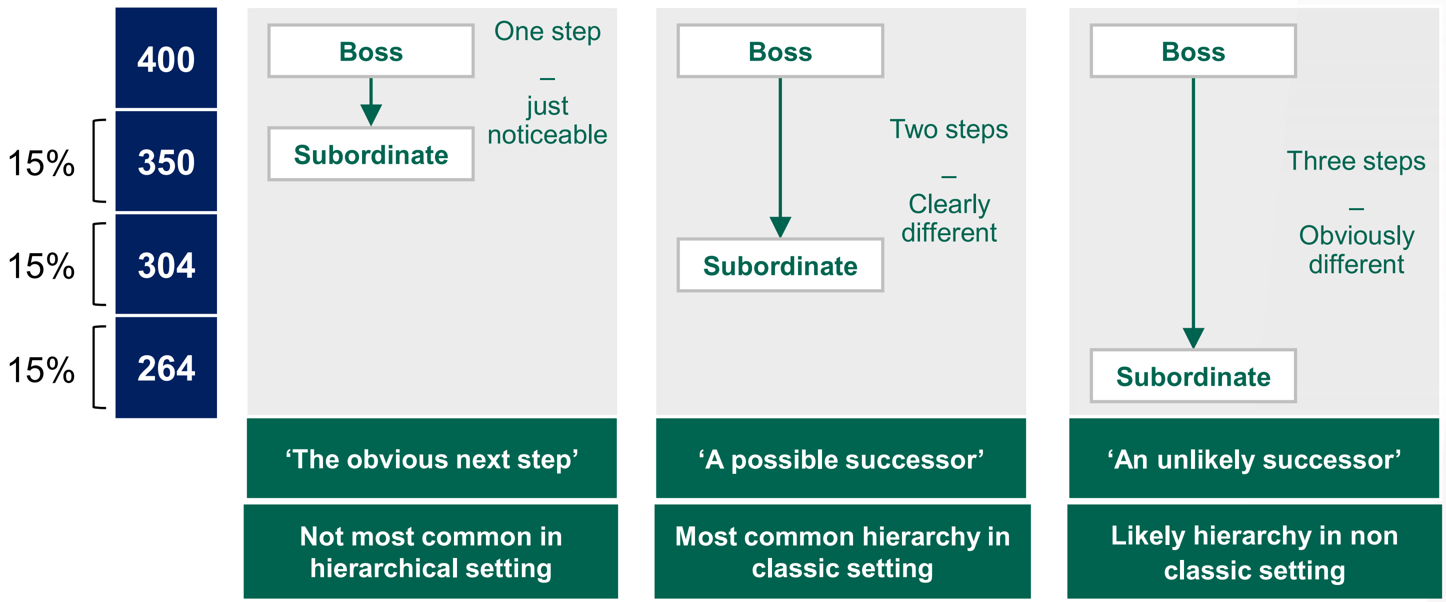
Perceivable Difference in measured job content is proportionate to that which is being measured (based on Weber's law of just noticeable differences)



Hierarchical step-difference

Perceivable ‘step difference’ is defined in Korn Ferry evaluation terms as a 15 percent progression in all of the charts and in overall scores.

Just noticeable difference = 1 step = 15%.



‘Reality testing step differences’

About Korn Ferry

Unrivaled expertise delivered on a global scale

7,000 highly qualified, diverse, and customer-driven employees

Solutions that equally weigh market best practices and our client's culture and strategy

Social scientists, researchers, and PhDs committed to scientific rigor and ongoing R&D

114 countries throughout the Americas, Europe, Asia Pacific, Africa & the Middle East

A core focus on executing strategy through people

Leading job evaluation methodology used by thousands of companies worldwide

88 of world's major business centers

75+ years of client excellence

The world's richest talent database and the global leader in leadership coaching and development solutions

Compensation data on **20M** incumbents in our global databases and data on gender pay differences in 33 countries

Global expertise in pay equity management and reward strategy consulting

World's largest provider of diversity and inclusion consulting

Korn Ferry differentiators

Global presence: 8 of the world's 10 largest organizations use our job leveling method and two-thirds of the top 50. *It is the world's most used job evaluation process*.

Global information: The most extensive job evaluation and competency databases in the world and one of the most extensive total remuneration databases.

Clients: Many world class organizations, global chemical companies, and *Fortune Most Admired Companies* including Toyota, Caterpillar, Deere, Home Depot, Walmart, American Express, Target, P&G, Kraft, Mondelez, Heineken, Nestle, Unilever, PepsiCo, Siemens, Huntsman, Stryker, and FedEx.

Research: Korn Ferry partners with *Fortune* magazine to identify the publication's list of the 'World's Most Admired Companies'. We annually partner with *WorldatWork* and *Loyola University Chicago* to research common and best reward practices in a variety of areas. We also collaborate with *The Wall Street Journal* to survey CEO compensation annually and do an annual survey on best leadership practices around the globe.

Statistical validity: Our job leveling factors produce higher statistical correlations with pay levels vs. other measures.

Legal validity: Our job evaluation and reward methodologies have withstood client legal tests time and time again.

Representative reward, job leveling and pay equity clients

MPW
Macon Water Authority
PowerSouth Energy Cooperative
Rappahannock Electric Cooperative
Sunflower Electric Power Corporation
Johnson & Johnson
Philips
SAB Miller
PayPal
Google
at&t
The Home Depot
Unilever
BMI
3M
Baxter
P&G
PepsiCo
Dow
Abbott
Caterpillar
Coca-Cola Bottling Company
84.51°
randstad
Konica Minolta
Toyota
MoëtHennessy
FedEx
SAAB
Siemens
Casper
Walmart Save money. Live better.
Lowe's
verizon
ABB
Shaw
American Express
AB InBev
Shell
John Deere
Levi's Levi Strauss & Co.
IBM
Kroger
Nestlé
ExxonMobil
Ajinomoto
Heineken
CSW Industrials
ADM
84.51°
Ricoh
Tech Data
Komatsu
Alcon
Comcast
D&B
Target

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The global leader in job levelling

We take a holistic approach to solving your challenges with our end-to-end organizational and talent capabilities.

Job evaluation and rewards have been a core business for 75 years.	We understand what motivates people at work.	Our insights are grounded in world-class data.	Ours is the leading job evaluation methodology.	We have global reach and local knowledge.	We partner with the world's leading organizations.
Our job evaluation and rewards experts draw on ground-breaking empirical studies of best-in-class performance, to identify job evaluation and rewards interventions that make the difference.	We've dedicated the last 75 years to understanding what drives people to excel at work. So, we're ideally placed to develop rewards strategies to attract and retain top talent.	We have the most comprehensive people and job databases in the world including data on rewards, employee perceptions, talent assessments, organization structure and benchmark jobs. We are the market leaders in talent and reward data analytics.	We know more about work and how to organize it than any other organization. Our job evaluation methodology is the most widely used in the world.	We can scale to meet your global needs quickly. We have reward experts in 114 locations in 53 countries.	We work with 96% of FORTUNE'S Most Admired Companies. 33% of the top twelve U.S. business schools use Korn Ferry tools in the classroom.