



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

July 10, 2023

5:30 PM

IMU Customer Service Center
210 W 2nd Ave., Indianola, Iowa

AMENDED Agenda

- 1. Call to Order**
- 2. Roll Call**
- 3. Public Comment**
- 4. Consent Agenda**
 - A. Approval of June 27, 2023 Claims
 - B. Approval of July 10, 2023 Claims
 - C. Approval of May 2023 Financial Report
 - D. Approval of Minutes of the prior meetings
- 5. Electric Utility Informational Items**
 - A. Presentation on Municipal Energy Agency of Nebraska
- 6. Water Utility Action Items**
 - A. Resolution approving the purchase of 2023 Half Ton Crew Cab for the Water Department
- 7. Water Utility Informational Items**
- 8. Communications Utility Informational Items**
- 9. Combined Electric, Water and Communications Utility Action Items**
 - A. Resolution approving liability, auto, property, worker's compensation and machinery and equipment replacement insurance for Fiscal Year 24.
 - B. Resolution Approving MOU and application for State Setoff Program
 - C. Consider 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. Resolution approving joint representation with Waverly Utilities, the City of Carlisle and IMU with Ahlers & Cooney for MEAN negotiations.
- 10. Combined Electric, Water and Communications Informational Items**
- 11. 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.
- 12. Adjourn**



MEMORANDUM

To: IMU Board of Trustees of the Electric, Water and Communications Utilities
From:
Date: July 10, 2023
Subject: Approval of June 27, 2023 Claims

Discussion and Recommendation: Simple Motion is in Order

AP Check Preview

Date Range: All Dates

Indianola Municipal Utilities

Wednesday, June 21, 2023
4:23:53 PM

Vendor	Due Date	Notes	Terms	Bill Total	Discount	Interest	Amount Due	Pavment	Invoice Number	Bill Number
Account To Be Paid From 0000-10120-999										
ACCO UNLIMITED CORP. - VEND-2810										
	6/1/2023	ACCO Liquid Chlorinating Solution	Open Terms	2,513.38	0.00	0.00	2,513.38	2,513.38	0232757-IN	BL-11218
							2,513.38	2,513.38		
AUTOMATIC SYSTEMS CO. - VEND-51495										
	6/6/2023	Travel and Field Service	Open Terms	530.00	0.00	0.00	530.00	530.00	040347	BL-11219
							530.00	530.00		
Bankers Trust Company - VEND-1003										
	7/13/2023	Service Fee	Net 30	49.62	0.00	15.00	49.62	49.62	230301-582341	BL-11220
							49.62	49.62		
Border States Industries Inc - VEND-1070										
	7/5/2023	Meter Tests	Net 30	200.00	0.00	15.00	200.00	200.00	926408895	BL-11221
	7/6/2023	Down Lead Brackets	Net 30	219.18	0.00	15.00	219.18	219.18	926419901	BL-11223
	7/8/2023	Down Lead Brackets	Net 30	179.33	0.00	15.00	179.33	179.33	926435349	BL-11224
							598.51	598.51		
Calix Inc - VEND-1028										
	7/6/2023	GIGASPIRE MESH BLAST	Net 30	2,279.76	0.00	15.00	2,279.76	2,279.76	330031	BL-11260
	7/20/2023	AXOS Framework per Subscriber Annual Tern	Net 30	10,406.23	0.00	15.00	10,406.23	10,406.23	4041853	BL-11286
							12,685.99	12,685.99		
Cedar Falls Utilities - VEND-1045										
	7/5/2023	0523 Broadband & 5G	Net 30	7,520.00	0.00	15.00	7,520.00	7,520.00	0523 Broadband & 5G	BL-11261
	7/12/2023	Shared IPTV Costs Jan-May 2023	Net 30	6,008.53	0.00	15.00	6,008.53	6,008.53	92896	BL-11262
							13,528.53	13,528.53		
Cindy Nelson - VEND-1078										
	7/8/2023	Indianola Community Map	Net 30	250.00	0.00	15.00	250.00	250.00	6/8/23	BL-11263
							250.00	250.00		
City Of Indianola - VEND-1008 - BL-11299										
	6/30/2023	April 2023 Caselle Claims	Net 30	1,702.79	0.00	15.00	1,702.79	1,702.79	April 2023 Caselle Claims	BL-11299
							1,702.79	1,702.79		
DICKINSON LAW - VEND-101709										

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	6/8/2023	Legal Services	Open Terms	1,320.00	0.00	0.00	<u>1,320.00</u>	<u>1,320.00</u>	1146038	BL-11222
							1,320.00	1,320.00		
Dust Pros Janitorial - VEND-1011										
	7/15/2023	0623 Cleaning	Net 30	749.00	0.00	15.00	749.00	749.00	2793	BL-11282
	7/15/2023	0623 Cleaning - Line Shop	Net 30	856.00	0.00	15.00	856.00	856.00	2789	BL-11264
	7/15/2023	Cleaning Supplies - Electric	Net 30	20.46	0.00	15.00	20.46	20.46	2790	BL-11265
	7/15/2023	Cleaning Supplies - Fiber	Net 30	43.74	0.00	15.00	43.74	43.74	2792	BL-11266
	7/15/2023	0623 Cleaning - Fiber	Net 30	856.00	0.00	15.00	<u>856.00</u>	<u>856.00</u>	2791	BL-11267
							2,525.20	2,525.20		
ePlus Technology Inc - VEND-1390										
	7/9/2023	ASR 60 Month Support	Net 30	56,576.70	0.00	15.00	<u>56,576.70</u>	<u>56,576.70</u>	V2715840	BL-11281
							56,576.70	56,576.70		
IMU - VEND-8629										
	6/2/2023	Utilities - Fiber	Open Terms	1,278.31	0.00	0.00	1,278.31	1,278.31	10290074	BL-11268
	6/2/2023	Utilities-Water	Open Terms	16,131.34	0.00	0.00	16,131.34	16,131.34	10288418	BL-11225
	6/2/2023	Utilities-Electric	Open Terms	1,339.85	0.00	0.00	1,339.85	1,339.85	10289662	BL-11226
	6/2/2023	Utilities-Admin	Open Terms	170.41	0.00	0.00	<u>170.41</u>	<u>170.41</u>	10293965	BL-11227
							18,919.91	18,919.91		
Independent Advocate - VEND-1136										
	5/31/2023	0423 Print and Digital Advertising Bundle	Net 30	500.00	0.00	15.00	500.00	500.00	3294	BL-11271
	7/7/2023	EL Franchise Notices	Net 30	523.94	0.00	15.00	<u>523.94</u>	<u>523.94</u>	3476	BL-11228
							1,023.94	1,023.94		
Infomax Office Systems Inc - VEND-1013										
	7/12/2023	0623 Copier Contract	Net 30	718.70	0.00	15.00	<u>718.70</u>	<u>718.70</u>	34237726	BL-11300
							718.70	718.70		
Internal Revenue Service - VEND-1307										
	7/9/2023	941 Income Tax Payable	Net 30	26,520.45	0.00	15.00	26,520.45	26,520.45	941 Income Tax Payable	BL-11229
	7/23/2023	941 Income Tax Payable	Net 30	25,783.24	0.00	15.00	<u>25,783.24</u>	<u>25,783.24</u>	941 Income Tax Payable	BL-11301
							52,303.69	52,303.69		
Iowa Association Of Municipal Utilities - VEND-1014										
	7/9/2023	Pole Top & Bucket Rescue Training	Net 30	1,166.00	0.00	15.00	1,166.00	1,166.00	28310	BL-11230
	7/19/2023	Collier Apprenticeship Fees	Net 30	1,355.00	0.00	15.00	1,355.00	1,355.00	28323	BL-11287

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							2,521.00	2,521.00		
Iowa Department Of Human Services - VEND-1310										
7/9/2023	Garnishment Payable	Net 30	723.23	0.00	15.00	723.23	723.23	Garnishment Payable	BL-11231	
7/23/2023	Garnishment Payable	Net 30	723.23	0.00	15.00	723.23	723.23	Garnishment Payable	BL-11303	
							1,446.46	1,446.46		
Iowa Department Of Revenue - VEND-1117										
7/9/2023	IA Income Tax Payable	Net 30	4,160.92	0.00	15.00	4,160.92	4,160.92	IA Income Tax Payable	BL-11232	
7/23/2023	IA Income Tax Payable	Net 30	3,961.61	0.00	15.00	3,961.61	3,961.61	IA Income Tax Payable	BL-11304	
							8,122.53	8,122.53		
IPERS - VEND-1309										
7/23/2023	IPERS Payable	Net 30	35,017.63	0.00	15.00	35,017.63	35,017.63	IPERS Payable	BL-11302	
							35,017.63	35,017.63		
ISolved - VEND-1363										
7/9/2023	FSA Payable	Net 30	61.16	0.00	15.00	61.16	61.16	060923 Payroll	BL-11233	
7/23/2023	FSA Payable	Net 30	61.16	0.00	15.00	61.16	61.16	062323 Payroll	BL-11305	
							122.32	122.32		
JMK LAWNCARE - VEND-102101										
6/1/2023	Mowing - Water	Open Terms	1,430.00	0.00	0.00	1,430.00	1,430.00	May 2023	BL-11279	
6/1/2023	0423 & 0523 Mowing - Util Svcs	Open Terms	245.00	0.00	0.00	245.00	245.00	053123	BL-11236	
6/1/2023	Electric Facility Mowing	Open Terms	1,155.00	0.00	0.00	1,155.00	1,155.00	May2023	BL-11272	
							2,830.00	2,830.00		
JV TRUCKING LLC - VEND-102429										
6/7/2023	Fill Sand-Square Project	Open Terms	995.19	0.00	0.00	995.19	995.19	6372	BL-11234	
6/14/2023	Pea Gravel For Downtown Project	Open Terms	852.60	0.00	0.00	852.60	852.60	6391	BL-11235	
							1,847.79	1,847.79		
LINDE INC - VEND-6415										
6/9/2023	Carbon Dioxide	Open Terms	3,207.84	0.00	0.00	3,207.84	3,207.84	36429947	BL-11237	
							3,207.84	3,207.84		
Mid American Energy Co - VEND-1018										

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	7/13/2023	Gas - W Side Substation	Net 30	10.00	0.00	15.00	10.00	10.00	540617054	BL-11274
							10.00	10.00		
Mission Square - VEND-1303										
	7/9/2023	457 Payable	Net 30	5,788.67	0.00	15.00	5,788.67	5,788.67	457 Payable	BL-11238
	7/23/2023	457 Payable	Net 30	5,738.16	0.00	15.00	5,738.16	5,738.16	457 Payable	BL-11306
							11,526.83	11,526.83		
MUNICIPAL ENERGY AGENCY OF NEBRASKA - VEND-35805										
	6/30/2023	Purchased Power- May 23	Net 30	720,457.89	0.00	15.00	720,457.89	720,457.89	304334	BL-11239
							720,457.89	720,457.89		
MUNICIPAL SUPPLY INC - VEND-35810										
	6/8/2023	8" Hymax Coupling	Open Terms	875.00	0.00	0.00	875.00	875.00	0873301-IN	BL-11240
	6/14/2023	2 - 8" hymax and 1 - 8" tapping saddle	Open Terms	984.76	0.00	0.00	984.76	984.76	0874058-IN	BL-11241
							1,859.76	1,859.76		
P & E ENGINEERING CO. - VEND-41540										
	6/15/2023	Downtown Engineering	Open Terms	23,074.33	0.00	0.00	23,074.33	23,074.33	6638	BL-11242
	6/15/2023	69 KV Franchise Engineering	Open Terms	3,583.00	0.00	0.00	3,583.00	3,583.00	6639	BL-11275
	6/20/2023	Engineering Projects	Open Terms	636.00	0.00	0.00	636.00	636.00	6643	BL-11288
	6/20/2023	Hillcrest Engineering	Open Terms	584.00	0.00	0.00	584.00	584.00	6642	BL-11289
	6/20/2023	South K Street Engineering	Open Terms	3,407.75	0.00	0.00	3,407.75	3,407.75	6641	BL-11290
							31,285.08	31,285.08		
Power & Tel - VEND-1037										
	6/22/2023	10" GREY OUTDOOR NID	Net 30	307.73	0.00	15.00	307.73	307.73	7721191-00	BL-11276
							307.73	307.73		
RESCO - VEND-47234										
	6/20/2023	Street Light Pole Replacement	Open Terms	4,866.00	0.00	0.00	4,866.00	4,866.00	890178-00	BL-11291
							4,866.00	4,866.00		
STATE HYGIENIC LABORATORY - VEND-23245										
	6/1/2023	Testing	Open Terms	202.50	0.00	0.00	202.50	202.50	257032	BL-11243
							202.50	202.50		
STERNQUIST CONST. INC. - VEND-50360										
	6/13/2023	Crushed Concrete	Open Terms	216.41	0.00	0.00	216.41	216.41	2370	BL-11244
							216.41	216.41		

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Sunbelt Solomon - VEND-1367										
	7/8/2023	3-Phase Transformers	Net 30	146,782.60	0.00	15.00	146,782.60	146,782.60	374385	BL-11247
							146,782.60	146,782.60		
T & R ELEC SUPPLY CO - VEND-52010										
	6/16/2023	Padmount Transformer	Open Terms	3,714.92	0.00	0.00	3,714.92	3,714.92	172143	BL-11245
							3,714.92	3,714.92		
Teklink - VEND-1262										
	7/12/2023	Bore & Drop	Net 30	3,718.00	0.00	15.00	3,718.00	3,718.00	WE 06/11/2023	BL-11277
	7/19/2023	Bore & Drop	Net 30	1,560.00	0.00	15.00	1,560.00	1,560.00	WE 06/18/2023	BL-11292
							5,278.00	5,278.00		
Terry-Durin Co - VEND-1038										
	7/6/2023	1 1/2" MORRIS COUPLER	Net 30	513.60	0.00	15.00	513.60	513.60	136301-00	BL-11293
							513.60	513.60		
TRUCK EQUIPMENT INC - VEND-53754										
	6/20/2023	Service Body for New Truck - EL	Open Terms	26,543.46	0.00	0.00	26,543.46	26,543.46	86341	BL-11294
							26,543.46	26,543.46		
USA Blue Book - VEND-1366										
	6/25/2023	Plant Chemicals/Materials	Net 30	317.52	0.00	15.00	317.52	317.52	INV00023669	BL-11246
							317.52	317.52		
Vanderpool Plumbing & Heating - VEND-1066										
	7/7/2023	E Iowa Sub Cooling Unit Repair	Net 30	1,737.47	0.00	15.00	1,737.47	1,737.47	6324	BL-11248
							1,737.47	1,737.47		
VERIZON WIRELESS - VEND-3535										
	6/1/2023	Verizon	Open Terms	440.11	0.00	0.00	440.11	440.11	9936133087	BL-11249
							440.11	440.11		
VERMEER SALES & SERVICE - VEND-57608										
	6/10/2023	Directional Drill Mixing Material	Open Terms	645.32	0.00	0.00	645.32	645.32	PO106705	BL-11250
							645.32	645.32		
VESSCO INC - VEND-57620										
	6/13/2023	Equip Solutions, Polymer Head	Open Terms	495.61	0.00	0.00	495.61	495.61	091264	BL-11251

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							495.61	495.61		
Virtualsets.com, Inc - VEND-1355										
7/14/2023	Upgrade to 12G-SDI Plenum Cable	Net 30	436.97	0.00	15.00	436.97	436.97	4656	BL-11252	
							436.97	436.97		
Warren County Engineer - VEND-1102										
6/30/2023	0523 Fuel Distribution	Net 30	3,617.10	0.00	15.00	3,617.10	3,617.10	0523 Fuel Distribution	BL-11254	
							3,617.10	3,617.10		
WARREN COUNTY RECORDER - VEND-59862										
6/10/2023	File Easements	Open Terms	34.00	0.00	0.00	34.00	34.00	May 2023	BL-11255	
							34.00	34.00		
Waste Management - VEND-1086										
7/5/2023	2 YD Dumpster	Net 30	120.71	0.00	15.00	120.71	120.71	7011446-0516-2	BL-11253	
7/5/2023	4 Yd Dumpster - Fiber	Net 30	72.34	0.00	15.00	72.34	72.34	7011449-0516-6	BL-11278	
							193.05	193.05		
WESCO - VEND-60220										
6/7/2023	Insulators	Open Terms	247.50	0.00	0.00	247.50	247.50	662141	BL-11257	
6/8/2023	WR Connectors	Open Terms	92.00	0.00	0.00	92.00	92.00	663344	BL-11258	
6/10/2023	Insulated Caps	Open Terms	792.50	0.00	0.00	792.50	792.50	666599	BL-11259	
6/10/2023	FIBER LOCATE FLAGS	Open Terms	358.41	0.00	0.00	358.41	358.41	666379	BL-11298	
6/13/2023	FR Jeans	Open Terms	371.14	0.00	0.00	371.14	371.14	667561	BL-11256	
6/17/2023	White Locate Paint	Open Terms	129.60	0.00	0.00	129.60	129.60	674903	BL-11295	
6/17/2023	Connectors	Open Terms	145.50	0.00	0.00	145.50	145.50	674901	BL-11296	
6/17/2023	FIBER LOCATE PAINT	Open Terms	302.40	0.00	0.00	302.40	302.40	674902	BL-11297	
							2,439.05	2,439.05		
Check Count: 47				Totals:			\$1,184,283.51	\$1,184,283.51		



MEMORANDUM

To: IMU Board of Trustees of the Electric, Water and Communications Utilities
From:
Date: July 10, 2023
Subject: Approval of July 5, 2023 Claims

Discussion and Recommendation: Simple Motion is in Order

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Account To Be Paid From		0000-10120-999								
ACCO UNLIMITED CORP. - VEND-2810										
6/21/2023	ACCO Liquid Chlorinating Solution	Open Terms	2,313.20	0.00	0.00	2,313.20	2,313.20	0233588-IN	BL-11317	
						2,313.20	2,313.20			
Ahlers & Cooney P.C. - VEND-1002										
7/21/2023	Legal Fees - EL	Net 30	130.00	0.00	15.00	130.00	130.00	847611	BL-11315	
						130.00	130.00			
Anna Wanek - VEND-1141 - BL-11370										
8/4/2023	Credit Refund	Net 30	88.00	0.00	0.00	88.00	88.00	00023664-0	BL-11370	
						88.00	88.00			
Beck Electric - VEND-1027										
7/22/2023	Electrical work install grounding	Net 30	409.50	0.00	15.00	409.50	409.50	26017	BL-11320	
						409.50	409.50			
Border States Industries Inc - VEND-1070										
7/21/2023	Wide Range CT's 500:5	Net 30	342.08	0.00	15.00	342.08	342.08	926512694	BL-11318	
7/22/2023	150 Watt HPS Bulbs	Net 30	150.00	0.00	15.00	150.00	150.00	926520066	BL-11321	
						492.08	492.08			
BRAND, JUSTIN - VEND-100310										
7/2/2023	0723 Moblie Device Allowance	Open Terms	75.00	0.00	0.00	75.00	75.00	July 2023	BL-11369	
						75.00	75.00			
Casual Rags - VEND-1006										
7/21/2023	Uniform Shirts - WA	Net 30	378.00	0.00	15.00	378.00	378.00	155410	BL-11309	
7/21/2023	IMU Polo Shirts	Net 30	102.72	0.00	15.00	102.72	102.72	155415	BL-11325	
7/22/2023	FR Shirts Embroidery Work	Net 30	214.00	0.00	15.00	214.00	214.00	155473	BL-11326	
7/22/2023	Baby Blanket	Net 30	37.45	0.00	15.00	37.45	37.45	155437	BL-11327	
7/22/2023	Apparel	Net 30	108.07	0.00	15.00	108.07	108.07	155453	BL-11323	
7/22/2023	Uniform Shirts	Net 30	278.20	0.00	15.00	278.20	278.20	155471	BL-11324	
						1,118.44	1,118.44			
CDW Government - VEND-1029										
7/14/2023	Surface Pro 7	Net 30	1,754.26	0.00	15.00	1,754.26	1,754.26	KF44054	BL-11322	
						1,754.26	1,754.26			

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8/2/2023	0623 Labor and Rack Space 28E Agreement (	Net 30	5,045.40	0.00	15.00	<u>5,045.40</u>	<u>5,045.40</u>	92924	BL-11342
						5,045.40	5,045.40		
CHEMTREAT INC - VEND-8300									
6/23/2023	Polymer	Open Terms	7,356.23	0.00	0.00	<u>7,356.23</u>	<u>7,356.23</u>	CIN010477564	BL-11310
						7,356.23	7,356.23		
Cintas Corporation - VEND-1007									
7/13/2023	First Aid Supplies	Net 30	73.00	0.00	15.00	<u>73.00</u>	<u>73.00</u>	5162376737	BL-11329
						73.00	73.00		
City Of Pella - VEND-1311									
7/13/2023	Kramer Service Group Inv #Pay App 2-50%	Net 30	90,237.06	0.00	15.00	<u>90,237.06</u>	<u>90,237.06</u>	7308	BL-11330
						90,237.06	90,237.06		
Consortia Consulting - VEND-1009									
7/23/2023	Consulting	Net 30	1,125.00	0.00	15.00	<u>1,125.00</u>	<u>1,125.00</u>	24976	BL-11331
						1,125.00	1,125.00		
DES PLANQUES, CHRIS - VEND-101766									
7/2/2023	0723 Moblie Device Allowance	Open Terms	75.00	0.00	0.00	<u>75.00</u>	<u>75.00</u>	July 2023	BL-11367
						75.00	75.00		
Doug Pagel - VEND-1283									
7/31/2023	0723 Moblie Device Allowance	Net 30	75.00	0.00	15.00	<u>75.00</u>	<u>75.00</u>	July 2023	BL-11368
						75.00	75.00		
Doug Shull - VEND-1105									
7/31/2023	0723 Treasurer Contract	Net 30	83.34	0.00	15.00	<u>83.34</u>	<u>83.34</u>	July 2023	BL-11359
						83.34	83.34		
DOWNEY TIRE PROS - VEND-11879									
6/24/2023	Tires - 2004 Chevy Silverado 2500	Open Terms	1,023.94	0.00	0.00	<u>1,023.94</u>	<u>1,023.94</u>	116200	BL-11332
						1,023.94	1,023.94		
Dylan Michelsen - VEND-1180									
7/31/2023	0723 Moblie Device Allowance	Net 30	75.00	0.00	15.00	<u>75.00</u>	<u>75.00</u>	July 2023	BL-11363
						75.00	75.00		
Elisha Brown - VEND-1209									

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Indianola Municipal Utilities

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Vendor	Due Date	Notes	Terms	Bill Total	Discount	Interest	Amount Due	Pavment	Invoice Number	Bill Number
	7/31/2023	0723 Moblie Device Allowance	Net 30	50.00	0.00	15.00	50.00	50.00	July 2023	BL-11366
							50.00	50.00		
GRAYMONT WESTERN LIME INC - VEND-101387										
	6/22/2023	High Calcium Quicklime	Open Terms	5,766.26	0.00	0.00	5,766.26	5,766.26	14-183700 RI	BL-11333
							5,766.26	5,766.26		
IMU - VEND-8629										
	7/2/2023	Utilities - Util Services	Open Terms	255.90	0.00	0.00	255.90	255.90	10299917	BL-11334
	7/2/2023	Utilities - Fiber	Open Terms	1,828.85	0.00	0.00	1,828.85	1,828.85	10300717	BL-11343
							2,084.75	2,084.75		
Independent Advocate - VEND-1136										
	7/25/2023	Print and Digital Advertising	Net 30	560.00	0.00	15.00	560.00	560.00	3609	BL-11335
							560.00	560.00		
Innovative Systems - VEND-1048										
	7/31/2023	0723 Maint Fees	Net 30	12,749.21	0.00	15.00	12,749.21	12,749.21	INV-11591	BL-11336
							12,749.21	12,749.21		
Iowa One Call - VEND-1015										
	7/20/2023	0523 Locates	Net 30	698.40	0.00	15.00	698.40	698.40	251951	BL-11337
	7/20/2023	0523 Locates	Net 30	355.50	0.00	15.00	355.50	355.50	251950	BL-11338
	7/20/2023	Locates - May EL	Net 30	675.00	0.00	15.00	675.00	675.00	251289	BL-11311
							1,728.90	1,728.90		
Jerry C Pierson - VEND-1141 - BL-11371										
	7/5/2023	Credit Refund	Net 30	5.24	0.00	0.00	5.24	5.24	00032033-6	BL-11371
							5.24	5.24		
Kegan Shelley - VEND-1141 - BL-11373										
	7/5/2023	Credit Refund	Net 30	321.00	0.00	0.00	321.00	321.00	00009331-8	BL-11373
							321.00	321.00		
Keisha Fears - VEND-1141 - BL-11374										
	7/5/2023	Credit Refund	Net 30	321.00	0.00	0.00	321.00	321.00	00042767-4	BL-11374
							321.00	321.00		
KNIA/KRLS - VEND-1090										
	7/25/2023	0623 :30 Spot Hometown Values	Net 30	691.20	0.00	15.00	691.20	691.20	23060729	BL-11339

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	7/25/2023	0623 Spot Sports Stream	Net 30	60.72	0.00	15.00	<u>60.72</u>	<u>60.72</u>	23060730	BL-11340
							751.92	751.92		
Kurt Gocken - VEND-1023										
	7/31/2023	0723 Moblie Device Allowance	Net 30	75.00	0.00	15.00	<u>75.00</u>	<u>75.00</u>	July 2023	BL-11360
							75.00	75.00		
Kurt Ripperger - VEND-1025										
	7/31/2023	0723 Moblie Device Allowance	Net 30	75.00	0.00	15.00	<u>75.00</u>	<u>75.00</u>	July 2023	BL-11361
							75.00	75.00		
LONGER, CHRIS - VEND-34025										
	7/2/2023	0723 Moblie Device Allowance	Open Terms	75.00	0.00	0.00	<u>75.00</u>	<u>75.00</u>	July 2023	BL-11364
							75.00	75.00		
METCALF, MIKE - VEND-34230										
	7/2/2023	0723 Moblie Device Allowance	Open Terms	75.00	0.00	0.00	<u>75.00</u>	<u>75.00</u>	July 2023	BL-11365
							75.00	75.00		
Mid American Energy Co - VEND-1018										
	7/20/2023	Gas - 110 S B St	Net 30	15.07	0.00	15.00	15.07	15.07	540907195	BL-11341
	7/20/2023	Gas - 1300 E Iowa Ave Bldg A	Net 30	13.46	0.00	15.00	13.46	13.46	540893376	BL-11312
	7/20/2023	Gas - 210 W 2nd Ave	Net 30	12.39	0.00	15.00	12.39	12.39	540924331	BL-11313
	7/20/2023	Gas - 111 S Buxton St Generation Plant	Net 30	58.67	0.00	15.00	58.67	58.67	540907303	BL-11344
	7/22/2023	Pole Lease Annual Billing	Net 30	120.00	0.00	15.00	<u>120.00</u>	<u>120.00</u>	540969039	BL-11345
							219.59	219.59		
National Cable Television Cooperative, Inc. - VEND-1095										
	7/21/2023	MOCA ADAPTER	Net 30	1,657.46	0.00	15.00	1,657.46	1,657.46	SI65675	BL-11347
	7/29/2023	0623 Cable	Net 30	55,716.80	0.00	15.00	<u>55,716.80</u>	<u>55,716.80</u>	23060649	BL-11346
							57,374.26	57,374.26		
NewCom Technologies, Inc - VEND-1091										
	7/22/2023	Summercrest Plat Add	Net 30	2,900.00	0.00	15.00	2,900.00	2,900.00	50175	BL-11349
	7/29/2023	IMU Schools Scada Connect	Net 30	5,300.00	0.00	15.00	<u>5,300.00</u>	<u>5,300.00</u>	50176	BL-11348
							8,200.00	8,200.00		
Nolasoft Development - VEND-1021										
	7/17/2023	Quarterly Website Hosting	Net 30	120.00	0.00	15.00	<u>120.00</u>	<u>120.00</u>	9380	BL-11314
							120.00	120.00		

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Vendor	Due Date	Notes	Terms	Bill Total	Discount	Interest	Amount Due	Pavment	Invoice Number	Bill Number
Skye McBroom - VEND-1026										
	7/31/2023	0723 Moblie Device Allowance	Net 30	75.00	0.00	15.00	<u>75.00</u>	<u>75.00</u>	July 2023	BL-11362
							75.00	75.00		
Teklink - VEND-1262										
	7/26/2023	Bore & Drop	Net 30	3,050.00	0.00	15.00	<u>3,050.00</u>	<u>3,050.00</u>	WE 06/25/2023	BL-11351
							3,050.00	3,050.00		
TRM DISPOSAL LLC - VEND-101016										
	6/25/2023	0628 Trash	Open Terms	46.00	0.00	0.00	<u>46.00</u>	<u>46.00</u>	27965	BL-11350
							46.00	46.00		
TrueNorth Companies LC - VEND-1100										
	7/28/2023	June Safety Meeting	Net 30	100.00	0.00	15.00	<u>100.00</u>	<u>100.00</u>	147023	BL-11352
							100.00	100.00		
ULINE - VEND-1251										
	7/9/2023	16 Bushel Poly Box Truck - Blue	Net 30	558.22	0.00	15.00	<u>558.22</u>	<u>558.22</u>	164673676	BL-11353
							558.22	558.22		
Uncommon Grounds - VEND-1141 - BL-11372										
	7/5/2023	Credit Refund	Net 30	171.48	0.00	0.00	<u>171.48</u>	<u>171.48</u>	00058481-2	BL-11372
							171.48	171.48		
VEENSTRA & KIMM - VEND-57600										
	6/24/2023	Engineering Services SE Streetscape Water M	Open Terms	1,716.50	0.00	0.00	<u>1,716.50</u>	<u>1,716.50</u>	15	BL-11354
							1,716.50	1,716.50		
Warren County Assessor - VEND-1128										
	7/31/2023	FY24 GIS Services/Support	Net 30	11,900.00	0.00	15.00	<u>11,900.00</u>	<u>11,900.00</u>	FY24 GIS Services/Support	BL-11355
							11,900.00	11,900.00		
Waverly Utilities - VEND-1142										
	7/28/2023	STB - 651 WIFI	Net 30	796.09	0.00	15.00	<u>796.09</u>	<u>796.09</u>	14123	BL-11356
							796.09	796.09		
Wiegert Disposal Inc - VEND-1081										
	7/31/2023	2-4 Yds Dumpster	Net 30	110.00	0.00	15.00	110.00	110.00	June 2023	BL-11357

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Indianola Municipal Utilities

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Vendor	Due Date	Notes	Terms	Bill Total	Discount	Interest	Amount Due	Pavment	Invoice Number	Bill Number
							110.00	110.00		
YMCA Of Greater Des Moines - VEND-1169										
	7/31/2023	0723 Employee Wellness	Net 30	359.50	0.00	15.00	<u>359.50</u>	<u>359.50</u>	0723 Wellness	BL-11358
							359.50	359.50		
Check Count: 47				Totals:			\$220,984.37	\$220,984.37		



MEMORANDUM

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

From:

Date: July 10, 2023

Subject: Approval of May 2023 Financial Report

Discussion and Recommendation: Simple Motion is in Order

Water Utility Financial Summary
May 31, 2023

600 WATER OPERATING FUND

	FY22		
	Budget	YTD Actual	% of Budget
Water Service Sales	2,537,500	2,182,570	86.01%
Other Water Revenue	289,100	244,468	84.56%
Total Revenue:	2,826,600	2,427,038	85.86%
Water O&M Expense	2,381,557	1,834,918	
Water O&M Transfers Out		439,900	
Total Expense and Transfers:	2,381,557	2,274,818	95.52%
Beginning Net Position		13,348,270	
Net Surplus (Deficit)		152,220	
Ending Net Position		13,500,490	

700 WATER CAPITAL FUND

From Water Operations	424,900	439,900	
Total Transfers In:	424,900	439,900	103.53%
Water Capital Expense	849,800	438,965	
Total Expense:	849,800	438,965	51.66%
Beginning Net Position		2,611,158	
Net Surplus (Deficit)		935	
Ending Net Position		2,612,093	

780 WATER IMPROVE FUND

Beginning Net Position	75,000	
Net Surplus (Deficit)	0	
Ending Net Position	75,000	

WATER CASH ON HAND
(110 days or greater)

O&M	\$	208,932
Capital	\$	2,850,909
Debt Service	\$	75,000
334 days	\$	3,134,841

FY23		
Budget	YTD Actual	% of Budget
2,823,500	2,418,999	85.67%
360,300	355,036	98.54%
3,183,800	2,774,035	87.13%
2,222,404	1,944,337	
1,000,000	936,967	
3,222,404	2,881,304	89.41%
	13,956,134	
	(107,269)	
	13,848,866	

1,000,000	936,967	
1,000,000	936,967	93.70%
1,200,000	434,197	
1,200,000	434,197	36.18%
	2,470,342	
	502,770	
	2,973,111	

	75,000	
	0	
	75,000	

Gallons Billed			
	FY22-23	FY21-22	YOY Increase %
July	31,583,030	35,679,910	-11%
August	37,092,320	33,673,809	10%
September	43,870,320	34,099,809	29%
October	36,165,050	37,829,440	-4%
November	30,973,650	31,689,630	-2%
December	29,089,970	31,140,650	-7%
January	26,690,650	26,024,990	3%
February	26,910,460	25,264,180	7%
March	25,819,640	28,390,710	-9%
April	23,577,930	23,692,770	0%
May	26,725,270	26,440,610	1%
June	30,377,040	29,209,470	4%
YTD TOTAL	368,875,330	363,135,978	
	1.6%		

Inventory on Hand			
	FY22-23	FY21-22	YOY Increase %
July	\$ 112,249	\$ 70,025	60%
August	\$ 110,331	\$ 86,918	27%
September	\$ 104,559	\$ 86,965	20%
October	\$ 108,675	\$ 81,330	34%
November	\$ 109,309	\$ 114,388	-4%
December	\$ 108,859	\$ 114,500	-5%
January	\$ 115,720	\$ 109,986	5%
February	\$ 109,499	\$ 106,121	3%
March	\$ 104,108	\$ 101,264	3%
April	\$ 107,188	\$ 97,545	10%
May	\$ 121,952	\$ 91,776	33%
June	\$ 132,750	\$ 117,126	13%
YTD AVG	\$ 112,100	\$ 98,162	
	14.2%		

IMU Admin/US Financial Summary
May 31, 2023

620 ADMIN & UTILITY SERVICES

	FY22		
	Budget	YTD Actual	% of Budget
Admin/US Revenue	1,251,911	1,282,555	
Total Revenue:	1,251,911	1,282,555	102.45%
Admin/US O&M Expense	1,283,000	1,148,324	
Total Expense:	1,283,000	1,148,324	89.50%
Beginning Net Position		304,684	
Net Surplus (Deficit)		134,232	
Ending Net Position		438,916	

FY23		
Budget	YTD Actual	% of Budget
1,406,867	1,280,568	91.02%
1,406,867	1,280,568	91.02%
1,406,867	1,265,251	
1,406,867	1,265,251	89.93%
	35,687	
	15,317	
	51,003	

855 LIABILITY INS FUND

Beginning Net Position	14,099	
Net Surplus (Deficit)	0	
Ending Net Position	14,099	

9,099	
0	
9,099	

US/ADMIN CASH ON HAND O&M \$ 412,871

Electric Utility Financial Summary
May 31, 2023

630 ELECTRIC OPERATING FUND

	FY22		
	Budget	YTD Actual	% of Budget
Electric Service Sales	15,439,900	14,703,377	95.23%
Other Electric Revenue	1,147,978	1,144,842	99.73%
Total Revenue:	16,587,878	15,848,219	95.54%
Electric O&M Expense	15,564,255	11,604,861	
Electric O&M Transfer Out		1,038,996	
Total Expense and Transfers:	15,564,255	12,643,857	81.24%
Beginning Net Position		31,495,131	
Net Surplus (Deficit)		3,204,362	
Ending Net Position		34,699,493	

730

ELECTRIC CAPITAL FUND

Electric Capital Revenue	1,173,600	1,213,294	
Total Revenue:	1,173,600	1,213,294	103.38%
Electric Capital Expense	2,348,000	398,901	
Total Expense:	2,348,000	398,901	16.99%
Beginning Net Position		5,801,373	
Net Surplus (Deficit)		814,393	
Ending Net Position		6,615,766	

793

ELECTRIC DEBT SERVICE

From Electric Operations	1,133,450	1,038,996	
Total Transfers In:	1,133,450	1,038,996	91.67%
Electric Debt Service	1,133,450	1,132,948	
Total Expense:	1,133,450	1,132,948	99.96%
Beginning Net Position		1,368,248	
Net Surplus (Deficit)		(93,952)	
Ending Net Position		1,274,296	

ELECTRIC CASH ON HAND
(110 days or greater)

O&M	\$	10,465,375
Capital	\$	4,989,210
Debt Service	\$	1,270,230
322 days	\$	16,724,815

FY23		
Budget	YTD Actual	% of Budget
16,189,977	15,073,860	93.11%
1,657,700	1,573,470	94.92%
17,847,677	16,647,331	93.27%
15,287,869	12,610,153	
1,171,153	1,072,518	
16,459,022	13,682,671	83.13%
	33,191,504	
	2,964,659	
	36,156,163	
1,397,300	1,391,066	
1,397,300	1,391,066	99.55%
2,477,500	1,322,392	
2,477,500	1,322,392	53.38%
	6,564,867	
	68,674	
	6,633,541	
1,171,153	1,072,518	
1,171,153	1,072,518	91.58%
1,171,153	1,171,038	
1,171,153	1,171,038	99.99%
	1,368,750	
	(98,520)	
	1,270,230	

	Kwhs Billed		YOY Increase %
	FY22-23	FY21-22	
July	10,121,595	11,445,992	-12%
August	12,793,186	12,112,667	6%
September	14,210,937	13,038,750	9%
October	11,648,038	13,556,254	-14%
November	8,657,190	9,944,562	-13%
December	8,920,703	8,421,475	6%
January	9,718,025	8,740,491	11%
February	10,575,116	9,551,058	11%
March	9,843,364	11,392,890	-14%
April	8,606,790	8,828,401	-3%
May	8,408,007	8,722,548	-4%
June	8,655,408	9,181,805	-6%
YTD TOTAL	122,158,359	124,936,893	
	-2.2%		

	Inventory on Hand		YOY Increase %
	FY22-23	FY21-22	
July	\$ 1,165,007	\$ 989,343	18%
August	\$ 1,208,115	\$ 992,348	22%
September	\$ 1,251,752	\$ 997,025	26%
October	\$ 1,211,972	\$ 1,020,121	19%
November	\$ 1,164,591	\$ 1,057,167	10%
December	\$ 1,170,525	\$ 1,020,372	15%
January	\$ 1,175,413	\$ 1,019,488	15%
February	\$ 1,271,637	\$ 1,046,682	21%
March	\$ 1,395,486	\$ 1,043,108	34%
April	\$ 1,389,949	\$ 1,074,853	29%
May	\$ 1,357,374	\$ 1,118,855	21%
June	\$ 1,311,047	\$ 1,129,877	16%
YTD AVG	\$ 1,256,072	\$ 1,042,437	20.5%

Fiber Utility Financial Summary
May 31, 2023

640 FIBER OPERATING FUND

	FY22			FY23		
	Budget	YTD Actual	% of Budget	Budget	YTD Actual	% of Budget
Fiber Service Sales	3,915,000	3,624,180	92.57%	4,310,000	4,072,160	94.48%
Other Fiber Revenue	517,300	474,974	91.82%	953,950	823,480	86.32%
Total Revenue:	4,432,300	4,099,154	92.48%	5,263,950	4,895,641	93.00%
Fiber O&M Expense	4,510,689	3,610,175		3,435,424	3,234,739	
Fiber O&M Transfer Out		252,083		1,906,879	1,691,284	
Total Expense and Transfers:	4,510,689	3,862,258	85.62%	5,342,303	4,926,022	92.21%
Beginning Net Position		(4,472,660)			(4,908,922)	
Net Surplus (Deficit)		236,896			(30,381)	
Ending Net Position		(4,235,763)			(4,939,304)	

740 FIBER CAPITAL FUND

Fiber Capital Revenue	0	367		0	4,229	
From Fiber Operations	450,000	256,192		801,000	708,280	
Total Revenue and Transfers In:	450,000	256,559	57.01%	801,000	712,509	88.95%
Fiber Capital Expense	450,000	472,461		2,318,000	873,538	
Total Expense:	450,000	472,461	104.99%	2,318,000	873,538	37.68%
Beginning Net Position		667,071			1,566,044	
Net Surplus (Deficit)		(215,902)			(161,029)	
Ending Net Position		451,169			1,405,015	

795 FIBER DEBT SERVICE

From Fiber Operations				1,105,879	983,004	
Total Transfers In:				1,105,879	983,004	88.89%
Fiber Debt Service				1,105,879	1,105,879	
Total Expense:				1,105,879	1,105,879	100.00%
Beginning Net Position					0	
Net Surplus (Deficit)					(122,876)	
Ending Net Position					(122,876)	

*Fund 640 Ending Fund Balance	(4,235,763)	(5,062,179)
*Fund 740 Ending Fund Balance	451,169	1,405,015
	(3,784,594)	(3,657,165)

FIBER CASH ON HAND	O&M	\$	(35,487)
(110 days or greater)	Capital	\$	1,444,332
	Debt Service	\$	(122,876)
68 days		\$	1,285,969

The Fiber Utility fund has a deficit fund balance of (\$3,657,164.58).
The deficit fund balance is the result of start-up costs incurred to initiate the utility service.
The deficit will be eliminated in future periods through net customer charges.

Subscriptions			
	FY22-23	FY21-22	YOY Increase %
July	3,513	2,995	17%
August	3,560	3,039	17%
September	3,581	3,087	16%
October	3,624	3,136	16%
November	3,648	3,173	15%
December	3,668	3,214	14%
January	3,688	3,249	14%
February	3,734	3,294	13%
March	3,782	3,338	13%
April	3,805	3,380	13%
May	3,842	3,423	12%
June	3,873	3,463	12%
YTD TOTAL	44,318	38,791	
	14.2%		

Inventory on Hand			
	FY22-23	FY21-22	YOY Increase %
July	\$ 1,523,440	\$ 1,379,250	10%
August	\$ 1,596,300	\$ 1,381,182	16%
September	\$ 1,624,706	\$ 1,391,655	17%
October	\$ 1,693,450	\$ 1,403,383	21%
November	\$ 1,706,328	\$ 1,395,733	22%
December	\$ 1,742,135	\$ 1,513,915	15%
January	\$ 1,772,400	\$ 1,566,346	13%
February	\$ 1,818,883	\$ 1,586,673	15%
March	\$ 1,822,739	\$ 1,542,603	18%
April	\$ 1,808,106	\$ 1,523,936	19%
May	\$ 1,806,244	\$ 1,514,802	19%
June	\$ 1,762,216	\$ 1,504,131	17%
YTD AVG	\$ 1,723,079	\$ 1,475,301	
	16.8%		

May 2023

You should expect to see YTD revenue and expenses for May to be 11/12 (or 83.3%) of Budget.

Water and Electric service revenue may fall ahead or behind budget due to seasonal fluctuations.

We are reporting each departments net position, which is cash and all other assets (such as billing receivables and capital assets) less accumulated depreciation and liabilities.

Cash on Hand - 110 days or more of cash on hand based on the recommended 90-120 days to maintain our bond rating (A-).

Water Notes: Capital expenses below budget due to timing of project completion and payments.

US/Admin Notes: The 620 fund is intended to be a zero balance fund and doesn't have any significant stand alone obligations. Any balance or deficit here is timing related or is city services collected from the current month to be transferred in the following month.

Electric Notes: Capital expenses below budget due to timing of project completion and payments.
Debt service payments for FY23 are complete.

Fiber Notes: Capital revenue is interest accrued on the 2022A Construction account held at TruBank
Capital expenses below budget due to timing of project completion and payments.
Debt Service transfers are based on a 9 month (7/9) catch-up calculation.
Debt service payments for FY23 are complete.

Date	Payee	Payment
6/27/2023	AUTOMATIC SYSTEMS CO. - VEND-51495 (ACH)	530.00
6/27/2023	Bankers Trust Company - VEND-1003 (ACH)	49.62
6/27/2023	Border States Industries Inc - VEND-1070 (ACH)	598.51
6/27/2023	Calix Inc - VEND-1028 (ACH)	12,685.99
6/27/2023	City Of Indianola - VEND-1008 - BL-11299 (ACH)	1,702.79
6/27/2023	Dust Pros Janitorial - VEND-1011 (ACH)	2,525.20
6/27/2023	Internal Revenue Service - VEND-1307 (ACH)	52,303.69
6/27/2023	Iowa Department Of Human Services - VEND-1310 (ACH)	1,446.46
6/27/2023	Iowa Department Of Revenue - VEND-1117 (ACH)	8,122.53
6/27/2023	IPERS - VEND-1309 (ACH)	35,017.63
6/27/2023	ISolved - VEND-1363 (ACH)	122.32
6/27/2023	LINDE INC - VEND-6415 (ACH)	3,207.84
6/27/2023	Mission Square - VEND-1303 (ACH)	11,526.83
6/27/2023	MUNICIPAL ENERGY AGENCY OF NEBRASKA - VEND-35805 (	720,457.89
6/27/2023	P & E ENGINEERING CO. - VEND-41540 (ACH)	31,285.08
6/27/2023	Power & Tel - VEND-1037 (ACH)	307.73
6/27/2023	STATE HYGIENIC LABORATORY - VEND-23245 (ACH)	202.50
6/27/2023	Sunbelt Solomon - VEND-1367 (ACH)	146,782.60
6/27/2023	Teklink - VEND-1262 (ACH)	5,278.00
6/27/2023	TRUCK EQUIPMENT INC - VEND-53754 (ACH)	26,543.46
6/27/2023	Vanderpool Plumbing & Heating - VEND-1066 (ACH)	1,737.47
6/27/2023	VESSCO INC - VEND-57620 (ACH)	495.61
6/27/2023	Virtualsets.com, Inc - VEND-1355 (ACH)	436.97
6/27/2023	WESCO - VEND-60220 (ACH)	2,439.05
6/27/2023	ACCO UNLIMITED CORP. - VEND-2810	2,513.38
6/27/2023	Cedar Falls Utilities - VEND-1045	13,528.53
6/27/2023	Cindy Nelson - VEND-1078	250.00
6/27/2023	DICKINSON LAW - VEND-101709	1,320.00
6/27/2023	ePlus Technology Inc - VEND-1390	56,576.70
6/27/2023	IMU - VEND-8629	18,919.91
6/27/2023	Independent Advocate - VEND-1136	1,023.94
6/27/2023	Infomax Office Systems Inc - VEND-1013	718.70
6/27/2023	Iowa Association Of Municipal Utilities - VEND-101	2,521.00
6/27/2023	JMK LAWN CARE - VEND-102101	2,830.00
6/27/2023	JV TRUCKING LLC - VEND-102429	1,847.79
6/27/2023	Mid American Energy Co - VEND-1018	10.00
6/27/2023	MUNICIPAL SUPPLY INC - VEND-35810	1,859.76
6/27/2023	RESCO - VEND-47234	4,866.00
6/27/2023	STERNQUIST CONST. INC. - VEND-50360	216.41
6/27/2023	T & R ELEC SUPPLY CO - VEND-52010	3,714.92

6/27/2023	Terry-Durin Co - VEND-1038	513.60
6/27/2023	USA Blue Book - VEND-1366	317.52
6/27/2023	VERIZON WIRELESS - VEND-3535	440.11
6/27/2023	VERMEER SALES & SERVICE - VEND-57608	645.32
6/27/2023	Warren County Engineer - VEND-1102	3,617.10
6/27/2023	WARREN COUNTY RECORDER - VEND-59862	34.00
6/27/2023	Waste Management - VEND-1086	193.05
47		1,184,283.51

Memo
Travel and Field Service
Service Fee
Down Lead BracketsMeter Tests
AXOS Framework per Subscriber Annual Term LicenseGIGASPIRE MESH BLAST
April 2023 Caselle Claims
0623 Cleaning0623 Cleaning - FiberCleaning Supplies - FiberCleaning Supplies - Electric0623 Cleaning - Line Shop
941 Income Tax Payable
Garnishment Payable
IA Income Tax Payable
IPERS Payable
FSA Payable
Carbon Dioxide
457 Payable
Purchased Power- May 23
South K Street EngineeringHillcrest EngineeringEngineering Projects69 KV Franchise EngineeringDowntown Engineering
10" GREY OUTDOOR NID
Testing
3-Phase Transformers
Bore & Drop
Service Body for New Truck - EL
E Iowa Sub Cooling Unit Repair
Equip Solutions, Polymer Head
Upgrade to 12G-SDI Plenum Cable
FIBER LOCATE FLAGSFIBER LOCATE PAINTConnectorsWhite Locate PaintInsulated CapsWR ConnectorsInsulatorsFR Jeans
ACCO Liquid Chlorinating Solution
Shared IPTV Costs Jan-May 20230523 Broadband & 5G
Indianola Community Map
Legal Services
ASR 60 Month Support
Utilities - FiberUtilities-AdminUtilities-ElectricUtilities-Water
0423 Print and Digital Advertising BundleEL Franchise Notices
0623 Copier Contract
Collier Apprenticeship FeesPole Top & Bucket Rescue Training
Mowing - WaterElectric Facility Mowing0423 & 0523 Mowing - Util Svcs
Pea Gravel For Downtown ProjectFill Sand-Square Project
Gas - W Side Substation
2 - 8" hymax and 1 - 8" tapping saddle8" Hymax Coupling
Street Light Pole Replacement
Crushed Concrete
Padmount Transformer

1 1/2" MORRIS COUPLER
Plant Chemicals/Materials
Verizon
Directional Drill Mixing Material
0523 Fuel Distribution
File Easements
4 Yd Dumpster - Fiber2 YD Dumpster



MEMORANDUM

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

From:

Date: July 10, 2023

Subject: Approval of June 12, 2023 Minutes

Discussion and Recommendation: Simple Motion is in Order



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

June 12, 2023

5:30 PM

IMU Boardroom

210 W 2nd Ave., Indianola, Iowa

Minutes

Call to Order

The Indianola Municipal Utilities Board of Trustees met in regular session at 5:30 PM on June 12, 2023, in the IMU Boardroom. Chairperson Lori Smith called the meeting to order and on roll call the following members were present: Dom Selgrade, Deb White, and Lori Smith. Absent: Mike Rozga and Adam Voigts.

Public Comment

John Hagener 1507 Lundhal Ct., spoke regarding damage to his property.

Consent Agenda

White moved to approve the Consent Agenda and Selgrade seconded it. Electric Superintendent Mike Metcalf explained the resolutions on the consent agenda and Treasurer Doug Shull reviewed the April financial report. On roll call, the vote was AYES: Selgrade, White, Smith. NAYS: None. Whereas the Chairperson declared the motion carried unanimously. The consent agenda was as follows:

- Resolution 2023-026 approving payment application Number 2 for Turbine 8 Controls Project
- Resolution 2023-027 authorizing payment to Stew Hansen Dodge City in the amount of \$51,313.00 for a 2023 1-TON 4X4 Crew Cab for the Electric Department
- Approval of May 23, 2023 Claims
- Approval of June 12, 2023 Claims
- Approval of April 2023 Financial Reports
- Approval of Minutes of the prior meetings

Board Member Voigts arrived to the meeting at 5:37 PM.

Electric Utility Informational Items

Electric Superintendent Mike Metcalf discussed timing and logistics for burying electric service in coordination with the K Street Paving Project and received direction from the Board to request materials bid. He also updated the Board on the Square Reconstruction, solar and Hillcrest Avenue projects.

Water Utility Informational Items

Water Superintendent Justin Brand provided an update on the Square Reconstruction project and hydrant flushing. He stated that Wells 11 and 12 are undergoing repairs.

Telecommunications Utility Informational Items

Telecommunications Director Kurt Ripperger stated the new cisco router shipped and gave an update on the Pella Transport Line Project and the NOFA South and North Project.

Combined Electric, Water and Communications Action Items

White moved to approve Resolution 2023-028 setting salaries and benefits for appointed officers and nonunion of the Indianola Municipal Utilities for the period beginning June 18, In discussion, the Board directed staff to move forward with the compensation study. The Board and staff also discussed adding Veteran's Day as a paid holiday. 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 2023-029 setting salaries and benefits for union employees of the Indianola Municipal Utilities for the period beginning June 18, 2023 and Selgrade 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 2023-030 approving an agreement with the Environmental Systems Research Institute, Inc., and Selgrade 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

General Manager Chris Des Planques gave updates on the IMU Solar project, an agreement with MEAN, and the strategic planning session. The Board directed staff to send periodic update emails and to cancel the second meetings of the Board for June, July, and August 2023.

Other Business

White moved to enter into closed session at 6:41 PM 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. Selgrade seconded it. On roll call, the vote was AYES: Selgrade, White, Smith, Voigts. NAYS: None. Whereas the Chairperson declared the motion carried unanimously.

It was moved by Selgrade and seconded by Voigts at 7:12 PM to exit the closed session. On roll call, the vote was AYES: Selgrade, White, Smith, Voigts. NAYS: None. Whereas the Chairperson declared the motion carried unanimously. There was no action taken on items discussed in the closed session.

Adjourn

The meeting was adjourned at 7:12 PM 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:

Monica Thompson, Board Secretary



MEMORANDUM

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

From:

Date: July 10, 2023

Subject: Resolution authorizing purchase of a 2023 Half-Ton 4X4 Crew Cab for the Water Department.

Discussion and Recommendation: The Water Department requested bids for a half ton 4x4 crew cab truck to replace our 2018 Ram 1500 quad cab truck. This truck will be used for locates and service work.

The following bids were received:

- | | | |
|---------------------|-------------|---------------------------|
| • Stew Hansen Dodge | \$45,983.00 | Less trade In. |
| • Karl Ford | \$44,800.00 | Trade in to be determined |

Roll Call is in order

Indianola Municipal Utilities
RESOLUTION NO 2023

**RESOLUTION AUTHORIZING PURCHASE OF A 2023 HALF-TON 4X4 CREW CAB FOR
THE WATER DEPARTMENT.**

WHEREAS, the Board of Trustees of the Indianola Municipal Utilities has deemed it necessary to purchase a 2023 Half Ton Truck for the Water Department; and

WHEREAS, the truck will replace a 2018 Ram 1500 Quad cab; and

WHEREAS, the Water Department will sell the 2018 Ram in a commercially reasonable manner or trade in, whichever amount is greater.

NOW, THEREFORE, BE IT RESOLVED by the Indianola Municipal Board of Trustees that:

1. The purchase of a truck for the Water Department is hereby approved; and
2. The IMU staff is authorized to determine the commercially reasonable manner to dispose of said property and to take all steps necessary, including execution of any transfer documents, required to carry out the sale of the property on behalf of the IMU Board of Trustees.

Passed and approved this 10th day of July 2023.

ATTEST:

Lori Smith, Chairperson

Monica Thompson, Board Secretary



— Human Resources —

Date: June 19, 2023

To: Mayor and Council & Board of Trustees

From: Courtney Silliman, Human Resources Director

CC: Ben Reeves, City Manager & Chris DesPlanques, General Manager

RE: Risk Insurance Renewal

In working with our broker, TrueNorth and Weinman Insurance, staff recommends the City of Indianola and Indianola Municipal Utilities stay with ICAP for its property, casualty, and liability insurance, IMWCA for its workers' compensation coverage, Cincinnati Insurance for its boiler and machinery coverage and Cowbell Cyber Risk Insurance for cyber insurance.

Property, Casualty and Liability
Our ICAP renewal came in at \$502,859.

Workers' Compensation
Our IMWCA renewal came in at \$371,456. Our FY24 renewal comes with an increased experience modification factor of .82 from .81, and increased discounts. Even though our modification factor and additional payroll increased our pure premium of \$773,441 is discounted down to \$338,200.

Boiler and Machinery Coverage
Our Cincinnati Insurance coverage renewed a three-year rate lock 07/01/2023-07/01/2026 at \$64,841.

Cowbell Cyber Coverage
Aggregate limit of \$1,000,000 is decreasing from \$14,097.11 to \$13,426 for 07/01/2023-06/30/2024 due to additional protections the City and IMU have implemented

Please review the enclosed letter from Weinman/TrueNorth, explaining each of the renewals listed above.

RESOLUTION NO.

RESOLUTION APPROVING LIABILITY, AUTO, PROPERTY, WORKER'S COMPENSATION AND MACHINERY AND EQUIPMENT REPLACEMENT INSURANCE FOR FY 23/24

WHEREAS, the Indianola Municipal Utilities of the City of Indianola, Iowa, annually approves insurance policies for IMU's various liability, worker's compensation, machinery and equipment replacement insurance needs for the ensuing fiscal year; and

WHEREAS, the Indianola Municipal Utilities of the City of Indianola, Iowa, working through its insurance broker, has searched the market and negotiated with current providers, and as a result provides the following recommendations for the Indianola Municipal Utilities insurance policies for July 1, 2023 to June 30, 2024:

- ICAP – Liability, Auto and Property Coverage
 - Total annual cost: \$502,859
 - Premium increase from FY22/23 of \$132,359
 - This is a shared cost with the City of Indianola
- IMWCA – Worker's Compensation
 - Total annual cost: \$371,456
 - Premium increase from FY22/23 of \$162,102
 - This is a shared cost with the City of Indianola
- Cowbell Cyber Security
 - Total annual cost: \$13,426
 - Premium decrease from FY22/23 of \$671
 - This is a shared cost with the City of Indianola
- Cincinnati – Boiler and Machinery Coverage
 - Total annual City cost: \$64,841
 - Three-year rate lock 07/01/2023-07/01/2026
 - This is a shared cost with the City of Indianola

NOW, THEREFORE, BE IT RESOLVED by the IMU Board of Trustees of the Indianola Municipal Utilities of the City of Indianola, Iowa, that the following insurance proposals are accepted and approved as the policies to cover the Indianola Municipal Utilities liability, property, worker's compensation and machinery and equipment replacement:

- ICAP – Liability, Auto and Property Coverage
 - Total annual cost: \$502,859
 - Premium increase from FY22/23 of \$132,359
 - This is a shared cost with the City of Indianola
- IMWCA – Worker's Compensation
 - Total annual cost: \$371,456
 - Premium increase from FY22/23 of \$162,102
 - This is a shared cost with the City of Indianola

- Cowbell Cyber Security
 - Total annual cost: \$13,426
 - Premium decrease from FY22/23 of \$671
 - This is a shared cost with the City of Indianola

- Cincinnati – Boiler and Machinery Coverage
 - Total annual City cost: \$64,841
 - Three-year rate lock 07/01/2023-07/01/2026
 - This is a shared cost with the City of Indianola

PASSED this 10th day of July 2023.

ATTEST:

Lori Smith, Chairperson

Monica Thompson, CSR/BOT Secretary



MEMORANDUM

To: IMU Board of Trustees of the Electric, Water and Communications Utilities
From:
Date: July 10, 2023
Subject: Resolution Approving MOU for State Setoff Program

Discussion and Recommendation: Roll Call is in Order

Indianola Municipal Utilities
RESOLUTION NO. 2023-

**RESOLUTION APPROVING THE MEMORANDUM OF UNDERSTANDING FOR
PARTICIPATION IN THE STATE SETOFF PROGRAM**

WHEREAS, the City of Indianola participates in the State Offset Program, administered by the Department of Administrative Services, in order to collect delinquent payments; and

WHEREAS, effective November 13, 2023, the program will transition to the State Setoff Program, administered by the Iowa Department of Revenue; and

WHEREAS, Iowa Code section 421.65 allows municipalities to participate in the State Setoff Program in order to collect qualifying debt owed to the municipality; and

WHEREAS, the Memorandum of Understanding as attached is required in order to participate in this voluntary program.

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

1. The Memorandum of Understanding for participation in the State Setoff Program is hereby approved.
2. The General Manager is designated as the operational contact for the Memorandum of Understanding.
3. The Board President is authorized to sign the Memorandum Of Understanding.

PASSED AND APPROVED this 10th day of July 2023.

Lori Smith, Board President

ATTEST:

Monica Thompson, BOT Secretary

**MEMORANDUM OF UNDERSTANDING BETWEEN THE IOWA DEPARTMENT OF
REVENUE AND _____ REGARDING STATE SETOFF PROGRAM**

**ARTICLE I
PURPOSE**

- 1.1 The purpose of this memorandum of understanding (“Agreement”) is to define the terms and conditions of [_____] (“Participating Agency”)’s participation in the State Setoff Program (“Program”), as administered by the Iowa Department of Revenue (“IDR”). Participating Agency and IDR may individually be referred to as a “Party”, or collectively as “Parties”.

**ARTICLE II
DEFINITIONS & AUTHORITY**

2.1 Definitions.

- 2.1.1 “Credit Vendor” means an agency or entity who submits funds to the Program.
- 2.1.2 “Data” means any information in the possession of or owned by the Participating Agency or IDR that is shared with the other Party under this Agreement.
 - 2.1.2.1 Data may include personal information as defined by Iowa Code section 715C.1(11).
 - 2.1.2.2 IDR shall at no time share federal tax information pursuant to this Agreement. IDR shall only share state tax information as allowed by law.
- 2.1.3 “Debt” means any amount, as measured in money, owed to a Public Agency.
- 2.1.4 “Debt Portal” means the online system through which the Participating Agency will administer its Debt.
- 2.1.5 “Debt Type” means a category of Debt that has become due, owing, and payable under statute, administrative rule, or other lawful means.
- 2.1.6 “Obligor” means as defined in Iowa Code 421.65(1)(a).
- 2.1.7 “Obligor Directory Information” means the Obligor’s Name, Address, Phone Number, and Email Address.
- 2.1.8 “Obligor Information” means any information regarding the Obligor required by IDR, including “Obligor Directory Information”.
- 2.1.9 “Participating Agency” means a Public Agency or the Iowa Judicial Branch (“IJB”), that has entered into an agreement with IDR to participate in the State Setoff Program.
- 2.1.10 “Public Agency” means as defined in Iowa Code 421.65(1)(b).
- 2.1.11 “Public Payment” means as defined in Iowa Code section 421.65(1)(c).
- 2.1.12 “Qualifying Debt” means as defined in Iowa Code section 421.65(1)(d).
- 2.1.13 “Setoff Fee”, as outlined in Section 3.4.4, means the amount paid by the Participating Agency per setoff to IDR for participation in the State Setoff Program.
- 2.1.14 “State Setoff Program” or the “Program” means the program established by Iowa Code section 421.65 to set off against each Public Payment any Qualifying Debt the Obligor owes to a Participating Agency.
- 2.1.15 All monetary amounts referenced in this Agreement and throughout the State Setoff Program shall be in United States Dollars.
- 2.1.16 Unless otherwise specified, references to IDR and Participating Agency shall include their officers, employees, agents, and contractors. FAST Enterprises, LLC (Fast) is a contractor of IDR. Participating Agency authorizes Fast access to Participating Agency Data subject to this Agreement.

- 2.2 **Legal Authority.** This Agreement is entered into pursuant to the authority in Iowa Code section 421.65 and associated administrative rules.

ARTICLE III PROGRAM PARAMETERS

3.1 Program Admission.

- 3.1.1 The Public Agency or IJB wishing to participate in the Program must complete and submit the application as designated by IDR. All required fields must be reported.
- 3.1.2 Contact Persons.
 - 3.1.2.1 The Participating Agency must provide a contact person for operational questions and backup contact person for when the contact person is unavailable. Operational questions constitute questions originating from IDR regarding the processing of setoffs.
 - 3.1.2.2 The Participating Agency must provide a contact person for Obligor questions and backup contact person for when the contact person is unavailable. Obligor questions constitute questions originating from the Obligor regarding the Obligor's Debt or the amount setoff.
 - 3.1.2.3 The Participating Agency must provide the name, title, phone number, and email address of each contact person.
 - 3.1.2.4 The Participating Agency must update and confirm all contact persons and all contact information no less than annually and upon request.
 - 3.1.2.5 All contact persons must ensure that calls and correspondence are handled in a timely manner.
 - 3.1.2.6 Contact person contact information may be updated without a formal amendment to this Agreement by providing written notice to IDR in the manner designated by IDR.

3.2 Prior to Submission of Debt.

- 3.2.1 Participating Agency shall keep a record of all communication with the Obligor until the Debt has been paid in full and the setoff appeal period has expired, or has been removed from the Program.
- 3.2.2 Participating Agency shall provide Obligor with an opportunity to protest or challenge the Debt, in compliance with applicable law and due process.
- 3.2.3 Steps outlined in Sections 3.2.1 and 3.2.2 above must be completed for each Debt prior to that Debt's submission to the Program.
- 3.2.4 Participating Agency's correspondence to Obligor shall include the Participating Agency's obligor contact information. The correspondence shall not include IDR or the Program's operational contact information.
- 3.2.5 Prior to submitting a Debt Type to the Program, a Participating Agency shall provide the Department with a description of the Debt Type(s) and other details regarding each Debt Type as required by the Department. This description(s) shall be submitted with the MOU and any other time a Participating Agency wants to submit a new Debt Type.

3.3 Submission of Debt.

- 3.3.1 All Data required to submit, certify, and maintain debt must be submitted electronically via a process designated by IDR. Submissions must comply with the file layout in Appendix B. IDR may update Appendix B without a formal amendment to this Agreement by providing written notice to the Participating Agency.
- 3.3.2 Participating Agency shall remain the system of record for Debt submitted to the Program.
- 3.3.3 **Character of Debt.**
 - 3.3.3.1 The Debt must be Qualifying Debt.
 - 3.3.3.2 The Debt must be legally collectible and within any applicable statute of limitations.
 - 3.3.3.3 The debts must meet the minimum amount requirement, as in administrative rule. If the amount of the debt is reduced to twice the Setoff Fee, the debt will be removed from the setoff system.

- 3.3.3.4 Obligor Information must include: Name (if individual, First and Last Name), tax identification number, and any other information requested by IDR.
- 3.3.4 Participating Agency must certify all Debt in accordance with Iowa Code section 421.65(2)(a)-(b).
- 3.3.5 All Debt is subject to a recertification process. The recertification process may include, but is not limited to, requiring the Participating Agency to certify that all information is correct and that the Debt is still Qualified Debt. The recertification process will be performed regularly, at the agreement of the Parties, but no less than annually.
- 3.3.6 Participating Agency shall notify the department of any change in the status of the public agency's individual debts submitted to the setoffs program. This notification shall be made no later than five business days of any change in the status of a submitted debt in the manner prescribed by the Department.
- 3.3.7 IDR may reject any Debt that, in IDR's sole judgment, is not feasible, not collectible, or not compliant with applicable law.
 - 3.3.7.1 IDR may reject any Debt if the tax identification number, or other information does not match IDR's record for the Obligor. This will only apply to Obligors of whom IDR has a record.
- 3.4 **Setoff Procedure.**
 - 3.4.1 Debt will be setoff upon a TIN match.
 - 3.4.2 The Debt Portal is intended to be available to the Participating Agency 24 hours a day, 7 days a week, with exceptions for Program maintenance. Participating Agency will be notified of any scheduled maintenance that will interfere with this availability. Unexpected interruptions in availability of the Debt Portal will be remedied by IDR as quickly as possible within IDR availability and priorities.
 - 3.4.3 **Order of Priority for Debt Setoff.** Debt shall be setoff in the order of priority defined in Iowa Code section 421.65(4) and associated administrative rule. The priority determination will be made when the challenge letter is sent to the obligor. A public payment will not be applied to a qualifying debt that is not included on the challenge notice.
 - 3.4.3.1 The Participating Agency shall identify in Appendix C Debts submitted to the Program that will be deposited into the state general fund.
 - 3.4.4 **Setoff Fee.**
 - 3.4.4.1 The Participating Agency will be charged \$7.00 each time a Public Payment is setoff and applied to the Participating Agency's Qualifying Debt. The Setoff Fee shall be retained as defined in section 3.6.7 herein.
 - 3.4.4.2 The Participating Agency shall not collect the Setoff Fee from the same setoff for which the Setoff Fee has been charged.
 - 3.4.4.3 IDR may change the Setoff Fee amount in IDR's sole discretion, upon 60 days' notice to the Participating Agency. Change to the Setoff Fee amount shall not require a formal amendment to this Agreement, nor consent of the Participating Agency.
 - 3.4.5 **Upon Setoff.**
 - 3.4.5.1 IDR will mail a letter to the Obligor at the best address available to IDR at the time of mailing. The letter will inform the Obligor that the Public Payment owed to the Obligor was setoff due to Debt owed to the Participating Agency.
 - 3.4.5.2 IDR will mail a letter to a known co-payee on any setoff of a Public Payment. The letter will include information regarding the opportunity for the co-payee to request a division of the Public Payment. This letter and the letter contemplated in section 3.4.5.1. may be combined.
 - 3.4.5.3 The Obligor will have 15 days from the date of the letter to challenge the setoff. Ground for such challenges will be limited to: (1) mistake of fact, including a mistake

in the identity of the obligor or a mistake in the amount owed, and (2) Debt is not a Qualifying Debt. Additionally, IDR will accept and administer requests to divide a jointly or commonly owned right to payment under Iowa Code section 421.65(2)(f).

3.5 Following Setoff

- 3.5.1 Amounts collected via a successful match will be forwarded periodically to the Participating Agency, reduced by the appropriate Setoff Fee.
- 3.5.2 Amounts collected will be posted to the balance due within the Program Debt Portal. If the amount of the debt is reduced to less than twice the Setoff Fee, the debt will be purged from the Program.
- 3.5.3 Amounts collected via a successful match will be forwarded to the Participating Agency via I/3 Internal Exchange Transaction (IET) or direct deposit. Transfer via check is not available.
- 3.5.4 If the application of a Public Payment to a Qualifying Debt results in an overpayment to the Participating Agency, and the Obligor does not challenge the setoff, the Participating Agency shall refund the overpayment to the Obligor and/or co-payee.
- 3.5.5 If, after the setoff is complete, it is determined that the person(s) whose Public Payment was setoff is not the Obligor, the Public Agency shall refund the setoff amount to the person(s) whose Public Payment was setoff.

3.6 Appeals and Challenges.

- 3.6.1 Challenges will be limited to: (1) mistake of fact, and (2) debt is not a qualifying debt. Additionally, IDR will accept and administer requests to divide a jointly or commonly owned right to payment. The Participating Agency is responsible for all appeals regarding the underlying debt.
- 3.6.2 If an appeal or challenge is filed, IDR shall notify the Participating Agency that a challenge has been received. The Participating Agency shall promptly provide IDR with all information requested by IDR or other information as deemed relevant by the Participating Agency for purposes of the challenge. The Participating Agency shall make every effort to provide such information to IDR prior to the hearing date. Information received by IDR more than 10 days after the challenge received date will not be considered by IDR.
- 3.6.3 Upon receipt of a challenge, IDR shall set a time to occur within ten days of receipt of the challenge to review the relevant facts of the challenge with the Obligor. An alternative time may be set at the request of the Obligor. Following the review, IDR shall determine whether the challenge is successful and communicate the result to the Participating Agency and the Obligor.
- 3.6.4 If a setoff is appealed or challenged by the Obligor, the Participating Agency shall hold the setoff amount until a final determination is made.
- 3.6.5 The Participating Agency must adhere to IDR's determination on a challenge, and has no appeal opportunity.
- 3.6.6 Should the Obligor challenge IDR's determination or the Program in court (e.g. district court, etc.) Participating Agency shall be responsible for any defense, including costs. IDR may provide assistance upon request and at IDR's sole discretion.
- 3.6.7 IDR will retain the Setoff Fee, even if the challenge is successful.

3.7 Refunds

- 3.7.1 In the event an appeal or divide is successful, or a request for divide is accepted, the Participating Agency is responsible for refunding the amount due to the Obligor or co-payee.
- 3.7.2 IDR may request the amount to be refunded to be returned to IDR, rather than refunded to the Obligor or co-payee, if another debt exists for the Obligor or co-payee in the Program. In such a case, the Participating Agency shall return the amount to IDR via I/3 Internal Exchange Transaction (IET) or Automated Clearing House (ACH) Debit.
- 3.7.3 If not notified to return the amount to IDR, the Participating Agency must issue the refund to the Obligor or co-payee within 30 days of notification of successful appeal or challenge, or the acceptance of a request for a divide by IDR.

- 3.7.4 The Participating Agency shall provide evidence that the refund was issued to IDR upon request.

ARTICLE IV CONFIDENTIALITY AND OWNERSHIP OF DATA

- 4.1 To the extent allowed by applicable law, the Participating Agency shall be considered the custodian of records related to the Debt and any Data submitted in relation to the Debt. Participating Agency shall respond to any open records request filed under chapter 22, regarding Participating Agency's Debt in the Program.
- 4.2 Obligor Information submitted to the Program is confidential and exempt from release under Iowa Code chapter 22. Iowa Code section 421.65(2)(a). Obligor Information is not confidential taxpayer information or return information under Iowa Code section 422.20 or 422.72.
- 4.3 IDR may use Obligor Information to support the Program generally. Obligor Information received from one participating agency or credit vendor may be used to assist the Program as it applies to any other participating agency or credit vendor.
- 4.4 Obligor Directory Information may be used to update IDR's tax information system, and will be used to benefit tax administration, non-tax debt collection, identification services, and the Program.
- 4.5 Notwithstanding Section 4.4 above, Obligor Information shall only be available to persons with a business reason to access the information.

ARTICLE V DURATION AND TERMINATION

5.1 Duration.

- 5.1.1 This Agreement shall be in force upon this document being fully signed (the "Effective Date").
- 5.1.2 The initial term of this Agreement shall be three (3) years from the Effective Date, unless terminated earlier. By mutual written agreement, the parties may annually extend the Agreement for up to three (3) additional one-year terms.
- 5.1.3 This Agreement memorializes all elements of this Agreement and supersedes any previous Agreement or negotiations related to this Agreement, whether oral or in writing. Amendments to the provisions of this Agreement may be made at any time only in writing and by the agreement and signature of all parties hereto.

5.2 Termination.

- 5.2.1 **Termination for Cause by IDR.** IDR may terminate this Agreement upon written notice of the Participating Agency's breach of any material term, condition, or provision of this Agreement, if such breach is not cured within the time period specified in IDR's notice of breach or any subsequent notice or correspondence delivered by IDR to Participating Agency, provided that cure is feasible. In addition, IDR may terminate this Agreement effective immediately without penalty or legal liability and without advance notice or opportunity to cure for any of the following reasons:
- 5.2.1.1 Participating Agency, directly or indirectly, furnished any statement, representation, warranty, or certification in connection with this Agreement that is false, deceptive, or materially incorrect or incomplete;
- 5.2.1.2 Participating Agency's or Participating Agency Contractor's officers, directors, employees, agents, subsidiaries, affiliates, contractors, or subcontractors has committed or engaged in fraud, misappropriation, embezzlement, malfeasance, misfeasance, or bad faith;
- 5.2.1.3 Dissolution of Participating Agency or any parent or affiliate of Participating Agency owning a controlling interest in Participating Agency;
- 5.2.1.4 IDR determines or believes Participating Agency has engaged in conduct that has or may expose IDR to material liability;

5.2.1.5 Participating Agency submits Debt that is not legally collectable, is unresponsive to IDR requests, or otherwise not compliant with this Agreement.

The right to terminate this Agreement pursuant to this section shall be in addition to and not exclusive of other remedies available to IDR and, notwithstanding any termination, IDR shall be entitled to exercise any other rights and pursue any remedies available under this Agreement, in law, at equity, or otherwise. Participating Agency shall notify IDR in writing if any of the foregoing events occur that would authorize IDR to immediately terminate this Agreement.

5.2.2 Termination for Convenience.

5.2.2.1 Following sixty days written notice, the Participating Agency may terminate this Agreement, in whole or in part, for convenience without the payment of any penalty or incurring any further obligation or liability to Participating Agency. Termination for convenience may be for any reason or no reason at all.

5.2.2.2 Following written notice, IDR may terminate this Agreement, in whole or in part, for convenience without the payment of any penalty or incurring any further obligation or liability to IDR. IDR may further remove all or any portion of Participating Agency's debt from the State Setoff Program for any or no reason upon written notice. Termination for convenience may be for any reason or no reason at all.

5.2.3 Termination Due to Lack of Funds or Change in Law. Notwithstanding anything in this Agreement to the contrary, either party shall, upon written notice, have the right to terminate this Agreement, in whole or in part, without penalty or liability and without any advance notice as a result of any of the following:

5.2.3.1 The legislature, governor, or other applicable governing body fail, in the sole opinion of the terminating party, to appropriate funds sufficient to allow the terminating party to either meet its obligations under this Agreement or to operate as required and to fulfill its obligations under this Agreement;

5.2.3.2 If funds are de-appropriated, reduced, not allocated, or receipt of funds is delayed, or if any funds or revenues needed by either party to make any payment hereunder are insufficient or unavailable for any other reason as determined by the terminating party in its sole discretion;

5.2.3.3 If the terminating party's authorization to conduct its business or engage in activities or operations related to the subject matter of this Agreement is withdrawn or materially altered or modified;

5.2.3.4 If the terminating party's duties, programs, or responsibilities are modified or materially altered; or

5.2.3.5 If there is a decision of any court, administrative law judge, or arbitration panel or any law, rule, regulation, or order is enacted, promulgated, or issued that materially or adversely affects the terminating party's ability to fulfill any of its obligations under this Agreement.

ARTICLE IV ADMINISTRATION

6.1 This Agreement does not create a separate legal or administrative entity. Any real, personal, or intellectual property used in this cooperative undertaking shall be acquired, held, and disposed of by the Party which originally obtains, purchases, or develops the property.

6.2 During the Agreement period, the agreement managers shall be contacted on all interpretations and problems relating to the Agreement and shall follow the issues through to their resolution. The agreement managers shall also monitor performance under the Agreement. The Participating Agency agreement manager is identified in Appendix A. The IDR agreement manager is Susan Khamtanh, Procurement Officer, 515-281-5694, susan.khamtanh@iowa.gov. Agreement manager contact

information may be updated without a formal amendment to this Agreement by providing written notice to the other Party.

- 6.3 Each Party represents and warrants that it has full authority to enter into this Agreement and that it has not granted and will not grant any right or interest granted to the other party under this Agreement to any person or entity.
- 6.4 **Additional Provisions.** The Parties agree that if an Appendix, Attachment, Addendum, Rider, or Exhibit is attached hereto by the Parties, and referred to herein, then the same shall be deemed incorporated herein by reference.
- 6.5 **Further Assurances and Corrective Instruments.** The Parties agree that they will, from time to time, execute, acknowledge, and deliver, or cause to be executed, acknowledged, and delivered, such supplements hereto and such further instruments as may reasonably be required for carrying out the expressed intention of this Agreement. Participating Agency understands that agreement to amendments may be required to continue participation in the Program. Failure to agree to amendments proposed by IDR may result in the termination of this Agreement and the removal of the Participating Agency's debt from the Program.
- 6.6 **No Actions or Damages.** The Parties agree that neither party may file claims or seek damages under this Agreement.
- 6.7 **Compliance with Iowa Code Chapter 8F.** Participating Agency and IDR shall comply with Iowa Code Chapter 8F with respect to any sub-agreements or contracts it enters into pursuant to this Agreement. Any compliance documentation, including but not limited to certificates, received from contractors by Participating Agency or IDR shall be made available upon request of the other Party.
- 6.8 **Immunity from Liability.** Notwithstanding any provision of this Agreement, nothing in this Agreement shall be construed as waiving any immunity from suit or liability in state or federal court or any other tribunal, including but not limited to sovereign immunity, Eleventh Amendment immunity, or any other immunity from suits or damages, possessed by the Parties or any officer, employee, director, attorney, auditor, contractor, or associate of the Parties.
- 6.9 **Supersedes Former Contracts or Agreements.** This Agreement supersedes all prior Contracts or Agreements between Participating Agency and IDR for the services provided in connection with this Agreement.

Iowa Department of Revenue

[_____] ("Participating Agency")

Signature

Date

Name:

Title:

Signature

Date

Name:

Title:

Appendix A

Participating is required to provide contact information for the following contacts. The Primary/Secondary for a particular type (e.g. operational, obligor) of contact may not be the same individual. However, the same individual may hold more than one contact position.

<i>Operational Contact - Primary</i>	
<i>Name:</i>	
<i>Title</i>	
<i>Phone Number:</i>	
<i>E-mail Address:</i>	

<i>Operational Contact - Secondary</i>	
<i>Name:</i>	
<i>Title</i>	
<i>Phone Number:</i>	
<i>E-mail Address:</i>	

<i>Obligor Contact - Primary</i>	
<i>Name:</i>	
<i>Title</i>	
<i>Phone Number:</i>	
<i>E-mail Address:</i>	

<i>Obligor Contact - Secondary</i>	
<i>Name:</i>	
<i>Title</i>	
<i>Phone Number:</i>	
<i>E-mail Address:</i>	

<i>Agreement-Related Notices Should be Sent To:</i>	
<i>Name:</i>	
<i>Title</i>	
<i>Phone Number:</i>	
<i>E-mail Address:</i>	
<i>Address:</i>	
<i>City:</i>	
<i>State:</i>	
<i>Zip Code:</i>	

Appendix B

Setoff Placement File

The placement file must be named Setoffs#####.txt, where ##### is the Agency Number and Unit Code. If your agency has multiple Unit Codes, use one of them in the file name. Do not change the Unit Code used without notifying IDR prior to placement file submission.

The placement file must contain a list of all the Participating Agency's debt to be placed in the Program. Each record in the file represents one Debt. The placement file is a full replacement, and will overwrite existing debt placements for the Participating Agency under their unit code(s).

The placement file has a fixed width layout

Field Name	Characters	Description
Participating Agency Number (Required)	3	Unique identifier for the Participating Agency who maintains the debt. This is generally a three-digit number, such as "645" or "123", as assigned by IDR. Leading zeros are significant.
Participating Agency Unit Code (Required)	3	Unique identifier for a group within the Participating Agency, as assigned by IDR. This is generally a three-digit number such as "001" or "999". Leading zeros are significant.
Obligor Identification Number Type (Required)	1	Enter the code for the type of ID listed in Obligor ID. 1 = Social Security Number (SSN) 2 = Federal Employer Identification Number (FEIN) 3 = Individual Tax Identification Number (ITIN)
Obligor Identification Number (required)	9	Identification number unique to the Obligor (i.e. SSN, ITIN, or FEIN). Leading zeros are significant
Debt Identification Number (required)	30	Agency's unique identifier for the debt. (i.e. case #, invoice #, citation #, etc.). This should not change. Note: If debt has previously been placed for a combination of Agency Number, Agency Unit Code, Obligor ID, and Debt ID, then the corresponding placement will be updated based on the file.
Obligor Last Name / Entity Name (Required)	50	Last Name of the Obligor (if an Obligor Identification Number Type is SSN or ITIN), or Name of Obligor (if Obligor Identification Number Type is FEIN)
Obligor First Name	50	First name of the Obligor (if an Obligor Identification Number

		Type is SSN or ITIN). Leave blank if Obligor Identification Number Type is FEIN
Obligor Middle Name	50	Middle name of Obligor (if an Obligor Identification Number Type is SSN or ITIN) Leave blank if Obligor Identification Number Type is FEIN
Qualified Date (Required)	8	Date the Debt first qualified for the Program Format: MMDDYYY
Debt Amount (Required)	12	The amount owed to the Participating Agency. Expressed in pennies. Pre-padded with 0s. Example: \$123.45 should be listed as 000000012345. Must be \$14 or more.
Description of Debt	50	Description of the Debt. May be displayed on correspondence to the Obligor pertaining to their setoff. Example: "Parking Ticket 00123-4"

Appendix C

List of Debts submitted to the Program that will be deposited into the state general fund when paid:

Debt Type Name	Description
<i>ex. Individual income tax debt</i>	<i>ex. Debt resulting from the tax on an individual's income</i>



MEMORANDUM

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

From:

Date: July 10, 2023

Subject: Consider 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.

Discussion and Recommendation: Attached are uncollected electric, water, and telecommunication billing amounts from the first quarter 2023 that will be written off.

The amount for each utility are listed below:

Electric \$12,321.75

Water \$2,562.37

Telecommunications \$5,050.43

Total \$19934.55

Simple motion is in order.

	Electric	Water	Fiber	Total		Billed	
2020 Q1	\$ -	\$ -	\$ -	\$ -		\$ -	2020 Q1
2020 Q2	\$ -	\$ -	\$ -	\$ -		\$ -	2020 Q2
2020 Q3	\$ -	\$ -	\$ -	\$ -		\$ -	2020 Q3
2020 Q4	\$ 94,423.05	\$ 10,258.90	\$ 21,030.59	\$ 125,712.54		\$22,791,382.92	2020 Q4
Total	94423.05	10258.9	21030.59		\$ 125,712.54	\$22,791,382.92	Total
2021 Q1	\$ 15,295.20	\$ 1,916.64	\$ 1,579.28	\$ 18,791.12		\$ 5,156,082.50	2021 Q1
2021 Q2	\$ 24,269.78	\$ 3,613.11	\$ 7,325.55	\$ 35,208.44		\$ 4,731,319.59	2021 Q2
2021 Q3	\$ 30,962.47	\$ 3,166.59	\$ 5,782.16	\$ 39,911.22		\$ 6,461,485.61	2021 Q3
2021 Q4	\$ 16,663.91	\$ 2,745.50	\$ 1,793.22	\$ 21,202.63		\$ 5,734,992.34	2021 Q4
Total	\$ 87,191.36	\$ 11,441.84	\$ 16,480.21		\$ 115,113.41	\$22,083,880.04	Total
2022 Q1	\$ 23,751.80	\$ 4,140.98	\$ 4,893.85	\$ 32,786.63		\$ 4,903,775.99	2022 Q1
2022 Q2	\$ 14,131.61	\$ 5,200.81	\$ 2,827.08	\$ 22,159.50		\$ 5,048,142.99	2022 Q2
2022 Q3	\$ 19,033.37	\$ 1,967.77	\$ 6,588.42	\$ 27,589.56		\$ 7,026,036.45	2022 Q3
2022 Q4	\$ 13,275.56	\$ 1,276.93	\$ 4,352.77	\$ 18,905.26		\$ 5,748,767.56	2022 Q4
Total	\$ 70,192.34	\$ 12,586.49	\$ 18,662.12		\$ 101,440.95	\$22,726,722.99	Total
2023 Q1	\$ 12,321.75	\$ 2,562.37	\$ 5,050.43	\$ 19,934.55		\$ 5,536,842.34	2023 Q1
2023 Q2				\$ -			2023 Q2
2023 Q3				\$ -			2023 Q3
2023 Q4				\$ -			2023 Q4
Total	\$ 12,321.75	\$ 2,562.37	\$ 5,050.43		\$ 19,934.55	\$5,536,842.34	Total
2024 Q1				\$ -			2024 Q1
2024 Q2				\$ -			2024 Q2
2024 Q3				\$ -			2024 Q3
2024 Q4				\$ -			2024 Q4
Total	\$ -	\$ -	\$ -		\$ -	\$0.00	Total
2025 Q1				\$ -			2025 Q1
2025 Q2				\$ -			2025 Q2
2025 Q3				\$ -			2025 Q3
2025 Q4				\$ -			2025 Q4
Total	\$ -	\$ -	\$ -		\$ -	\$0.00	Total

0.55%

0.52%

0.45%

0.36%

2020-2025	Electric	Water	Fiber	2020-2025 Total
Totals	\$ 264,128.50	\$ 36,849.60	\$ 61,223.35	\$67,601,985.95
Averages	\$ 44,021.42	\$ 6,141.60	\$ 10,203.89	\$ 11,266,997.66



MEMORANDUM

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

From:

Date: July 10, 2023

Subject: Approving joint representation with Ahlers & Cooney creating a new Schedule M to negotiate with MEAN

Discussion and Recommendation: Roll Call is in Order

RESOLUTION NO.

**RESOLUTION APPROVING JOINT REPRESENTATION CONSENT,
WAIVER, AND ENGAGEMENT**

WHEREAS, the Indianola Municipal Utilities recognizes the benefit of legal representation in negotiations with Municipal Energy Association of Nebraska (MEAN) and;

WHEREAS, Indianola Municipal Utilities, Waverly Utilities, and the City of Carlisle are seeking joint representation with Ahlers & Cooney creating a new Schedule M to negotiate with MEAN and;

WHEREAS, any charges accrued will be divided amongst the three municipal entities and;

WHEREAS, IMU General Manager Chris Des Planques is authorized to approve the method for dividing IMU's shared cost between the three parties, as well as any other duties within this contract and;

NOW, THEREFORE, BE IT RESOLVED by the IMU Board of Trustees of the Indianola Municipal Utilities of Indianola, Iowa, hereby authorize Ahlers & Cooney to provide joint representation, for IMU.

Lori Smith, Chairperson

ATTEST:

Monica Thompson, Board Secretary

MEMORANDUM

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

From:

Date: July 10, 2023

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