



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

August 14, 2023

5:30 PM

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

- 1. Call to Order**
- 2. Roll Call**
- 3. Public Comment**
- 4. Consent Agenda**
 - A. Resolution approving payment application Number 3 for Turbine 8 Controls Project
 - B. Approval of Claims
 - C. Approval of June 2023 Financial Report
 - D. Approval of Minutes of the prior meetings
- 5. Electric Utility Action Items**

Resolution setting public hearing and letting dates for purchasing materials for the South K Street Paving Project.
- 6. Electric Utility Informational Items**
- 7. Water Utility Action Items**
 - A. Authorization for Warren Water to serve a customer within their territory upon proper notice to IMU since the customer is within 2 miles of IMU territory, located at 16251 HWY 92, Indianola Iowa.
 - B. Authorization for Warren Water to serve a customer within their territory upon proper notice to IMU since the customer is within 2 miles of IMU territory, located at 11640 160th AVE, Indianola Iowa.
- 8. Water Utility Informational Items**
- 9. Communications Utility Informational Items**
- 10. Combined Electric, Water and Communications Action Items**
 - A. Resolution amending Section 6.9 Wellness Program in the Employee Handbook
- 11. Combined Electric, Water and Communications Informational Items**
- 12. Adjourn**

Indianola Municipal Utilities
RESOLUTION NO 2023-

RESOLUTION APPROVING PAYMENT APPLICATION 3 FOR TURBINE 8 CONTROL REPLACEMENT PROJECT

WHEREAS, the Board of Trustees of the Indianola Municipal Utilities has deemed it necessary to replace the Turbine 8 Control in the Electric Department; and

WHEREAS, on December 12, 2022, the Board passed and approved Resolution 2022-058 “Making Award of Construction Contract for the Turbine 8 Control Replacement Project”; and

WHEREAS, the contract was awarded to Petrotech Inc. in the amount of \$599,914.00; and

WHEREAS, on August 2, 2023, P&E Engineering submitted a recommendation for payment for said contract in the amount of \$29,640.28.

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

1. The payment to Petrotech Inc. in the amount of \$29,640.28 is hereby approved; and
2. The IMU staff is authorized and directed to execute the payment application on behalf of the IMU Board of Trustees.

Passed and approved this 14th day of August 2023.

Lori Smith, Chairperson

ATTEST:

Monica Thompson, Board Secretary

RECOMMENDATION FOR PAYMENT

Owner: Indianola Municipal Utilities
Contractor: Petrotech, Inc.
Project: Turbine 8 Control Replacement
P&E Project No. 9900

Date of Application 8/2/2023
Application No. 3
Invoice No. 008093

Contract Amount	\$599,914.00
Change Order Adjustments	-
Current Value of Contract	\$ 599,914.00

Estimated Percentage of Completion	20.5%
Estimated Value of Completed Work	\$ 123,267.10

Less 5% Retainage	\$ 6,163.36
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Total Amount Due Contractor	\$ 117,103.74
Less Previously Approved Applications	\$ 87,463.45

Amount Available with this Application	\$ 29,640.29
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Amount Requested with this Application	\$ 29,640.28
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(Payable to Petrotech, Inc.)

Payment Remaining on Contract	\$ 482,810.27
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The status of the work as reported by Petrotech is shown on the attached sheets. I recommend the above amounts for payment, based on the status of the work, and the terms of the Contract.



Jared Kline, P.E.
P & E Engineering Co.



Petrotech. Inc.
Rotating Machinery Controls

INVOICE

Invoice Number 008093
Invoice Date August 02, 2023
PO Number Turbine 8
Contract 22--0101
Project 22-12-6-0-01
Bill Currency U.S. Dollars
Page 1 of 1

INVOICE TO:

Accounts Payable
Indianola Municipal Utilities
111 S. Buxton St
P.O. Box 356
Indianola, IA 50125

FOR ELECTRONIC PAYMENT:

Bank name: WHITNEY BANK
Beneficiary: PETROTECH, INC.
ABA Routing No.: 0654001-53
Account No.: 715061038
Swift Code: WHITUS44

TERMS: Due in 30 Days+ 2% Per Month Thereafter

Project Indianola Muni E Iowa substation power plant
Indianola IA

Turbine 8 control replacement project
Task control panel

Materials	Qty	Amount	Ext.Amt
project mgmt, engineering, drafftng and programming	0.15	208,002.00	31,200.30
retainer	-0.05	31,200.40	-1,560.02
Subtotal	Materials		29,640.28

Invoice Total: \$ 29,640.28 (USD)

					Work Progress & Invoicing																								
	Value	Taxes (7%)	Sub-Total	% Complete	Invoice Value	Feb-23		Mar-23		Apr-23		May-23		Jun-23		Jul-23		Aug-23		Sep-23		Oct-23		Nov-23		Dec-23		Jan-24	
Performance and Payment Bonds	\$8,866.00		\$8,866.00	100%	\$8,866.00	100%	\$ 8,866	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
Project Management, Engineering, Drafting, and Programming // Task 1A, 1B, 1C, 1D, 1E, 1F, 1G, 1H	\$208,002.00		\$208,002.00	100%	\$208,002.00	25%	\$ 52,001	\$	-	\$	-	\$	-	15%	\$ 31,200	15%	\$ 31,200	15%	\$ 31,200	15%	\$ 31,200	5%	\$ 10,400	5%	\$ 10,400	5%	\$ 10,400	\$	-
Controls Upgrade Materials //Task 01	\$153,133.00	\$10,719.00	\$163,852.00	100%	\$163,852.00		\$ -	\$	-	\$	-	\$	-		\$ -		\$ -		\$ -		\$ -	100%	\$153,133		\$ -		\$ -		\$ -
Panel Fabrication Labor //Task 01	\$17,000.00		\$17,000.00	100%	\$17,000.00		\$ -	\$	-	\$	-	\$	-		\$ -		\$ -	20%	\$ 3,400	50%	\$ 8,500	30%	\$ 5,100		\$ -		\$ -		\$ -
Panel Testing and FAT //Task 1D	\$19,778.00		\$19,778.00	100%	\$19,778.00		\$ -	\$	-	\$	-	\$	-		\$ -		\$ -		\$ -		\$ -	100%	\$ 19,778		\$ -		\$ -		\$ -
Field Installation Materials // Task 02	\$9,178.00	\$642.00	\$9,820.00	100%	\$9,820.00		\$ -	\$	-	\$	-	\$	-		\$ -		\$ -		\$ -		\$ -	100%	\$ 9,178		\$ -		\$ -		\$ -
Field Installation Labor and Expenses // Task 03	\$93,686.00		\$93,686.00	100%	\$93,686.00		\$ -	\$	-	\$	-	\$	-		\$ -		\$ -		\$ -		\$ -	50%	\$ 46,843	50%	\$ 46,843		\$ -		\$ -
Field Commissioning Labor and Expenses (Including Emissions Testing) // Task 04	\$68,547.00		\$68,547.00	100%	\$68,547.00		\$ -	\$	-	\$	-	\$	-		\$ -		\$ -		\$ -		\$ -	50%	\$ 34,274	50%	\$ 34,274		\$ -		\$ -
Training // Task 08	\$10,363.00		\$10,363.00	100%	\$10,363.00		\$ -	\$	-	\$	-	\$	-		\$ -		\$ -		\$ -		\$ -		\$ -	100%	\$ 10,363		\$ -		\$ -
Total Contract	\$588,553.00	\$11,361.00	\$599,914.00		\$599,914.00	\$	60,867	\$	-	\$	-	\$	-	\$	31,200	\$	31,200	\$	34,600	\$	39,700	\$	15,500	\$	273,606	\$	101,880	\$	-
Petrotech retainer (5%)					\$ (29,428)	\$	(3,043)	\$	-	\$	-	\$	-	\$	(1,560)	\$	(1,560)	\$	(1,730)	\$	(1,985)	\$	(775)	\$	(13,680)	\$	(5,094)	\$	-
Invoice value					\$ 588,553	\$	57,823	\$	-	\$	-	\$	-	\$	29,640	\$	29,640	\$	32,870	\$	37,715	\$	14,725	\$	259,925	\$	96,786	\$	29,428
IMU						Inv. #7909					Inv. #7919A					Inv. #8093													

Note: To update the invoice value, just add % in the corresponding month column in the progress section (Columns I to AE).
Column E called "% complete" will update automatically.

TO INVOICING

AP Check Preview

Date Range: All Dates

Indianola Municipal Utilities

Wednesday, July 19, 2023
1:07:57 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										
7/12/2023	ACCO Liquid Chlorinating Solution	Open Terms	2,292.25	0.00	0.00	2,292.25	2,292.25	0234320-IN	BL-11473	
						2,292.25	2,292.25			
Bally Sports Midwest - VEND-1222										
7/26/2023	0623 Expanded Basic	Net 30	4,910.63	0.00	15.00	4,910.63	4,910.63	V24945	BL-11377	
						4,910.63	4,910.63			
Big Ten Network - VEND-1096										
7/30/2023	0623 BTN Core - Exp Basic	Net 30	1,957.78	0.00	15.00	1,957.78	1,957.78	223345	BL-11378	
						1,957.78	1,957.78			
Border States Industries Inc - VEND-1070										
8/10/2023	2" PVC Conduit - 10'	Net 30	247.14	0.00	15.00	247.14	247.14	926616549	BL-11440	
						247.14	247.14			
Calix Inc - VEND-1028										
7/24/2023	Support Cloud 8.24.23 to 8.23.24	Net 30	33,442.85	0.00	15.00	33,442.85	33,442.85	4041909	BL-11379	
8/2/2023	Router - GS4220E	Net 30	17,137.58	0.00	15.00	17,137.58	17,137.58	332251	BL-11455	
8/4/2023	ONT - GS4227	Net 30	61,924.56	0.00	15.00	61,924.56	61,924.56	332292	BL-11456	
8/4/2023	Credit on Inv #332292 ONT's Discount	Net 30	-7,000.00	0.00	15.00	-7,000.00	-7,000.00	65274	BL-11457	
8/6/2023		Net 30	250.90	0.00	15.00	250.90	250.90	332537	BL-11458	
						105,755.89	105,755.89			
Cedar Falls Utilities - VEND-1045										
8/4/2023	0623 Broadband & 5G	Net 30	7,520.00	0.00	15.00	7,520.00	7,520.00	June 2023	BL-11459	
						7,520.00	7,520.00			
Cintas Corporation - VEND-1007										
7/16/2023	First Aid Supplies - Electric	Net 30	85.46	0.00	15.00	85.46	85.46	8406297977	BL-11380	
8/10/2023	First Aid Supplies	Net 30	41.81	0.00	15.00	41.81	41.81	5166219388	BL-11460	
						127.27	127.27			
City Of Indianola - VEND-1008 - BL-11381										
7/31/2023	2nd Qtr 2023 Franchise Fees	Net 30	16,683.49	0.00	15.00	16,683.49	16,683.49	Q223 Franchise Fees	BL-11381	
						16,683.49	16,683.49			
City Of Indianola - VEND-1008 - BL-11386										

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	8/5/2023	0723 Professional Services	Net 30	9,922.50	0.00	15.00	9,922.50	9,922.50	3098	BL-11386
							9,922.50	9,922.50		
City Of Indianola - VEND-1008 - BL-11441										
	8/11/2023	Square Streetscape	Net 30	31,783.20	0.00	15.00	31,783.20	31,783.20	3103	BL-11441
							31,783.20	31,783.20		
City Of Indianola - VEND-1008 - BL-11461										
	8/13/2023	Full Page Ad-Indianola Magazine	Net 30	750.00	0.00	15.00	750.00	750.00		BL-11461
							750.00	750.00		
Country View - VEND-1221										
	7/30/2023	Lawn Care & Spraying	Net 30	500.00	0.00	15.00	500.00	500.00	8731	BL-11394
							500.00	500.00		
Cowbell Cyber - VEND-1321										
	7/31/2023	FY23-24 Cyber Coverage	Net 30	7,692.93	0.00	15.00	7,692.93	7,692.93	INV-SSHBLTQUA-002	BL-11482
							7,692.93	7,692.93		
CROSSROADS MOBILE MAINTENANCE - VEND-102507										
	7/12/2023	Unit 7 Repairs	Open Terms	678.22	0.00	0.00	678.22	678.22	205S2050	BL-11442
							678.22	678.22		
Dell Business Credit - VEND-1336										
	7/1/2023	Meter Reading Laptop	Net 30	2,063.90	0.00	15.00	2,063.90	2,063.90	10674498950	BL-11444
							2,063.90	2,063.90		
DICKINSON LAW - VEND-101709										
	7/12/2023	0623 Legal Services	Open Terms	3,681.50	0.00	0.00	3,681.50	3,681.50	1146666	BL-11427
							3,681.50	3,681.50		
Ditch Witch - VEND-1115										
	8/9/2023	2023 Subsite Electronics	Net 30	5,772.04	0.00	15.00	5,772.04	5,772.04	028316	BL-11462
							5,772.04	5,772.04		
DNR - VEND-1167										
	7/29/2023	Annual Water Supply Fee FY24: 070123-0630	Net 30	1,742.12	0.00	15.00	1,742.12	1,742.12	2024 Fee	BL-11443
							1,742.12	1,742.12		
Dust Pros Janitorial - VEND-1011										

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Vendor	Due Date	Notes	Terms	Bill Total	Discount	Interest	Amount Due	Pavment	Invoice Number	Bill Number
	8/14/2023	0723 Cleaning - Util Svcs	Net 30	749.00	0.00	15.00	749.00	749.00	2812	BL-11445
	8/14/2023	Cleaning Supplies - Util Svcs	Net 30	51.36	0.00	15.00	51.36	51.36	2813	BL-11446
	8/14/2023	0623 Cleaning - Line Shop	Net 30	856.00	0.00	15.00	856.00	856.00	2808	BL-11447
	8/14/2023	Cleaning Supplies - Line Shop	Net 30	253.59	0.00	15.00	253.59	253.59	2809	BL-11448
	8/14/2023	0723 Cleaning - Fiber	Net 30	856.00	0.00	15.00	856.00	856.00	2810	BL-11463
	8/14/2023	Cleaning Supplies - Fiber	Net 30	85.60	0.00	15.00	85.60	85.60	2811	BL-11464
							2,851.55	2,851.55		
ECHO Group, Inc - VEND-1061										
	8/5/2023	PVC Sweeps	Net 30	117.36	0.00	15.00	117.36	117.36	S010127205.001	BL-11419
							117.36	117.36		
ePlus Technology Inc - VEND-1390										
	7/8/2023	Routers	Net 30	128,317.77	0.00	15.00	128,317.77	128,317.77	V2715808	BL-11480
							128,317.77	128,317.77		
Fuse Technic LLC - VEND-1012										
	8/2/2023	Consulting	Net 30	700.00	0.00	15.00	700.00	700.00	FT20230703004	BL-11382
							700.00	700.00		
Hearst Television Inc - VEND-1131										
	8/9/2023	0623 KCCI	Net 30	6,536.04	0.00	15.00	6,536.04	6,536.04	513568	BL-11395
							6,536.04	6,536.04		
IA COMMUNITIES ASSURANCE POOL - VEND-24820										
	7/2/2023	FY23-24 Premiums	Open Terms	166,219.24	0.00	0.00	166,219.24	166,219.24	R0124PC2023-3	BL-11451
							166,219.24	166,219.24		
ImOn Communications LLC - VEND-1072										
	7/30/2023	Regulatory and Billing	Net 30	7,077.33	0.00	15.00	7,077.33	7,077.33	INV0033717	BL-11383
							7,077.33	7,077.33		
IMU - VEND-8629										
	7/2/2023	Utilities - Electric	Open Terms	1,477.13	0.00	0.00	1,477.13	1,477.13	10300047	BL-11384
	7/2/2023	Utilites - WA	Open Terms	21,704.60	0.00	0.00	21,704.60	21,704.60	10302372	BL-11396
							23,181.73	23,181.73		
IMWCA - VEND-1130										
	7/31/2023	Premiums - Installment 1	Net 30	3,034.82	0.00	15.00	3,034.82	3,034.82	INV86983	BL-11449
	7/31/2023	2023-2024 Deposit	Net 30	7,081.25	0.00	15.00	7,081.25	7,081.25	INV86516	BL-11450

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Vendor	Due Date	Notes	Terms	Bill Total	Discount	Interest	Amount Due	Pavment	Invoice Number	Bill Number
							10,116.07	10,116.07		
Independent Advocate - VEND-1136										
	7/23/2023	0623 BOT Meeting and Publication Report	Net 30	258.96	0.00	15.00	258.96	258.96	3555	BL-11387
	7/28/2023	Publication Report 5.23.23	Net 30	120.39	0.00	15.00	120.39	120.39	3585	BL-11388
							379.35	379.35		
Innovative Systems - VEND-1048										
	8/5/2023	0723 Printing, Postage, Flyer	Net 30	7,040.68	0.00	15.00	7,040.68	7,040.68	INV-11709	BL-11389
							7,040.68	7,040.68		
Internal Revenue Service - VEND-1307										
	8/6/2023	941 Income Tax Payable	Net 30	26,166.94	0.00	15.00	26,166.94	26,166.94	941 Income Tax Payable	BL-11397
							26,166.94	26,166.94		
Iowa Department Of Human Services - VEND-1310										
	8/6/2023	Garnishment Payable	Net 30	723.23	0.00	15.00	723.23	723.23	Garnishment Payable	BL-11398
							723.23	723.23		
Iowa Department Of Revenue - VEND-1117										
	7/30/2023	0623 Use Tax	Net 30	792.13	0.00	15.00	792.13	792.13	June 2023 Use Tax	BL-11429
	7/30/2023	0623 Use Tax - Wesco	Net 30	253.96	0.00	15.00	253.96	253.96	June 2023 Use Tax - Wesco	BL-11481
	7/31/2023	Sales Tax Billed 7.1.23	Net 30	55,655.76	0.00	15.00	55,655.76	55,655.76	Sales Tax Billed 7.1.23	BL-11390
	8/6/2023	IA Income Tax Payable	Net 30	4,119.20	0.00	15.00	4,119.20	4,119.20	IA Income Tax Payable	BL-11399
							60,821.05	60,821.05		
ISolved - VEND-1363										
	8/2/2023	June Fee Funding	Net 30	5.10	0.00	15.00	5.10	5.10	W27917	BL-11391
	8/6/2023	FSA Payable	Net 30	61.16	0.00	15.00	61.16	61.16	070723 Payroll	BL-11400
							66.26	66.26		
Kimball Construction - VEND-1146										
	8/13/2023	Fiber Optic Hand Holes	Net 30	1,460.00	0.00	15.00	1,460.00	1,460.00		BL-11466
							1,460.00	1,460.00		
Marquee Sports Network - VEND-1165										

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	8/4/2023	0623 Expanded Basic	Net 30	3,088.47	0.00	15.00	<u>3,088.47</u>	<u>3,088.47</u>	June 2023	BL-11403
							3,088.47	3,088.47		
Mid American Energy Co - VEND-1018										
	7/26/2023	Gas - 909 E Hillcrest Generator	Net 30	12.39	0.00	15.00	<u>12.39</u>	<u>12.39</u>	541066856	BL-11404
	7/26/2023	Gas - 1300 E Iowa Ave Bldg B	Net 30	12.39	0.00	15.00	<u>12.39</u>	<u>12.39</u>	541044149	BL-11405
							24.78	24.78		
Mission Square - VEND-1303										
	8/6/2023	457 Payable - 070723 Payroll	Net 30	5,940.72	0.00	15.00	<u>5,940.72</u>	<u>5,940.72</u>	457 Payable	BL-11406
							5,940.72	5,940.72		
MSC - VEND-1250										
	7/21/2023	Gloves	Net 30	116.88	0.00	15.00	<u>116.88</u>	<u>116.88</u>	51533427	BL-11401
							116.88	116.88		
MUNICIPAL ENERGY AGENCY OF NEBRASKA - VEND-35805										
	7/30/2023	Purchased Power - Jun 23	Net 30	859,854.27	0.00	15.00	<u>859,854.27</u>	<u>859,854.27</u>	304421	BL-11452
							859,854.27	859,854.27		
Nexstar Broadcasting, Inc - VEND-1092										
	8/4/2023	0623 NewsNation	Net 30	380.23	0.00	15.00	<u>380.23</u>	<u>380.23</u>	514800	BL-11407
	8/4/2023	0623 WHO Basic	Net 30	7,872.76	0.00	15.00	<u>7,872.76</u>	<u>7,872.76</u>	514799	BL-11408
							8,252.99	8,252.99		
Norwalk Ready Mix Concrete, Inc. - VEND-1119										
	7/13/2023	Limestone	Net 30	1,305.00	0.00	15.00	<u>1,305.00</u>	<u>1,305.00</u>	327793	BL-11409
	7/22/2023	Limestone	Net 30	827.50	0.00	15.00	<u>827.50</u>	<u>827.50</u>	328663	BL-11420
	7/23/2023	Square Project Concrete Pour Backs	Net 30	858.54	0.00	15.00	<u>858.54</u>	<u>858.54</u>	328770	BL-11410
							2,991.04	2,991.04		
Power & Tel - VEND-1037										
	7/23/2023		Net 30	14,534.91	0.00	15.00	<u>14,534.91</u>	<u>14,534.91</u>	7703629-00	BL-11471
							14,534.91	14,534.91		
Skye McBroom - VEND-1026										
	8/9/2023	Supplies from Amazon - Paid by personal accc	Net 30	191.07	0.00	15.00	<u>191.07</u>	<u>191.07</u>	9731438	BL-11411
							191.07	191.07		
STATE HYGIENIC LABORATORY - VEND-23245										

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Vendor	Due Date	Notes	Terms	Bill Total	Discount	Interest	Amount Due	Pavment	Invoice Number	Bill Number
	7/1/2023	Testing	Open Terms	202.50	0.00	0.00	202.50	202.50	258952	BL-11421
							202.50	202.50		
STERNQUIST CONST. INC. - VEND-50360										
	7/11/2023	Crushed Rock Stock Pile	Open Terms	522.60	0.00	0.00	522.60	522.60	2455	BL-11422
							522.60	522.60		
Teklink - VEND-1262										
	8/2/2023	Bore & Drop	Net 30	1,345.00	0.00	15.00	1,345.00	1,345.00	WE 7/2/2023	BL-11412
	8/8/2023	Bore & Drop	Net 30	1,149.00	0.00	15.00	1,149.00	1,149.00	WE 7/9/2023	BL-11469
	8/16/2023	Bore & Drop	Net 30	1,065.00	0.00	15.00	1,065.00	1,065.00	WE 7/16/2023	BL-11468
							3,559.00	3,559.00		
Terry-Durin Co - VEND-1038										
	7/27/2023	Morris Clamps	Net 30	857.07	0.00	15.00	857.07	857.07	138214-00	BL-11413
	8/5/2023	Pulling Tape	Net 30	211.86	0.00	15.00	211.86	211.86	138649-00	BL-11424
							1,068.93	1,068.93		
Tifco Industries - VEND-1296										
	7/19/2023	Screws & Electric Terminals	Net 30	55.27	0.00	15.00	55.27	55.27	71879611	BL-11414
							55.27	55.27		
TRM DISPOSAL LLC - VEND-101016										
	7/8/2023	40YD Roll Off	Open Terms	448.62	0.00	0.00	448.62	448.62	28082	BL-11467
							448.62	448.62		
Unite Private Networks - VEND-1054										
	7/31/2023	Dark Fiber	Net 30	3,585.87	0.00	15.00	3,585.87	3,585.87	SI-23-025382	BL-11470
							3,585.87	3,585.87		
United States Treasury - VEND-1138										
	7/30/2023	Q2-2023 Federal Excise Tax	Net 30	1,488.59	0.00	15.00	1,488.59	1,488.59	Q2-2023 Federal Excise Ta	BL-11415
							1,488.59	1,488.59		
VERIZON WIRELESS - VEND-3535										
	7/1/2023	0623 Verizon	Open Terms	370.80	0.00	0.00	370.80	370.80	9938490826	BL-11426
							370.80	370.80		
VESSCO INC - VEND-57620										

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Vendor	Due Date	Notes	Terms	Bill Total	Discount	Interest	Amount Due	Pavment	Invoice Number	Bill Number
	7/11/2023	Lime Slaker Valve Rebuild Kit	Open Terms	1,370.00	0.00	0.00	1,370.00	1,370.00	0065877	BL-11474
							1,370.00	1,370.00		
Warren County 911 - VEND-1132										
	8/4/2023	2nd Qtr 2023 E911 Fees	Net 30	2,339.37	0.00	15.00	2,339.37	2,339.37	Q22023	BL-11416
							2,339.37	2,339.37		
Warren County Engineer - VEND-1102										
	7/30/2023	0623 Fuel Distribution	Net 30	3,155.90	0.00	15.00	3,155.90	3,155.90	0623 Fuel Distribution	BL-11453
							3,155.90	3,155.90		
Waste Management - VEND-1086										
	8/5/2023	2 Yd Dumpster Service - WA	Net 30	120.26	0.00	15.00	120.26	120.26	7019602-0516-2	BL-11454
	8/5/2023	4 YD Dumpster	Net 30	72.34	0.00	15.00	72.34	72.34	7019605-0516-5	BL-11472
							192.60	192.60		
WESCO - VEND-60220										
	6/20/2023	Hex-Wrench	Open Terms	112.86	0.00	0.00	112.86	112.86	675800	BL-11417
	7/6/2023	Copper Bugs	Open Terms	153.01	0.00	0.00	153.01	153.01	695497	BL-11425
	7/13/2023	Red Locate Paint	Open Terms	346.68	0.00	0.00	346.68	346.68	703884	BL-11476
	7/13/2023	Primary Heat Shrink	Open Terms	331.61	0.00	0.00	331.61	331.61	703829	BL-11479
	7/14/2023	Wire Shield	Open Terms	704.66	0.00	0.00	704.66	704.66	705351	BL-11477
	7/14/2023	Ground Rods	Open Terms	248.88	0.00	0.00	248.88	248.88	705379	BL-11478
	7/14/2023	Ground Rod Clamps	Open Terms	77.04	0.00	0.00	77.04	77.04	705372	BL-11475
							1,974.74	1,974.74		
Wisconsin Independent Network, LLC - VEND-1067										
	7/31/2023	20 Gb Ethernet Circuit	Net 30	7,383.00	0.00	15.00	7,383.00	7,383.00	WIN021604	BL-11418
							7,383.00	7,383.00		
Check Count: 58				Totals:			\$1,568,568.38	\$1,568,568.38		

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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										
8/1/2023	ACCO Liquid Chlorinating Solution	Open Terms	2,777.30	0.00	0.00	<u>2,777.30</u>	<u>2,777.30</u>	0235162-IN	BL-11581	
						2,777.30	2,777.30			
Adams Cable Equipment, Inc. - VEND-1334										
8/25/2023	Cable, Fiber optic and Corning 48-Fiber	Net 30	13,663.32	0.00	15.00	<u>13,663.32</u>	<u>13,663.32</u>	2023-61806	BL-11568	
						13,663.32	13,663.32			
AGRILAND FS INC - VEND-48228										
7/15/2023	Turbine Fuel	Open Terms	15,151.50	0.00	0.00	<u>15,151.50</u>	<u>15,151.50</u>	92150353	BL-11587	
7/15/2023	Turbine Fuel	Open Terms	15,182.29	0.00	0.00	<u>15,182.29</u>	<u>15,182.29</u>	92150354	BL-11588	
						30,333.79	30,333.79			
Avesis Third Party Administrators Inc - VEND-1108										
7/31/2023	0723 Vision	Net 30	431.94	0.00	15.00	<u>431.94</u>	<u>431.94</u>	3006531	BL-11569	
						431.94	431.94			
Bally Sports Midwest - VEND-1222										
8/24/2023	0723 Expanded Basic	Net 30	4,886.35	0.00	15.00	<u>4,886.35</u>	<u>4,886.35</u>	V32377	BL-11570	
						4,886.35	4,886.35			
Big Ten Network - VEND-1096										
8/30/2023	0723 BTN Core - Exp Basic	Net 30	1,948.10	0.00	15.00	<u>1,948.10</u>	<u>1,948.10</u>	231110	BL-11571	
						1,948.10	1,948.10			
BRAND, JUSTIN - VEND-100310										
8/2/2023	0823 Moblie Device Allowance	Open Terms	75.00	0.00	0.00	<u>75.00</u>	<u>75.00</u>	Aug 2023	BL-11538	
						75.00	75.00			
Calix Inc - VEND-1028										
8/20/2023	GPON SFP	Net 30	4,298.40	0.00	15.00	<u>4,298.40</u>	<u>4,298.40</u>	334246	BL-11528	
9/6/2023	Essential Support: 9.6.2023 - 9.5.2024	Net 30	14,150.75	0.00	15.00	<u>14,150.75</u>	<u>14,150.75</u>	3002182	BL-11582	
						18,449.15	18,449.15			
Casual Rags - VEND-1006										
8/31/2023	Uniform Shirts	Net 30	616.32	0.00	15.00	<u>616.32</u>	<u>616.32</u>	155486	BL-11583	
						616.32	616.32			

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	8/5/2023	Computer Monitors - Storekeeper	Net 30	363.27	0.00	15.00	363.27	363.27	KP05601	BL-11504
	8/20/2023	Computer Monitors	Net 30	468.49	0.00	15.00	468.49	468.49	KV58350	BL-11579
	8/25/2023	Computer Monitors	Net 30	468.49	0.00	15.00	468.49	468.49	KX17984	BL-11580
							1,300.25	1,300.25		
Cedar Falls Utilities - VEND-1045										
	8/31/2023	0723 Labor & Rack Space 28E Agreement (IP	Net 30	5,045.40	0.00	15.00	5,045.40	5,045.40	92967	BL-11572
							5,045.40	5,045.40		
Cintas Corporation - VEND-1007										
	8/13/2023	First Aid Supplies	Net 30	111.78	0.00	15.00	111.78	111.78	8406339538	BL-11506
	9/7/2023	First Aid Supplies	Net 30	84.47	0.00	15.00	84.47	84.47	5170284451	BL-11615
							196.25	196.25		
CIRCLE B CASHWAY - VEND-8615										
	7/2/2023	Form Boards for Concrete Pour Back	Open Terms	39.75	0.00	0.00	39.75	39.75	906489	BL-11505
							39.75	39.75		
City Of Indianola - VEND-1008 - BL-11573										
	9/2/2023	0823 Professional Services	Net 30	9,922.50	0.00	15.00	9,922.50	9,922.50	3122	BL-11573
							9,922.50	9,922.50		
City Of Pella - VEND-1311										
	8/17/2023	Newcom Tech & Kramer Serv	Net 30	167,143.71	0.00	15.00	167,143.71	167,143.71	7430	BL-11539
							167,143.71	167,143.71		
Consortia Consulting - VEND-1009										
	8/23/2023	Consulting	Net 30	1,125.00	0.00	15.00	1,125.00	1,125.00	25072	BL-11540
							1,125.00	1,125.00		
DES MOINES WATER WORKS - VEND-10870										
	7/29/2023	Leak Detection Service	Open Terms	425.00	0.00	0.00	425.00	425.00	21814467	BL-11584
							425.00	425.00		
DES PLANQUES, CHRIS - VEND-101766										
	8/2/2023	0823 Moblie Device Allowance	Open Terms	75.00	0.00	0.00	75.00	75.00	Aug 2023	BL-11536
							75.00	75.00		
DICKINSON LAW - VEND-101709										
	8/3/2023	0723 Legal Services	Open Terms	1,281.00	0.00	0.00	1,281.00	1,281.00	1146859	BL-11574

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							1,281.00	1,281.00		
Doug Pagel - VEND-1283										
8/31/2023	0823 Moblie Device Allowance	Net 30	75.00	0.00	15.00	75.00	75.00	Aug 2023	BL-11537	
							75.00	75.00		
Doug Shull - VEND-1105										
8/31/2023	0823 Treasurer Contract	Net 30	83.34	0.00	15.00	83.34	83.34	Aug 2023	BL-11541	
							83.34	83.34		
Dylan Michelsen - VEND-1180										
8/31/2023	0823 Moblie Device Allowance	Net 30	75.00	0.00	15.00	75.00	75.00	Aug 2023	BL-11532	
							75.00	75.00		
ECHO Group, Inc - VEND-1061										
8/17/2023	2" PVC Couplings Long	Net 30	59.02	0.00	15.00	59.02	59.02	S010127205.002	BL-11507	
8/20/2023	PVC Conduit Hot Box Heater	Net 30	1,395.23	0.00	15.00	1,395.23	1,395.23	S010154942.001	BL-11508	
8/30/2023	1/2" PVC - Coupling	Net 30	9.84	0.00	15.00	9.84	9.84	S010168781.001	BL-11575	
							1,464.09	1,464.09		
Elisha Brown - VEND-1209										
8/31/2023	0823 Moblie Device Allowance	Net 30	50.00	0.00	15.00	50.00	50.00	Aug 2023	BL-11535	
							50.00	50.00		
Fuse Technic LLC - VEND-1012										
8/31/2023	Troubleshooting	Net 30	700.00	0.00	15.00	700.00	700.00	FT20230801003	BL-11576	
							700.00	700.00		
Gradient9 - VEND-1392										
8/20/2023	Newsletter Design & Website Updates	Net 30	2,310.00	0.00	15.00	2,310.00	2,310.00	INV-4574	BL-11491	
							2,310.00	2,310.00		
GRAYMONT WESTERN LIME INC - VEND-101387										
7/19/2023	High Calcium Quicklime	Open Terms	5,774.95	0.00	0.00	5,774.95	5,774.95	14-184367 RI	BL-11492	
							5,774.95	5,774.95		
Hearst Television Inc - VEND-1131										
9/7/2023	0723 KCCI	Net 30	6,520.98	0.00	15.00	6,520.98	6,520.98	517899	BL-11616	
							6,520.98	6,520.98		
ImOn Communications LLC - VEND-1072										

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	8/30/2023	Regulatory and Billing	Net 30	7,322.19	0.00	15.00	<u>7,322.19</u>	<u>7,322.19</u>	INV0033728	BL-11577
							7,322.19	7,322.19		
IMU - VEND-8629										
	8/2/2023	Utilities - Fiber	Open Terms	2,047.47	0.00	0.00	2,047.47	2,047.47	10310013	BL-11578
	8/2/2023	Utilities - IMU Admin	Open Terms	286.66	0.00	0.00	286.66	286.66	10305110	BL-11542
	8/2/2023	Utilities - Electric	Open Terms	1,475.12	0.00	0.00	1,475.12	1,475.12	10305300	BL-11543
	8/2/2023	Utilities - WA	Open Terms	19,201.80	0.00	0.00	<u>19,201.80</u>	<u>19,201.80</u>	10306175	BL-11585
							23,011.05	23,011.05		
IMWCA - VEND-1130										
	7/31/2023	FY21-22 Payroll Audit	Net 30	2,193.08	0.00	15.00	2,193.08	2,193.08	INV86226	BL-11523
	8/31/2023	Premiums - Installment 2	Net 30	3,034.82	0.00	15.00	<u>3,034.82</u>	<u>3,034.82</u>	INV87305	BL-11586
							5,227.90	5,227.90		
Independent Advocate - VEND-1136										
	8/17/2023	Official Notification BOT Meeting 7.10.23	Net 30	101.29	0.00	15.00	101.29	101.29	3676	BL-11493
	8/31/2023	Advertising	Net 30	600.00	0.00	15.00	600.00	600.00	3704	BL-11589
	8/31/2023	Print and Digital Ad July 2023	Net 30	500.00	0.00	15.00	500.00	500.00	3702	BL-11590
	9/8/2023	BOT Special Session July 2023 and Publicatio	Net 30	135.24	0.00	15.00	<u>135.24</u>	<u>135.24</u>	3741	BL-11591
							1,336.53	1,336.53		
Indianola Athletic Department - VEND-1258										
	8/31/2023	Commerical, In-Game Element, Scrolling Ad	Net 30	3,000.00	0.00	15.00	<u>3,000.00</u>	<u>3,000.00</u>	2023-9	BL-11592
							3,000.00	3,000.00		
Infomax Office Systems Inc - VEND-1013										
	8/12/2023	Copier Contract	Net 30	766.02	0.00	15.00	<u>766.02</u>	<u>766.02</u>	34455388	BL-11509
							766.02	766.02		
Innovative Systems - VEND-1048										
	8/31/2023	August Elation Maint Fee	Net 30	12,749.21	0.00	15.00	12,749.21	12,749.21	INV-12171	BL-11544
	9/3/2023	Printing and Postage	Net 30	5,726.72	0.00	15.00	<u>5,726.72</u>	<u>5,726.72</u>	INV-12326	BL-11593
							18,475.93	18,475.93		
Internal Revenue Service - VEND-1307										
	8/20/2023	941 Income Tax Payable 7.21.23 Payroll	Net 30	26,206.59	0.00	15.00	26,206.59	26,206.59	941 Income Tax Payable	BL-11494
	9/3/2023	941 Income Tax Payable	Net 30	26,197.30	0.00	15.00	26,197.30	26,197.30	941 Income Tax Payable	BL-11594

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							52,403.89	52,403.89		
Iowa Department Of Human Services - VEND-1310										
8/20/2023	Garnishment Payable 072123 Payroll	Net 30	723.23	0.00	15.00	723.23	723.23	Garnishment Payable	BL-11495	
9/3/2023	Garnishment Payable	Net 30	723.23	0.00	15.00	723.23	723.23	Garnishment Payable	BL-11595	
							1,446.46	1,446.46		
Iowa Department Of Revenue - VEND-1117										
8/20/2023	IA Income Tax Payable 072123 Payroll	Net 30	4,130.48	0.00	15.00	4,130.48	4,130.48	IA Income Tax Payable	BL-11496	
8/31/2023	Sales Tax Billed 8.1.23	Net 30	55,833.73	0.00	15.00	55,833.73	55,833.73	Sales Tax Billed 8.1.23	BL-11596	
9/3/2023	IA Income Tax Payable	Net 30	4,137.29	0.00	15.00	4,137.29	4,137.29	IA Income Tax Payable	BL-11597	
							64,101.50	64,101.50		
Iowa One Call - VEND-1015										
8/23/2023	0623 Locates - EL	Net 30	504.00	0.00	15.00	504.00	504.00	252224	BL-11598	
8/23/2023	0623 Locates - WA	Net 30	520.20	0.00	15.00	520.20	520.20	253340	BL-11545	
8/23/2023	0623 Locates - Fiber	Net 30	270.90	0.00	15.00	270.90	270.90	253339	BL-11546	
							1,295.10	1,295.10		
Iowa Utilities Board - VEND-1016										
8/25/2023	IUB/OCA FY23 4th Qtr Assessment	Net 30	3,068.25	0.00	15.00	3,068.25	3,068.25	59744	BL-11522	
9/3/2023	For Dockets E-22521 & E-22522	Net 30	6,000.00	0.00	15.00	6,000.00	6,000.00	E-22521 E-22522	BL-11599	
							9,068.25	9,068.25		
IPERS - VEND-1309										
8/20/2023	IPERS Payable July 2023	Net 30	35,246.86	0.00	15.00	35,246.86	35,246.86	IPERS Payable	BL-11497	
							35,246.86	35,246.86		
ISolved - VEND-1363										
8/20/2023	FSA Payable	Net 30	61.16	0.00	15.00	61.16	61.16	072123 Payroll	BL-11498	
8/31/2023	July 23 Fee Funding	Net 30	5.10	0.00	15.00	5.10	5.10	W28504	BL-11600	
9/3/2023	FSA Payable 080423 Payroll	Net 30	61.16	0.00	15.00	61.16	61.16	080423 Payroll	BL-11601	
							127.42	127.42		
JV TRUCKING LLC - VEND-102429										
7/25/2023	Pea Gravel	Open Terms	1,348.20	0.00	0.00	1,348.20	1,348.20	6476	BL-11547	

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Vendor	Due Date	Notes	Terms	Bill Total	Discount	Interest	Amount Due	Pavment	Invoice Number	Bill Number
							1,348.20	1,348.20		
KARL CHEVROLET - VEND-101740										
7/28/2023	2023 F-150 Ford Truck	Open Terms	26,665.00	0.00	0.00	26,665.00	26,665.00	Deal #101809	BL-11548	
							26,665.00	26,665.00		
Kelley Arnold - VEND-1141 - BL-11524										
8/1/2023	Credit Refund	Net 30	6.16	0.00	0.00	6.16	6.16	00023657-1	BL-11524	
							6.16	6.16		
KEYSTONE LABORATORIES INC - VEND-29056										
7/26/2023	Drinking Water Analysis	Open Terms	54.50	0.00	0.00	54.50	54.50	NT2311324	BL-11550	
8/5/2023	Stage 2 DBPR	Open Terms	271.50	0.00	0.00	271.50	271.50	NT2312111	BL-11603	
							326.00	326.00		
Kimball Construction - VEND-1146										
8/23/2023	Backhoe Work - Trubank	Net 30	400.00	0.00	15.00	400.00	400.00	7.24.23	BL-11551	
							400.00	400.00		
KNIA/KRLS - VEND-1090										
8/29/2023	0723 :30 Spot Hometown Values	Net 30	864.00	0.00	15.00	864.00	864.00	23070622	BL-11604	
8/29/2023	0723 Sports Stream	Net 30	75.90	0.00	15.00	75.90	75.90	23070623	BL-11605	
							939.90	939.90		
Kurt Gocken - VEND-1023										
8/31/2023	0823 Moblie Device Allowance	Net 30	75.00	0.00	15.00	75.00	75.00	Aug 2023	BL-11529	
							75.00	75.00		
Kurt Ripperger - VEND-1025										
8/31/2023	0823 Moblie Device Allowance	Net 30	75.00	0.00	15.00	75.00	75.00	Aug 2023	BL-11530	
							75.00	75.00		
LINDE INC - VEND-6415										
8/7/2023	Carbon Dioxide	Open Terms	3,826.88	0.00	0.00	3,826.88	3,826.88	37559513	BL-11606	
							3,826.88	3,826.88		
LONGER, CHRIS - VEND-34025										
8/2/2023	0823 Moblie Device Allowance	Open Terms	75.00	0.00	0.00	75.00	75.00	Aug 2023	BL-11533	
							75.00	75.00		
Marquee Sports Network - VEND-1165										

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	9/1/2023	0723 Expanded Basic	Net 30	3,082.74	0.00	15.00	3,082.74	3,082.74	Jul-23	BL-11607
							3,082.74	3,082.74		
METCALF, MIKE - VEND-34230										
	8/2/2023	0823 Moblie Device Allowance	Open Terms	75.00	0.00	0.00	75.00	75.00	Aug 2023	BL-11534
							75.00	75.00		
Mid American Energy Co - VEND-1018										
	8/13/2023	Gas - W Side Substation	Net 30	10.00	0.00	15.00	10.00	10.00	541794438	BL-11499
	8/18/2023	Gas - 111 S Buxton St Generation Plant	Net 30	62.73	0.00	15.00	62.73	62.73	541989082	BL-11514
	8/19/2023	Gas - 210 W 2nd Ave	Net 30	11.50	0.00	15.00	11.50	11.50	542068862	BL-11500
	8/19/2023	Gas - 1300 E Iowa Ave Bldg B	Net 30	11.50	0.00	15.00	11.50	11.50	542023508	BL-11512
	8/19/2023	Gas - 1300 E Iowa Ave Bldg A	Net 30	12.53	0.00	15.00	12.53	12.53	542033261	BL-11513
	8/19/2023	Gas - 110 S B St	Net 30	13.06	0.00	15.00	13.06	13.06	542049694	BL-11552
	8/19/2023	Gas - 909 E Hillcrest - Generator	Net 30	12.53	0.00	15.00	12.53	12.53	542045567	BL-11553
							133.85	133.85		
MILLER ELECTRIC SERVICES - VEND-34642										
	8/9/2023	Well #12 Fuses	Open Terms	1,566.51	0.00	0.00	1,566.51	1,566.51	18020	BL-11608
							1,566.51	1,566.51		
Mission Square - VEND-1303										
	8/20/2023	457 Payable	Net 30	5,920.62	0.00	15.00	5,920.62	5,920.62	457 Payable	BL-11501
	9/3/2023	457 Payable	Net 30	5,937.41	0.00	15.00	5,937.41	5,937.41	457 Payable	BL-11609
							11,858.03	11,858.03		
MSC - VEND-1250										
	8/10/2023	Duct Tape	Net 30	112.11	0.00	15.00	112.11	112.11	56977097	BL-11511
	8/17/2023	Gloves Large	Net 30	125.16	0.00	15.00	125.16	125.16	59133247	BL-11510
							237.27	237.27		
Mutual Of Omaha - VEND-1107										
	7/31/2023	0723 Premiums	Net 30	5,049.63	0.00	15.00	5,049.63	5,049.63	1549755443	BL-11610
							5,049.63	5,049.63		
National Cable Television Cooperative, Inc. - VEND-1095										
	8/19/2023	MOCA ADAPTER	Net 30	245.90	0.00	15.00	245.90	245.90	SI-67548	BL-11612
	8/27/2023	0723 Cable	Net 30	55,797.37	0.00	15.00	55,797.37	55,797.37	23070639	BL-11554
	9/1/2023	FIBER - 12 CT FLT TONE DROP	Net 30	2,768.56	0.00	15.00	2,768.56	2,768.56	SI-68512	BL-11611

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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
							58,811.83	58,811.83		
NewCom Technologies, Inc - VEND-1091										
	8/19/2023	South Project - County Connection	Net 30	9,990.00	0.00	15.00	9,990.00	9,990.00	50174	BL-11555
	9/7/2023	Engineering - IMU UG Conversion	Net 30	4,725.00	0.00	15.00	4,725.00	4,725.00	50271	BL-11617
							14,715.00	14,715.00		
Nexstar Broadcasting, Inc - VEND-1092										
	9/1/2023	0723 NewNation	Net 30	378.35	0.00	15.00	378.35	378.35	518622	BL-11613
	9/1/2023	0723 WHO Basic	Net 30	7,854.62	0.00	15.00	7,854.62	7,854.62	518388	BL-11614
							8,232.97	8,232.97		
PETROTECH INC - VEND-102689										
	8/3/2023	Turbine 8 Control Replacement Project	Open Terms	29,640.28	0.00	0.00	29,640.28	29,640.28	008093	BL-11618
							29,640.28	29,640.28		
Power & Tel - VEND-1037										
	8/16/2023	Batteries- 1.5V Alkaline	Net 30	110.94	0.00	15.00	110.94	110.94	7755987-00	BL-11558
	8/17/2023	CABLE - RG6	Net 30	457.51	0.00	15.00	457.51	457.51	7756000-00	BL-11556
	8/18/2023	CONN - F81	Net 30	37.84	0.00	15.00	37.84	37.84	7749092-00	BL-11557
							606.29	606.29		
Prolmage Sign & Lighting - VEND-1150										
	9/3/2023	"IMU Water" Vehicle Graphics	Net 30	113.00	0.00	15.00	113.00	113.00	4866	BL-11619
							113.00	113.00		
Quality Pest Control - VEND-1087										
	9/3/2023	Pest Control	Net 30	77.00	0.00	15.00	77.00	77.00	71168	BL-11620
							77.00	77.00		
Robert Turner - VEND-1141 - BL-11525										
	8/1/2023	Credit Refund	Net 30	68.27	0.00	0.00	68.27	68.27	00063091-1	BL-11525
							68.27	68.27		
Secure Shred - VEND-1063										
	8/31/2023	Shred Service	Net 30	52.00	0.00	15.00	52.00	52.00	77683	BL-11621
							52.00	52.00		
Skye McBroom - VEND-1026										
	8/31/2023	0823 Moblie Device Allowance	Net 30	75.00	0.00	15.00	75.00	75.00	Aug 2023	BL-11531

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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
							75.00	75.00		
SPEE-DEE DELIVERY SERVICE INC - VEND-102273										
7/9/2023	Shipping High Voltage Gloves for Testing	Open Terms	51.96	0.00	0.00	51.96	51.96	842508	BL-11515	
							51.96	51.96		
STATE HYGIENIC LABORATORY - VEND-23245										
8/1/2023	Testing	Open Terms	217.50	0.00	0.00	217.50	217.50	260978	BL-11622	
							217.50	217.50		
Teklink - VEND-1262										
8/23/2023	Bore and Drop	Net 30	1,999.00	0.00	15.00	1,999.00	1,999.00	WE 7/23/2023	BL-11625	
8/30/2023	Bore and Drop	Net 30	3,816.00	0.00	15.00	3,816.00	3,816.00	WE 7/30/2023	BL-11626	
9/6/2023	Bore and Drop	Net 30	1,873.00	0.00	15.00	1,873.00	1,873.00	WE 8/6/2023	BL-11624	
							7,688.00	7,688.00		
Terry-Durin Co - VEND-1038										
8/20/2023	1/2" INNER DUCT	Net 30	4,975.50	0.00	15.00	4,975.50	4,975.50	134618-00	BL-11623	
							4,975.50	4,975.50		
TRM DISPOSAL LLC - VEND-101016										
7/25/2023	0728 Trash	Open Terms	46.00	0.00	0.00	46.00	46.00	28273	BL-11559	
							46.00	46.00		
TrueNorth Companies LC - VEND-1100										
8/30/2023	July Safety Meeting	Net 30	75.00	0.00	15.00	75.00	75.00	148823	BL-11560	
							75.00	75.00		
ULINE - VEND-1251										
8/18/2023	Supplies	Net 30	94.07	0.00	15.00	94.07	94.07	166185249	BL-11562	
8/23/2023	Supplies	Net 30	519.06	0.00	15.00	519.06	519.06	166347658	BL-11561	
							613.13	613.13		
Unite Private Networks - VEND-1054										
8/31/2023	Dark Fiber	Net 30	3,585.87	0.00	15.00	3,585.87	3,585.87	SI-23-029598	BL-11628	
							3,585.87	3,585.87		
UPHDM Occupational Medicine - VEND-1101										
8/30/2023	Employee Testing	Net 30	54.75	0.00	15.00	54.75	54.75	190936	BL-11629	
							54.75	54.75		

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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
USA Blue Book - VEND-1366										
	7/26/2023	Plant Chemicals/Materials	Net 30	505.30	0.00	15.00	505.30	505.30	INV00054965	BL-11502
							505.30	505.30		
Vanderpool Plumbing & Heating - VEND-1066										
	8/5/2023	AC Repair East Iowa Substation	Net 30	1,000.99	0.00	15.00	1,000.99	1,000.99	6368	BL-11503
							1,000.99	1,000.99		
VERIZON WIRELESS - VEND-3535										
	8/1/2023	0723 Verizon	Open Terms	400.10	0.00	0.00	400.10	400.10	9940874165	BL-11630
							400.10	400.10		
VERMEER SALES & SERVICE - VEND-57608										
	7/13/2023	Parts for Excavator	Open Terms	80.45	0.00	0.00	80.45	80.45	P0160605	BL-11516
	7/14/2023	Key for Excavator	Open Terms	18.00	0.00	0.00	18.00	18.00	P0163705	BL-11517
							98.45	98.45		
Warren County Engineer - VEND-1102										
	9/1/2023	0723 Fuel Distribution	Net 30	3,221.51	0.00	15.00	3,221.51	3,221.51	0723 Fuel Distribution	BL-11631
							3,221.51	3,221.51		
WESCO - VEND-60220										
	7/20/2023	Primary Elbows	Open Terms	701.71	0.00	0.00	701.71	701.71	712256	BL-11518
	7/21/2023	Harness Lanyards	Open Terms	4,675.04	0.00	0.00	4,675.04	4,675.04	713191	BL-11519
	7/21/2023	Locate Flags	Open Terms	383.50	0.00	0.00	383.50	383.50	714243	BL-11520
	7/29/2023	FR Harnesses	Open Terms	2,309.37	0.00	0.00	2,309.37	2,309.37	722679	BL-11634
	7/29/2023	Hot Line Clamps	Open Terms	365.94	0.00	0.00	365.94	365.94	723333	BL-11635
	7/29/2023	Insert Bushing	Open Terms	1,383.83	0.00	0.00	1,383.83	1,383.83	723334	BL-11636
	8/1/2023	FR Jeans	Open Terms	4,167.51	0.00	0.00	4,167.51	4,167.51	724892	BL-11637
	8/4/2023	4/0 Primary Cable	Open Terms	30,425.45	0.00	0.00	30,425.45	30,425.45	731794	BL-11632
	8/4/2023	Copper Connectors CF1010	Open Terms	268.57	0.00	0.00	268.57	268.57	731795	BL-11633
							44,680.92	44,680.92		
WESTRUM LEAK DETECTION - VEND-60304										
	7/21/2023	2023 Leak Detection Survey	Open Terms	3,250.00	0.00	0.00	3,250.00	3,250.00	4041	BL-11638
							3,250.00	3,250.00		
Wiegert Disposal Inc - VEND-1081										
	8/31/2023	0723 Trash	Net 30	110.00	0.00	15.00	110.00	110.00	July 2023	BL-11639

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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		
Wisconsin Independent Network, LLC - VEND-1067										
	8/31/2023	20 Gb Ethernet Circuit	Net 30	7,383.00	0.00	15.00	<u>7,383.00</u>	<u>7,383.00</u>	WIN022035	BL-11640
							7,383.00	7,383.00		
Check Count: 87				Totals:			\$745,707.38	\$745,707.38		

Water Utility Financial Summary
June 30, 2023

600 WATER OPERATING FUND

	FY22		
	Budget	YTD Actual	% of Budget
Water Service Sales	2,537,500	2,376,985	93.67%
Other Water Revenue	289,100	289,274	100.06%
Total Revenue:	2,826,600	2,666,259	94.33%
Water O&M Expense	2,381,557	2,329,367	
Water O&M Transfers Out			
Total Expense and Transfers:	2,381,557	2,329,367	97.81%
Beginning Net Position		13,348,270	
Net Surplus (Deficit)		336,892	
Ending Net Position		13,685,161	

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	581,716	
Total Expense:	849,800	581,716	68.45%
Beginning Net Position		2,611,158	
Net Surplus (Deficit)		(141,816)	
Ending Net Position		2,469,342	

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	\$	331,988
Capital	\$	2,856,340
Debt Service	\$	75,000
348 days	\$	3,263,328

FY23		
Budget	YTD Actual	% of Budget
2,823,500	2,661,217	94.25%
360,300	407,074	112.98%
3,183,800	3,068,291	96.37%
2,222,404	2,123,314	
1,000,000	1,000,000	
3,222,404	3,123,314	96.92%
	13,956,134	
	(55,023)	
	13,901,112	

1,000,000	1,000,000	
1,000,000	1,000,000	100.00%
1,200,000	481,252	
1,200,000	481,252	40.10%
	2,470,342	
	518,748	
	2,989,089	

	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
June 30, 2023

620 ADMIN & UTILITY SERVICES

FY22		
Budget	YTD Actual	% of Budget
Admin/US Revenue	1,251,911	1,254,767
Total Revenue:	1,251,911	1,254,767 100.23%
Admin/US O&M Expense	1,283,000	1,215,689
Total Expense:	1,283,000	1,215,689 94.75%
Beginning Net Position	304,684	
Net Surplus (Deficit)	39,078	
Ending Net Position	343,762	

FY23		
Budget	YTD Actual	% of Budget
1,406,867	1,406,585	99.98%
1,406,867	1,406,585	99.98%
1,406,867	1,368,356	
1,406,867	1,368,356	97.26%
	35,687	
	38,229	
	73,916	

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 \$ 540,843

Electric Utility Financial Summary
June 30, 2023

630 ELECTRIC OPERATING FUND

	FY22		
	Budget	YTD Actual	% of Budget
Electric Service Sales	15,439,900	15,812,756	102.41%
Other Electric Revenue	1,147,978	1,248,918	108.79%
Total Revenue:	16,587,878	17,061,674	102.86%

Electric O&M Expense	15,564,255	13,417,755	
Electric O&M Transfer Out			
Total Expense and Transfers:	15,564,255	13,417,755	86.21%

Beginning Net Position		31,495,131	
Net Surplus (Deficit)		3,643,919	
Ending Net Position		35,139,050	

730

ELECTRIC CAPITAL FUND

Electric Capital Revenue	1,173,600	1,313,042	
Total Revenue:	1,173,600	1,313,042	111.88%

Electric Capital Expense	2,348,000	506,694	
Total Expense:	2,348,000	506,694	21.58%

Beginning Net Position		5,801,373	
Net Surplus (Deficit)		806,348	
Ending Net Position		6,607,721	

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	\$	11,482,040
Capital	\$	4,878,696
Debt Service	\$	1,368,865
	\$	17,729,601

342 days

FY23

	Budget	YTD Actual	% of Budget
	16,189,977	16,155,641	99.79%
	1,657,700	1,727,424	104.21%
	17,847,677	17,883,064	100.20%

	15,287,869	13,833,259	
	1,171,153	1,171,153	
	16,459,022	15,004,412	91.16%

		33,191,504	
		2,878,653	
		36,070,157	

	1,397,300	1,502,142	
	1,397,300	1,502,142	107.50%

	2,477,500	1,617,263	
	2,477,500	1,617,263	65.28%

		6,564,867	
		(115,121)	
		6,449,746	

	1,171,153	1,171,153	
	1,171,153	1,171,153	100.00%

	1,171,153	1,171,038	
	1,171,153	1,171,038	99.99%

		1,368,750	
		115	
		1,368,865	

Kwhs Billed

FY22-23 FY21-22 YOY Increase %

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

FY22-23 FY21-22 YOY Increase %

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
June 30, 2023

640 FIBER OPERATING FUND

	FY22			FY23		
	Budget	YTD Actual	% of Budget	Budget	YTD Actual	% of Budget
Fiber Service Sales	3,915,000	3,953,650	100.99%	4,310,000	4,464,321	103.58%
Other Fiber Revenue	517,300	525,785	101.64%	953,950	950,310	99.62%
Total Revenue:	4,432,300	4,479,435	101.06%	5,263,950	5,414,631	102.86%
Fiber O&M Expense	4,510,689	3,763,351		3,435,424	3,560,525	
Fiber O&M Transfer Out				1,906,879	1,906,879	
Total Expense and Transfers:	4,510,689	3,763,351	83.43%	5,342,303	5,467,404	102.34%
Beginning Net Position		(4,472,660)			(4,908,922)	
Net Surplus (Deficit)		716,084			(52,773)	
Ending Net Position		(3,756,576)			(4,961,696)	

740

FIBER CAPITAL FUND

Fiber Capital Revenue	0	367		0	4,764	
From Fiber Operations	450,000	275,000		801,000	801,000	
Total Revenue and Transfers In:	450,000	275,367	61.19%	801,000	805,764	100.59%
Fiber Capital Expense	450,000	598,409		2,318,000	1,207,821	
Total Expense:	450,000	598,409	132.98%	2,318,000	1,207,821	52.11%
Beginning Net Position		667,071			1,566,044	
Net Surplus (Deficit)		(323,042)			(402,057)	
Ending Net Position		344,030			1,163,987	

795 FIBER DEBT SERVICE

From Fiber Operations				1,105,879	1,105,879	
Total Transfers In:				1,105,879	1,105,879	100.00%
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)					(0)	
Ending Net Position					(0)	

*Fund 640 Ending Fund Balance	(3,756,576)	(4,961,696)
*Fund 740 Ending Fund Balance	344,030	1,163,987
	(3,412,546)	(3,797,709)

FIBER CASH ON HAND	O&M	\$	68,149
(110 days or greater)	Capital	\$	1,367,929
	Debt Service	\$	(0)
76 days		\$	1,436,078

The Fiber Utility fund has a deficit fund balance of (\$3,797,709).
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%		

June 2023

You should expect to see YTD revenue and expenses for June to be 12/12 (or 100%) 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: Electric O&M below budget due to deferred diesel fuel purchase, lower than budgeted wholesale power expense, lower than budgeted system repair (and materials) expense and lower than budgeted energy efficiency rebate expense.
Capital expenses below budget due to timing of project completion and payments.

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.

INDIANOLA MUNICIPAL UTILITIES



Electric • Communications • Water

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

July 20, 2023

9:00 AM

IAMU

1735 NE 70th Avenue, Ankeny, IA 50021

Minutes

The Indianola Municipal Utilities Board of Trustees met in a special session on July 20, 2023, at the IAMU offices, 1735 NE 70th Avenue, Ankeny, Iowa. Chairperson Smith called the meeting to order at 9:00 a.m. and on roll call the following members were present: Lori Smith, Deb White, Mike Rozga, and Dom Selgrade. ABSENT: Adam Voigts.

Board Member Adam Voigts arrived at 9:10 am

White motioned to approve and Selgrade seconded the approval of authorization for Warren Water to serve a customer within their territory upon proper notice to IMU since the customer is within 2 miles of IMU territory, located at 9361 143rd Ave, Indianola, Iowa. On roll call, the vote was AYES: Selgrade, White, Smith, Rozga, Voigts. NAYS: None. Whereas the Chairperson declared the motion carried unanimously.

Selgrade moved to approve and White seconded the approval of Resolution 2023-035 approving Request for Services Number 9 from NewCom Technologies in the amount of \$21,559.51 for engineering design, construction review and bid package prep work for NOFA 7 North and NOFA 7 South projects. On roll call, the vote was AYES: Selgrade, White, Smith, Rozga, Voigts. NAYS: None. Whereas the Chairperson declared the motion carried unanimously.

Chairperson Lori Smith and General Manager Chris DesPlanques led Trustees and Staff through a strategic planning process. Staff presented information about their departments.

Board Member Rozga moved to adjourn the meeting at 2:00 PM and Selgrade seconded.

\s\ Elisha Brown, Utility Services Supervisor

RESOLUTION 2023-xxx

**RESOLUTION SETTING PUBLIC HEARING AND LETTING DATES
FOR PURCHASING MATERIALS FOR THE SOUTH K ST PAVING PROJECT**

WHEREAS, the Board of Trustees deems it advisable and necessary to purchase long lead time materials in preparation for underground electric construction on the South K St. Paving Project ("Project"); and

WHEREAS, the Board of Trustees has caused to be prepared plans, specifications and form of contract together with an estimate of costs; and

WHEREAS, the plans, specifications and form of contract and estimate of cost may be adopted in a contract for purchasing the public materials, and it is necessary pursuant to Chapter 384, Code of Iowa, as amended, to hold a public hearing and to advertise for bids.

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

Section 1: Sealed proposals will be received at the IMU Office at 210 W. 2nd Ave, Indianola, Iowa until 2:00 p.m. on August 29, 2023. The bids will be acted upon by the Board of Trustees at its regular meeting to be held at the IMU Office at 210 W. 2nd Ave the, Indianola, Iowa at 5:30 p.m. on September 11, 2023, or at such later time and place as may then be fixed.

Section 2: That this Board will meet on September 11, 2023, at 5:30 p.m. at the IMU Office at 210 W. 2nd Ave, Indianola, Iowa, at which time they will hold a public hearing on the plans and specifications for the aforementioned project. At the hearing, any interested person may appear and file objections to the proposed plans, specifications, form of contract, or estimated cost of the project.

Section 3: That this Board will meet on September 11, 2023, at 5:30 p.m. at the IMU Office at 210 W. 2nd Ave, Indianola, Iowa, and subsequent to the public hearing on said documents, it will consider all bids filed pursuant to the plans, specifications, form of contract, and cost for the aforementioned project.

Section 4: 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 as part of said specifications.

Section 5: That the Notice to Bidders shall be posted in a relevant contractor plan room service with statewide circulation, in a relevant construction lead generating service with statewide circulation, and on the City of Indianola's website, which shall be in accordance with the State Code of Iowa. Posting shall be not less than thirteen clear days nor more than forty-five days prior to August 29, 2023, which is hereby fixed as the date for receiving bids.

Section 6: That the City Clerk be and is hereby directed to publish notice of hearing once in the "Indianola Record Herald and Tribune", a legal newspaper, printed wholly in the English language, published at least once weekly and having general circulation in this City. 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 September 11, 2023.

Passed and approved this 14th day of August 2023.

Lori Smith, Chairperson

ATTEST:

Monica Thompson, Board Secretary

INDIANOLA MUNICIPAL UTILITIES
South K St. Paving Project Materials Purchase
Material Procurement Contract
Index

SECTION TITLE

Bidding Requirements

00051	Notice to Bidders and Notice of Hearing and Letting
00200	Instructions to Bidders

Contract Documents

00300	Bid Proposal and Bidding Form
00520	Purchase Order Form
00550	Contract Conditions

Equipment Specifications

16102	Specification for Primary (15 kV) Cable
16150	Specification for HDPE Conduit
16300	Specification for Pad Mounted Switchgear

INDIANOLA MUNICIPAL UTILITIES

South K St. Paving Project Materials Purchase

Bidding Requirements

Section 00051 – NOTICE TO BIDDERS AND NOTICE OF HEARING AND LETTING

Sealed proposals will be received by the Board of Trustees of Indianola Municipal Utilities (IMU), Indianola, Iowa, (Owner) at the IMU Office at 210 W. 2nd Ave., Indianola, Iowa until 2:00 P.M. local time on August 29, 2023 for the procurement of materials for a project identified as SOUTH K ST. PAVING PROJECT MATERIALS PURCHASE, and as described in detail in the specifications for the project now on file in the office of the City Clerk/CFO. Proposals will be opened in public session at that time. Proposals will be acted upon by the Board of Trustees at a meeting to be held in the Council Chambers of the Indianola City Hall at 110 N. First St, Indianola, Iowa at 5:30 P.M. local time on September 11, 2021 or at such later time and place as may then be fixed. At that time and place a hearing will be held on the proposed plans, specifications, form of contract and estimate of cost for the purchase, and at the hearing any interested person may appear and file objections to the proposed purchase or to the cost thereof.

The extent of the work involved is the furnishing of materials that are generally described as follows:

- a. Primary (15 kV class) electric distribution cable
- b. Electric power cable accessories
- c. Pad mounted switchgear, 15 kV class
- d. Box pads
- e. Handholes
- f. HDPE Conduit

Each proposal shall be sealed in an envelope marked "BIDS FOR MATERIALS FOR SOUTH K ST. PAVING PROJECT". Each bid must be accompanied in a separate envelope by a bid bond, certified check or cashier's check drawn on a State of Iowa or federally chartered bank, or a certified share draft on a State of Iowa or federally chartered credit union, in an amount not less than five per cent (5%) of the total value of the Proposal, and made payable to the Owner as a security that the bidder will enter into a contract for the Work within ten (10) days after the award of the contract to such bidder.

Bidders shall not be permitted to withdraw their bids for a period of fifteen (15) days after they are opened.

Payment to the Contractor for the purchased materials will be made in cash derived from available cash on hand from revenue and such other sources as may be available to IMU. The City of Indianola shall not incur any general obligation for the Improvements. The contract for the furnishing of the improvements shall not constitute a general obligation of the City of Indianola nor be payable in any manner by taxation.

Seller shall submit his normal application for payment or invoice directly to Buyer following the delivery of materials. Buyer will pay Seller within 30 days after satisfactory delivery and acceptance of materials and receipt of the application for payment or invoice.

Plans and specifications governing the furnishing of the materials have been prepared by P&E Engineering Co., 500 SW 7th St., Suite 100, Des Moines, Iowa 50309. The plans and specifications, prior proceedings of the IMU Board of Trustees referring to and defining the improvements, and a proposed contract are hereby made a part of this notice by reference. The proposed contracts shall be executed in accordance with them. Copies of the plans and specifications may be obtained from P & E Engineering Co.

By virtue of statutory authority a preference will be given to products and provisions grown and produced within the State of Iowa and Iowa domestic labor.

IMU reserves the right to reject any or all proposals and to waive informalities. Published upon order of the Board of Trustees Indianola Municipal Utilities, Indianola, Iowa.

Jackie Raffety
City Clerk

INDIANOLA MUNICIPAL UTILITIES
South K Street Paving Project Materials Purchase
Material Procurement Contract
Bidding Requirements
SECTION 00200 – Instructions to Bidders

ARTICLE 1—ISSUING OFFICE

- A. *Issuing Office*—The office from which the Bidding Documents are to be issued, and which registers plan holders. The Issuing Office for this project will be P & E Engineering Co., 500 SW 7th St., Des Moines, IA 50309.

ARTICLE 2—BIDDING DOCUMENTS

- 2.01 Bidder shall obtain a complete set of Bidding Requirements and proposed Contract Documents (together, the Bidding Documents). See the Index for a list of the Contract Documents. It is Bidder's responsibility to determine that it is using a complete set of documents in the preparation of a Bid. Bidder assumes sole responsibility for errors or misinterpretations resulting from the use of incomplete documents, by Bidder itself or by its prospective Subcontractors and Suppliers.
- 2.02 Bidder may register as a plan holder and obtain complete sets of Bidding Documents in printed or electronic (digital) format (compact disk, USB, or direct transmittal) from the Issuing Office. Bidders may rely that sets of Bidding Documents obtained from the Issuing Office are complete, unless an omission is blatant. Registered plan holders will receive Addenda issued by Owner.
- 2.03 Plan rooms (including construction information subscription services, and electronic and virtual plan rooms) may distribute the Bidding Documents, or make them available for examination. Those prospective bidders that obtain an electronic (digital) copy of the Bidding Documents from a plan room are encouraged to register as plan holders from the Issuing Office. Owner is not responsible for omissions in Bidding Documents or other documents obtained from plan rooms, or for a Bidder's failure to obtain Addenda from a plan room.
- 2.04 *Electronic Documents*
- A. Bidding Documents will be made available as Electronic Documents in the following manner.
1. Bidding Documents will be provided in Adobe PDF (Portable Document Format) (.pdf) Version 1.4. It is the intent of the Engineer and Owner that such Electronic Documents are to be exactly representative of the paper copies of the documents. However, because the Owner and Engineer cannot totally control the transmission and receipt of Electronic Documents nor the Contractor's means of reproduction of such documents, the Owner and Engineer cannot and do not guarantee that Electronic Documents and reproductions prepared from those versions are identical in every manner to the paper copies.
- B. The Bidder may use and rely upon complete sets of Electronic Documents of the Bidding Documents, described in Paragraph 2.06.A above. However, Bidder assumes all risks associated with differences arising from transmission/receipt of Electronic Documents versions of Bidding Documents and reproductions prepared from those versions and, further, assumes all risks, costs, and responsibility associated with use of the Electronic Documents versions to derive information that is not explicitly contained in printed paper versions of the documents, and for Bidder's reliance upon such derived information.

INDIANOLA MUNICIPAL UTILITIES
South K Street Paving Project Materials Purchase
Material Procurement Contract
Bidding Requirements
SECTION 00200 – Instructions to Bidders

ARTICLE 3—QUALIFICATIONS OF BIDDERS

- 3.01 To demonstrate Bidder's qualifications to perform the Work, after submitting its Bid and within five (5) days of Owner's request, Bidder must submit the following information:
- A. Written evidence establishing its qualifications such as financial data, previous experience, and present commitments.
 - B. A written statement that Bidder is authorized to do business in the state where the Project is located, or a written certification that Bidder will obtain such authority prior to the Effective Date of the Contract.
 - C. Bidder's state or other contractor license number, if applicable.
 - D. Subcontractor and Supplier qualification information.
 - E. Other required information regarding qualifications.
- 3.02 A Bidder's failure to submit required qualification information within the times indicated may disqualify Bidder from receiving an award of the Contract.
- 3.03 No requirement in this Article 3 to submit information will prejudice the right of Owner to seek additional pertinent information regarding Bidder's qualifications.

ARTICLE 4—PRE-BID CONFERENCE

- 4.01 No pre-bid conference will be held for this Contract.

ARTICLE 5—NOT USED

ARTICLE 6—BIDDER'S REPRESENTATIONS AND CERTIFICATIONS

- 6.01 *Express Representations and Certifications in Bid Form, Agreement*
- A. The Bid Form that each Bidder will submit contains express representations regarding the Bidder's examination of Project documentation, and preparation of the Bid, and certifications regarding lack of collusion or fraud in connection with the Bid. Bidder should review these representations and certifications, and assure that Bidder can make the representations and certifications in good faith, before executing and submitting its Bid.
 - B. If Bidder is awarded the Contract, Bidder (as Contractor) will make similar express representations and certifications when it executes the Agreement.

**INDIANOLA MUNICIPAL UTILITIES
South K Street Paving Project Materials Purchase
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ARTICLE 7—INTERPRETATIONS AND ADDENDA

- 7.01 Owner on its own initiative may issue Addenda to clarify, correct, supplement, or change the Bidding Documents.
- 7.02 Bidder shall submit all questions about the meaning or intent of the Bidding Documents via email to arpowers@peengr.com and must include “Question related to IMU Project” in the subject line. Confirm the email has been received by calling Al Powers at 515-979-7496.
- 7.03 Interpretations or clarifications considered necessary by Engineer in response to such questions will be issued by Addenda delivered to all registered plan holders. Questions received less than seven days prior to the date for opening of Bids may not be answered.
- 7.04 Only responses set forth in an Addendum will be binding. Oral and other interpretations or clarifications will be without legal effect. Responses to questions are not part of the Contract Documents unless set forth in an Addendum that expressly modifies or supplements the Contract Documents.

ARTICLE 8—BID SECURITY

- 8.01 A Bid must be accompanied by Bid security made payable to Owner in an amount of **5** percent of Bidder’s maximum Bid price (determined by adding the extended price for all line items that are being bid) and in the form prescribed in the NOTICE OF HEARING AND LETTING.
- 8.02 The Bid security of each apparent Successful Bidder will be retained until Owner awards the contract to such Bidder, and such Bidder has executed the Contract, and met the other conditions of the Notice of Award, whereupon the Bid security will be released. If the Successful Bidder fails to execute and deliver the Contract within 15 days after the Notice of Award, Owner may consider Bidder to be in default, annul the Notice of Award, and the Bid security of that Bidder will be forfeited. Such forfeiture will be Owner’s exclusive remedy if Bidder defaults.
- 8.03 The Bid security of other Bidders that Owner believes to have a reasonable chance of receiving the award may be retained by Owner until the earlier of 7 days after the Effective Date of the

**INDIANOLA MUNICIPAL UTILITIES
South K Street Paving Project Materials Purchase
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SECTION 00200 – Instructions to Bidders**

Contract or 37 days after the Bid opening, whereupon Bid security furnished by such Bidders will be released.

- 8.04 Bid security of other Bidders that Owner believes do not have a reasonable chance of receiving the award will be released within 7 days after the Bid opening.

ARTICLE 9—CONTRACT TIMES

- 9.01 All materials are to be delivered in the time frame defined by the Contract Documents, calculated from the date of issuing a Notice of Award.

ARTICLE 10—SUBSTITUTE AND “OR EQUAL” ITEMS

- 10.01 The Contract for the Work, as awarded, will be on the basis of materials and equipment specified or described in the Bidding Documents, or substitutes that are presented as alternates by the bidder and accepted by the Owner.

ARTICLE 11—SUBCONTRACTORS, SUPPLIERS, AND OTHERS

- 11.01 The apparent Successful Bidder, and any other Bidder so requested, must submit to Owner a list of the Suppliers proposed for any portion of the Work within five days after Bid opening:

ARTICLE 12—PREPARATION OF BID

- 12.01 The Bid Form is included with the Bidding Documents, and will also be made available to bidders in an Excel (.xlsx) format.
- A. All blanks on the Bid Form must be either completed in ink on a paper copy of the Bid Form, or filled in on the Excel (.xlsx) format and printed. All submitted Bid Forms must be signed in ink. Erasures or alterations must be initialed in ink by the person signing the Bid Form. A Bid price must be indicated for each line item for which a bid is being submitted. Line items for which a bid is not being submitted must be marked as “NO BID”.
- 12.02 A Bid by a corporation must be executed in the corporate name by a corporate officer (whose title must appear under the signature), accompanied by evidence of authority to sign. The corporate address and state of incorporation must be shown.
- 12.03 A Bid by a partnership must be executed in the partnership name and signed by a partner (whose title must appear under the signature), accompanied by evidence of authority to sign. The official address of the partnership must be shown.
- 12.04 A Bid by a limited liability company must be executed in the name of the firm by a member or other authorized person and accompanied by evidence of authority to sign. The state of formation of the firm and the official address of the firm must be shown.
- 12.05 A Bid by an individual must show the Bidder’s name and official address.

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- 12.06 A Bid by a joint venture must be executed by an authorized representative of each joint venturer in the manner indicated on the Bid Form. The joint venture must have been formally established prior to submittal of a Bid, and the official address of the joint venture must be shown.
- 12.07 All names must be printed in ink below the signatures.
- 12.08 The Bid must contain an acknowledgment of receipt of all Addenda, the numbers of which must be filled in on the Bid Form.
- 12.09 Postal and e-mail addresses and telephone number for communications regarding the Bid must be shown.
- 12.10 The Bid must contain evidence of Bidder's authority to do business in the state where the Project is located, or Bidder must certify in writing that it will obtain such authority within the time for acceptance of Bids and attach such certification to the Bid.
- 12.11 If Bidder is required to be licensed to submit a Bid or perform the Work in the state where the Project is located, the Bid must contain evidence of Bidder's licensure, or Bidder must certify in writing that it will obtain such licensure within the time for acceptance of Bids and attach such certification to the Bid. Bidder's state contractor license number, if any, must also be shown on the Bid Form.

ARTICLE 13—BASIS OF BID

- 13.01 *Line Item Unit Price*
 - A. Bidders must submit a Bid on a unit price basis for each line item for which a bid is being submitted, including the quantity to be provided, the unit price, and the extended price for that line item.
 - B. Discrepancies between the multiplication of unit quantity and unit prices will be resolved in favor of the unit prices. Discrepancies between the indicated sum of any column of figures and the correct sum thereof will be resolved in favor of the correct sum.

ARTICLE 14—SUBMITTAL OF BID

- 14.01 The Bid Form is to be completed and submitted with the Bid security and the other documents required to be submitted under the terms of the Bid Form. See Paragraph 12.01 for Bid Documents that are received as Electronic Documents
- 14.02 A Bid must be received no later than the date and time prescribed and at the place indicated in NOTICE OF HEARING AND LETTING and must be enclosed in a plainly marked package with the Project title, and, if applicable, the designated portion of the Project for which the Bid is submitted, and the name and address of Bidder. This package shall be plainly labeled "BID

INDIANOLA MUNICIPAL UTILITIES
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ENCLOSED.” The package must contain two sealed opaque envelopes, one for the Bid and other required documents and one for the Bid Security.

- 14.03 The sealed envelope containing the Bid and all required documents (except for the bid security) must be plainly marked with the notation “BID ENCLOSED”.
- 14.04 The sealed envelope containing the bid security must be plainly marked with the notation “BID SECURITY ENCLOSED”.
- 14.05 A Bid sent by mail shall be addressed to:

Indianola Municipal Utilities
Attn: Ms. Chris Longer
210 W. 2nd Ave.
Indianola, Iowa 50125
Phone 515-962-5302

- 14.06 A bid sent by delivery service or hand delivered shall be delivered to:

Indianola Municipal Utilities
Attn: Ms. Chris Longer
210 W. 2nd Ave.
Indianola, Iowa 50125
Phone 515-962-5302

- 14.07 Bids received after the date and time prescribed for the opening of bids, or not submitted at the correct location or in the designated manner, will not be accepted and will be returned to the Bidder unopened.

ARTICLE 15—MODIFICATION AND WITHDRAWAL OF BID

- 15.01 An unopened Bid may be withdrawn by an appropriate document duly executed in the same manner that a Bid must be executed and delivered to the place where Bids are to be submitted prior to the date and time for the opening of Bids. Upon receipt of such notice, the unopened Bid will be returned to the Bidder.
- 15.02 If a Bidder wishes to modify its Bid prior to Bid opening, Bidder must withdraw its initial Bid in the manner specified in Paragraph 15.01 and submit a new Bid prior to the date and time for the opening of Bids.
- 15.03 If within 24 hours after Bids are opened any Bidder files a duly signed written notice with Owner and promptly thereafter demonstrates to the reasonable satisfaction of Owner that there was a material and substantial mistake in the preparation of its Bid, the Bidder may withdraw its Bid,

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and the Bid security will be returned. Thereafter, if the Work is rebid, the Bidder will be disqualified from further bidding on the Work.

ARTICLE 16—OPENING OF BIDS

- 16.01 Bids will be opened at the time and place indicated in the NOTICE OF HEARING AND LETTING and, unless obviously non-responsive, read aloud publicly. An abstract of the amounts of the Bids will be made available to Bidders after the opening of Bids.

ARTICLE 17—BIDS TO REMAIN SUBJECT TO ACCEPTANCE

- 17.01 All Bids will remain subject to acceptance for the period of time stated in the Bid Form, but Owner may, in its sole discretion, release any Bid and return the Bid security prior to the end of this period.

ARTICLE 18—EVALUATION OF BIDS AND AWARD OF CONTRACT

- 18.01 Owner reserves the right to reject any or all Bids, including without limitation, nonconforming, nonresponsive, unbalanced, or conditional Bids. Owner also reserves the right to waive all minor Bid informalities not involving price, time, or changes in the Work.
- 18.02 Owner will reject the Bid of any Bidder that Owner finds, after reasonable inquiry and evaluation, to not be responsible.
- 18.03 If Bidder purports to add terms or conditions to its Bid, takes exception to any provision of the Bidding Documents, or attempts to alter the contents of the Contract Documents for purposes of the Bid, whether in the Bid itself or in a separate communication to Owner or Engineer, then Owner may reject the Bid as nonresponsive.
- 18.04 If Owner awards the contract for the Work, such award will be to the responsible Bidder whose bid is considered to be in the best interest of the Owner.
- 18.05 *Evaluation of Bids*
- A. In evaluating Bids, Owner will consider whether the Bids comply with the prescribed requirements, and such alternates, unit prices, and other data, as may be requested in the Bid Form or prior to the Notice of Award.
 - B. For the determination of the apparent low Bidder when unit price bids are submitted, Bids will be compared on the basis of the total of the product of the estimated quantity of each item and unit price Bid for that item.
- 18.06 In evaluating whether a Bidder is responsible, Owner will consider the qualifications of the Bidder and may consider the qualifications and experience of Subcontractors and Suppliers proposed for

INDIANOLA MUNICIPAL UTILITIES
South K Street Paving Project Materials Purchase
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those portions of the Work for which the identity of Subcontractors and Suppliers must be submitted as provided in the Bidding Documents.

- 18.07 Owner may conduct such investigations as Owner deems necessary to establish the responsibility, qualifications, and financial ability of Bidders and any proposed Subcontractors or Suppliers.

ARTICLE 19—BONDS AND INSURANCE

- 19.01 Article 8, Bid Security, of these Instructions, addresses the requirement for providing bid bonds as part of the bidding process.

ARTICLE 20—SIGNING OF AGREEMENT

- 20.01 See Paragraph 13 of Section 00550 (Contract Conditions).

ARTICLE 21—SALES AND USE TAXES

- 21.01 Owner is subject to state and local sales and use taxes on materials and equipment to be provided under this Contract. Refer to Paragraph 8.0 of Section 00550 (Contract Conditions) for additional information.

ARTICLE 22—NOT USED

INDIANOLA MUNICIPAL UTILITIES
South K Street Paving Project Materials Purchase
Material Procurement Contract
Section 00300 – Bid Proposal Form

PROJECT IDENTIFICATION

This Contract covers the procurement of electrical distribution materials for the South K Street Paving Project.

THIS BID IS SUBMITTED TO (Buyer):

Indianola Municipal Utilities
210 W Second Ave.
Indianola, Iowa 50125

THIS BID IS SUBMITTED BY (Bidder):

1.01 The undersigned Bidder proposes and agrees, if this Bid is accepted, to accept Buyer's Purchase Order to furnish all Goods as specified or indicated in the Purchase Order for the prices and within the times indicated in this Bid and in accordance with the other terms and conditions in the Bidding Documents.

2.01 Bidder accepts all terms and conditions of the Contract Conditions, and the NOTICE TO BIDDERS AND NOTICE OF PUBLIC HEARING, including without limitation those dealing with the disposition of Bid Security. The Bid will remain subject to acceptance for 15 days after the Bid opening, or for such longer period of time that Bidder may agree to in writing upon request of Buyer.

3.01 In submitting this Bid, Bidder represents that:

- A. Bidder has examined and carefully studied the Bidding Documents, the other related data identified in the Bidding Documents, and the following Addenda, receipt of all which is hereby acknowledged.

Addendum No.

Addendum Date

- B. Bidder declares that he has examined to his own satisfaction the Drawings, Specifications, and other Bidding Documents, the character, quality and quantity of materials to be supplied, and other matters which can affect the work under this contract; and that this proposal is made with full knowledge of the intent and purpose of the same. He further declares that in respect to these matters he is not relying upon any representation made to him by any officer, agent, or employee of the Buyer, or by any other person on behalf of Buyer, but that he relies solely upon his own investigation.

INDIANOLA MUNICIPAL UTILITIES
Downtown Underground Conversion Project
Material Procurement Contract
Section 00300 – Bid Proposal Form

- C. The undersigned certifies that the bid prices contained herein have been carefully checked and are submitted as correct and final. It is proposed to furnish Goods at the prices set out for each item.

5.01 A Bid Security in the amount of 5% of the total amount of the bid has been furnished with this Proposal Form, enclosed in a separate sealed envelope that is marked "Bid Security". In case of default or failure on the part of the undersigned to accept a purchase order for the goods, it is hereby agreed that the accompanying Bid Security may be cashed and deposited with the Buyer, and it is further agreed that in that case the Sum of

_____ Dollars (\$_____) which is the amount of the Bid Security accompanying this proposal, is the fair measure of the amount of the damages that the Indianola Municipal Utilities will sustain in case the undersigned shall fail or refuse to accept a Purchase Order if said Contract is awarded to him.

6.01 A completed Iowa Department of Labor Bidder Status Form (309-6001) regarding the Contractor's resident status within the State of Iowa must be submitted with this Bid Form.

7.01 Bid prices are shown on the following pages 00300-3 through 00300-4. Items for which no bid is being submitted are marked with "No Bid".

Submitted on _____, 2023

Firm Name _____

Type of Firm _____
(corporation, partnership, individual, or joint venture)

By _____
(typed or printed)

(individual's signature)

Title _____

Business address _____

Phone No. _____

Email Address _____

Bidder: _____

Indianola Municipal Utilities
South K Street Paving Project
Material Procurement Contract
Material Bid Form

Line	Item Number	Quantity	U/M	Description	Specified Manufacturer and Cat. No.	Quoted Manufacturer and Cat. No.	Quantity to be Supplied	Quoted Unit Price	Total Price	Quoted Lead Time or Delivery Date
1	05612	18,000	ft	Cable, 15kV, #1/0 solid Al, 220 mil, per specification section 16102						
2	05612 Alternate									
3	05618	24,000	ft	Cable, 15kV, 1000 kcmil str Al, 220 mil, per specification section 16102						
4	05618 Alternate									
5	35051	15,000	ea	Conduit, Polyethylene, 2", SDR 13.5, per specification 16150						
6	35051 Alternate									
7	35052	20,000	ea	Conduit, Polyethylene, 3", SDR 13.5, per specification 16150						
8	35052 Alternate									
9	40012	75	ea	Elbow, 200 amp, 15 kV, 1/0 Sol 220 mils, with test point	ABB/T&B 162LR-B5230					
10	40012 Alternate									
11	40050	60	ea	Insert, 200 amp load break, 15 kV	ABB/T&B 1601A4					
12	40050 Alternate									
13	40060	26	ea	Cap, 200 amp load break, 15 kV	ABB/T&B 160DRG					
14	40060 Alternate									
15	40079	3	ea	Junction, loadbreak, 4 point, 200 amp, 15 kV, with mtg straps	ABB/T&B 164J4-5BX					
16	40079 Alternate									
17	40085	3	ea	Junction, dead break, 600 amp, 2 way, 15 kV, with mtg straps	Eaton/Cooper DJ625A2U					
18	40085 Alternate									
19	40220	18	ea	Splice, cable, cold-shrink, 1000 kcmil str Al, 15 kV	3M 5418A-1000AL					
20	40220 Alternate									

Indianola Municipal Utilities
South K Street Paving Project
Mateial Procurement Contract
Material Bid Form

Bidder:_____

Line	Item Number	Quantity	U/M	Description	Specified Manufacturer and Cat. No.	Quoted Manufacturer and Cat. No.	Quantity to be Supplied	Quoted Unit Price	Total Price	Quoted Lead Time or Delivery Date
21	41016	54	ea	Elbow, 600 amp, 15 kV, 1000 kcmil Al, 220 mils	ABB/T&B K656LR-N0410					
22	41016 Alternate									
23	56300	5	ea	Swgr, pad mtd, Dead Front, 13 kV, 600 amp, 4 bay, 2 sw, 2 fuse, per specifications section 16300	Federal Pacific PSE-9, Cat No. 44222					
24	56300 Alternate									
25	56303	2	ea	Swgr, pad mtd, Dead Front, 13 kV, 600 amp, 4 bay, 3 sw, 1 fuse, per specifications section 16300	Federal Pacific PSE-11, Cat No. 44312					
26	56303 Alternate									
27	56305	2	ea	Swgr, pad mtd, Dead Front, 13 kV, 600 amp, 6 bay, 2 sw, 4 fuse, per specifications section 16300	Federal Pacific PSE, Drawing No. 37-3146-007					
28	56305 Alternate									
29	58033	7	ea	Pad, box, preformed, for swgr, 4 way 600 amp, 75"x73"x36"	Nordic GS-75-73-36-MG-67x62					
30	58033 Alternate									
31	56305	2	ea	Pad, box, preformed, for swgr, 6 way 600 amp, 124"x74"x36"	Nordic GS124-74-36RT-20-MG-111-124012					
32	56305 Alternate									
33	58129	5	ea	Handhole, 48"x72"x48"; Tier 22, open bottom, with three piece bolted cover; Tier 15, with logo "ELECTRIC"	Hubbell PG4872BA48 with PG4872HA17P cover					
34	58129 Alternate									
Notes:										
1) All prices to be quoted exclusive of Iowa Sales and Use Taxes. Taxes are to be added at the appropriate rate as prescribed by law as a separate line item on all invoices submitted for payment.										
2) Furnish data required by Specifications on separate sheets										
3) Cable quantities shown are minimum, see specifications										

PURCHASE REQUISITION

80XXXXX



210 West 2nd Ave
INDIANOLA, IOWA 50125
515•961•9444

Requisitioned by
Department

Mike Metcalf
Electric

Title
Cost ctr. No.

Electric Superintendent

Vendor:

Name
Address
City/St
Phone

Ship To:

Name Indianola Municipal Utilities
Address 1300 East Iowa
City/St Indianola, IA 50125
Phone 515-962-5305

SHIPPING INFORMATION

Requisition date

Date required

Shipped via

F.O.B. point

Terms

SPECIFICATIONS

SAMPLE ONLY - NOT VALID FOR PURCHASE

Item No.	Quantity	Unit price	Description	Price
Total cost				\$0.00

JUSTIFICATIONS/SPECIAL INSTRUCTIONS

APPROVAL SIGNATURES

Supervisor

Date

Dept. Head

Date

Purchaser

Date

Accepted By

Supplier

Date

INDIANOLA MUNICIPAL UTILITIES
South K Street Paving Project Materials Purchase
Material Procurement Contract
Section 00550 – Contract Conditions

1.0 GENERAL

- 1.1 These Conditions apply to all aspects of the Purchase Contract, and constitute the terms and conditions of the Contract.

2.0 DEFINED TERMS

- 2.1 Terms used in the Contract Documents have the following definitions.

Buyer or Owner: Indianola Municipal Utilities

Engineer: P & E Engineering Co., Des Moines, Iowa

Seller: Successful Bidder for each line item

3.0 BONDS and SECURITIES

- 3.1 Each bid must be accompanied in a separate sealed envelope by either: (1) a certified check, or a cashier's check drawn on an Iowa bank, or a bank chartered under the laws of the United States, in an amount of 5% of bid amount; or (2) a certified share draft drawn on a credit union in Iowa or chartered under the laws of the United States, in an amount of 5% of bid amount; or (3) a bid bond executed by a corporation authorized to contract as a surety in the State of Iowa, in the penal sum of 5% of bid amount.
- 3.2 The bid security shall be made payable to the Indianola Municipal Utilities, Indianola, Iowa.
- 3.3 The bid security must not contain any conditions either in body or as an endorsement thereon. The bid security shall be forfeited to the City as liquidated damages in the event the successful bidder fails or refuses to enter into contract within ten (10) days after the award of contract pursuant to the provisions of this notice and the other contract documents. The City will accept bid bond forms that meet the Requirements of Iowa Code, Section 26.8.

4.0 SCHEDULES

- 4.1 Bidders shall not be permitted to withdraw their bids for a period of fifteen (15) days after they are opened.
- 4.2 Delivery of Goods and Special Services shall be completed as soon as possible and as required by the Contract Conditions.
- 4.3 It is understood and agreed by both Seller and Owner that quoted delivery times are the bidders best estimate at the time the proposal was submitted, and are subject to change based on material availability; supplier, manufacturer, and transportation schedules; and other factors that may be beyond the control of the bidder.
- 4.4 Seller shall provide to Owner an updated schedule of expected delivery dates, along with a statement that all materials are on hand or have actually been ordered from the bidder's

INDIANOLA MUNICIPAL UTILITIES
South K Street Paving Project Materials Purchase
Material Procurement Contract
Section 00550 – Contract Conditions

suppliers, within 10 days of receiving an approved purchase order. Additional updates of expected delivery dates shall be provided on a monthly basis until all materials have been delivered.

- 4.5 Changes in delivery dates will not result in a change in the price, except for escalation charges as described in paragraph 7.1.

5.0 INSURANCE

- 5.1 Seller shall be responsible for determining minimum insurance coverages to protect the Seller, Buyer, and the Goods to be provided.
- 5.2 Seller shall be responsible for the Goods until delivered to and accepted by Buyer. In case any of the Goods becomes damaged through any cause before the time of acceptance of the same, the Seller must make good the same before the Goods will be accepted. This provision is not to prevent the Buyer from using such parts of the accepted Goods as are ready for use, and by the use of which the Seller's work will not be damaged or hindered.

6.0 SHIPMENT AND DELIVERY

- 6.1 All cartons, crates, pallets, cable reels, and other shipping containers must be clearly marked with the Delivery Address, Seller Identification, Purchase Order number, and with the words "South K Street Paving Project". Seller shall deliver the Goods F.O.B. the Point of Destination.
- 6.2 Goods shall be delivered to:
- Indianola Municipal Utilities
Attn: Mr. Ron Bowlin
1300 E Iowa Ave.
Indianola, Iowa 50125
Phone 515-250-4315
- 6.3 Deliveries will be accepted from 7:30 AM – 12:00 noon, and from 1:00 PM - 3:00 PM, Monday through Friday.
- 6.4 Seller shall select the carrier and bear all costs of packaging, transportation, insurance, special handling, and any other costs associated with shipment and delivery.
- 6.5 Buyer will be responsible for and bear all costs for unloading the Goods from carrier.
- 6.6 Buyer will assure that adequate facilities are available to receive delivery of the Goods during the times specified.
- 6.7 Seller shall require the carrier to give Buyer at least 24 hours notice by telephone prior to the anticipated hour of delivery.

INDIANOLA MUNICIPAL UTILITIES
South K Street Paving Project Materials Purchase
Material Procurement Contract
Section 00550 – Contract Conditions

6.8 Buyer or Engineer will inspect the Goods upon delivery solely for purposes of identifying the Goods and general verification of quantities and observation of apparent condition in order to provide a basis for a progress payment. Such inspection will not be construed as final or as receipt of any Goods that, as a result of subsequent inspections and tests, are determined to be non-conforming.

7.0 PAYMENTS

7.1 Seller shall submit his normal application for payment or invoice directly to Buyer following the delivery of materials. Iowa Sales and Use Tax must be shown as a separate line item on each invoice.

7.2 If items are quoted with escalation or with a length tolerance, the invoice must clearly show the original (non-escalated) price and quantity; and the full calculation of all adjustments, including the underlying commodity prices and escalation rates, the actual length delivered, and the final invoiced cost.

7.3 Buyer will pay Seller within 30 days after satisfactory delivery of materials and receipt of the application for payment or invoice.

8.0 TAXES

8.1 Bid prices shall be exclusive of Iowa Sales and Use tax. All state and local taxes will be added to the prices shown in the Bid at the rate prescribed by law, and must be shown as a separate line item on all invoices submitted for payment.

9.0 WARRANTY

9.1 Seller warrants and guarantees to Buyer that the title to the Goods conveyed shall be proper, its transfer rightful, and free from any security interest, lien, or other encumbrance.

9.2 Seller warrants and guarantees to Buyer that all Goods will conform with the Contract Documents, and the Goods will be new as supplied to Seller by the manufacturer of the products.

9.3 Seller shall pass thorough to Buyer all manufacturer warranties and will use commercially reasonable efforts to assist Buyer in obtaining the benefits of those warranties. Seller shall identify in the bidding documents any items that will not be warrantied for a period of at least one year or for which the manufacturer's warranty does not include assurance that the products will be free from defects in design, materials, or workmanship; or that the products are not in accordance with the Owner's specifications and manufacturer's submittals.

9.4 Seller's warranty and guarantee hereunder excludes defects or damage caused by abuse, improper modification or improper maintenance or operation by persons other than Seller, or normal wear and tear under normal usage.

INDIANOLA MUNICIPAL UTILITIES
South K Street Paving Project Materials Purchase
Material Procurement Contract
Section 00550 – Contract Conditions

10.0 QUANTITIES

- 10.1 For all items except for cable, quantities shall be quoted exactly as requested in the Contract Documents, but alternate quotes (in addition to the base quote) on alternate quantities corresponding to standard package quantities are encouraged.
- 10.2 Quantities shown for cable are the minimum acceptable lengths. Bidders should indicate the tolerance on shipment quantities compared to quoted quantities. Payment will be made on a unit cost basis for cable actually shipped that is within the tolerance stated in the proposal.
- 10.3 Buyer may make minor adjustments in quantities following receipt of bids and before issuing purchase order, without any change in the unit price quoted by the Bidder. Subject to agreement between Buyer and Seller as to any such revised quantity, the quantities delivered shall be exactly as shown on the purchase order.

11.0 COMPARISON OF BIDS

- 11.1 Bidders may submit proposals for any or all bid line items. One or more line items may be awarded to each successful bidder.
- 11.2 The pricing for each line item must be shown on the proposal form by checking either the "FIRM" or "ESCALATED" column. If quoted with escalation, a full explanation of the methodology to be used to determine the final invoiced price must be included on a separate submittal sheet. This must include the base value or the methodology for determining all underlying commodity prices, the quantity, rate, or other multiplier to be applied to changes in the commodity prices, and the basis for any other adjustments that will be made to determine the final invoiced cost.
- 11.3 For determination of the apparent low Bidder for each item, Bids will be compared on the basis of the respective quoted quantity multiplied by the projected invoiced unit price. The projected invoiced unit cost for items quoted with escalation will be based on expected commodity prices and other variables as determined solely by the Engineer.
- 11.4 Prices quoted must be all inclusive (except for taxes as described in Paragraph 8.0), including all delivery costs.

12.0 COMPLIANCE WITH SPECIFICATIONS

- 12.1 The Contract, if awarded, will be on the basis of material and equipment specified or described in the Bidding Documents, or those "or-equal" or alternate materials and equipment approved by Engineer. The materials and equipment described in the Bidding documents establish a standard of required type, function, and quality to be met by any proposed "or-equal" item. The burden of proof of the merit of the proposed item is upon Bidder. If requested, Bidder shall supply catalog pages, data sheets, test reports, or other descriptive information sufficient to allow for evaluation of proposed "or-equal" items by Engineer. Engineer's decision of approval or disapproval of a proposed item will be final.

INDIANOLA MUNICIPAL UTILITIES
South K Street Paving Project Materials Purchase
Material Procurement Contract
Section 00550 – Contract Conditions

- 12.2 Buyer shall have the right to perform, or cause to be performed, reasonable inspections and require reasonable tests of the Goods. Seller shall allow Buyer a reasonable time to perform such inspections or tests.
- 12.3 Buyer shall bear all expenses, except for travel, lodging, and subsistence expenses of Seller's representatives, for inspections and tests at the Point of Destination, but buyer shall be entitled to reimbursement from Seller for Buyer's expenses for re-inspection or re-testing if, on the basis of an initial inspection or test, the Goods are determined to be non-conforming.
- 12.4 Buyer will give Seller timely notice of all specified tests, inspections, and approvals of the Goods.
- 12.5 Neither payments made by Buyer to Seller prior to any tests or inspections, nor any tests or inspections shall constitute acceptance of non-conforming Goods, or prejudice Buyer's rights under the Contract.

13.0 CONTRACT AGREEMENT

- 13.1 A Purchase Order will be issued to the Successful Bidder(s) by the Buyer as the form of Agreement. Acceptance of the Purchase Order by the Bidder shall signify acceptance of and agreement to all provisions of the Contract.
- 13.2 The Purchase Order shall be deemed as having been awarded when formal notice of award has been duly served upon the intended awardee by the Buyer or an agent or officer duly authorized to give such notice.

14.0 SPECIAL REQUIREMENTS

- 14.1 In accordance with Iowa statutes, a resident bidder shall be allowed a preference as against a nonresident bidder from a state or foreign country if that state or foreign country gives or requires any preference to bidders from that state or foreign country, including but not limited to any preference to bidders, the imposition of any type of labor force preference, or any other form of preferential treatment to bidders or laborers from that state or foreign country. The preference shall be equal to the preference given or required by the state or foreign country in which the nonresident bidder is a resident. In the instance of a resident labor force preference, a nonresident bidder shall apply the same resident labor force preference to a public improvement in this state as would be required in the construction of a public improvement by the state or foreign country in which the nonresident bidder is a resident.

INDIANOLA MUNICIPAL UTILITIES
South K Street Paving Project Materials Purchase
Material Procurement Contract
Section 16102 – Specification for Primary (15 kV) Cable

1.0 SCOPE

This specification covers the physical and electrical characteristics of jacketed concentric neutral power cable for use on an alternating current, three-phase, 13.2 kV nominal, 60 Hertz power system at the 133% insulation level. Cable must be “Discharge-Free” as defined by ANSI/ICEA S-94-649-2021.

2.0 STANDARDS

Except as modified by these specifications, the cable must meet all applicable requirements of ANSI/ICEA S-94-649-2021 and AEIC Standard CS-8-20.

3.0 GENERAL

Cable insulation shall be Ethylene Propylene Rubber (EPR).

4.0 PHASE CONDUCTOR

The phase conductor shall be solid or compressed stranded 1350 H-19 aluminum, with sizes as follows

Item No.	Conductor
05612	1/0 AWG, solid
05614	4/0 AWG, 19 strand (Class B stranding)
05618	1000 kcmil, 61 strand (Class B stranding)

A sealant shall be incorporated in the interstices of stranded phase conductors to prevent longitudinal water penetration.

5.0 INSULATION

The insulation shall consist of 220 mils (nominal thickness) of ethylene propylene rubber (EPR).

6.0 SEMI-CONDUCTING INSULATION SHIELD

The insulation shield shall be extruded directly over the insulation, and shall be free stripping within the requirements of ANSI/ICEA S-94-649-2021.

INDIANOLA MUNICIPAL UTILITIES
South K Street Paving Project Materials Purchase
Material Procurement Contract
Section 16102 – Specification for Primary (15 kV) Cable

7.0 NEUTRAL

The concentric neutral shall be sized as follows and, where indicated, in accordance with the referenced table in ANSI/ICEA S-94-649-2021.

Item No	Phase Conductor	Neutral	Reference
05612	1/0 AWG	Full	Table 6-2
05614	4/0 AWG	One-third	Table 6-3
05618	1000 kcmil	One-sixth	Table G-4

8.0 JACKET

The overall cable jacket shall consist of a layer of insulating chlorosulfonated polyethylene, or linear low density polyethylene extruded-to-fill in accordance with ANSI/ICEA S-94-649-2021.

9.0 DIMENSIONS

All insulation and shield dimensions shall be in accordance with the requirements of Appendix C of ANSI/ICEA S-94-649-2021.

10.0 BASIS OF QUOTE

Cable length is specified and is to be quoted on a cable foot basis, regardless of packaging method. For cable that is packaged with three parallel lengths on a reel, the specified cable length will be three times the required circuit length.

11.0 SHIPPING REELS

Cable is to be shipped on non-returnable wood reels, with a maximum size as shown below. Specific cut lengths applicable to an individual order may be shown on the inquiry or purchase order.

Item 05612 (1/0 Aluminum conductor) is to be wound with one continuous length on each reel, with each reel no larger than 43" overall width and 66" flange diameter. The maximum length per reel is approximately 2750 ft.

Item 05614 (4/0 Aluminum conductor) is to be wound with one continuous length on each reel, with each reel no larger than 43" overall width and 66" flange diameter. The maximum length per reel is approximately 3000 ft. The total length of cable purchased must be divided into three equivalent sets of reels to facilitate the use of the cable for three phase circuits.

INDIANOLA MUNICIPAL UTILITIES
South K Street Paving Project Materials Purchase
Material Procurement Contract
Section 16102 – Specification for Primary (15 kV) Cable

Item 05618 (1000 kcmil Aluminum conductor) is to be shipped on non-returnable wood reels no larger than 62" overall width and 96" flange diameter. One continuous length shall be wound on each reel. The maximum length per reel is approximately 3750 ft. The total length of cable purchased must be divided into three equivalent sets of reels to facilitate the use of the cable for three phase circuits.

INDIANOLA MUNICIPAL UTILITIES
South K Street Paving Project Materials Purchase
Material Procurement Contract
Section 16150 – Specification for HDPE Conduit

1.0 SCOPE

This specification covers the physical characteristics of HDPE conduit.

2.0 STANDARDS

Except as modified by these specifications, the conduit must meet all applicable requirements of the latest revisions of ASTM F 2160, ASTM D 3035, and NEMA TC-7.

3.0 GENERAL

Conduit shall be manufactured from High Density Polyethylene (HDPE) in accordance with the referenced standards.

4.0 DESCRIPTION

Conduit shall have a smooth interior and exterior wall.

5.0 PULL TAPE

A polyester or aramid pull tape with a minimum width of 0.5" and minimum breaking strength of 1250 lb. must be installed in the conduit.

6.0 WALL THICKNESS

Conduit shall be Controlled Outside Diameter, with an Standard Dimensional Ratio (SDR) of 13.5. A wall thickness of SDR 15.5 or conduit with values of SDR lower than 13.5 (heavier wall) may be quoted as an alternative item.

7.0 COLOR

Conduit walls shall be uniformly red, or uniformly black with three longitudinal red stripes.

8.0 PACKAGING AND SHIPMENT

Conduit shall be coilable and shipped on either non-returnable or returnable reels, with the maximum conduit length and maximum reel size as follows.

Item ID	Nominal Size	Max Conduit Length	Max Reel Diameter
35051	2"	4000 ft	96"
35052	3"	1000 ft	96"

INDIANOLA MUNICIPAL UTILITIES
South K Street Paving Project Materials Purchase
Material Procurement Contract
Section 16150 – Specification for HDPE Conduit

9.0 SUBMITTAL INFORMATION

The following information must be submitted with the proposal.

- a. Conduit manufacturer and the location of the manufacturing facility
- b. Complete description of the conduit to be supplied
- c. Tolerance on cut lengths and on total length of conduit to be supplied
- d. Description of conduit reels and any separate costs or deposits related to the reels, including full terms and conditions for recovering any required deposits. Reel deposits must be listed as a separate line item cost on the bid sheets.

INDIANOLA MUNICIPAL UTILITIES
South K Street Paving Project Materials Purchase
Material Procurement Contract
Section 16300 –Pad mounted switchgear, Dead front

1.0 SCOPE

Switchgear covered by this specification shall be designed and manufactured as a fully assembled, factory tested and operationally checked, self contained unit for mounting on a box pad in an outdoor location. It must conform to all applicable IEEE and NEMA standards, and to the specific ratings and requirements included in this specification. Dead front bushings and bushing wells must conform to IEEE Std 386-2016.

2.0 VOLTAGE

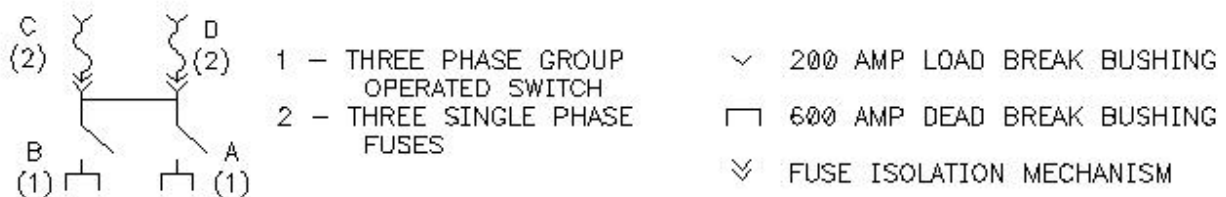
14.4 kV for use on a 13,200 Grd Y / 7,620 volt 3 phase, 4 wire system with a solidly grounded neutral, 95 kV BIL.

3.0 CURRENT

- 3.1 600 amperes minimum continuous and load break on the switch bays, 200 amperes minimum continuous on the fuse bays, 600 amperes minimum continuous on the main bus.
- 3.2 14,000 amperes RMS symmetrical minimum momentary and fault interrupting for all fuses.
- 3.3 20,000 amperes RMS symmetrical minimum momentary and 3 time fault close-in for all switches.

4.0 CONFIGURATION

The switchgear shall consist of four or six bays arranged as shown in the following one-line diagrams.

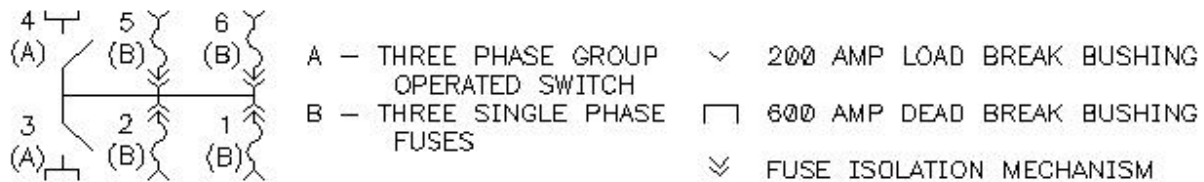


Item ID 56300



Item ID 56303

INDIANOLA MUNICIPAL UTILITIES
South K Street Paving Project Materials Purchase
Material Procurement Contract
Section 16300 –Pad mounted switchgear, Dead front



Item ID 56305

5.0 INTERLOCKS

No interlocks are to be furnished or installed, other than the fuse/cable interlock to prevent opening a fuse door while a cable is connected.

6.0 GROUND BUS

A suitably rated ground bus shall be provided, including ground pads for the connection of cable neutrals in each bay.

7.0 SECURITY AND ENCLOSURE FINISH

- 7.1 All cabinet doors and access doors for switch operating handles must be pad lockable. In addition, all doors that provide access to energized parts must be secured by a penta-head bolt latch that is only accessible after removing the pad lock.
- 7.2 Operating handles for group operated switches shall not be exposed.
- 7.3 Enclosure fabrication, security provisions, and outer finish are to comply with IEEE C57.12.28-2014. The color shall be Munsell 7GY3.29/1.5 green.
- 7.4 No live parts are to be exposed during normal operations, except during the operations required prior to replacing a fuse, and then only during the transition between normal operation and having the fuse exposed for replacement.

8.0 LIFTING PROVISIONS

Lifting provisions shall be provided. Blind, threaded holes shall be permanently welded to the enclosure at appropriate locations for the attachment of lifting plates. The lifting plates are to be furnished and assembled to the switchgear.

INDIANOLA MUNICIPAL UTILITIES
South K Street Paving Project Materials Purchase
Material Procurement Contract
Section 16300 –Pad mounted switchgear, Dead front

9.0 FUSING

The switchgear must accommodate S & C Electric Co. type SMU-20 fuse units rated 14.4 kV in all fuse compartments. All required fuse mountings (fuse live parts, including fuse end fittings) are to be provided with the switchgear. Fuse refill units will be supplied by the purchaser. Each fuse compartment shall include one set of three single phase loadbreak fuse mountings that will accept the specified fuse refill units and provide the required single phase load break and fault-close rating.

Fuse mountings shall be enclosed in an inner steel compartment. Each fuse mounting shall be an integral part of a fuse handling mechanism that does not allow access to the fuse until the elbow cable terminator associated with that fuse has been disconnected and transferred to a parking stand. When operated to the disconnected position, the fuse must be totally isolated from all live parts and separated from the live bus by either an insulating or a grounded metal barrier. All openings that allow access to live parts must be covered by the fuse mechanism in both the open and closed positions.

10.0 FUSE TOOL

A tool for removing fuse units, designed for attachment to a standard hot stick, is to be provided with each switchgear purchased. A storage space for this tool shall be provided within the switchgear enclosure.

11.0 NAMEPLATE

A circuit diagram of the complete switchgear shall be located in a clearly visible space, either inside or outside the switchgear enclosure. In addition, a nameplate shall be provided indicating the manufacturer, catalog number, model number, and electrical ratings.

12.0 LABELS

The inside of each cabinet door shall be provided with a Danger Label complying with Fig. 4-2 of NEMA 260-1996. Purchaser will install custom Warning Labels on the outside of all doors.

13.0 TERMINATIONS

Each switch compartment is to be provided with a set of three (3) 600 amp bushings conforming to Interface 11 of IEEE Std 386-2016. Bushings must include a removable threaded stud.

Each single phase fuse must have an integral 200 amp bushing well conforming to Interface 3 of IEEE Std 386-2016.

INDIANOLA MUNICIPAL UTILITIES
South K Street Paving Project Materials Purchase
Material Procurement Contract
Section 16300 –Pad mounted switchgear, Dead front

14.0 DRAWINGS

Drawings are to be provided as soon as possible after receipt of purchase order, and must show the dimensions (including pad mounting dimensions), weights, accessories, and nameplate information for the switchgear.

15.0 QUOTES

The following information is to be provided with the quote.

- a. Total purchase price for the unit
- b. Outline drawing showing overall dimensions
- c. Estimated delivery lead time
- d. Descriptive bulletin describing all switchgear features and including a description, drawings, and photos of the switch details, fuse mountings and load break device, barriers, and termination space.
- e. Any exceptions to these specifications

End of Specification



MEMORANDUM

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

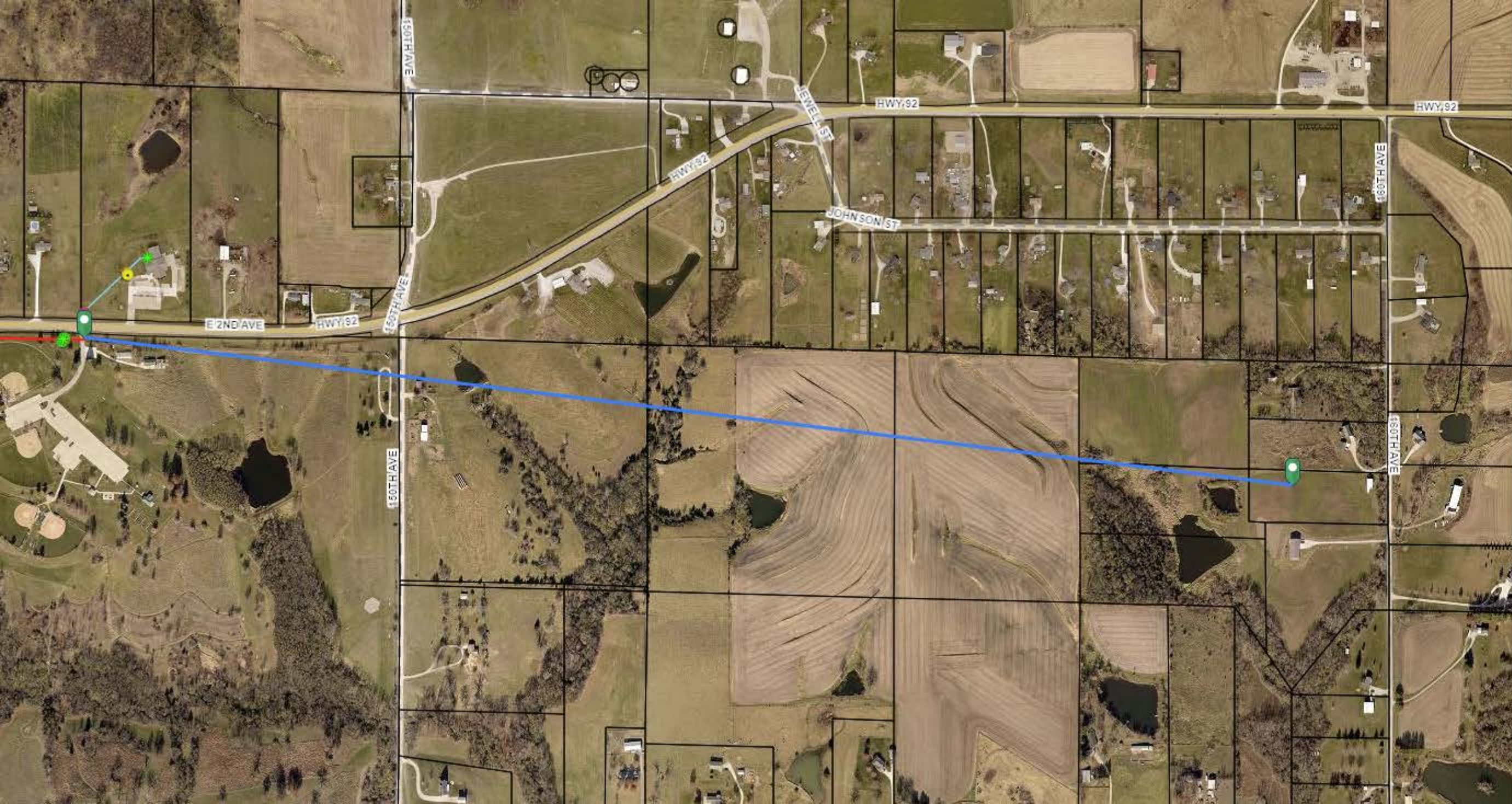
From:

Date: August 14, 2023

Subject: Authorization for Warren Water to serve a customer within their territory upon proper notice to IMU since the customer is within 2 miles of IMU territory, located at 11640 160th AVE, Indianola Iowa.

Discussion and Recommendation: Under state regulations for water service territories, Warren Water District (WWD) is required to provide notice to IMU when a customer has requested service from WWD when the location is within 2 miles of the IMU service territory. A resident at 11640 160th AVE has requested service from WWD and WWD has provided notification to IMU as the property is within 2 miles of the IMU water district. To serve this customer outside of the IMU district, IMU would have to construct a 6,545.9 foot extension to the property. Superintendent Brand is recommending the Board of Trustees acknowledge the notification from WWD to serve the property as it is within WWD service territory and WWD already has a water main at this location.

Simple motion is in order.



Feet (US) ▾

Measurement Result

6,545.9 Feet (US)

Clear

MEMORANDUM

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

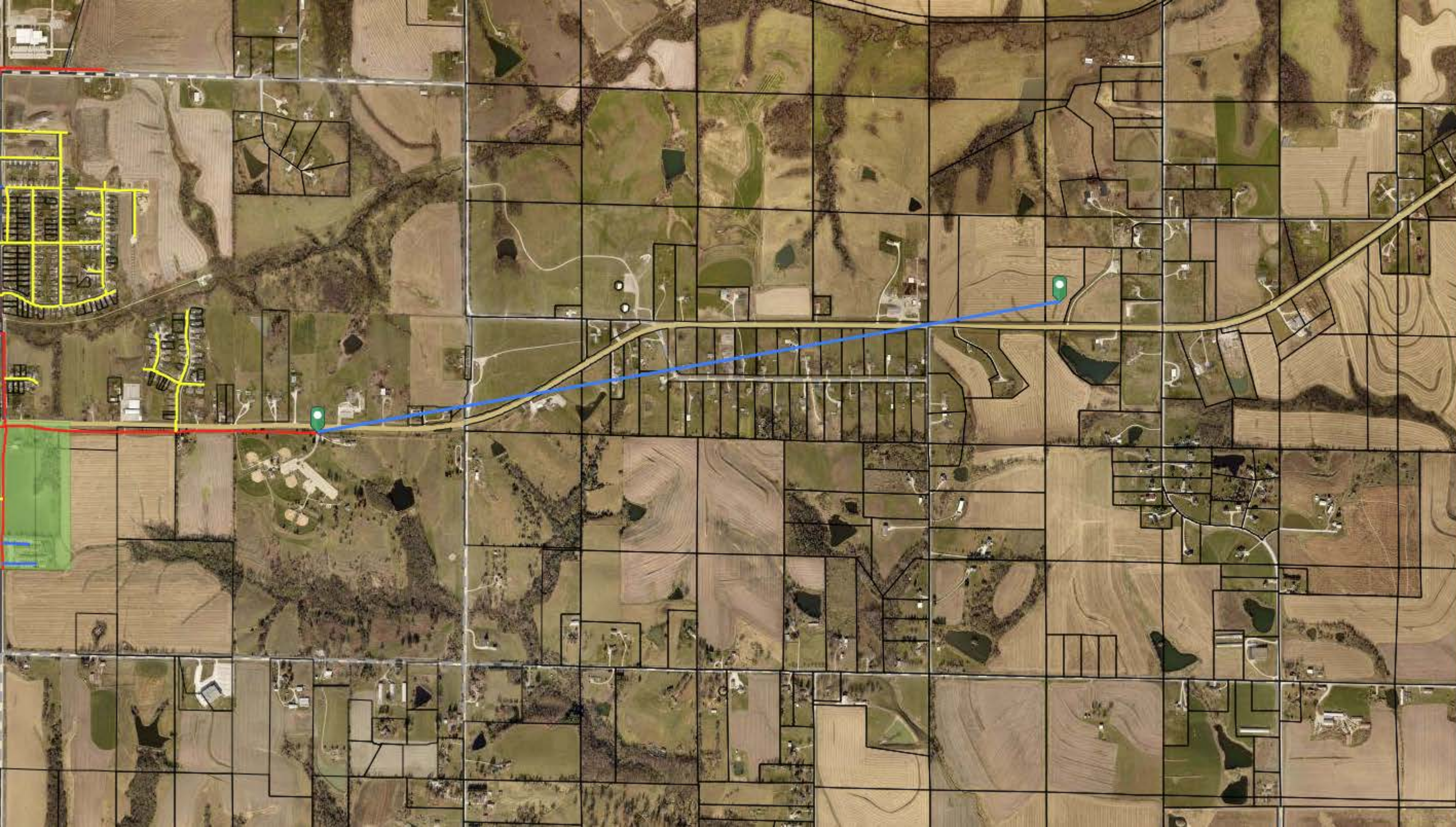
From:

Date: August 14, 2023

Subject: Authorization for Warren Water District to serve a customer within their territory upon proper notice to IMU since the customer is within 2 miles of IMU territory, located at 16251 HWY 92, Indianola Iowa.

Discussion and Recommendation: Under state regulations for water service territories, Warren Water District (WWD) is required to provide notice to IMU when a customer has requested service from WWD when the location is within 2 miles of the IMU service territory. A resident at 16251 HWY 92 has requested service from WWD and WWD has provided notification to IMU as the property is within 2 miles of the IMU water district. To serve this customer outside of the IMU district, IMU would have to construct a 8,652.5 foot extension to the property. Superintendent Brand is recommending the Board of Trustees acknowledge the notification from WWD to serve the property as it is within WWD service territory and WWD already has a water main at this location.

Simple motion is in order.



 | Feet (US) ▾

Measurement Result

8,652.5 Feet (US)

Clear



MEMORANDUM

To: Mayor and City Council
From:
Date: July 17, 2023
Subject: Resolution amending Section 6.9 Wellness Program, in the Employee Handbook.

Introduction: The City Council approved Resolution 2023-095, approving certain amendments to the City of Indianola Finance Policies, at their May 1, 2023, meeting. This resolution authorizes the use of Fund 820 to be used for wellness program related expenses.

Background:

Discussion: The proposed amendment to the Wellness Policy is attached.

Budget Impact:

Recommendation: Roll call is in order.

Attachments: None

6.9 WELLNESS PROGRAM

The well-being of our employees is extremely important to the City of Indianola. To assist employees in taking care of their health, the City of Indianola has a wellness program tied to their health plan. Each calendar year, employees and spouses that are enrolled in the City's health insurance plan must have a physical/biometric screening completed, one (1) dental exam and one (1) vision exam. Employees and spouses that complete these three (3) requirements, will receive a preferred health insurance premium rate.

To encourage year-round wellness, the City provides employees with the following:

- Participation in some Indianola recreation programs at no cost, ie. cooking classes, exercise classes. Check with the activity center on which programs apply as it does change based on what is offered.
- The membership fee to the Indianola Wellness Campus will be provided by the City, up to and including eligible spouse/dependents. A portion of a membership fee with an athletic center may be reimbursed by the City. See below for more details.
- Employees and their spouses may use the Memorial Aquatic Center at no charge; there is a fee for children, however.
- Employee Assistance Program for use by employees and immediate family members, to include spouse and children.
- Enhanced yearly blood screening panel and biometrics for full-time employees and spouses.
- Yearly flu shots will be available for full-time employees, spouses and children.

Indianola Wellness Campus Membership

The City of Indianola will pay for membership to the Indianola Wellness Campus.

Eligibility

- Full-Time Employees who have elected to receive a full membership to the Indianola Wellness Campus, up to and including a family membership for their eligible spouse and/or dependent(s) OR a single Indianola Wellness Campus membership plus \$25 monthly wellness reimbursement, using the process outlined below.
- Part-Time Employees who have elected to receive a full single membership to the Indianola Wellness Campus.

Process

Eligible employees (and eligible family members) are responsible for signing up for membership at the Indianola Wellness Campus. Employees may enroll or make changes at any time. The IWC will notify payroll when an employee has elected the benefit. Eligible family is defined as another adult residing in the same household and dependent children under the age of 23. You may be asked to provide proof of dependency upon joining.

Full-time employees with a family membership at another fitness facility may opt to have only a single Indianola Wellness Campus membership and be reimbursed \$25 per month for membership at another

facility. In this case, the employee must fill out the Athletic Center Reimbursement Form with a receipt or a copy of a bank statement, and their supervisor must sign the form. The form shall be submitted to the Finance Department for payout. The Employee must submit for reimbursement each month and the form must be received by the Finance Department within 60 days of the date of payment.

Employer-paid membership to the Indianola Wellness Campus will terminate at the end of the month in which the employee terminates employment. Notice of termination will be provided to IWC from the HR Department.

Amended and adopted by the Indianola City Council on August 7, 2023.

Indianola Municipal Utilities
RESOLUTION NO 2023-

**RESOLUTION AMENDING SECTION 6.9 WELLNESS PROGRAM
IN THE EMPLOYEE HANDBOOK**

WHEREAS, the Employee Handbook includes a Wellness Program policy; and

WHEREAS, Resolution 2023-095, approving certain amendments to the City of Indianola Finance Policies, allows the use of Fund 820 for wellness program related expenses; and

WHEREAS, the Wellness Program policy is being updated in order to provide employer-covered Indianola Wellness Campus memberships to full and part-time employees and eligible family members who elect to have a membership; and

WHEREAS, the policy allows for eligible full-time employees to receive athletic center reimbursement for their family members who have a membership at another facility.

NOW, THEREFORE, BE IT RESOLVED by the IMU Board of Trustees that the amended Wellness Program in the handbook is hereby approved and staff is authorized to update the employee handbook accordingly.

Approved this 14th day of August 2023.

Lori Smith, Chairperson

ATTEST:

Monica Thompson, Board Secretary