

INDIANOLA MUNICIPAL UTILITIES



Electric • Telecommunications • Water

**IMU Board of Trustees of the
Electric, Water and Telecommunications Utilities**

April 9, 2018

City Hall Council Chambers

5:30 p.m.

Agenda

1. Call to Order
2. Roll Call
3. Public Comments
4. Consent Agenda
 - A. Claims list for April 2, 2018
 - B. Minutes from March 26, 2018
 - C. Quarterly Write Offs to State Offset Program
5. Electric Utility Informational Items
6. Water Utility Action Items
 - A. Authorization for Warren Water to serve IMU customer
7. Water Utility Informational Items
8. Communications Utility Action Items
 - A. 2018 Telecommunications Utility Renovation of Existing Line Shop
 1. Public hearing on the matter of adopting of plans, specs, form of contract and estimate of costs
 2. Resolution adopting plans, specs, form of contract and estimate of cost

3. Resolution awarding contract
4. Resolution approving contract and bond
- B. Consider purchase a Verimatrix Encryption server, Verimatrix licensing and Edgware Ingest Licensing in an amount of \$43,318.00
9. Communications Utility Informational Items
10. Combined Electric, Water and Communications Utilities Action Items
 - A. Set May 14, 2018 as the date of a public hearing to amend the FY 2018 budget
 - B. Consider approval of the IMU job description for Finance and HR Director
11. Combined Electric, Water and Communications Utilities Informational Items
12. Other Business
 - A. Possible closed session to discuss marketing and pricing strategies and proprietary information of the telecommunications division whose competitive position will be harmed by public disclosure that is not required of potential or actual competitors and no public purpose is served by such disclosure, pursuant to Section 388.9(1) Code of Iowa
 - B. After the closed session, the IMU Board of Trustees may take action on any matter discussed in closed session
13. Adjourn

IMU Regular Downstairs

4.A.

Meeting Date: 04/09/2018

Information

Subject

Claims list for April 2, 2018

Information

Fiscal Impact

Attachments

Claims

Vendor Name	GL Account Number	Description	Invoice Date	Net Invoice Amount
WATER OPERATING FUND				
AUTOMATIC SYSTEMS CO.	600-8120-63410	REPAIRS	03/14/2018	3,145.00
CNM OUTDOOR EQUIPMENT	600-8150-63453	THATCH-O-MATIC FLAIL	03/19/2018	725.00
DUST PROS JANITORIAL	600-8120-65070	PAPER PRODUCTS	03/23/2018	104.20
ELBERT, LOUIS	600-8110-62300	FLIGHT AWWA CONFERENCE	03/19/2018	276.00
IOWA ONE CALL	600-8110-64990	WA-LOCATING NOTIFICATION/118 TICKETS	03/13/2018	106.20
ITRON INC.	600-8170-64990	SOFTWARE MAINT (04/01/18 - 6/30/18)	03/12/2018	604.55
LINDE LLC	600-8110-65010	LIQUID CARBON DIOXIDE	03/19/2018	1,975.09
MUNICIPAL ENERGY AGENCY	600-8110-63710	PURCHASED POWER - FEB (WELL KWH & TRANS)	03/13/2018	1,206.14
POWERS, ROD	600-8110-62300	MILEAGE FOR ROD	03/17/2018	69.76
SHULL SCHRUM MCCLAFLIN &	600-8190-64010	WATER AUDIT	03/26/2018	1,100.00
SHULL, DOUG	600-8190-64990	TREASURER CONTRACT	03/26/2018	15.84
STETSON BUILDING PRODUCT	600-8150-63453	REBAR	03/07/2018	1,404.00
U.S. CELLULAR	600-8110-63730	CELL PHONES - 4	03/12/2018	176.77
Total WATER OPERATING FUND:				10,908.55
IMU ADMINISTRATION FUND				
DES MOINES WATER WORKS	620-8090-65080	FEBRUARY 2018 BILLING	03/12/2018	3,066.45
NOLASOFT DEVELOPMENT	620-8091-64990	QUARTERLY WEB SITE HOSTING, APR 18 - JUNE 18	03/17/2018	120.00
SHULL SCHRUM MCCLAFLIN &	620-8090-64010	AUDIT	03/26/2018	2,100.00
Total IMU ADMINISTRATION FUND:				5,286.45
ELECTRIC OPERATING FUND				
CITY OF INDIANOLA - REBATE	630-8290-67306	A/C REBATE	03/12/2018	200.00
CITY OF INDIANOLA - REBATE	630-8290-67306	A/C REBATE	03/14/2018	200.00
CITY OF INDIANOLA - REBATE	630-8290-67306	COMMERCIAL LIGHTING	03/27/2018	5,000.00
DUST PROS JANITORIAL	630-8220-64090	MONTHLY CLEANING - MARCH - ADMIN/ELECTRIC	03/20/2018	1,177.00
DUST PROS JANITORIAL	630-8220-64090	JANITORIAL SUPPLIES	03/20/2018	24.08
ENTEK SYSTEMS INC	630-8220-65072	SHIPPING FOR CAP BANK CONTROL EQUIPMENT	03/14/2018	216.24
IOWA ONE CALL	630-8290-63730	EL-LOCATING NOTIFICATION - 116 TICKETS	03/13/2018	104.40
ITRON INC.	630-8270-64990	SOFTWARE MAINT (04/01/18 - 6/30/18)	03/12/2018	604.55
MID AMERICAN ENERGY CO.	630-8210-63710	80950-24015 PLANT GAS	03/21/2018	11.08
MID AMERICAN ENERGY CO.	630-8240-63710	52180-25018 LINE SHOP	03/20/2018	367.72
MID AMERICAN ENERGY CO.	630-8210-63710	52390-25019 BOILER GAS	03/20/2018	1,157.43
MID AMERICAN ENERGY CO.	630-8210-63710	07991-36014 11634 R63 HWY	03/14/2018	10.00
MUNICIPAL ENERGY AGENCY	630-8230-63990	CONTRACTED WIND - FEB	03/13/2018	17,544.00
MUNICIPAL ENERGY AGENCY	630-8230-63990	LANDFILL GAS ATTRIBUTES - FEB	03/13/2018	13,260.00
MUNICIPAL ENERGY AGENCY	630-8230-63992	TRANSMISSION/ADJUSTMENT - FEB	03/13/2018	69,266.60
MUNICIPAL ENERGY AGENCY	630-8200-45629	20% 69KV 30.9 CREDIT/ADMIN FEE - FEB	03/13/2018	7,290.65
MUNICIPAL ENERGY AGENCY	630-8230-63991	FIXED COST RECOVERY CHARGE	03/13/2018	327,114.00
MUNICIPAL ENERGY AGENCY	630-8230-63991	PURCHASED POWER - FEB (NET ELECTRIC)	03/13/2018	401,813.94
MUNICIPAL ENERGY AGENCY	630-8230-63991	IND TRANS SYSTEM OPERATOR CHARGE	03/06/2018	5,141.54
PAC-VAN INC	630-8250-65072	TEMP OFFICE SPACE	03/08/2018	481.80
POWMAT LTD	630-8225-63410	FLAT WASHER AND TRHEAD FOR FUEL DIVIDER	03/09/2018	158.95
SHULL SCHRUM MCCLAFLIN &	630-8290-64010	ELECTRIC AUDIT	03/26/2018	1,100.00
SHULL, DOUG	630-8290-64990	TREASURER CONTRACT	03/26/2018	60.00
SKARSHAUG TESTING LABORA	630-8250-65072	TOOLS	09/08/2017	143.10
SKARSHAUG TESTING LABORA	630-8250-64200	PPE TESTING AND REPLACEMENTS	02/26/2018	127.54
SKARSHAUG TESTING LABORA	630-8250-64200	SHIPPING CREDIT	03/21/2018	22.86
U.S. CELLULAR	630-8240-63730	CELL PHONES - 9	03/12/2018	397.74
Total ELECTRIC OPERATING FUND:				838,368.20
FIBER/COMMUNICATIONS FUND				
CANON FINANCIAL SERVICES I	640-8550-64150	LARGE FORMAT PRINTER LEASE	03/24/2018	121.54
CONSORTIA CONSULTING	640-8550-64900	CONTRACT HOURS	03/20/2018	1,650.00

Vendor Name	GL Account Number	Description	Invoice Date	Net Invoice Amount
IOWA ONE CALL	640-8590-63730	FIBER-LOCATING NOTIFICATION - 61 TICKETS	03/13/2018	54.90
NCTC	640-8590-65990	NCTC MEMBERSHIP FEE	03/27/2018	5,300.00
SHULL, DOUG	640-8590-64990	TREASURER CONTRACT	03/26/2018	7.50
TECHNOLOGY PLANNERS	640-8550-64990	ON SITE 8VSB RF TESTING	03/21/2018	4,370.00
U.S. CELLULAR	640-8550-63730	CELL PHONES - 2	03/12/2018	82.78
Total FIBER/COMMUNICATIONS FUND:				11,586.72
WATER CAPITAL PROJECTS FUND				
CORE & MAIN	700-8100-67906	MATERIALS	03/13/2018	1,535.00
CORE & MAIN	700-8100-67906	MATERIALS	03/12/2018	445.00
CORE & MAIN	700-8100-67906	PVC PIPE	03/09/2018	225.00
TRUCK EQUIPMENT INC	700-8100-67402	PLOW	02/09/2018	6,495.42
Total WATER CAPITAL PROJECTS FUND:				8,700.42
ELECTRIC CAPITAL PROJECTS FUND				
BORDER STATES INDUSTRIES	730-8200-67906	3" LCOKS	03/16/2018	197.59
BORDER STATES INDUSTRIES	730-8200-67906	150 WATT HPS BULBS	03/21/2018	356.31
BORDER STATES INDUSTRIES	730-8200-67906	13-TERM METER SOCKETS	03/21/2018	761.84
CDW GOVERNMENT INC	730-8200-67901	SCADA SERVER BACK-UP SOFTWARE	03/09/2018	631.68
CR SERVICES	730-8200-67906	LOCATE FLAGS - GLOVES - SAFETY GLASSES	03/19/2018	912.61
METERING & TECHNOLOGY SO	730-8200-67906	FORM 4S ELECTRIC METERS	03/12/2018	319.67
MUNICIPAL ENERGY AGENCY	730-8200-45629	80% 69KV 30.9 CREDIT/ADMIN FEE - FEB	03/13/2018	29,162.58-
PAR ELECTRICAL CONTRACTO	730-8200-67305	REPLACE TRANSMISSION POLE NORTH OF EAST IOWA SUBS	03/22/2018	11,209.76
POWER & TEL	730-8200-67601	FIBER OPTIC CABLE	03/13/2018	160,596.96
POWER & TEL	730-8200-67601	FIBER OPTIC CABLE	03/13/2018	19,830.94
WESCO	730-8200-67906	1/0 PRIMARY WIRE	03/09/2018	6,826.60
WESCO	730-8200-67906	LOCATE PAINT	03/09/2018	313.30
WESCO	730-8200-67906	ALUMINUM CLAMP - PHOTO CONTROLS	03/20/2018	945.35
Total ELECTRIC CAPITAL PROJECTS FUND:				173,740.03
FIBER CAPITAL PROJECTS FUND				
CDW GOVERNMENT INC	740-8500-67407	TRIPP LITE AC POWER BACKUP	03/08/2018	21,124.74
CDW GOVERNMENT INC	740-8500-67407	(2) CISCO DIRECT A9K-24P-80G	03/09/2018	91,254.54
CDW GOVERNMENT INC	740-8500-67407	DELL SERVER	03/15/2018	5,102.60
CDW GOVERNMENT INC	740-8500-67407	DELL SERVER	03/16/2018	5,102.60
CDW GOVERNMENT INC	740-8500-67407	HARD DRIVES	03/16/2018	1,972.97
CDW GOVERNMENT INC	740-8500-67407	QNAP RAIL KIT	03/16/2018	177.40
CDW GOVERNMENT INC	740-8500-67407	TRIPP LITE 8PT SERIAL CONSOLE	03/17/2018	773.61
CDW GOVERNMENT INC	740-8500-67407	QNAP 4-BAY ENCLOSURE	03/20/2018	860.67
CDW GOVERNMENT INC	740-8500-67407	CISCO WS-C290L SWITCH	03/21/2018	3,463.51
CDW GOVERNMENT INC	740-8500-67407	(2) TRIPP LITE BATTERY PACK	03/22/2018	1,902.70
INNOVATIVE SYSTEMS	740-8500-67411	BSS/OSS SOFTWARE LICENSING	03/20/2018	100,000.00
INSIGHT DIRECT USA INC	740-8500-67407	(2) A10 THUNDER 3040S	03/20/2018	55,814.24
MARTIN GARDNER ARCHITECT	740-8500-67408	PROFESSIONAL SERVICES	03/06/2018	14,887.55
POWER & TEL	740-8500-67410	FUSION SPLICER	03/22/2018	10,430.99
Total FIBER CAPITAL PROJECTS FUND:				312,868.12
Grand Totals:				1,361,458.49

Vendor Name	GL Account Number	Description	Invoice Date	Net Invoice Amount
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Board of Trustees: _____

IMU Regular Downstairs

4.B.

Meeting Date: 04/09/2018

Information

Subject

Minutes from March 26, 2018

Information

Fiscal Impact

Attachments

Minutes

BOARD OF TRUSTEE MINUTES
REGULAR SESSION – MARCH 26, 2018

The Board of Trustees met in regular session at 5:30 p.m. on March 26, 2018 in the City Hall Council Chambers. Chairperson Adam Voigts called the meeting to order and on roll call the following members were present: Lesley Forbush, Jim McClymond (via phone), Mike Rozga, Adam Voigts and Deb White.

It was the consensus of the Board to strike the following items from the agenda:

Item 14-A – Possible motion to enter into closed session to discuss marketing and pricing strategies and proprietary information of the telecommunications division whose competitive position will be harmed by public disclosure that is not required of potential or actual competitors and no public purpose is served by such disclosure, pursuant to Section 388.9(1) Code of Iowa

Item 14-B – After the closed session, the IMU Board of Trustees may take action on any matter discussed in closed session

It was the consensus of the Board to amend the agenda and add personnel salaries to the consent agenda

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

Claims list for March 19, 2018

Minute from February 12, 2018

February 2018 Treasurer and Financial Reports

Salaries: Shawn Kelly, Apprentice Line Mechanic, Range 23-1 \$48,857/year effective April 2, 2018

Arlen Schrum, Shull and Co., presented the FY 16/17 audit report. It was moved by White and seconded by Rozga to approve this report. Question was called for and on voice vote the Chairperson declared the motion carried unanimously.

It was moved by Forbush and seconded by White to enter into closed session in accordance with Iowa Code Section 21.5(1)(c) to discuss strategy with counsel in matters that are presently in litigation or where litigation is imminent where its disclosure would be likely to prejudice or disadvantage the position of the governmental body in that litigation. On roll call the vote was, AYES: White, Voigts, McClymond, Rozga and Forbush. NAYS: None. Whereupon the Chairperson declared the motion carried unanimously.

A motion was made by White and seconded by Rozga to return to regular session. On roll call the vote was, AYES: Voigts, McClymond, Rozga, Forbush and White. NAYS: None. Whereupon the Chairperson declared the motion carried unanimously.

Board member Rozga moved to approve the terms of the settlement agreement with Irby Company upon approval of a final settlement document from IMU's Attorney. Board member White seconded the motion to adopt. On roll call the vote was, AYES: Forbush, White, Voigts, McClymond and Rozga. NAYS: None. Whereupon the Chairperson declared the motion carried unanimously.

Electric Utility Action Items

A motion was made by McClymond and seconded by Forbush to reject the bid from Vanderpool Plumbing and Heating for the 2018 Line Shop Project number #6 -mechanical, and instruct the City Clerk to

return their bid bond. Question was called for and on voice vote the vote was, AYES: Forbush, White, Voigts and McClymond. NAYS: Rozga. Whereupon the Chairperson declared the motion carried.

Board member Rozga moved and White seconded to approve the next lowest bid to Waldinger Corporation in an amount of \$229,000 for the 2018 Line Shop Project number #6-mechanical. Question was called for and on voice vote the Chairperson declared the motion carried unanimously.

The following resolution entitled “RESOLUTION AWARDDING THE CONTRACT” to Waldinger Corporation in an amount of \$229,000 for the 2018 Line Shop Project number #6- Mechanical was approved on a motion by White and seconded by Forbush. On roll call the vote was, AYES: Voigts, McClymond, Rozga, Forbush and White. NAYS: None. Whereupon the Chairperson declared the motion carried unanimously and the following resolution duly adopted.

RESOLUTION NO. 2018 269
RESOLUTION AWARDDING THE CONTRACT
To Waldinger Corporation in an amount of \$229,000 for Project #6- Mechanical
For the 2018 Line Shop Project

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

It was moved by White and seconded by Rozga to approve the following resolution entitled, “RESOLUTION APPROVING THE CONTRACT AND BOND” to Waldinger Corporation in an amount of \$229,000 for Project #6 – Mechanical for the 2018 Line Shop Project. On roll call the vote was, AYES: Voigts, McClymond, Rozga, Forbush and White. NAYS: None. Whereupon the Chairperson declared the motion carried unanimously and the following resolution duly adopted.

RESOLUTION NO. 2018-270
RESOLUTION APPROVING THE CONTRACT AND BOND
to Waldinger Corporation in an amount of \$229,000 for Project #6 – Mechanical
For the 2018 Line Shop Project

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

Change order number one in an amount of (-\$16,800.00) for work project #1 – 2018 Line Shop Project with Vanderpool Construction was approved on a motion by Forbush and seconded by White. Question was called for and on voice vote the Chairperson declared the motion carried unanimously.

The purchase of 2,222 tons of crushed concrete from the City of Indianola for the 2018 Line Shop Project at a rate of \$6.50 per ton for a total of \$14,443 was approved on a motion by Forbush and seconded by White. Question was called for and on voice vote the Chairperson declared the motion carried unanimously.

Electric Utility Informational Items - Electric Superintendent Mike Metcalf presented the electric utility informational items.

Water Utility Informational Items – Water Superintendent Lou Elbert presented the water utility informational items

Communications Informational Items – Kurt Ripperger, Telecommunication Director, presented an updated report on the Communications Utility Informational items.

General Manager Tom Gaffigan updated the Board on the NCTC Agreement. This agreement will purchase network programming for the IPTV side of the Telecommunications Utility. The membership fee is a one-time fee of \$5,300. General Manager Tom Gaffigan will sign the agreement and return it along with the fee.

Communications Utility Action Items

Board member White moved and Forbush seconded to approve the purchase of Calix E9 OLT access equipment, Calix ONT equipment, Calix AXOS software licensing and Calix training for a total of \$441,542.36 plus tax. Question was called for and on voice vote the Chairperson declared the motion carried unanimously.

A motion was made by Rozga and seconded by White to approve the purchase of Calix E7-2 10GE-4 Transport Node Equipment in the amount of \$28,482.30 plus tax. Question was called for and on voice vote the Chairperson declared the motion carried unanimously.

The following resolution entitled “RESOLUTION APPROVING TELECOMMUNICATIONS TRANSPORT SERVICES AGREEMENT WITH CEDAR FALLS UTILITIES” was approved on a motion by White and seconded by Forbush. On roll call the vote was, AYES: Voigts, McClymond, Rozga, Forbush and White. NAYS: None. Whereupon the Chairperson declared the motion carried unanimously and the following resolution duly adopted.

RESOLUTION NO. 2018-271
RESOLUTION APPROVING TELECOMMUNICATIONS TRANSPORT SERVICES AGREEMENT
WITH CEDAR FALLS UTILITIES

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

It was moved by McClymond and seconded by Rozga to approve the amended Indianola Municipal Utilities and Mahaska Communication Group Customer and Territory Buy-Out Agreement. Question was called for and on voice vote the Chairperson declared the motion carried unanimously.

Combined Electric, Water and Communications Utility Informational Items

The Board discussed having quarterly joint meetings with the Indianola City Council. It was the consensus of the Board if there are agenda items to discuss they will meet jointly as needed, with an agenda presented in advance.

Meeting adjourned at 6:45 p.m. on a motion by White and seconded by Forbush.

Adam Voigts, Chairperson

Diana Bowlin, City Clerk

IMU Regular Downstairs**4.C.****Meeting Date:** 04/09/2018

Information**Subject**

Quarterly Write Offs to State Offset Program

Information

Attached are the third quarter (October-December) 2017 uncollected electric and water billings that will be sent to the state offset program. The amount for the Electric Utility is \$15,926.09 and the amount for the Water Utility is \$1,559.41.

Fiscal Impact**Attachments**Write Offs

March 2018

(Billed from October 2017 thru December 2017)

Electric Billed	\$3,358,210.13
Electric Sent to State Offsets	\$15,926.09
Water Billed	\$628,078.88
Water Sent to State Offsets	\$1,559.41

Total # of accounts wrote off - 55

<u>Service</u>	<u>Total Dollar Amount</u>
Electric	\$15,926.09
Water	\$1,559.41
Sewer	\$1,927.68
Recycling	\$442.96
Disconnect Notice Fee	\$1,309.75
I&I	\$5,390.00
Stormwater Fee	\$54.99

Grand Total \$26,610.88

IMU Regular Downstairs

6.

Meeting Date: 04/09/2018

Information

Subject

Water Utility Action Items

Information

Fiscal Impact

Attachments

No file(s) attached.

IMU Regular Downstairs**6.A.****Meeting Date:** 04/09/2018

Information**Subject**

Authorization for Warren Water to serve IMU customer

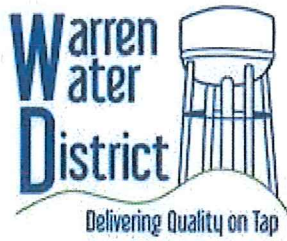
Information

IMU has received a request from a residential to be served by Warren Water District (WWD) although the property is technically within the IMU service territory. Due to geographic barriers and a 3/4 mile main extension required to serve this customer, Superintendent Lou Elbert is recommending that the Board approve a waiver for WWD to serve the property located at 11849 150th Street. A map is included to show the location of the property, WWD's main locations and IMU's main location.

Simple motion is in order.

Fiscal Impact**Attachments**

Water Information



April 4, 2018

Indianola Municipal Utilities
Attn: Lou Elbert
P.O. Box 299
Indianola, IA 50125

Dear Lou,

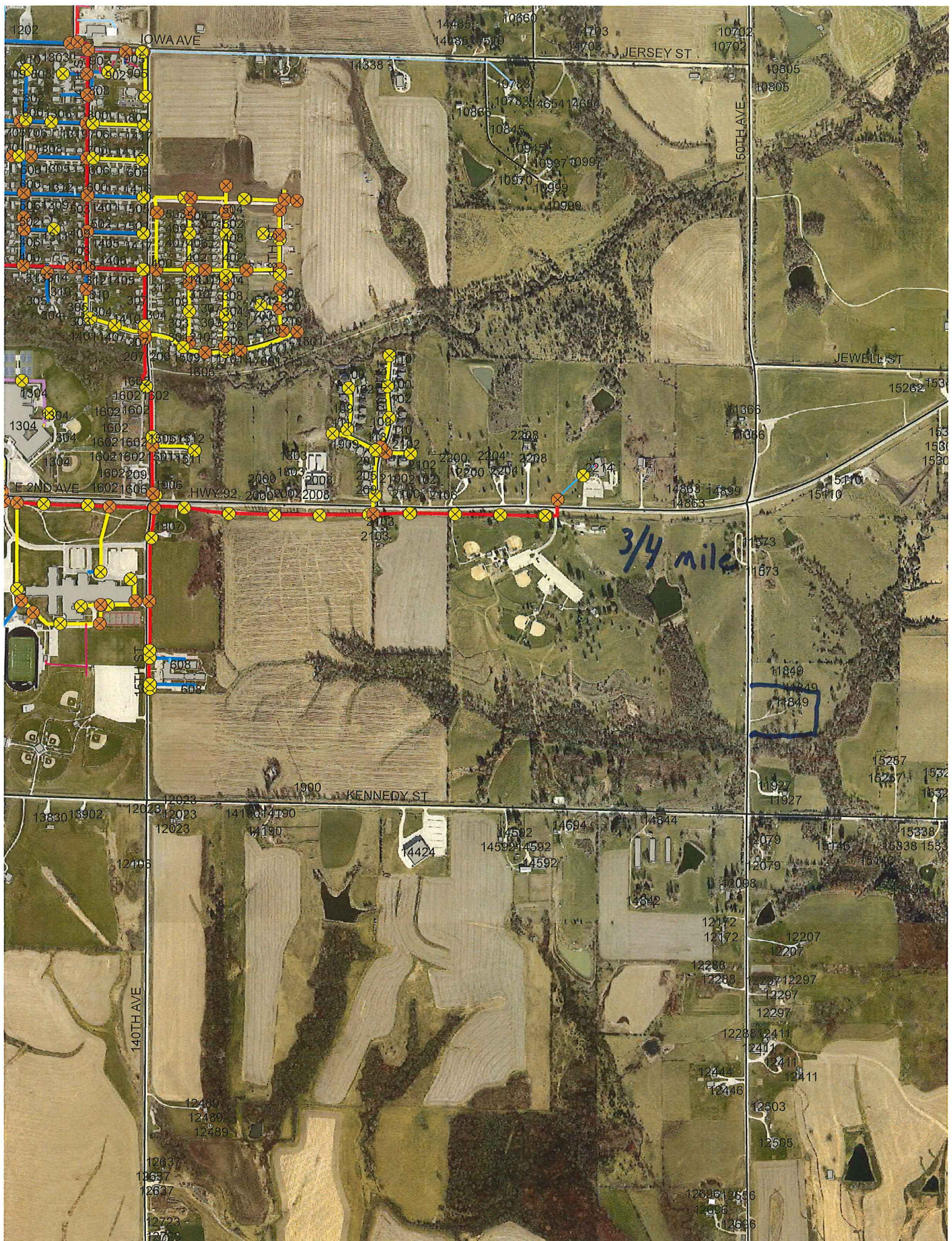
We have a customer who would like our Water Services located at 11849 150th Ave. Since this location is within the 2 mile radius of the City we need the City's Consent to provide this service.

I have also attached a map of the location.

Please let me know if you have any questions.

Sincerely,

Candi Christensen, CSR
Warren Water District
1204 E 2nd Ave
Indianola, IA 50125
cchristensen@warrenwaterdistrict.com
phone: 515-962-1200
fax: 515-962-9328



IMU Regular Downstairs

8.A.

Meeting Date: 04/09/2018

Information

Subject

2018 Telecommunications Utility Renovation of Existing Line Shop

Information

Fiscal Impact

Attachments

No file(s) attached.

IMU Regular Downstairs

8.A.1.

Meeting Date: 04/09/2018

Information

Subject

Public hearing on the matter of adopting of plans, specs, form of contract and estimate of costs

Information

The first order of business is to conduct a public hearing on the matter of adopting the plans, specs, form of contract and estimate of cost for the 2018 Telecommunications Utility Renovation of Existing Line Shop Project

The Board Chair will open the public hearing for any comments then close the public hearing.

Fiscal Impact

Attachments

Resolution

This being the time and place fixed for a public hearing on the matter of the adoption of plans, specifications, form of contract and estimate of cost relative to the 2018 Telecommunications Utility Renovation of Existing Line Shop for Indianola Municipal Utilities, Indianola, Iowa. The Chair called for any oral objections to the adoption of the plans, specifications, form of contract and estimate of cost. No oral objections were offered and the City Clerk reported that no written objections had been filed.

Board Member _____ introduced the following Resolution entitled "RESOLUTION ADOPTING PLANS, SPECIFICATIONS, FORM OF CONTRACT AND ESTIMATE OF COST", and moved that it be adopted. Board Member _____ seconded the motion to adopt. The roll was called and the vote was, AYES: NAYS: ABSENT: Whereupon the Chair declared the following resolution duly adopted:

RESOLUTION NO. 2018-_____

RESOLUTION ADOPTING PLANS, SPECIFICATIONS,
FORM OF CONTRACT AND ESTIMATE OF COST

WHEREAS, on the _____ day of _____, 2018, plans, specifications, form of contract and estimate of cost were filed with the City Clerk for the Indianola Municipal Utilities, for certain public improvements described in general as the 2018 Telecommunication Utility Renovation of Existing Line Shop for Indianola Municipal Utilities, Indianola, Iowa, and

WHEREAS, notice of hearing on plans, specifications, form of contract and estimate of costs of the public improvements was published as required by law.

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

Section 1. The plans, specifications, form of contract and estimate of cost are approved as the plans, specifications, form of contract and estimate of cost for the public improvements described in the preamble of this Resolution.

PASSED AND APPROVED this 9th day of April, 2018.

ADAM VOIGTS, Chair

ATTEST:

DIANA BOWLIN, City Clerk

IMU Regular Downstairs

8.A.2.

Meeting Date: 04/09/2018

Information

Subject

Resolution adopting plans, specs, form of contract and estimate of cost

Information

The next item to consider is the resolution (packet) adopting the plans, specs, form of contract and estimate of cost.

Roll call is in order.

Fiscal Impact

Attachments

No file(s) attached.

IMU Regular Downstairs**8.A.3.****Meeting Date:** 04/09/2018

Information**Subject**

Resolution awarding contract

Information

The next item to consider is the resolution (packet) awarding the contract.

On April 4, 2018 Kurt Ripperger, Telecommunication Supervisors, and City Clerk Diana Bowlin opened the following bids. The notice to bidders was published in the paper, on the Iowa League of Cities Web Site, IAMU Web Site, City's Web Site and Facebook.

Company	Base Bid	Alt 1	Alt 2	Alt 3
DDVI Indianola, Iowa	\$485,000.00	(\$10,900)	(\$12,000)	\$15,705

Sarah Coleman, Martin Gardner Architecture, and Telecommunications Director Kurt Ripperger recommends DDVI in an amount of \$488,705 (includes the base bid and Alternate 2 and 3).

Roll call is in order.

Fiscal Impact**Attachments**Resolution

The Chair then announced that the City Clerk and the Telecommunications Superintendent had opened and tabulated the bids for the public improvements described in general as the 2018 Telecommunications Utility Renovation of Existing Line Shop Hut Project for Indianola Municipal Utilities, Indianola, Iowa, in accordance with the plans and specifications previously adopted.

The following bids were presented by the City Clerk the Communications Superintendent

Company and Address	Bid

Board Member _____ introduced the following resolution entitled "RESOLUTION MAKING AWARD OF CONSTRUCTION CONTRACT", and moved its adoption. Board Member _____ seconded the motion to adopt. The roll was called and the vote was:

AYES:

NAYS:

Whereupon, the Chair declared the following Resolution duly adopted:

RESOLUTION NO. 2018-_____

RESOLUTION MAKING AWARD OF CONSTRUCTION CONTRACT

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

Section 1. The bid of _____ in the amount of \$_____ for the 2018 Telecommunications Utility Renovation of Existing Line Shop for Indianola Municipal Utilities, Indianola, Iowa, described in the plans and specifications previously adopted by this Board on the 9th day of April, 2018, is accepted, it being the lowest responsible bid for the work and materials.

Section 2. The IMU General Manager and the City Clerk are directed to execute a contract with the contractor for the construction of the public improvement. The contract not to be binding on the Board of Trustees until approved by the Board.

PASSED AND APPROVED this 9th day of April, 2018.

ADAM VOIGTS, Chair

ATTEST:

DIANA BOWLIN, City Clerk

IMU Regular Downstairs

8.A.4.

Meeting Date: 04/09/2018

Information

Subject

Resolution approving contract and bond

Information

The final item to consider is the resolution approving the contract and bond (packet), this will need to be approved subject to the legal review.

Roll call is in order.

Fiscal Impact

Attachments

Resolution

RESOLUTION NO. 2018-_____
RESOLUTION APPROVING CONSTRUCTION CONTRACTS AND BONDS

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

Section 1. The construction contract and bond executed by _____ dated the ____ day of _____, 2018, for the 2019 Telecommunications Utility Renovation of Existing Line Shop for the Indianola Municipal Utilities, Iowa, described in the Plans and Specifications previously adopted by the Board of Trustees, and which have been signed by the IMU General Manager and City Clerk on behalf of the Board of Trustees be approved subject to legal review.

PASSED AND APPROVED this 9th day of April, 2018.

Adam Voigts, Chair

ATTEST:

DIANA BOWLIN, City Clerk

IMU Regular Downstairs

8.B.

Meeting Date: 04/09/2018

Information

Subject

Consider purchase a Verimatrix Encryption server, Verimatrix licensing and Edgeware Ingest Licensing in an amount of \$43,318.00

Information

This hardware and software will reside at the Cedar Falls headend and will provide encryption for the TV multicast and unicast signals IMU receives from CFU.

This is part of a budgeted expense in the 17/18 budget.

Simple motion is in order.

Fiscal Impact

Attachments

No file(s) attached.

IMU Regular Downstairs

10.A.

Meeting Date: 04/09/2018

Information

Subject

Set May 14, 2018 as the date of a public hearing to amend the FY 2018 budget

Information

IMU will need to amend its FY 2018 budget, this agenda item sets a public hearing for that purpose.

Simple motion is in order.

Fiscal Impact

Attachments

No file(s) attached.

IMU Regular Downstairs

10.B.

Meeting Date: 04/09/2018

Information

Subject

Consider approval of the IMU job description for Finance and HR Director

Information

In your packet is the IMU job description for Finance and HR Director.

Simple motion is in order.

Fiscal Impact

Attachments

Job Description



JOB DESCRIPTION

POSITION: FINANCE & HR DIRECTOR
DEPARTMENT: UTILITY SERVICES
REPORTS TO: GENERAL MANAGER

CIVIL SERVICE: NO
FLSA STATUS: EXEMPT
PAY GRADE: CE 10

SUMMARY:

The primary responsibility of this position is to successfully execute all financial duties of Indianola Municipal Utilities; Electric, Water and Telecommunications. And, to perform select Human Resources management activities for the Utility.

SUPERVISES:

N/A

EQUIPMENT USED:

Standard Office Equipment, and Vehicles

ESSENTIAL DUTIES AND RESPONSIBILITIES:

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

General:

- Assures that all work performed meets IMU's standards for accuracy, quality, efficiency and timeliness.
- Establish and maintain an effective working relationship with IMU and City employees.
- Assures that IMU's mission, goals and objectives are fully supported and accomplished.
- Attends workshops and training seminars to maintain up-to-date knowledge of various Financial and Human Resources topics, materials, procedures and equipment used in the performance of duties.
- Have knowledge of and work with compliance programs such as ADA, EEOC, OSHA, etc.
- Ability to draft and prepare various reports and documents for presentation to the Board of Trustees, and others at the discretion of the IMU General Manager.
- Assures compliance with, and timely submission of, State and Federal reports.
- Follows OSHA procedures to assure the protection of co-workers and the public.

Finance:

- Works with IMU Department Heads to prepare, submit and monitor the Utility's Annual Budget.
- Assures timely submission of the IMU Annual Budget.
- Assures timely preparation and submission of the IMU Annual Audit.
- Works with the City of Indianola's Director of Finance to insure smooth interaction on joint financial matters.
- Provides monthly revenue and expenditure reports to the IMU Board of Trustees.
- Has the authority to disburse funds for the following without specific authorization by the IMU Board of Trustees:
 - Payroll expenses in periodic amounts approved by the Board of Trustees.

- Any bona-fide debt obligation and interest payment.
- Purchased energy or transmission expenses as contracted for by the Board of Trustees.
- Generating fuel or repairs during a bona-fide emergency.
- Receive all Utility funds, credit them to the proper fund, and deposit them into accounts under the custodial care of the City Treasurer.
- Prepare monthly, and the official annual, financial statements and reports of Utility operations and funds in the manner required by law, regulation, or resolution.
- Establish policies and procedures to care for the proper accounting and safekeeping of all funds.
- Knowledge of and experience using and managing appropriate accounting software and systems.
- Serve as the internal auditor for all funds and to report areas of concern directly to the appropriate governing authority.
- Administer IMU Grants and Revolving Loan Fund.
- Recommend changes regarding accounting regulations, policies, procedures, and practices.
- Oversees the analysis and processes for debt issuance and bond payments.
- Works with Utility's Bonding Company to meet annual disclosure requirements for outstanding debt.
- Assists in the management of IMU Capital Projects in conjunction with Utility Department Heads, and other administrative personnel. Maintains Capital Projects outstanding balances, files, and systems.

Human Resources:

- Assures fair and consistent treatment of all IMU employees and that all employees comply with IMU policies and procedures.
- Coordinates the hiring of new employees by working with the appropriate department head regarding recruiting, interview and hiring recommendations.
- Conducts new employee orientation, investigations, exit interviews with exiting employees, compliance audits when necessary.
- Establishes and maintains employee personnel files under the supervision of the General Manager.
- Prepare and submit personnel change notices for employee step increases and resolution for annual cost of living adjustments to the payroll department for processing.
- Manage worker's compensation claims, short-term disability claims and leaves of absence.
- Responsible for IMU policy and procedure review and development, and questions related thereto.
- Assist General Manager and Department Directors with union negotiations and items related thereto.
- Assist Department Directors with mid-year property and auto insurance changes and questions.

MINIMUM QUALIFICATIONS:

- College degree from an accredited college or university with specialization in Business Administration, Finance or Accounting, or any combination of experience and training which provides the required knowledge, skills and abilities.
- Minimum of five (5) years of management experience with a municipal utility that provides two or more of the following utility services; Electric, Water, Telecommunications, Gas. One (1) year supervisory experience.
- Experience with Electric, Water, and Telecommunications Utilities preferred.
- Valid Iowa driver's license and good driving record.
- Knowledge and experience in filing mandatory Federal and State energy related reports; including MISO & FERC Reports, EIA Reports, and submitting information on the OASIS.

- Ability to keep complex records, to assemble and organize data, and to prepare reports from such records.
 - Ability to process complex information and make recommendations to the General Manager, Team Members and the IMU Board of Trustees.
 - Ability to work independently and handle confidential information.
 - Experience with Human Resources activities such as; Recruitment and Training of employees.
 - Ability to plan, establish, and adjust policies, procedures and methods.
 - Good knowledge of modern office procedures, terminology, and equipment.
 - Experience with Utility Billing and the selection of Software Billing Systems.
 - Ability to prepare various reports which require the use of independent judgment.
 - Ability to prepare and submit written and/or oral financial reports and recommendations.
 - Knowledge of the principles and practices of accounting, budgeting, and financial analysis.
 - Ability to perform fiscal planning and advise on the formulation of fiscal policy.
 - Subject to a post-offer drug and alcohol screening and background check.
-

ENVIRONMENTAL CONDITIONS:

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

PHYSICAL REQUIREMENTS:

- Driving, climbing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, finger dexterity, grasping, feeling, talking and hearing.
 - Sitting 80 percent of the time.
 - Standing and/or walking approximately 20 percent of the time.
 - Requires the exertion of up to 10 pounds of force continuously.
 - Up to 50 pounds of force infrequently to lift or otherwise move objects.
-

VISION REQUIREMENTS:

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

EQUAL OPPORTUNITY EMPLOYER:

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

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

EMPLOYEE ACKNOWLEDGEMENT:

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

Print Name

Signature

Date

IMU Regular Downstairs

12.A.

Meeting Date: 04/09/2018

Information

Subject

Possible closed session to discuss marketing and pricing strategies and proprietary information of the telecommunications division whose competitive position will be harmed by public disclosure that is not required of potential or actual competitors and no public purpose is served by such disclosure, pursuant to Section 388.9(1) Code of Iowa

Information

Roll call to go into closed session would be in order.

Fiscal Impact

Attachments

No file(s) attached.

IMU Regular Downstairs

12.B.

Meeting Date: 04/09/2018

Information

Subject

After the closed session, the IMU Board of Trustees may take action on any matter discussed in closed session

Information

Fiscal Impact

Attachments

No file(s) attached.
