



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

July 22, 2024

5:30 PM

IMU Boardroom

Agenda

- 1. Call to Order**
- 2. Roll Call**
 - A. Oath of Office: Adam Voights July 1, 2024 - July 1, 2030, Administered by Mayor Stephanie Erickson
- 3. Public Comment**
- 4. Consent Agenda**
 - A. Approval of Claims
 - B. Approval of Minutes of the prior meetings
 - C. May 2024 Financial Report
- 5. Electric Utility Informational Items**
- 6. Water Utility Action Items**
 - A. 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 the IMU territory, located at 9335 110th ave.
 - B. 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 the IMU territory, located at 12149 R63 Hwy.
 - C. Resolution Authorizing SE Streetscape Water Main - Payment Application No. 2
- 7. Water Utility Informational Items**
- 8. Communications Utility Action Items**
 - A. Resolution to Approve NewCom RS #14 for Engineering work on the NOFA 7 Grant Project
 - B. Resolution approving the purchase of the Gen2 Wall System for the IMU Network Operations Center
 - C. Resolution Approving the purchase of a 2024 Service Truck for the Telecommunications Department
- 9. Communications Utility Informational Items**
- 10. Combined Electric, Water and Communications Action Items**

- A. Resolution authorizing a Classification, Compensation and Benefits Study and Analysis
 - B. Resolution Approving Liability, Auto, Property, Worker's Compensation, and Machinery and Equipment Replacement Insurance for FY 24/25
- 11. Combined Electric, Water and Communications Informational Items**
 - 12. Other Business**
 - 13. Adjourn**

MEMORANDUM

To: IMU Board of Trustees of the Electric, Water and Communications Utilities
From: Jackie Raffety, City Clerk/Asst. to City Manager/Asst. Finance Director
Date: July 22, 2024
Subject: Oath of Office: Adam Voights July 1, 2024 - July 1, 2030, Administered by Mayor Stephanie Erickson

Recommendation: 7/1/2024 the Indianola City Council affirmed the Mayor's reappointment of Adam Voights to the IMU Board of Trustees for the term of July 1, 2024 - July 1, 2030

Attachments: None

MEMORANDUM

To: IMU Board of Trustees of the Electric, Water and Communications Utilities
From:
Date: July 22, 2024
Subject: Approval of Claims

Recommendation:

Attachments:

1. 070924 AP Check Preview
2. 072324 AP Check Preview

AP Check Preview

Date Range: All Dates

Indianola Municipal Utilities

Wednesday, July 3, 2024
2:00:43 PM

Vendor	Due Date	Notes	Terms	Bill Total	Discount	Interest	Amount Due	Pavment	Invoice Number	Bill Number
Account To Be Paid From		0000-10120-999								
ACCO UNLIMITED CORP. - VEND-2810										
6/21/2024	ACCO Liquid Chlorinating Solution	Open Terms	1,736.44	0.00	0.00	1,736.44	1,736.44	0243824-IN	BL-13753	
						1,736.44	1,736.44			
Adams Cable Equipment, Inc. - VEND-1334										
7/24/2024	FIBER - 2 CT FLT TONE DROP	Net 30	877.50	0.00	15.00	877.50	877.50	2024-67982	BL-13786	
						877.50	877.50			
Border States Industries Inc - VEND-1070										
7/14/2024	100 Amp Fuses	Net 30	210.37	0.00	15.00	210.37	210.37	928541276	BL-13800	
7/18/2024	65 Amp Fuses	Net 30	56.00	0.00	15.00	56.00	56.00	928557616	BL-13799	
7/25/2024	3" PVC Sweeps	Net 30	907.05	0.00	15.00	907.05	907.05	928596963	BL-13798	
						1,173.42	1,173.42			
BRAND, JUSTIN - VEND-100310										
7/2/2024	0724 Mobile Device Allowance	Open Terms	75.00	0.00	0.00	75.00	75.00	Jul 24	BL-13797	
						75.00	75.00			
Brenan Baker - VEND-1411										
7/31/2024	0724 Mobile Device Allowance	Net 30	25.00	0.00	15.00	25.00	25.00	Jul 24	BL-13791	
						25.00	25.00			
Calix Inc - VEND-1028										
7/20/2024	AXOS Framework Annual License 062024-061	Net 30	11,154.48	0.00	15.00	11,154.48	11,154.48	3003997	BL-13801	
						11,154.48	11,154.48			
CCP INDUSTRIES INC. - VEND-8925										
6/13/2024	Shop Towels	Open Terms	218.11	0.00	0.00	218.11	218.11	IN05033856	BL-13802	
						218.11	218.11			
Cintas Corporation - VEND-1007										
7/26/2024	First Aid Supplies - Util Svcs	Net 30	62.09	0.00	15.00	62.09	62.09	5217810540	BL-13754	
						62.09	62.09			
Consortia Consulting - VEND-1009										
7/24/2024	0524 Consulting	Net 30	1,125.00	0.00	15.00	1,125.00	1,125.00	26170	BL-13804	
						1,125.00	1,125.00			
CROSSROADS MOBILE MAINTENANCE - VEND-102507										

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	6/25/2024	Unit 6 Repairs	Open Terms	1,166.48	0.00	0.00	<u>1,166.48</u>	<u>1,166.48</u>	202S4248	BL-13805
							1,166.48	1,166.48		
D.A. DAVIDSON & CO. - VEND-100578										
	6/27/2024	Filing of Annual Continuing Disclosure	Open Terms	1,000.00	0.00	0.00	<u>1,000.00</u>	<u>1,000.00</u>	24 264 CDC0 MM	BL-13755
							1,000.00	1,000.00		
DES PLANQUES, CHRIS - VEND-101766										
	7/2/2024	0724 Mobile Device Allowance	Open Terms	75.00	0.00	0.00	<u>75.00</u>	<u>75.00</u>	Jul 24	BL-13795
							75.00	75.00		
Doug Pagel - VEND-1283										
	7/31/2024	0724 Mobile Device Allowance	Net 30	75.00	0.00	15.00	<u>75.00</u>	<u>75.00</u>	Jul 24	BL-13796
							75.00	75.00		
Doug Shull - VEND-1105										
	7/31/2024	0724 Treasurer Contract	Net 30	83.34	0.00	15.00	<u>83.34</u>	<u>83.34</u>	Jul 2024	BL-13806
							83.34	83.34		
Dust Pros Janitorial - VEND-1011										
	7/15/2024	0624 Cleaning - Util Svcs	Net 30	749.00	0.00	15.00	<u>749.00</u>	<u>749.00</u>	3062	BL-13756
							749.00	749.00		
Dylan Michelsen - VEND-1180										
	7/31/2024	0724 Mobile Device Allowance	Net 30	75.00	0.00	15.00	<u>75.00</u>	<u>75.00</u>	Jul 24	BL-13790
							75.00	75.00		
Elisha Brown - VEND-1209										
	7/31/2024	0724 Mobile Device Allowance	Net 30	75.00	0.00	15.00	<u>75.00</u>	<u>75.00</u>	Jul 24	BL-13794
							75.00	75.00		
Gradient9 - VEND-1392										
	7/21/2024	0624 Monthly Newsletter/Website	Net 30	2,310.00	0.00	15.00	<u>2,310.00</u>	<u>2,310.00</u>	INV-4993	BL-13758
							2,310.00	2,310.00		
HPI, LLC - VEND-1409										
	7/24/2024	Turbine 8 Repairs	Net 30	79,676.15	0.00	15.00	79,676.15	79,676.15	24-7031-19	BL-13807
	7/31/2024	Turbine 8 Repairs	Net 30	78,887.25	0.00	15.00	<u>78,887.25</u>	<u>78,887.25</u>	24-7031-01	BL-13808
							158,563.40	158,563.40		

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HYDAKER WHEATLAKE CO, THE - VEND-103109										
	6/28/2024	Transmission Pole Replacement - Retention	Open Terms	8,639.00	0.00	0.00	8,639.00	8,639.00	24000067-002	BL-13809
							8,639.00	8,639.00		
ImOn Communications LLC - VEND-1072										
	7/30/2024	0624 Regulatory & Billing	Net 30	7,598.82	0.00	15.00	7,598.82	7,598.82	INV0033872	BL-13810
							7,598.82	7,598.82		
IMU - VEND-8629										
	7/2/2024	Utilities - EL	Open Terms	1,662.88	0.00	0.00	1,662.88	1,662.88	10390880	BL-13811
	7/2/2024	Utilities - Fiber	Open Terms	1,915.79	0.00	0.00	1,915.79	1,915.79	10384805	BL-13812
	7/2/2024	Utilities - Util Svcs	Open Terms	296.47	0.00	0.00	296.47	296.47	10387683	BL-13813
							3,875.14	3,875.14		
IMWCA - VEND-1130										
	7/31/2024	2024-2025 Deposit	Net 30	4,853.00	0.00	15.00	4,853.00	4,853.00	INV90302	BL-13814
	7/31/2024	Premiums - Installment 1	Net 30	2,078.00	0.00	15.00	2,078.00	2,078.00	INV90761	BL-13815
							6,931.00	6,931.00		
Independent Advocate - VEND-1136										
	7/27/2024	0624 Print & Digital Ad	Net 30	500.00	0.00	15.00	500.00	500.00	5213	BL-13816
							500.00	500.00		
INDIANOLA PARKS AND RECREATION - VEND-24730										
	6/26/2024	Full page ad - Indianola Magazine - Summer 2	Open Terms	750.00	0.00	0.00	750.00	750.00	Summer 2024	BL-13803
							750.00	750.00		
Infomax Office Systems Inc - VEND-1013										
	7/12/2024	0624 Copier Contract	Net 30	749.31	0.00	15.00	749.31	749.31	36779024	BL-13760
							749.31	749.31		
Innovative Systems - VEND-1048										
	7/31/2024	July Elation Maint Fee	Net 30	12,761.71	0.00	15.00	12,761.71	12,761.71	INV-18955	BL-13817
							12,761.71	12,761.71		
Irby - VEND-1259										
	7/7/2024	1000 kcmil Elbow	Net 30	7,447.20	0.00	15.00	7,447.20	7,447.20	S013794814.003	BL-13818
							7,447.20	7,447.20		
JMK LAWNCARE - VEND-102101										

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	7/1/2024	0424 0524 0624 Mowing - Util Svcs	Open Terms	315.00	0.00	0.00	315.00	315.00	063024	BL-13761
	7/1/2024	0424 0524 0624 Mowing - EL	Open Terms	1,400.00	0.00	0.00	1,400.00	1,400.00	063024	BL-13762
							1,715.00	1,715.00		
KNIA/KRLS - VEND-1090										
	7/30/2024	0624 :30 Spot Hometown Values	Net 30	864.00	0.00	15.00	864.00	864.00	24060673	BL-13819
	7/30/2024	0624 Sports Stream Spot	Net 30	75.90	0.00	15.00	75.90	75.90	24060674	BL-13820
							939.90	939.90		
Kurt Gocken - VEND-1023										
	7/31/2024	0724 Mobile Device Allowance	Net 30	75.00	0.00	15.00	75.00	75.00	Jul 24	BL-13787
							75.00	75.00		
Kurt Ripperger - VEND-1025										
	7/31/2024	0724 Mobile Device Allowance	Net 30	75.00	0.00	15.00	75.00	75.00	Jul 24	BL-13788
							75.00	75.00		
LONGER, CHRIS - VEND-34025										
	7/2/2024	0724 Mobile Device Allowance	Open Terms	75.00	0.00	0.00	75.00	75.00	Jul 24	BL-13792
							75.00	75.00		
METCALF, MIKE - VEND-34230										
	7/2/2024	0724 Mobile Device Allowance	Open Terms	75.00	0.00	0.00	75.00	75.00	Jul 24	BL-13793
							75.00	75.00		
Microbac Laboratories Inc - VEND-1421										
	7/18/2024	Nitrogen	Net 30	60.00	0.00	15.00	60.00	60.00	NT2405839	BL-13763
							60.00	60.00		
Mid American Energy Co - VEND-1018										
	7/18/2024	Gas - 210 W 2nd Ave	Net 30	12.73	0.00	15.00	12.73	12.73	554461307	BL-13764
	7/18/2024	Gas - 909 E Hillcrest, Generator	Net 30	13.38	0.00	15.00	13.38	13.38	554441293	BL-13821
	7/18/2024	Gas - 1300 E Iowa Ave Bldg B	Net 30	11.44	0.00	15.00	11.44	11.44	554423898	BL-13822
	7/18/2024	Gas - 1300 E Iowa Ave Bldg A	Net 30	12.73	0.00	15.00	12.73	12.73	554431511	BL-13823
	7/18/2024	Gas - 111 S Buxton St	Net 30	64.48	0.00	15.00	64.48	64.48	554444636	BL-13824
	7/18/2024	Gas - 110 S B St	Net 30	17.91	0.00	15.00	17.91	17.91	554444528	BL-13825
							132.67	132.67		
National Cable Television Cooperative, Inc. - VEND-1095										
	7/26/2024	0624 Cable Programming	Net 30	59,704.04	0.00	15.00	59,704.04	59,704.04	24060640	BL-13826

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							59,704.04	59,704.04		
Norwalk Ready Mix Concrete, Inc. - VEND-1119										
7/21/2024	Concrete Square Project	Net 30	975.32	0.00	15.00	975.32	975.32	349336	BL-13827	
							975.32	975.32		
Power & Tel - VEND-1037										
7/4/2024	Cable Retention	Net 30	49.62	0.00	15.00	49.62	49.62	7935636-00	BL-13829	
7/13/2024	JUMPER - 5M	Net 30	367.58	0.00	15.00	367.58	367.58	7938301-00	BL-13828	
7/24/2024	REMOTE - NOVA IR	Net 30	1,288.08	0.00	15.00	1,288.08	1,288.08	7952103-00	BL-13830	
							1,705.28	1,705.28		
RESCO - VEND-47234										
6/5/2024	4/0 Elbows	Open Terms	1,057.50	0.00	0.00	1,057.50	1,057.50	3037260	BL-13831	
6/26/2024	1-Phase Transformer	Open Terms	4,388.60	0.00	0.00	4,388.60	4,388.60	3038283	BL-13832	
							5,446.10	5,446.10		
SCHREIER, ERIC - VEND-102250										
6/1/2024	Supplies Reimb	Open Terms	34.22	0.00	0.00	34.22	34.22	Receipt	BL-13757	
							34.22	34.22		
SKARSHAUG TESTING LABORATORY INC - VEND-50410										
6/28/2024	Cutter & Grounds Repair	Open Terms	92.13	0.00	0.00	92.13	92.13	278616	BL-13833	
							92.13	92.13		
Skye McBroom - VEND-1026										
7/31/2024	0724 Mobile Device Allowance	Net 30	75.00	0.00	15.00	75.00	75.00	Jul 24	BL-13789	
							75.00	75.00		
STEINMETZ CORPORATION - VEND-102616										
6/29/2024	Turbine 8 Work	Open Terms	5,115.00	0.00	0.00	5,115.00	5,115.00	10394	BL-13834	
							5,115.00	5,115.00		
STERNQUIST CONST. INC. - VEND-50360 - BL-13835										
6/21/2024	Crushed Concrete Square Project	Open Terms	90.86	0.00	0.00	90.86	90.86	3172	BL-13835	
							90.86	90.86		
STERNQUIST CONST. INC. - VEND-50360 - BL-13836										
6/25/2024	Crushed Concrete Square Project	Open Terms	90.51	0.00	0.00	90.51	90.51	3176	BL-13836	
							90.51	90.51		

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Vendor	Due Date	Notes	Terms	Bill Total	Discount	Interest	Amount Due	Pavment	Invoice Number	Bill Number
STERNQUIST CONST. INC. - VEND-50360 - BL-13837										
	7/2/2024	Crushed Concrete Square Project	Open Terms	81.37	0.00	0.00	81.37	81.37	3212	BL-13837
							81.37	81.37		
Tifco Industries - VEND-1296										
	7/18/2024	Shop Hardware	Net 30	156.35	0.00	15.00	156.35	156.35	71990398	BL-13838
							156.35	156.35		
TIM HILDRETH COMPANY - VEND-21751										
	6/27/2024	Turbine 8 Parts	Open Terms	1,123.13	0.00	0.00	1,123.13	1,123.13	31429	BL-13839
							1,123.13	1,123.13		
TRM DISPOSAL LLC - VEND-101016										
	6/25/2024	0624 Trash	Open Terms	49.00	0.00	0.00	49.00	49.00	32066	BL-13765
							49.00	49.00		
Unite Private Networks - VEND-1054										
	7/31/2024	Dark Fiber	Net 30	3,706.00	0.00	15.00	3,706.00	3,706.00	SI-24-023007	BL-13840
							3,706.00	3,706.00		
UPHDM Occupational Medicine - VEND-1101										
	6/30/2024	Employee Testing	Net 30	66.00	0.00	15.00	66.00	66.00	228381	BL-13766
	7/28/2024	Employee Testing	Net 30	323.00	0.00	15.00	323.00	323.00	230583	BL-13847
							389.00	389.00		
VEENSTRA & KIMM - VEND-57600										
	6/22/2024	Engineering Services for SE Streetscape Water	Open Terms	2,279.00	0.00	0.00	2,279.00	2,279.00	285109-3	BL-13767
	6/22/2024	Engineering Svs For SE Streetscape Water Main	Open Terms	796.20	0.00	0.00	796.20	796.20	285110-1	BL-13768
							3,075.20	3,075.20		
Warren County Assessor - VEND-1128										
	7/31/2024	FY25 GIS Services/Support	Net 30	11,900.00	0.00	15.00	11,900.00	11,900.00	FY25 GIS Ser	BL-13841
							11,900.00	11,900.00		
WESCO - VEND-60220										
	6/13/2024	2" Morris Clamps	Open Terms	409.08	0.00	0.00	409.08	409.08	092683	BL-13844
	7/2/2024	Terminators - Turbine 8	Open Terms	1,339.53	0.00	0.00	1,339.53	1,339.53	116669	BL-13842
							1,748.61	1,748.61		
Wiegert Disposal Inc - VEND-1081										

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	7/31/2024	0624 2-4yd Dumpster - Trash Pickup	Net 30	110.00	0.00	15.00	110.00	110.00	Jun24	BL-13845
							110.00	110.00		
Wisconsin Independent Network, LLC - VEND-1067										
	7/31/2024	20 Gb Ethernet Circuit - Aug24	Net 30	7,383.00	0.00	15.00	7,383.00	7,383.00	WIN026863	BL-13846
							7,383.00	7,383.00		
Check Count: 57				Totals:			\$336,069.13	\$336,069.13		

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Indianola Municipal Utilities

Wednesday, July 17, 2024
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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							
American Water Works Association - VEND-1184										
7/17/2024	Membership Renewal		Net 30	430.00	0.00	15.00	430.00	430.00	SO175371	BL-13867
							430.00	430.00		
Avesis Third Party Administrators Inc - VEND-1108										
7/31/2024	0724 Vision		Net 30	468.96	0.00	15.00	468.96	468.96	3102103	BL-13868
							468.96	468.96		
Bally Sports Midwest - VEND-1222										
7/24/2024	0624 Expanded Basic		Net 30	4,778.88	0.00	15.00	4,778.88	4,778.88	W05019	BL-13869
							4,778.88	4,778.88		
Big Ten Network - VEND-1096										
7/30/2024	0624 BTN - Core Exp Basic		Net 30	1,957.14	0.00	15.00	1,957.14	1,957.14	Jun 2024	BL-13870
							1,957.14	1,957.14		
Bonita Bower - VEND-1141 - BL-13853										
7/10/2024	Credit Refund		Net 30	33.98	0.00	0.00	33.98	33.98	00062746-1	BL-13853
							33.98	33.98		
Border States Industries Inc - VEND-1070										
8/1/2024	VT Pack - VT Wiring Harness		Net 30	1,878.03	0.00	15.00	1,878.03	1,878.03	928639429	BL-13859
8/2/2024	500:5 CT's		Net 30	1,832.93	0.00	15.00	1,832.93	1,832.93	928646898	BL-13858
8/8/2024	1000:5 Wide Range CT's		Net 30	1,321.30	0.00	15.00	1,321.30	1,321.30	928662740	BL-13871
							5,032.26	5,032.26		
Calix Inc - VEND-1028										
8/1/2024	0724 Calix Service Cloud		Net 30	2,920.30	0.00	15.00	2,920.30	2,920.30	7022798	BL-13872
							2,920.30	2,920.30		
Cedar Falls Utilities - VEND-1045										
8/1/2024	Shared IPTV Costs Jan-May 2024		Net 30	39,483.78	0.00	15.00	39,483.78	39,483.78	93606	BL-13874
8/4/2024	Jun24 Transit & Transport		Net 30	9,275.00	0.00	15.00	9,275.00	9,275.00	Jun 24	BL-13873
							48,758.78	48,758.78		
Cintas Corporation - VEND-1007										
8/8/2024	First Aid Supplies - Fiber		Net 30	112.55	0.00	15.00	112.55	112.55	5219411689	BL-13876
8/11/2024	First Aid Supplies - EL		Net 30	125.07	0.00	15.00	125.07	125.07	8406918962	BL-13875

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Vendor	Due Date	Notes	Terms	Bill Total	Discount	Interest	Amount Due	Pavment	Invoice Number	Bill Number
							237.62	237.62		
City Of Indianola - VEND-1008 - BL-13860										
8/8/2024	0724 Professional Services	Net 30	9,407.91	0.00	15.00	9,407.91	9,407.91	3336	BL-13860	
							9,407.91	9,407.91		
City Of Indianola - VEND-1008 - BL-13877										
8/10/2024	Q22024 Franchise Fee	Net 30	15,407.48	0.00	15.00	15,407.48	15,407.48	Q22024	BL-13877	
							15,407.48	15,407.48		
DALLAS W. SIX CO. INC - VEND-100247										
6/30/2024	Turbine 8 Repairs	Open Terms	36,881.25	0.00	0.00	36,881.25	36,881.25	13409	BL-13879	
7/2/2024	Move transformer Cemen Tech Project	Open Terms	1,063.13	0.00	0.00	1,063.13	1,063.13	13410	BL-13878	
							37,944.38	37,944.38		
DICKINSON LAW - VEND-101709										
7/11/2024	0624 Legal Services	Open Terms	888.00	0.00	0.00	888.00	888.00	1156054	BL-13863	
							888.00	888.00		
DNR - VEND-1167										
7/28/2024	Annual Water Supply Fee, FY25 7.1.24-6.30.2	Net 30	1,737.13	0.00	15.00	1,737.13	1,737.13	June 24	BL-13862	
							1,737.13	1,737.13		
Dust Pros Janitorial - VEND-1011										
8/14/2024	0724 Cleaning - EL	Net 30	856.00	0.00	15.00	856.00	856.00	3081	BL-13881	
8/14/2024	0724 Cleaning - Util Svcs	Net 30	749.00	0.00	15.00	749.00	749.00	3085	BL-13883	
8/14/2024	Cleaning Supplies - Util Svcs	Net 30	60.99	0.00	15.00	60.99	60.99	3086	BL-13884	
8/14/2024	0724 Cleaning - Fiber	Net 30	856.00	0.00	15.00	856.00	856.00	3083	BL-13885	
8/14/2024	Cleaning Supplies - Fiber	Net 30	68.21	0.00	15.00	68.21	68.21	3084	BL-13886	
							2,590.20	2,590.20		
Hearst Television Inc - VEND-1131										
8/10/2024	0624 KCCI	Net 30	7,310.21	0.00	15.00	7,310.21	7,310.21	573084	BL-13888	
							7,310.21	7,310.21		
HPI, LLC - VEND-1409										
8/8/2024	Turbine 8 Repairs	Net 30	29,861.08	0.00	15.00	29,861.08	29,861.08	24-7031-13	BL-13887	
							29,861.08	29,861.08		
IMU - VEND-8629										

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Indianola Municipal Utilities

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Vendor	Due Date	Notes	Terms	Bill Total	Discount	Interest	Amount Due	Payment	Invoice Number	Bill Number
	7/2/2024	Utilities - WA	Open Terms	18,880.09	0.00	0.00	18,880.09	18,880.09	10388721	BL-13864
							18,880.09	18,880.09		
Independent Advocate - VEND-1136										
	8/2/2024	BOT Meeting/Publication Report 6.24.24	Net 30	346.76	0.00	15.00	346.76	346.76	5250	BL-13865
							346.76	346.76		
Innovative Systems - VEND-1048										
	8/4/2024	0724 Utility Bills Printing & Postage	Net 30	6,577.80	0.00	15.00	6,577.80	6,577.80	INV-19071	BL-13889
							6,577.80	6,577.80		
Internal Revenue Service - VEND-1307										
	8/4/2024	941 Income Tax Payable - 070524 Payroll	Net 30	28,786.28	0.00	15.00	28,786.28	28,786.28	070524 Payroll	BL-13890
							28,786.28	28,786.28		
Iowa Association Of Municipal Utilities - VEND-1014										
	8/10/2024	Safety Training	Net 30	1,600.00	0.00	15.00	1,600.00	1,600.00	30899	BL-13891
							1,600.00	1,600.00		
Iowa Department Of Human Services - VEND-1310										
	8/4/2024	Garnishment Payable - 070524 Payroll	Net 30	723.23	0.00	15.00	723.23	723.23	070524 Payroll	BL-13892
							723.23	723.23		
Iowa Department Of Revenue - VEND-1117										
	7/1/2024	June 2024 Use Tax	Net 30	394.29	0.00	15.00	394.29	394.29	June 2024	BL-13894
	7/31/2024	Sales Tax Billed - 7.1.24	Net 30	59,556.28	0.00	15.00	59,556.28	59,556.28	Sales Tax 7.1.24	BL-13893
	8/4/2024	Iowa Income Tax Payable - 7.5.24 Payroll	Net 30	4,475.62	0.00	15.00	4,475.62	4,475.62	070524 Payroll	BL-13895
							64,426.19	64,426.19		
Iowa One Call - VEND-1015										
	7/28/2024	0524 Locates - Fiber	Net 30	283.50	0.00	15.00	283.50	283.50	262371	BL-13896
	7/28/2024	0524 Locates - EL	Net 30	261.00	0.00	15.00	261.00	261.00	261733	BL-13897
	7/28/2024	0524 Locates - WA	Net 30	273.60	0.00	15.00	273.60	273.60	262372	BL-13898
							818.10	818.10		
JMK LAWCARE - VEND-102101										
	7/1/2024	0424-0524-0624 Mowing - WA	Open Terms	1,760.00	0.00	0.00	1,760.00	1,760.00	063024	BL-13899
							1,760.00	1,760.00		
JV TRUCKING LLC - VEND-102429										

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Indianola Municipal Utilities

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Vendor	Due Date	Notes	Terms	Bill Total	Discount	Interest	Amount Due	Pavment	Invoice Number	Bill Number
	7/3/2024	Pea Gravel - Shop	Open Terms	815.45	0.00	0.00	815.45	815.45	6985	BL-13900
							815.45	815.45		
Mandy Sudbrock - VEND-1141 - BL-13855										
	7/10/2024	Credit Refund	Net 30	26.93	0.00	0.00	26.93	26.93	00051238-3	BL-13855
							26.93	26.93		
Marquee Sports Network - VEND-1165										
	8/10/2024	0624 Expanded Basic	Net 30	3,161.89	0.00	15.00	3,161.89	3,161.89	June 24	BL-13901
							3,161.89	3,161.89		
Mission Square - VEND-1303										
	8/4/2024	457 Payable - 070524 Payroll	Net 30	6,126.96	0.00	15.00	6,126.96	6,126.96	070524	BL-13902
							6,126.96	6,126.96		
MUNICIPAL ENERGY AGENCY OF NEBRASKA - VEND-35805										
	7/30/2024	Purchased Power - June 24	Net 30	889,359.09	0.00	15.00	889,359.09	889,359.09	305771	BL-13903
							889,359.09	889,359.09		
Mutual Of Omaha - VEND-1107										
	7/31/2024	0724 Premiums	Net 30	5,912.19	0.00	15.00	5,912.19	5,912.19	0724	BL-13904
							5,912.19	5,912.19		
Nexstar Broadcasting, Inc - VEND-1092										
	8/10/2024	0624 NewsNation	Net 30	408.72	0.00	15.00	408.72	408.72	574235	BL-13905
	8/10/2024	0624 Nexstar WHO	Net 30	9,109.91	0.00	15.00	9,109.91	9,109.91	574026	BL-13906
							9,518.63	9,518.63		
Norwalk Ready Mix Concrete, Inc. - VEND-1119										
	8/9/2024	Limestone - 1202 N E St	Net 30	1,323.00	0.00	15.00	1,323.00	1,323.00	350359	BL-13907
							1,323.00	1,323.00		
Power & Tel - VEND-1037										
	7/27/2024	FIBER - 2 CT FLT TONE DROP	Net 30	1,820.29	0.00	15.00	1,820.29	1,820.29	7953962-00	BL-13908
	7/27/2024	SCOTCHLOCK	Net 30	69.16	0.00	15.00	69.16	69.16	7954421-00	BL-13909
							1,889.45	1,889.45		
Shawna Person & Cory Olson - VEND-1141 - BL-13854										
	7/10/2024	Credit Refund	Net 30	32.55	0.00	0.00	32.55	32.55	00021111-8	BL-13854
							32.55	32.55		

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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
STATE HYGIENIC LABORATORY - VEND-23245										
	7/1/2024	Testing	Open Terms	988.00	0.00	0.00	988.00	988.00	281511	BL-13910
							988.00	988.00		
STERNQUIST CONST. INC. - VEND-50360										
	7/10/2024	Crushed Concrete - Square Project	Open Terms	294.65	0.00	0.00	294.65	294.65	3225	BL-13912
	7/12/2024	Crushed Concrete - Square Project	Open Terms	82.98	0.00	0.00	82.98	82.98	3229	BL-13913
	7/12/2024	Crushed Concrete Square Project	Open Terms	84.96	0.00	0.00	84.96	84.96	3237	BL-13911
							462.59	462.59		
Teklink - VEND-1262										
	7/21/2024	Bore & Drop	Net 30	2,336.00	0.00	15.00	2,336.00	2,336.00	WE 6/9/24	BL-13915
	8/10/2024	Bore & Drop	Net 30	1,570.00	0.00	15.00	1,570.00	1,570.00	WE 6/23/24	BL-13916
	8/14/2024	Bore & Drop	Net 30	3,504.00	0.00	15.00	3,504.00	3,504.00	WE 6/30/24 Drop	BL-13914
							7,410.00	7,410.00		
Tina Mundy - VEND-1141 - BL-13852										
	7/10/2024	Credit Refund	Net 30	54.37	0.00	0.00	54.37	54.37	00042611-7	BL-13852
							54.37	54.37		
United States Treasury - VEND-1138										
	7/30/2024	Q2-2024 Federal Excise Tax	Net 30	1,468.41	0.00	15.00	1,468.41	1,468.41	Q2-2024	BL-13918
							1,468.41	1,468.41		
UPHDM Occupational Medicine - VEND-1101										
	7/28/2024	Employee Testing - Fiber	Net 30	126.00	0.00	15.00	126.00	126.00	231729	BL-13919
							126.00	126.00		
Vanderpool Plumbing & Heating - VEND-1066										
	7/28/2024	AC Repairs - East Turbine Building	Net 30	286.76	0.00	15.00	286.76	286.76	7042	BL-13920
							286.76	286.76		
Warren County 911 - VEND-1132										
	7/30/2024	Q22024 E911 Fees	Net 30	2,415.60	0.00	15.00	2,415.60	2,415.60	Q22024	BL-13921
							2,415.60	2,415.60		
Warren County Engineer - VEND-1102										
	8/7/2024	0624 Fuel Distribution	Net 30	3,301.87	0.00	15.00	3,301.87	3,301.87	June 2024	BL-13922
							3,301.87	3,301.87		

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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
Waste Management - VEND-1086										
	8/2/2024	2 yd Dumpster Service - WA- Jul 24	Net 30	129.32	0.00	15.00	129.32	129.32	7106082-0516-1	BL-13924
	8/2/2024	4yd Dumpster Service-Recycle Materials	Net 30	76.32	0.00	15.00	76.32	76.32	7106085-0516-4	BL-13925
							205.64	205.64		
WESCO - VEND-60220										
	7/3/2024	Ground Rods - Connectors - Contact Paste - T	Open Terms	788.01	0.00	0.00	788.01	788.01	118302	BL-13926
	7/9/2024	3-Phase Transformer Basements	Open Terms	3,442.32	0.00	0.00	3,442.32	3,442.32	122005	BL-13927
							4,230.33	4,230.33		
			Check Count: 47			Totals:	\$1,232,798.47	\$1,232,798.47		

MEMORANDUM

To: IMU Board of Trustees of the Electric, Water and Communications Utilities
From:
Date: July 22, 2024
Subject: Approval of Minutes of the prior meetings

Recommendation:

Attachments: 1. 6.24.2024 Minutes Publication

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

The Indianola Municipal Utilities Board of Trustees met in regular session at 05:38 PM on June 24, 2024 in the City Hall Council Chambers. Chairperson Deb White called the meeting to order and on roll call the following members were present: Mike Rozga, Dom Selgrade, Lori Smith, and Deb White. Absent: Adam Voigts

There was no Public Comment.

Smith moved to Consent Agenda, Rozga seconded it. On roll call, the vote was AYES: Rozga, Selgrade, Smith, White. NAYS: None. Whereas the Chairperson declared the motion carried unanimously. The Consent Agenda was as follows:

Approval of Claims

Approval of Minutes of the prior meetings

Resolution 2024-042 Approving Payment Application 3 Downtown Underground Conversion Project South Alley Premise Wiring

Resolution 2024-043 Authorizing Payment No. 1 for SE Streetscape Water Main Extension Project

April 2024 Financial Report

Resolution 2024-044 Approving Change Order #3 Turbine 8 Control Project

Electric Utility Action Items

Rozga moved to open the Public Hearing regarding the Material Procurement for East Iowa Circuit Switcher Replacement Project Selgrade seconded it. On roll call, the vote was; Rozga, Selgrade, Smith, White. NAYS: None. There was no public comment or discussion. Rozga moved to Close the Public Hearing regarding the Material Procurement for East Iowa Circuit Switcher Replacement Project Selgrade seconded it. On roll call, the vote was; Rozga, Selgrade, Smith, White. NAYS: None.

Rozga moved to approve Resolution 2024-045 Approving the Plans, Specifications, Form of Contract and Estimate of Cost for East Iowa Switcher Replacement Project; Material Procurement. Selgrade seconded it. On roll call, the vote was AYES: Rozga, Selgrade, Smith, White. NAYS: None.

Rozga moved to approve Resolution 2024-046 Awarding Contract for Material Procurement for East Iowa Switcher Replacement Project Smith seconded it. On roll call, the vote was AYES: Rozga, Selgrade, Smith, White. NAYS: None. Whereas the Chairperson declared the motion carried unanimously.

Rozga moved to Resolution 2024-047 Approving Contract with Irby for East Iowa Switcher Replacement Project; Material Procurement and Selgrade seconded it. On roll call, the vote was AYES: Rozga, Selgrade, Smith, White. NAYS: None. Whereas the Chairperson declared the motion carried unanimously.

Electric Utility Informational Items

Electric Superintendent Mike Metcalf gave updates on the Turbine 8 repair project and control project. The department is also busy with a lot of projects that will extend into winter.

Water Utility Action Items

Selgrade moved to approve the 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 14946 G-36 HWY. Smith seconded it. Question was called for and on voice vote the Chairperson declared the motion carried unanimously.

Water Utility Informational Items

Water Superintendent Justin Brand shared that Well #9 is pulled and will be lowered 40 feet. Crews are finishing concrete work and cleanup for the SE Streetscape Water Main project, and have replaced all but one hydrant, and are busy with other construction projects.

Communications Utility Informational Items

Telecommunications Superintendent Kurt Ripperger shared that the department is busy with summer projects and end of fiscal year tasks, have begun connecting residents in the NOFA South area, and the IMU internal phone system have been transitioned in-house, and will be offered to business customers in coming months.

Combined Electric, Water and Communications Action Items

Smith moved to consider approval of utility accounts to be written off and to use any customary collection method, including submission to the state offset program, and to charge any applicable collection fees. Rozga seconded it. On roll call, the vote was AYES: Rozga, Selgrade, Smith, White. NAYS: None.

Rozga moved to approve Resolutions 2024-048 and Resolution 2024-049 Setting Salaries for Appointed Officers and Employees of the Indianola Municipal Utilities Effective July 1, 2024 Selgrade seconded it. On roll call, the vote was AYES: Rozga, Selgrade, Smith, White. NAYS: None. Whereas the Chairperson declared the motion carried unanimously.

Combined Electric, Water and Communications Informational Items

General Manager Chris DesPlanques shared that the end of year financial tasks are being completed and inventory is down again this year, that the board would meet for a strategic planning session on July 18 at IAMU, and that when the Insurance Renewal documents are ready to complete, there would likely be a special session to review and approve them.

Other Business

Smith moved to Enter into closed session in accordance with Iowa Code Section 21.5 (1)(i) to evaluate the professional competency of an individual whose appointment, hiring, performance, or discharge is being considered when necessary to prevent needless and irreparable injury to that individual's reputation and that individual requests a closed session. Selgrade seconded it. On roll call, the vote was AYES: Rozga, Selgrade, Smith, White. NAYS: None. The Closed Session was motioned and voted to end at 6:28. Whereas the Chairperson declared the motion carried unanimously.

Adjourn

The meeting was adjourned at 6:31 on a motion and seconded. Question was called for and on voice vote the Chairperson declared the motion carried unanimously.

MEMORANDUM

To: IMU Board of Trustees of the Electric, Water and Communications Utilities
From: Chris Longer, IMU Finance/HR Director
Date: July 22, 2024
Subject: May 2024 Financial Report

Recommendation:

Attachments: 1. 0524 Financial Report

Water Utility Financial Summary
May 31, 2024

600 WATER OPERATING FUND

	FY23		
	Budget	YTD Actual	% of Budget
Water Service Sales	2,823,500	2,418,999	85.67%
Other Water Revenue	360,300	355,036	98.54%
Total Revenue:	3,183,800	2,774,035	
Water O&M Expense	2,222,404	1,944,337	87.49%
Water O&M Transfers Out	1,000,000	936,967	93.70%
YTD Depreciation			
Total Expense, Transfers & Depreciation:	3,222,404	2,881,304	
Beginning Net Position		13,956,134	
Net Surplus (Deficit)		(107,269)	
Ending Net Position		13,848,866	

700 WATER CAPITAL FUND

From Water Operations	1,000,000	936,967	93.70%
Total Transfers In:	1,000,000	936,967	
Water Capital Expense	1,200,000	434,197	36.18%
Total Expense:	1,200,000	434,197	
Beginning Net Position		2,470,342	
Net Surplus (Deficit)		502,770	
Ending Net Position		2,973,111	

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	\$	556,340
Capital	\$	3,037,323
Debt Service	\$	75,000
	\$	3,668,664

389 days

FY24		
Budget	YTD Actual	% of Budget
3,165,800	2,669,568	84%
566,800	495,158	87%
3,732,600	3,164,726	
2,234,273	1,893,913	85%
1,190,000	1,090,833	92%
	555,477	
3,424,273	3,540,223	
	14,444,384	
	(375,497)	
	14,068,886	

1,190,000	1,090,833	92%
1,190,000	1,090,833	
1,205,000	593,563	49%
1,205,000	593,563	
	2,965,943	
	497,271	
	3,463,214	

	75,000	
	0	
	75,000	

	Gallons Billed FY23-24	Gallons Billed FY22-23
July	36,713,420	31,583,030
August	33,852,270	37,092,320
September	35,871,910	43,870,320
October	39,773,580	36,165,050
November	31,508,750	30,973,650
December	32,279,650	29,089,970
January	26,695,880	26,690,650
February	26,057,390	26,910,460
March	28,398,290	25,819,640
April	25,536,950	23,577,930
May	29,493,670	26,725,270
June	28,478,040	30,377,040
YTD TOTAL	374,659,800	368,875,330
	1.6%	

	Inventory on Hand FY23-24	Inventory on Ha FY22-23
July \$	131,441	\$ 112,249
August \$	124,926	\$ 110,331
September \$	118,941	\$ 104,559
October \$	207,261	\$ 108,675
November \$	208,497	\$ 109,309
December \$	297,258	\$ 108,859
January \$	366,045	\$ 115,720
February \$	445,254	\$ 109,499
March \$	443,607	\$ 104,108
April \$	427,475	\$ 107,188
May \$	425,890	\$ 121,952
June \$	413,287	\$ 132,750
YTD AVG \$	300,824	\$ 112,100
	168.4%	

IMU Admin/US Financial Summary
May 31, 2024

620 ADMIN & UTILITY SERVICES

	FY23			FY24		
	Budget	YTD Actual	% of Budget	Budget	YTD Actual	% of Budget
Admin/US Revenue	1,406,867	1,280,568	91.02%	1,297,918	1,217,521	94%
Total Revenue:	1,406,867	1,280,568		1,297,918	1,217,521	
Admin/US O&M Expense	1,406,867	1,265,251	89.93%	1,297,918	1,139,639	88%
YTD Depreciation					32,443	
Total Expense, Transfers & Depreciation:	1,406,867	1,265,251		1,297,918	1,172,081	
Beginning Net Position		35,687			203,175	
Net Surplus (Deficit)		15,317			45,440	
Ending Net Position		51,003			248,615	

855 LIABILITY INS FUND

Beginning Net Position	9,099	9,099
Net Surplus (Deficit)	0	0
Ending Net Position	9,099	9,099

US/ADMIN CASH ON HAND

O&M \$ 608,226

Electric Utility Financial Summary
May 31, 2024

630 ELECTRIC OPERATING FUND

	FY23			FY24		
	Budget	YTD Actual	% of Budget	Budget	YTD Actual	% of Budget
Electric Service Sales	16,189,977	15,073,860	93.11%	15,927,772	14,873,463	93%
Other Electric Revenue	1,657,700	1,573,470	94.92%	1,883,900	1,606,231	85%
Total Revenue:	17,847,677	16,647,331		17,811,672	16,479,694	
Electric O&M Expense	15,287,869	12,610,153	82.48%	15,378,121	12,857,048	84%
Electric O&M Transfer Out	1,171,153	1,072,518	91.58%	3,653,672	3,349,199	92%
YTD Depreciation					1,496,011	
Total Expense, Transfers & Depreciation:	16,459,022	13,682,671		19,031,793	17,702,258	
Beginning Net Position		33,191,504			35,046,761	
Net Surplus (Deficit)		2,964,659			(1,222,564)	
Ending Net Position		36,156,163			33,824,198	

730 ELECTRIC CAPITAL FUND

Electric Capital Revenue	1,397,300	1,391,066	99.55%	1,237,500	1,672,129	135%
From Electric Operations	0	0		2,500,000	2,291,667	92%
Total Revenue and Transfers In:	1,397,300	1,391,066		3,737,500	3,963,796	
Electric Capital Expense	2,477,500	1,322,392	53.38%	2,886,300	1,054,065	37%
Total Expense:	2,477,500	1,322,392		2,886,300	1,054,065	
Beginning Net Position		6,564,867			8,062,135	
Net Surplus (Deficit)		68,674			2,909,731	
Ending Net Position		6,633,541			10,971,866	

793 ELECTRIC DEBT SERVICE

From Electric Operations	1,171,153	1,072,518	91.58%	1,153,672	1,057,533	92%
Total Transfers In:	1,171,153	1,072,518		1,153,672	1,057,533	
Electric Debt Service	1,171,153	1,171,038	99.99%	1,153,672	1,153,244	100%
Total Expense:	1,171,153	1,171,038		1,153,672	1,153,244	
Beginning Net Position		1,368,750			1,368,865	
Net Surplus (Deficit)		(98,520)			(95,712)	
Ending Net Position		1,270,230			1,273,154	

ELECTRIC CASH ON HAND
(110 days or greater)

O&M	\$ 8,813,648
Capital	\$ 8,697,254
Debt Service	\$ 1,273,154
353 days	\$ 18,784,056

	Kwhs Billed FY23-24	Kwhs Billed FY22-23
July	10,450,789	10,128,099
August	11,547,802	12,799,785
September	12,959,519	14,217,561
October	12,753,605	11,654,976
November	9,208,467	8,657,190
December	9,085,696	8,926,910
January	8,889,231	9,723,737
February	9,730,261	10,580,780
March	10,012,491	9,849,344
April	8,110,965	8,612,545
May	8,526,345	8,413,828
June	8,141,136	8,661,255
YTD TOTAL	119,416,307	122,226,010
	-2.3%	

	Inventory on Hand FY23-24	Inventory on Hand FY22-23
July	\$ 1,276,213	\$ 1,165,007
August	\$ 1,337,147	\$ 1,208,115
September	\$ 1,396,439	\$ 1,251,752
October	\$ 1,422,195	\$ 1,211,972
November	\$ 1,462,286	\$ 1,164,591
December	\$ 1,527,687	\$ 1,170,525
January	\$ 1,570,204	\$ 1,175,413
February	\$ 1,554,941	\$ 1,271,637
March	\$ 1,544,421	\$ 1,395,486
April	\$ 1,512,184	\$ 1,389,949
May	\$ 1,577,116	\$ 1,357,374
June	\$ 1,584,527	\$ 1,311,047
YTD AVG	\$ 1,480,447	\$ 1,256,072
	17.9%	

Fiber Utility Financial Summary
May 31, 2024

640 FIBER OPERATING FUND

	FY23			FY24		
	Budget	YTD Actual	% of Budget	Budget	YTD Actual	% of Budget
Fiber Service Sales	4,310,000	4,072,160	94.48%	4,823,000	4,445,844	92%
Other Fiber Revenue	953,950	823,480	86.32%	662,050	498,622	75%
Total Revenue:	5,263,950	4,895,641		5,485,050	4,944,465	
Fiber O&M Expense	3,435,424	3,234,739	94.16%	3,574,751	3,149,439	88%
Fiber O&M Transfer Out	1,906,879	1,691,284	88.69%	1,437,246	1,343,379	93%
YTD Depreciation					330,295	
Total Expense, Transfers & Depreciation:	5,342,303	4,926,022		5,011,997	4,823,113	
Beginning Net Position		(4,908,922)			(3,464,668)	
Net Surplus (Deficit)		(30,381)			121,352	
Ending Net Position		(4,939,304)			(3,343,315)	

740 FIBER CAPITAL FUND

Fiber Capital Revenue	0	4,229			9,968	
From Fiber Operations	801,000	708,280	88.42%	310,833	310,833	100%
Total Revenue and Transfers In:	801,000	712,509		310,833	320,802	
Fiber Capital Expense	2,318,000	853,399	36.82%	2,026,500	1,588,687	78%
YTD Depreciation					246,021	
Total Expense, Transfers & Depreciation:	2,318,000	853,399		2,026,500	1,834,708	
Beginning Net Position		1,566,044			938,067	
Net Surplus (Deficit)		(140,890)			(1,513,906)	
Ending Net Position		1,425,154			(575,839)	

795 FIBER DEBT SERVICE

From Fiber Operations	1,105,879	983,004	88.89%	1,126,413	1,032,545	92%
Total Transfers In:	1,105,879	983,004		1,126,413	1,032,545	
Fiber Debt Service	1,105,879	1,105,879	100.00%	1,126,413	1,126,142	100%
Total Expense:	1,105,879	1,105,879		1,126,413	1,126,142	
Beginning Net Position		0			0	
Net Surplus (Deficit)		(122,876)			(93,597)	
Ending Net Position		(122,876)			(93,597)	
*Fund 640 Ending Fund Balance		(5,062,179)			(3,436,912)	
*Fund 740 Ending Fund Balance		1,425,154			(575,839)	
		(3,637,025)			(4,012,751)	

FIBER CASH ON HAND

(110 days or greater)	O&M	\$	67,342
	Capital	\$	207,025
	Debt Service	\$	(93,597)
10 days		\$	180,770

	Subscriptions FY23-24	Subscriptions FY22-23	YOY Increase %
July	3,872	3,513	10.2%
August	3,908	3,560	9.8%
September	3,930	3,581	9.7%
October	3,963	3,624	9.4%
November	3,975	3,648	9%
December	3,987	3,668	9%
January	4,016	3,688	9%
February	4,040	3,734	8%
March	4,071	3,782	8%
April	4,102	3,805	8%
May	4,118	3,842	7%
June	4,152	3,873	7%
YTD TOTAL	48,134	44,318	
	8.6%		

	Inventory on Hand FY23-24	Inventory on Hand FY22-23	YOY Increase %
July	\$ 1,858,586	\$ 1,523,440	22.0%
August	\$ 1,878,531	\$ 1,596,300	17.7%
September	\$ 1,859,378	\$ 1,624,706	14.4%
October	\$ 1,843,233	\$ 1,693,450	8.8%
November	\$ 1,842,936	\$ 1,706,328	8%
December	\$ 1,853,822	\$ 1,742,135	6%
January	\$ 1,859,947	\$ 1,772,400	5%
February	\$ 1,882,714	\$ 1,818,883	4%
March	\$ 1,876,572	\$ 1,822,739	3%
April	\$ 1,957,554	\$ 1,808,106	8%
May	\$ 1,953,238	\$ 1,806,244	8%
June	\$ 1,884,046	\$ 1,762,216	7%
YTD AVG	\$ 1,879,213	\$ 1,723,079	
	9.1%		

The Fiber Utility fund has a deficit fund balance of (\$4,012,751).
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.

May 2024

You should expect to see YTD revenue and expenses to be 11/12 (or 92%) of Budget.

Health Insurance Fund Balance on May 31, 2024 is \$2,994,200

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

As we near the end of FY24, keep in mind that there will be accrual adjustments (revenue and expense incurred but not yet recorded).

We are reporting each department's 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-).

This report is on a modified cash basis, with monthly (non-cash) depreciation included beginning FY24.

Water Notes: Capital expenses may fall ahead or behind budget due to timing of project completion and payments.

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

Electric Notes: Capital revenue ahead of budget due to customer paid projects - will be offset by expenses as projects complete.
Capital expenses may fall ahead or behind budget due to timing of project completion and payments.

Fiber Notes: Capital expenses may fall ahead or behind budget due to timing of project completion and payments.
Fiber Debt Service is showing a negative net position due to payment made in May, and final transfer not occurring until June.

MEMORANDUM

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

From: Justin Brand

Date: July 22, 2024

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 the IMU territory, located at 9335 110th ave.

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 9335 110th 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 5568 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.

Attachments: 1. 9335 110th Ave for Packet



MEMORANDUM

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

From: Justin Brand

Date: July 22, 2024

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 the IMU territory, located at 12149 R63 Hwy.

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 12149 R63 Hwy 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 1400 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.

Attachments: 1. 12149 R63 Hwy for Packet



W 2ND AVE HWY 92

92

W 2ND AVE

S WESLEY ST

S WESLEY ST

Indianola

W 4TH AVE

12149 R63 Hwy
1400' from main

R63
COUNTY

R63
COUNTY

R63 HWY

R63 HWY

R63
COUNTY

Indianola

Indianola

MEMORANDUM

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

From:

Date: July 22, 2024

Subject: Resolution Authorizing SE Streetscape Water Main - Payment Application No. 2

Recommendation:

Attachments:

1. Pay App 2
2. Res 2024 Approving Pay App 2 to MB Construction, LLC for the Southeast Streetscape Water Main Extension Project



VEENSTRA & KIMM INC.
 3000 Westown Parkway
 West Des Moines, Iowa 50266
 515.225.8000 // 800.241.8000
 www.v-k.net

Date: **July 17, 2024**

PAY ESTIMATE NO. 2

Project Title	Southeast Streetscape Water Main Extension Indianola Municipal Utilities Indianola, Iowa			Contractor	MB Construction, LLC P.O. Box 256 Amana, Iowa 52203		
Original Contract Amount & Date	\$149,930.00	8-Apr-24	Pay Period	6/1/2024	to	6/28/2024	
BID ITEMS							
Bid Item No.	Specification Section / Description	Unit	Estimated Quantity	Unit Price	Extended Price	Quantity Completed	Value Completed
1.1	Mobilization	LS	100%	\$ 5,000.00	\$ 5,000.00	100%	\$ 5,000.00
1.2	Traffic Control	LS	100%	\$ 3,000.00	\$ 3,000.00	100%	\$ 3,000.00
1.3	Construction Staking	LS	100%	\$ 3,200.00	\$ 3,200.00	100%	\$ 3,200.00
1.4	Water Main Directional Bored, PVC, 8"	LF	420	\$ 92.00	\$ 38,640.00	420	\$ 38,640.00
1.5	Hydrant Assembly	EA	1	\$ 6,950.00	\$ 6,950.00	1	\$ 6,950.00
1.6	Gate Valve, 8"	EA	1	\$ 2,500.00	\$ 2,500.00	1	\$ 2,500.00
1.7	Water Service Connections	EA	7	\$ 1,100.00	\$ 7,700.00	7	\$ 7,700.00
1.8	Curb Stop and Box	EA	7	\$ 675.00	\$ 4,725.00	7	\$ 4,725.00
1.9	Water Service Pipe	LF	770	\$ 32.00	\$ 24,640.00	770	\$ 24,640.00
1.10	Tapping Sleeve and Valve, 8"	EA	1	\$ 6,650.00	\$ 6,650.00	1	\$ 6,650.00
1.11	Pavement, PCC, Remove and Replace, 8"	SY	15	\$ 235.00	\$ 3,525.00	16	\$ 3,830.50
1.12	Pavement, PCC, Remove and Replace, 8"	SY	100	\$ 176.00	\$ 17,600.00	94	\$ 16,596.80
1.13	Pavement, PCC, Remove and Replace, 4"	SY	25	\$ 178.00	\$ 4,450.00	4	\$ 623.00
1.14	Salvage Existing Fire Hydrant	EA	1	\$ 650.00	\$ 650.00	1	\$ 650.00
1.15	Abandon Existing Valve	EA	1	\$ 200.00	\$ 200.00	1	\$ 200.00
1.16	Re-Plumbing of 108 S. Howard Street	LS	100%	\$ 5,500.00	\$ 5,500.00	100%	\$ 5,500.00
1.17	Sod	SQ	100	\$ 150.00	\$ 15,000.00		\$ -
TOTAL ORIGINAL CONTRACT				\$ 149,930.00			\$ 130,405.30

SUMMARY			
		Original Contract Price	Value Completed
Bid Items Subtotal		\$149,930.00	\$ 130,405.30
APPROVED CHANGE ORDERS			
Change Order No.	Description/Notes	Total Approved	Value Completed
CO 1			
CO 2			
CO 3			
CO 4			
CO 5			
TOTAL ALL CHANGE ORDERS		\$ -	\$ -
Revised Contract Price		\$ 149,930.00	\$ 130,405.30
Total Materials Stored			
		\$ -	
Value of Completed Work and Materials Stored		\$ 130,405.30	
Less Retained Percentage (5%)		\$ 6,520.27	
Total Earned Less Retainage		\$ 123,885.04	
PREVIOUSLY APPROVED PARTIAL PAYMENTS			
Less Estimate(s) Previously Approved		6/24/2024	\$ 58,843.00
Less Total Pay Estimates Previously Approved		\$ 58,843.00	
Percent Complete			
87.0%	Amount Due This Estimate		\$ 65,042.04

The amount \$65,042.04 is recommended for approval for payment in accordance with the terms of the contract.

Indianola Municipal Utilities
RESOLUTION NO 2024-

**RESOLUTION APPROVING PAY APP 2 TO MB CONSTRUCTION, LLC FOR THE SOUTHEAST STREETSCAPE
WATER MAIN EXTENSION**

WHEREAS, the Board of Trustees of the Indianola Municipal Utilities has deemed it necessary to move forward with the Southeast Streetscape Water Main Extension Project; in the Water Department; and

WHEREAS, on April 8, 2024, the Board passed and approved Resolution 2022-025 "Awarding contract for Southeast Streetscape Water Main Extension Project"; and

WHEREAS, the contract was awarded to MB Construction, LLC in the amount of \$149,930.00 and;

WHEREAS, on July 17, 2024, submitted a recommendation for payment #3 for said contract in the amount of \$65,42.04

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

1. The payment to Miller Electric Inc. in the amount of \$65,42.04 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 22nd day of July 2024.

Deb White, Chairperson

ATTEST:

Monica Thompson, Board Secretary

MEMORANDUM

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

From:

Date: July 22, 2024

Subject: Resolution to Approve NewCom RS #14 for Engineering work on the NOFA 7 Grant Project

Recommendation:

Attachments:

1. Res 2024-Request for Services #14 for NOFA 7 Grant Project
2. RS_No_14_-_IMU_NOFA_7_-_FY_2025_and_2026_BUILD_-_BID_3_-_2024-07-03 final
3. Exhibit 2 Final

Indianola Municipal Utilities
RESOLUTION

RESOLUTION APPROVING REQUEST FOR SERVICES #14 FOR NOFA GRANT PROJECT

BE IT RESOLVED BY THE BOARD OF TRUSSTEEES OF THE INDIANOLA, IA MUNICIPAL

UTILIES: Consider approving Request for Services #14 from NewCom Technologies in the amount of \$67,428.01 for engineering design, construction review and bid package prep work for NOFA 7 North and NOFA 7 South projects.

WHEREAS, Pursuant to the terms and conditions of the Technical Services Agreement executed and made effective as of the 23rd Day of May 2022, by and between Indianola Municipal Utilities ("Owner") and NewCom Technologies ("Consultant"), Owner hereby requests Consultant to perform the following Services: and;

WHEREAS, Consultant shall provide Services related to the design and procurement of the necessary infrastructure to construct a fiber distribution network connecting back to Indianola Municipal Utilities Central Office located in Indianola, Iowa, and;

NOW, THEREFORE, BE IT RESOLVED by the Indianola Municipal Utilities Board of Trustees the Request for Services is approved.

Passed and approved this 22nd day of July 2024.

Deb White, IMU Board Chair

ATTEST:

Monica Thompson, Board Secretary

TECHNICAL SERVICES AGREEMENT

EXHIBIT A

REQUEST FOR SERVICES

RS NO. 14

“NETWORK EXTENSIONS: NOFA 7 GRANTS 433551 and 433533 Final Phases”

Between

Indianola Municipal Utilities ("Owner")

And

NewCom Technologies, Inc. ("Consultant")

Pursuant to the terms and conditions of the Technical Services Agreement executed and made effective as of the 23rd Day of May 2022, by and between Indianola Municipal Utilities ("Owner") and NewCom Technologies ("Consultant"), Owner hereby requests Consultant to perform the following Services:

Scope of Services: Consultant shall provide Services related to the design and procurement of the necessary infrastructure to construct a fiber distribution network connecting back to Indianola Municipal Utilities Central Office located in Indianola, Iowa.

The high-level design routes and project phases were provided to NewCom on 4/22/2022. See Exhibit 2: Southern Project. The combined North and South projects represent approximately 12 miles of distribution network fiber connecting Indianola Municipal Utilities Central Office and ‘z’ locations. This RS No. 14 covers those phases which will be constructed in FY 2025 and 2026. The FY 2025-2026 “BID 3” consists of approximately 7.67 miles of new build construction.

General work elements are listed below and amended by Consultant after review with Owner:

1. Design of the fiber optic distribution network and integrated support structure.
2. Surveying and mapping services for the fiber optic network in a Fiber Management System.
3. Application/acquisition of all DOT, and County permits. Extra cost if DNR/USACE required⁴
4. Preparation of public improvement and construction bid documents in accordance with the laws of the State of Iowa and as directed by Owner.
5. Preparation of public improvement and construction contract documents in accordance with the laws of the State of Iowa and as directed by Owner.
6. Review of all pay requests from contractor
7. Attend pre-construction meeting
8. Design to construction verification
9. NewCom will compare the installation of the project to the design of the project
10. It will be the responsibility of the contractor to maintain accurate redlines of the build
11. Permit compliance verification

REQUEST FOR SERVICES

RS NO. 14

12. NewCom is not liable for contractor failing to meet requirements of the permit. NewCom will only view the permit and notify the contractor and Owner of violations as/if they are observed
 13. Restoration and cleanup verification
 14. NewCom is not liable for the restoration or cleanup of the jobsite. NewCom will only observe the general status of the jobsite post construction and report on said status to Owner
 15. Safety Compliance
 16. NewCom is not liable for the safety of contractor. NewCom will only observe jobsite and notify contractor and Owner if safety violations are observed
 17. Assisting Owner staff with financial/budgetary matters by providing information for grant applications, business plan projections, and legal matters relating to construction, operation, financing, and compliance.
 18. Attendance at design review meetings, Board meetings, and related meetings as requested.
- A. **Additional Owner Responsibilities.** As provided in the Agreement, Owner shall provide Consultant with information reasonably necessary to complete the Services.
- B. **Commencement and Completion of Services.** Consultant shall commence the Services upon notice to proceed from Owner, which notice shall be given by Owner on or after July 3, 2024. Consultant shall complete the Services of Fiber Network Design with selection of vendors and contractors within 3 months of notice to proceed. Construction Oversight Services start will be largely dependent on equipment deliveries and may be subject to supply chain issues. The project's construction oversight and acceptance will take place during the construction period.
- C. **Compensation.** Compensation for the Services described above shall be on a per item rate based on actual construction running line and as estimated as follows:

Fiber Network Design Engineering Services ¹	Unit of Measure	Est. # of Units	Unit Price
Fiber Network Design – Southern NOFA Project: Phase 2, 3 and 4	Per Foot	28,335	\$.89
Fiber Network Design – Southern IMU Project: Phase 2, 3 and 4	Per Foot	12,174	\$.89

Includes:

- Survey - route design, service point locations and categorization of site
- GIS posting
- Network design using OSPInsight an Esri based Fiber Management System
- Consult and cooperate with Owner and Owner's legal counsel regarding public improvement contract letting procedures.
- Permit application / acquisitions (all entities)
- Preparation of construction documents, plans, BOMs, and splice sheets
- Meetings with Owner

¹Extended price based on estimated construction running line footage of 40,509 or 7.67 miles. Permit fees are pass through.

REQUEST FOR SERVICES
RS NO. 14

Construction Oversight and Review²	Not To Exceed	\$ 18,500.00
Includes:		
– Construction oversight – Meetings with Owner and contractors – GPS route and HH locations		
² Assumes that work activity will be completed within 2 months of construction start.		
Consulting Services – Bid Package Prep and Letting	Per Bid Package	1 \$12,725.00
Includes:		
– Consult and cooperate with Owner and Owner’s legal counsel regarding construction contract letting procedures. – An Iowa licensed professional engineer will review construction plans, specifications, and contract documents. – An Iowa licensed professional engineer will be responsible for documents necessary for bid letting and award of construction contract. – Preparation of construction documents, plans, BOMs, and engineers estimate – Construction plans and specifications development and Bid letting and pay request reviews – PE management and approval of fiber network design – Meetings with Owner		
Permit Application Fees – Pass Through Costs^{3,4}	Estimated Fees	\$150.00
³ Permit application fees will be based on actual costs		
⁴ Does not include USACE Permit(s) engineering cost and fees		

Summary of Costs

Items	Unit	Cost
Engineering with Permit Fees:		
<i>Includes field engineering, route design, fiber engineering, construction oversight, bid letting and review and final as-builts in FMS</i>	NOFA 7 Projects	\$56,593.15
	IMU Projects	\$10,834.86
Total Engineering and Consulting Services		\$67,428.01

REQUEST FOR SERVICES

RS NO. 14

"Billable Hours" should only occur if there is a major change in project scope, as approved by Owner. Materials, such as requests for multiple copies of documents will be billable.

Time & Materials Cost for Calendar Year 2024:

Discipline	Rate/Hour
Principal Consultant	\$280.00
Project Management	\$160.00
GIS Analyst	\$120.00
Field Surveyor	\$115.00
Network Designer	\$135.00
Field Inspector	\$130.00
Clerical	\$69.00
Vehicle Mileage	Current IRS Reimbursement

This Agreement, the Mutual Non-Disclosure Agreement by the parties, Owner's Request for Qualifications, Consultant's response to the Request for Qualifications, the Technical Services Agreement and subsequent RS constitute the entire agreement between the parties. Terms and conditions contained in purchase orders, work orders, or other documents issued by Owner with respect to the Services shall be of no force and effect.

IN WITNESS WHEREOF, the parties have executed this Request for Services on the date(s) indicated below.

Owner

Consultant

By:

By:

By:

By:

Justin R. Quinn

(Printed Name)

(Printed Name)

Title:

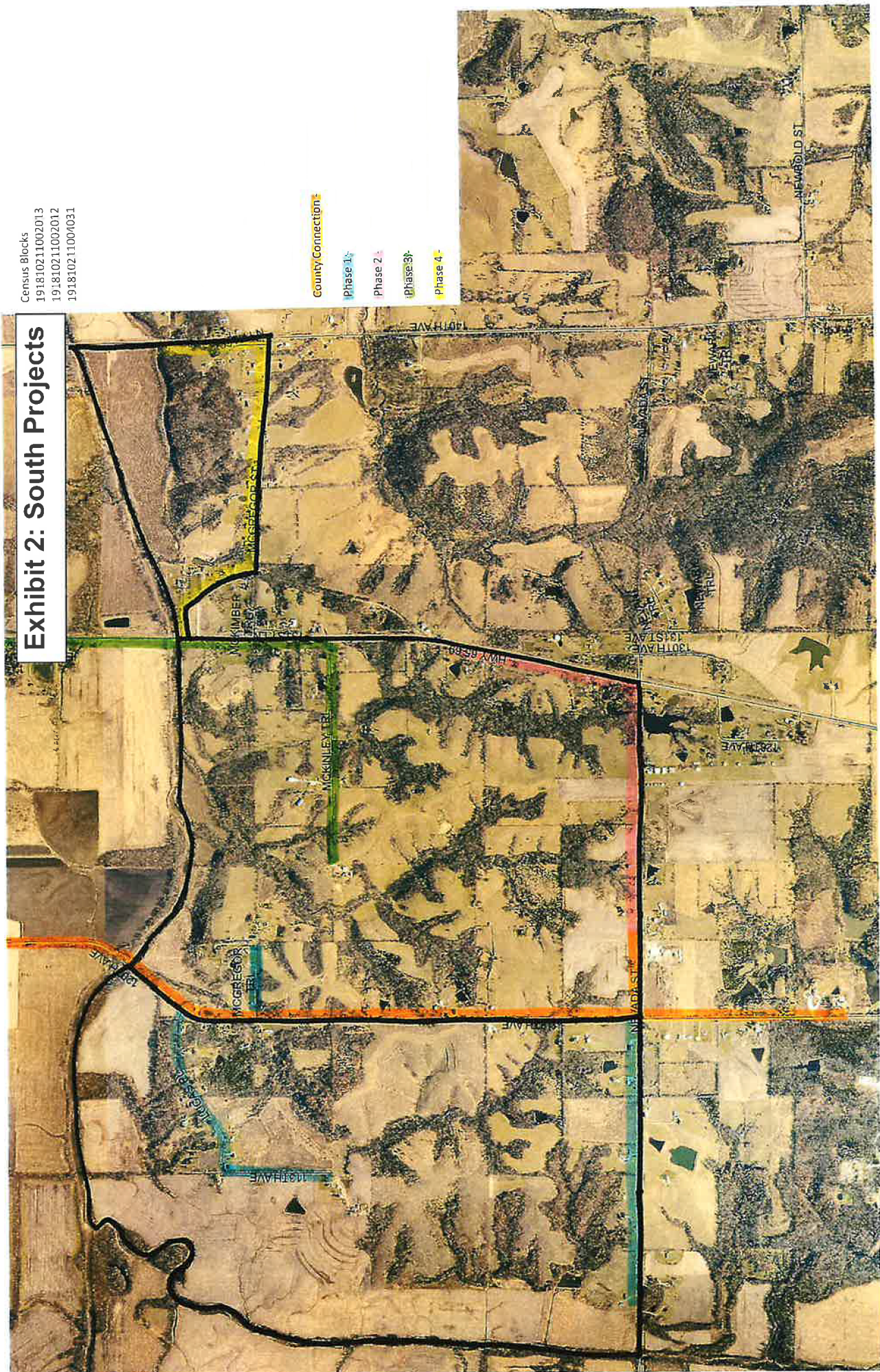
Title:

VP Broadband Services

Date:

Date:

Census Blocks
191810211002013
191810211002012
191810211004031



MEMORANDUM

To: IMU Board of Trustees of the Electric, Water and Communications Utilities
From: Kurt Ripperger
Date: July 22, 2024
Subject: Resolution approving the purchase of the Gen2 Wall System for the IMU Network Operations Center

Recommendation:

Attachments:

1. Res 2024- Resolution approving the purchase of the Gen2 Wall System for the IMU Network Operations Center
2. Final Gen2 Quote
3. Final Design

Indianola Municipal Utilities
RESOLUTION NO 2024

**RESOLUTION APPROVING THE PURCHASE OF THE GEN2 WALL SYSTEM FOR THE IMU NETWORK
OPERATIONS CENTER**

WHEREAS, it has been deemed necessary to renovate the IMU Network Operations Center; and

WHEREAS, the Telecommunications department has reviewed and approved the design for the project;
and

WHEREAS, staff recommend quote for \$30,437.51 be approved; and

WHEREAS, 50% payment of \$15,218.76 is requested at signing, and 50% Net 10 for \$15,218.76.

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

1. The proposal from Gen2 Office Furniture in the amount of \$30,437.51 is hereby approved;
and
2. The IMU staff is authorized and directed to execute the payment applications on behalf of
the IMU Board of Trustees.

Passed and approved this 22nd day of July 2024.

Deb White, Chairperson

ATTEST:

Monica Thompson, Board Secretary



Project Scope

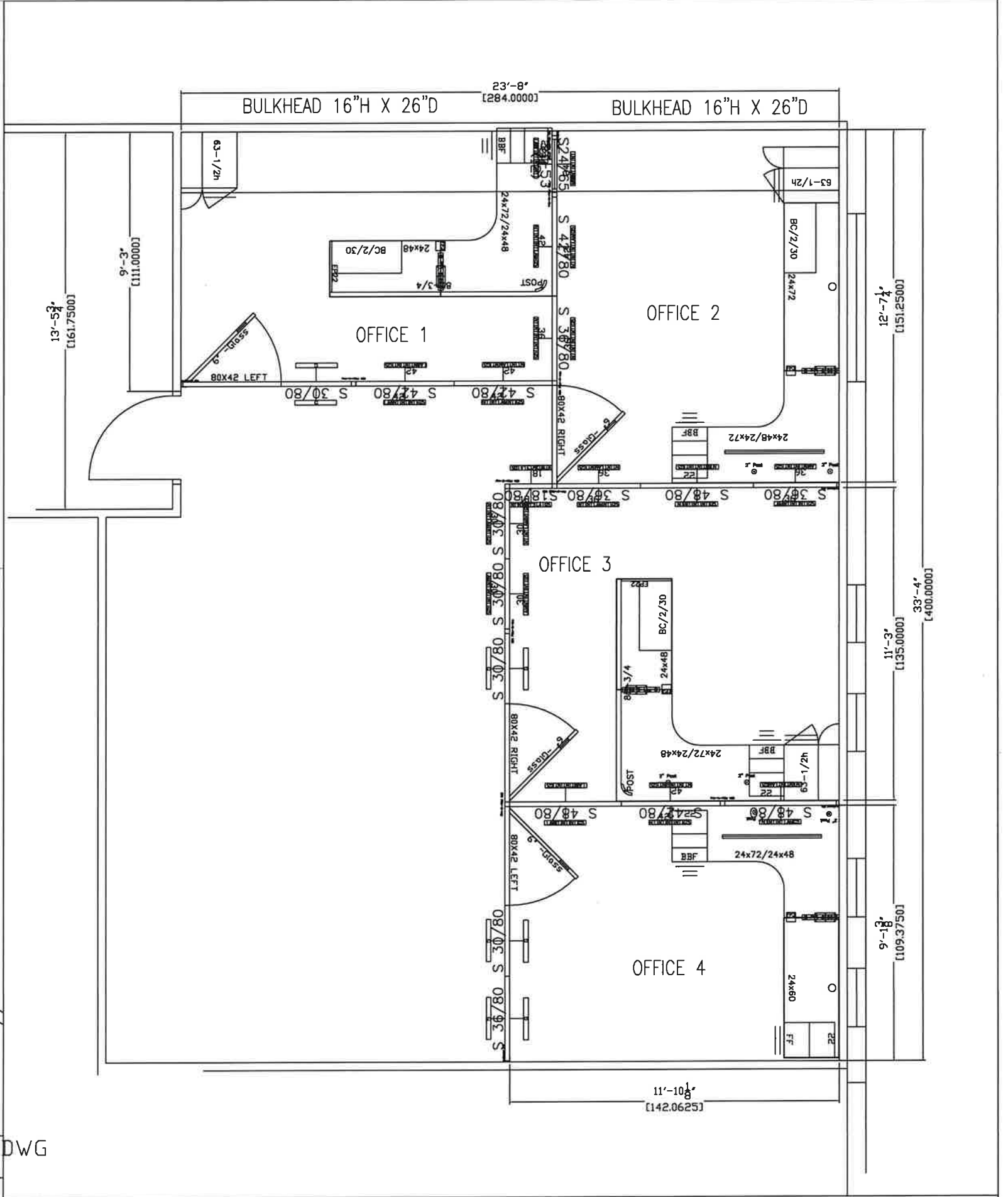
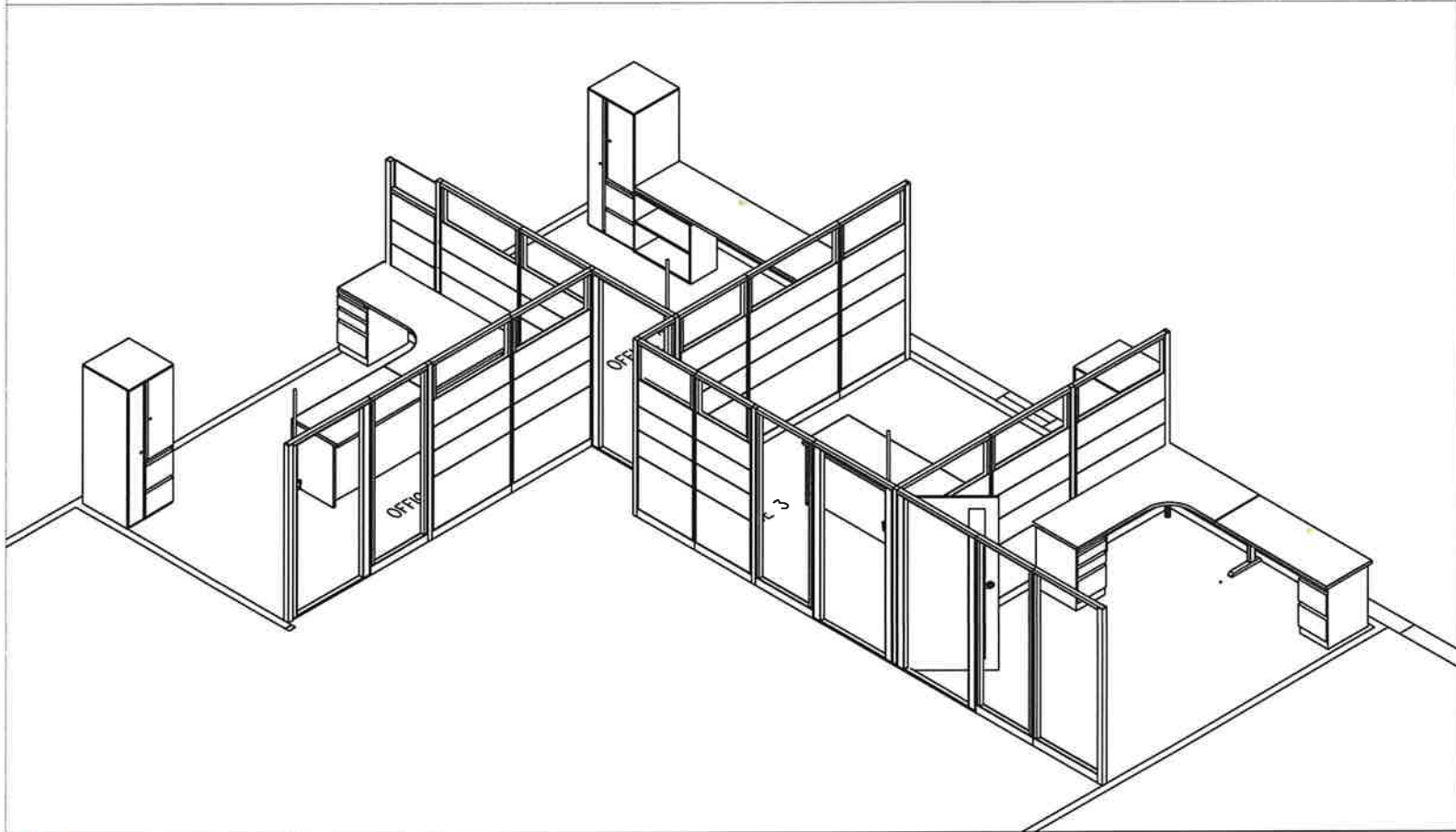
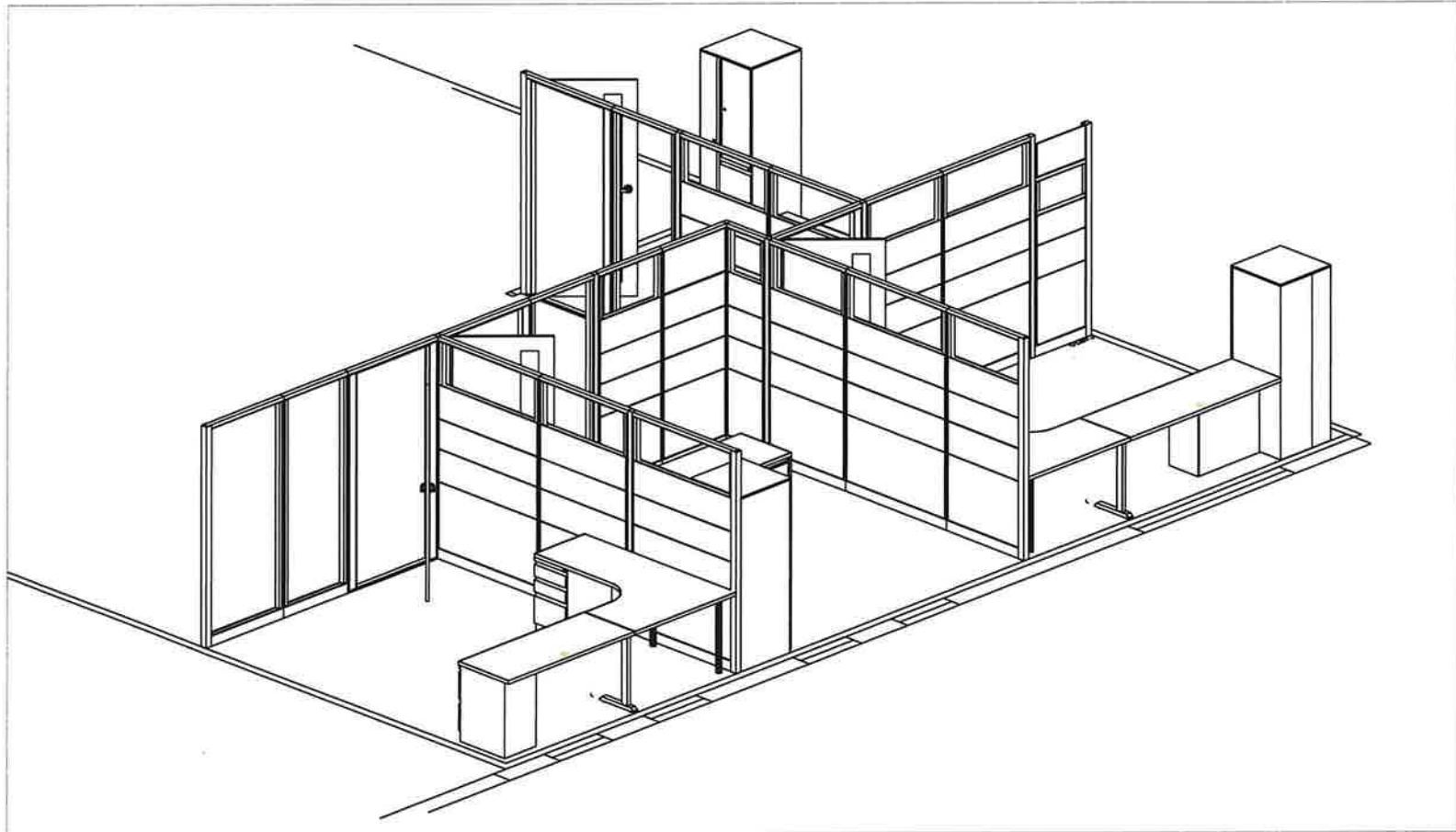
Bill To
Indianola Municipal Utilities
110 S B St
Indianola, IA 50125

Project Investment	
Project Total	\$30,437.51
Tax (0%)	\$0.00
Grand Total	\$30,437.51

Payment Schedule	50% Down/Balance Net 10
50% Deposit Due at Signing	\$15,218.76
50% Remaining Balance Due Net 10	\$15,218.76

Price Summary by Phase

Option	Phase / TAG	Price	Tax	Total
Indianola Municipal Utilities - gen2 Wall	Gen2 Offices	\$25,512.51	\$0.00	\$25,512.51
	Freight, Packaging, Delivery & Installation	\$4,925.00	\$0.00	\$4,925.00
		\$30,437.51	\$0.00	\$30,437.51
Grand Total		\$30,437.51	\$0.00	\$30,437.51



MEMORANDUM

To: IMU Board of Trustees of the Electric, Water and Communications Utilities
From: Kurt Ripperger
Date: July 22, 2024
Subject: Resolution Approving the purchase of a 2024 Service Truck for the Telecommunications Department

Recommendation:

Attachments:

1. Res 2024 Approval for Purchase 2024 Truck for the Telecommunications Department
2. Tech Truck
3. Tech Truck Bid Results v4

Indianola Municipal Utilities
Resolution 2024-

**RESOLUTION AUTHORIZING THE PURCHASE OF A 2024 SERVICE TRUCK FOR THE
TELECOMMUNICATIONS DEPARTMENT**

WHEREAS, the Telecommunications Department desires to purchase a 2024 Service Truck; and

WHEREAS, after a review of the bids the Telecommunications Department received 7 bids for a 2024 Service Truck; and

WHEREAS, the Board of Trustees believes it to be in the best interest of Indianola Municipal Utilities to accept the bid from Dealer _____ for \$_____._____.

NOW, THEREFORE BE IT RESOLVED, by the Indianola Board of Trustees that 2024
Make _____ Model _____ Service Truck shall be purchased from
Dealer _____ in the amount of \$_____._____ and the Telecommunications
Superintendent is authorized and directed to execute on behalf of Indianola Municipal Utilities the
documents required to purchase the items.

Approved this 22nd day of July 2024.

Deb White, IMU Chairperson

ATTEST:

Monica Thompson, BOT Secretary

White Standard Cab 4X4 Heavy Pickup - Automatic Transmission

Examples: RAM 2500 - Ford F250 -
Chevrolet Silverado 2500

Dealer:
Contact:
Email:
Phone:

4X4

Make:	
Model Name:	
Exact Model Code:	
Trim Pkg. Common Name:	
Exact Trim Pkg. Code:	
Engine Code:	
Transmission Code:	
Payload Capacity:	
Towing Capacity:	

BASE VEHICLE SPECIFICATIONS			Cost
Body & Chassis	Minimum Requirements	Mfg. Codes - Specs (Note STD for standard)	
Gross Vehicle Weight Rating	9,000 lb. GVWR minimum	STATE GVWR:	
Wheelbase length for Long box	Minimum 133 inches, 56" CA	STATE LENGTH:	
Box	LONG BOX	STATE LENGTH:	
Engine			
Engine 4X4	V8 Engine, minimum 6.0 L displacement in lieu of base engine; E85 Engine must be provided if available in V8 with a minimum of 6.0 L displacement unless another engine is necessary to meet all base bid specifications - include all required options and other pertinent information.	Cylinders: Liters: HP: Torque:	
Drive Axle			
Rear Axle	Locking differential must be provided if available; limited slip acceptable if locking differential not available.	STATE RATIO: Locking or Limited Slip provided?	
Axles (4X4)	Optional lower ratio (higher numerically); if available, must provide.	STATE RATIO:4.10	
Transfer Case (4X4)	Shift-on-the-fly, electric		
Electrical			
Power Point	Located in Driver Area		
Doors & Windows			
Doors	Power locks with remote keyless entry		
Key Sets with Fobs	2 Fobs with push button start; 2 keys and fobs w/o push button start		
Windows	Power		
Window	Rear defroster, if available must provide	Rear Defroster Included?	
Wipers	Intermittent		
Exterior			
Bumper	Rear		
License Plate Holders	Front and Rear License Plate Holders		
Mirrors	Power, if available must provide; manual acceptable if power not available	Power Included?	
Recovery Hooks (4X4)	Factory installed preferred, if available must provide; dealer installed acceptable when Factory installed not available.		
Tailgate	Locking, if available must provide		
Trailer tow package #1	Class IV receiver hitch, 2-inch shaft, 7-wire trailer wiring receptacle at hitch. Factory installed preferred, if available must provide; dealer installed acceptable when Factory installed not available.		
Floor			
Floor Covering	Full floor covering, rubber or vinyl acceptable. No floor mats.		
Interior			
Air Conditioning	AC with all required options.		
Bluetooth	Factory preferred but dealer installed acceptable		
Gauge Package	Tachometer, oil pressure, coolant temperature, voltmeter, and /or transmission temperature.		
Radio	AM/FM with internal clock		
Steering Column	Tilt / Cruise Control		
Trim Package	Interior, with insulating headliner, full door and back of cab panels, dome lamp. 40/20/40 Split bench seat (3-pass) w/cloth upholstery, folding center seat/armrest/storage box.		
Safety			
Brakes	Power 4 Wheel Anti-lock		
Daytime Running Lights	If available must provide		
Rearview Camera	Factory installed only		
Suspension			
Suspension Package (4X4)	Heavy Duty 4x4 off-road suspension (heavy-duty shocks.) Skid plates must be provided if available.		
Tires & Wheels			
Tires (4X4)	Heavy-duty, "LT" ("P" passenger not acceptable) all-terrain radial tires; All-season M&S tires acceptable only when "LT" all terrain radials not available;ON/OFF Road tires acceptable only when "LT" all terrain radials not available.	All Terrain, M&S, or ON/Off Road provided?	
Spare	If available must provide	Is spare Full Size?:	
BASE VEHICLE PRICE CONFIGURED AS PER ABOVE:			

ADDITIONAL OPTIONS			
Exterior			Cost
Bed Liner	Spray In, Factory installed preferred, if available must provide; dealer installed acceptable when Factory installed not available.	Factory installed?	
Mud flaps	OEM or OEM authorized flexible heavy duty, behind all wheels. No dealer logo on mud flaps. Dealer installed acceptable.	Factory installed?	
Trailer Brake Controller	OEM integrated; Factory installed preferred, if available must provide; dealer installed acceptable when Factory installed not available.	Factory installed?	
Safety			
Alarm	Backup alarm, Factory preferred but dealer installed acceptable	Factory installed?	
Reverse Sensing System	Factory preferred but dealer installed acceptable	Factory installed?	
ADDITIONAL OPTIONS PRICE PER ABOVE			
DELIVERY COST TO 110 S B ST, INDIANOLA			
TOTAL VEHICLE PRICE FOR STANDARD CAB 4X4 INCLUDING BASE COST, OPTIONS AND DELIVERY:			

Bidder	Year	Make	Model	Price	Comments/Notes
DeYarman Auto Group	2024	Ram	2500	\$44,303.00	No Reverse Sensing System. No Shift-on-the-fly Transfer Case. No Rear Defroster. Available Now
Stew Hansen Dodge City	2024	Ram	2500	\$45,061.00	Available 12-14 Weeks
DeYarman Auto Group	2024	Ram	2500	\$45,184.00	Available 4 to 6 months
Karl Chevrolet	2024	Chevrolet	Silverado 2500	\$47,616.00	Reverse Sensing System comes as package only - with delete price is \$45,937.00 . Available 3 to 4 months
DeYarman Auto Group	2024	Ford	F250 Superduty	\$45,950.00	No Reverse Sensing System. Available 4 to 6 months
Karl Chevrolet	2024	Chevrolet	Silverado 3500	\$45,257.80	Alternate option. 3500. Snow Plow Prep Package. No Reverse Sensing System. Add Spray in Bedliner and Mud Flaps - \$46,097.80 . Available Now
Karl Ford	2024	Ford	F250 Superduty	\$46,140.00	No Reverse Sensing System. Available 8 to 10 weeks
Stivers Ford Lincoln	2024	Ford	F250 Superduty	\$47,204.00	No Reverse Sensing System. Available 2 to 4 months

MEMORANDUM

To: IMU Board of Trustees of the Electric, Water and Communications Utilities
From: Chris Longer, IMU Finance/HR Director
Date: July 22, 2024
Subject: Resolution authorizing a Classification, Compensation and Benefits Study and Analysis

Recommendation: Staff recommends selection of GovHR for the compensation study. Their experience in the state of Iowa and regional industry specific (both governments and municipal utilities), make them our top choice.

Attachments:

1. KF proposal for Indianola Municipal Utilities July 1 2024
2. MGT PROPOSAL_Indianola Municipal Utilities_CC_Updated
3. RKL Virtual-IMU-Classification_Compensation_Benefits_Study_Analysis-6.28.24
4. Res 2024 Approve bid for Classification, Compensation and Benefits Study and Analysis

Korn Ferry Proposal for a Classification, Compensation, and Benefits Study

July 1, 2024

Prepared for Indianola Municipal Utilities

INDIANOLA MUNICIPAL UTILITIES



Electric • Communications • Water



Section A – Cover Sheet

Below please find the contact information and authorized party to execute on behalf of Korn Ferry:

Myriam Michaels
Client Partner
1700 K Street, NW, Suite 1000
Washington, DC 20005
Myriam.michaels@kornferry.com

Section B – Experience and Qualifications

KF Company Profile: Who We Are

Korn Ferry is a global leader in organizational consulting, partnering with businesses to unlock their full potential through talent: attracting, developing, motivating, and retaining top performers. We achieve this by combining:

- Deep expertise: With decades of experience across various industries, we understand the nuances of talent management and organizational transformation.
- Data-driven insights: Our Korn Ferry Intelligence Cloud utilizes over 5 billion data points to provide customized solutions and track progress.
- Talent analytics: We leverage cutting-edge analytics to assess needs, identify high-potential candidates, and design effective development programs.
- Leadership solutions: We help identify, assess, and develop future leaders, ensuring a strong pipeline for sustained success.

We are different from our competitors:

- Holistic approach: We address all aspects of talent management, not just specific areas like recruitment or leadership development.
- Industry-specific expertise: We have deep knowledge within the utility sector working with various organizations, leading to tailored solutions for your unique challenges.
- Proven track record: We have a history of success, helping numerous organizations achieve their talent goals and business objectives.
- Data-driven approach: Our data-driven insights set us apart, providing objective evidence to support our recommendations and track progress.

We understand that you have specific needs and goals, and we know how to add value to your organization. By partnering with Korn Ferry, you gain access to:

- Customized solutions: We tailor our approach to your unique challenges and objectives within the context of a non-profit utility entity.
- Measurable results: We track progress and provide measurable outcomes to demonstrate the impact of our work.
- Long-term partnership: We work with you as a trusted advisor, supporting you on your journey to talent excellence.

Korn Ferry is uniquely positioned to help you achieve your talent goals and maximize your organizational potential.

Korn Ferry Approach to Your Issues: Our approach is to collaborate closely with clients to ensure that our team and work plan are completely aligned with your interests and objectives. We have engaged in hundreds of new client relationships and have found that every client is unique with various preferences and work styles.



We also understand the Industry

Water sector optimism is on the rise. Even in the face of climate-change-related challenges, aging infrastructure, threats to water supply, and other obstacles, the water community is feeling more optimistic year over year about the sector's ability to overcome major issues and support and improve water systems and services.¹

This optimism and future focus are defining how water companies attract, develop, and retain talent. For example, career progression is top of mind, as professionals are eager to learn new skills and take on bigger roles. More importantly, they want to know that promotions are within a reasonable timeframe.

Like other industries, the Utility sector is looking to continue building on its talent funnel by looking at a variety of talent-sourcing options. Given the advent of digital roles, instead of focusing on the historic sector-based recruitment efforts, the sector is also looking at non-traditional industries to attract and desired caliber and skill set of talent. This approach will drive a varied pay philosophy and exploration of an expanded peer group.

The illustration below highlights some of the top areas of concern across the sector and IMU's focus on classification and compensation under this study will enhance many of these talent challenges. Our work with you will understand if and how you are experiencing these challenges and ensure we incorporate them into our project principles.



The changing landscape of the utilities markets is changing the way organizations need to think about compensation.

What sets KF apart is our ability to partner and collaborate with our clients to develop innovative, yet practical solutions that help solve their business problems and achieve their goals.

We are confident that KF has the knowledge, experience, methodologies, competitive data, and team power necessary to help IMU conduct a comprehensive review of its current job architecture, and compensation practices and make recommendations on quick wins for roles, titles, and compensation, compensation philosophy and policy changes and managing change effectively within the organization.

Paying less than the competitive market rates could damage your ability to recruit and retain the best. Paying too much could create unnecessary costs. Reward is a vital weapon in the war for talent. With KF's world-leading reward database, you can benchmark what you pay your people, and what you offer potential new hires, against the market – locally and by sector.

¹ State of the Water Industry Survey, American Water Works Association



QUALIFICATIONS:

We have extensive experience working with utilities. Below is a sample of organizations that we have done work with recently. Additional references can be provided, if needed.

Extensive Experience

Korn Ferry's consultants have extensive experience working with the utility sector and understand well the working environment and nuances associated with doing work in this sector. We recognize the differences and similarities across the different sectors and sub-sectors, from public works, and parks authority to water resources, public safety, law enforcement etc. They have different talent considerations, all framed within the context of the public-sector environment. We are skillful and insightful in helping organizations and management establish clear, rational, and effective total reward philosophies and strategies that hold up in the eyes of stakeholders and the public.

Korn Ferry has numerous clients across the US. Total Reward Analysis and Design and Job Classification is a core area of work for us with many of these clients. We provide below a small representative sample of clients for whom we have done work in this area.

Memphis Light Gas and Water	
Industry:	Utility
Scope of work:	Entire organization
Description of work:	Job evaluation, pay structure development, compensation analyses, DEI assessment, engagement survey
Outcome:	Transformed compensation function with best practices, made more efficient with use of on-line tools, provided DEI roadmap, and provided more actionable results from engagement survey
Contact email:	jacqueline.jones@mlgw.org (Chief People Officer)
Timeline of services provided:	Client for 30+ years; all of the work described above done in last 3-4 years

American Water Works Association	
Industry:	Utility
Scope of work:	Organization Review
Description of work:	Organization Design, Job Evaluation
Outcome:	To drive superior performance and sustain growth, Korn Ferry and American Water partnered to drive efficient execution across its functions and multistate operations through an organization that is future-focused and aligned to deliver. American Water required an organization design that is both flexible to scale for growth as well as streamlined to drive operational efficiency for current and future. Create an efficient and agile organization that aligns work and talent most effectively
Contact email:	Melanie Kennedy, CHRO melanie.kennedy@amwater.com
Timeline of services provided:	18 months



Northern Virginia Electric Cooperative (NOVEC)	
Industry:	Utility
Scope of work:	Job evaluation, competitive market analysis
Description of work:	NOVEC was seeking guidance on pay competitiveness across the DMV area to ensure retention and attraction of talent.
Outcome:	Pay structure aligned to the market and a pay philosophy
Contact email:	David Schleicher, President & CEO dschleicher@novec.com
Timeline of services provided:	12 months; continuing with annual training and review of compensation

Macon Water Authority	
Industry:	Utility
Scope of work:	Job evaluation, competitive market analysis
Description of work:	Large project focused on market competitiveness.
Outcome:	Pay structure aligned to the market and a pay philosophy
Contact email:	Kirby Phillips kphillips@mpw.org
Timeline of services provided:	14 months; continuing supporting the organization as leadership transitions.

Below is a list of KF utility clients where we have delivered similar services:

Korn Ferry Utility Clients	
Blue Ridge Electric Cooperative BVRT Utility Holding Company, LLC Central Power Electric Cooperative Central Virginia Electric Cooperative Clayton County Water Authority Cobb Electric Membership Cooperative Comporium Dalton Utilities Duke Energy (Piedmont Natural Gas) Electric Cooperatives of South Carolina Energy United Electric Cooperative Fayetteville Public Works Division Florida Municipal Power Agency General Cable Home Telecom Jackson Energy Authority	Jacksonville Electric Authority Macon Water Authority Mid-Carolina Electric Cooperative Municipal Utilities Board of Albertville Muscatine Water & Power Nashville Electric Service New Hampshire Electric Cooperative North American Electric Reliability Corp Pattern Energy Rappahannock Electric Cooperative San Jose Water Company SERC Reliability Corp Spire (EnergySouth) Sunflower Electric Cooperative WSSC York Electric Cooperative



Section C – Approach/Methods

Approach

The scope of the Classification and Compensation Study project is to review and further enhance IMU's current classification structure, compensation, and benefit plans. To address each item listed in the 'Requirements for Proposal' section of IMU's RFP and to successfully deliver the desired results, we have scoped the project into core phases. In response to this RFP, IMU is seeking a qualified firm to:

1. Develop and follow a work plan for the project, which will include key deliverables and milestones, and create a communication plan for engaging stakeholders.
2. Meet with IMU to conduct project planning and data collection, discuss and identify risks in the current compensation plan, develop a plan to report project results, milestones and progress, and obtain feedback on deliverables.
3. Ensure that positions performing similar work with similar levels of complexity, responsibility, knowledge, skills, and abilities are classified appropriately.
4. Identify relevant labor markets for talent.
5. Conduct a comprehensive review of the current system for internal pay equity and external competitiveness to identify salaries for assigned duties.
6. Review the current compensation and benefit plans and make recommendations on alternative compensation plans, and modifications to market and processes.
7. Conduct a review of potential changes to the employee's role, title, and level.
8. Conduct a review of current compensation policies and practices and make recommendations, as appropriate.
9. Present trends in the marketplace that would impact certain critical positions, if applicable.
10. Prepare an implementation plan for recommended changes that considers the current economic climate and includes employee communication.
11. Provide recommendations to allow IMU's Human Resources team to maintain the system and structure in the future, including changes to the employee handbook (compliance), policies, talent acquisition approach (offer letters), and training.
12. Submit preliminary and final reports of our findings.

Below is our proposed phased approach to accomplish the objectives outlined in the RFP:

Phase I – Project Orientation

One of KF's views is that classification and compensation must be aligned and supportive of an organization's strategy, structure, and desired work culture to create high-performance employment relationships. For this reason, we propose to meet with IMU Leadership and IMU's Project Team at the commencement of this engagement to understand IMU's vision, values, objectives, and the current and desired work culture and potential risks. Additionally, we will have the opportunity to discuss specific classification and compensation policies and issues such as recruitment and retention, competition for labor, cost of labor, etc. We will also discuss IMU's compensation philosophy and goals, as well as how potential changes in IMU's human resources systems could affect the organization. At the initial planning meeting, we will:

- **Introduce Key Personnel.** Introduce the KF consulting team for this project and meet IMU's team.
- **Agree on the Project Management Process.** KF will provide bi-weekly Zoom/phone status updates to IMU. We will review the draft work plan and stakeholder communication plan at this meeting and collect feedback from IMU.
- **Clarify the Scope of the Project.** Agree on the scope of the project, including defining the roles and responsibilities of the consultants and IMU's Project Team; clarifying project expectations and anticipated outcomes; and determining the specific timetable of events, including timing of status meetings with IMU.
- **Discuss Project Goals & Objectives.** To ensure that IMU's expectations are met, we will fully discuss the purpose, goals, and objectives of the classification and compensation review project, identify key stakeholders, and discuss communication strategies to ensure the success of this project. We will collect information on the current grading, architecture, and compensation programs, discuss challenges IMU is currently facing concerning these programs, identify concerns



about the current programs, and gather detailed information on IMU's current compensation philosophy.

In addition to the initial project planning meeting, we will meet with IMU Leadership at project milestones to communicate results and receive feedback from them. We will also create a change and communication plan to ensure the employee population understands the project.

Phase II - Data Collection and Conduct Classification Review

Compensation must relate to some consistent basis for comparison purposes, even when the organizations being compared fulfill similar functions and have similar structures. It is well accepted that positions with the same job titles can vary significantly in job content, in the level of skills needed to perform the job, and in their impact on the organization. Therefore, KF focuses on the job content-based work measurement process (as opposed to "title matching") to ensure that differences in job content are fully considered in evaluating the various positions.

A. Collection of Position Documentation

Current job content data can be compiled from available IMU classifications and recently updated job description documents. KF consultants will require the information to contain work content, job accountabilities, key knowledge/skills/abilities and behaviors needed for competent performance; key activities performed; and the challenges of each job. In addition, KF will need the following information:

- Position list – a list of all position titles, names of the incumbents in the positions, and their current annual salary and bonus
- Other Documentation – such as budgetary information for supervisory personnel (the budget over which the personnel have control)

B. Measuring Job Content/Job Classification

As part of KF's quality assurance in assessing compensation and to enhance IMU's classification system, we propose the use of the Korn Ferry Hay Guide Chart®- Profile Method of Job Evaluation as a basis for evaluating the content of IMU's jobs. This job evaluation process provides a consistent and equally scaled method of job evaluation that is, unlike "title matching", capable of considering the uniqueness of certain jobs.

Korn Ferry has been helping organizations to understand, evaluate, and organize work for decades. We recognize and promote the importance of job evaluation as a tool to:

- understand and organize work
- value all jobs from entry-level to executives
- compare the value of jobs internally and externally

Korn Ferry has designed the World's most widely used job evaluation methodology, and we continue to design and adapt job evaluation methodologies and processes to best suit the needs of our diverse client base. Korn Ferry consultants are experts in assessing the effectiveness of job evaluation methodologies and processes and implementing job evaluation solutions that work. We know best practices, and more importantly, we know the best fit for our clients.

Korn Ferry's proposed approach for IMU is grounded in a powerful pairing of our digital suite of solutions and advisory capabilities. We have developed digital tools to make our methodologies and IP more relevant while also leveraging decades of knowledge gained working with successful clients like IMU. This will ensure that IMU has industry-forward, future-focused platforms to support the maintenance of your architecture and HR programs in the future. To complete this Phase of work for IMU, we propose to map IMU's roles to other similar roles in Korn Ferry Architect. This will provide IMU with an accurate view of the hierarchy of jobs, where jobs should be slotted based on business needs, and a good understanding for both the consultants and IMU of the levels of work and any changes that need to be made before benchmarking to the market. All IMU roles will be mapped in Korn Ferry Architect. We believe that this



approach will be efficient and cost-effective, and because of the extensive research and experience behind the KF Hay JE Method and KF Architect being built with the method as the foundation, we know that the result will be both fair and trusted and a system that IMU can use going forward.

Following the completion of this milestone, we propose to review the preliminary leveling results with the project team and subsequently the IMU project team discussion with the IMU Leadership. The purpose of this review exercise will be to discuss the relative rankings of jobs, receive feedback from IMU, and reconcile any issues before moving forward with the internal equity and market analysis.

Upon approval from IMU, Korn Ferry will run an impact assessment to determine changes, if any to the employee's role, title, and level across IMU.

Phase III – External market benchmarking

The objective of this step is to benchmark IMU's current pay against the current labor market from several relevant sources and analyze and interpret the results of the findings. With this, KF will be able to develop recommended changes to IMU's pay structures and practices.

KF consultants will prepare competitive compensation comparisons for IMU's roles, surveying the 21 local utilities provided in the RFP. Because job comparability is established through the assignment of job content points, not through imprecise "title matching" or qualitative judgments alone, the Korn Ferry Hay Group methodology allows for direct pay comparisons of an organization's jobs to similar ones (in KF point terms) in selected surveys. KF will make direct comparisons between IMU's current pay practice and the pay practices of other organizations and discuss the options with IMU Leadership. Based on this information and the results of our discussions, KF will develop and recommend salary ranges for each level of the grade structure(s). What IMU will adopt, and implement will have to be based not only on pay philosophy but also on affordability and statutory limitations.

Based on the various analyses conducted, we will provide a system that will include:

1. A job content/classification evaluation methodology.
2. A base salary reward system; and,
3. Basic recommendations for pay administration, this will include:
 - a. Determining pay for new hires.
 - b. Managing salary increases and career progressions.
 - c. Levelling new or redesigned jobs.
 - d. Dealing with situations where individuals are compensated below the salary range minimum, and/or above the salary range maximum.
 - f. Maintaining and updating the salary ranges.

An organization's benefit plans represent a significant and costly portion of total employee compensation and should meet employee needs and be consistent with the goals and culture of the organization. Most benefit plans are intended to protect employees and their dependents from the sudden loss of income or catastrophic health care costs. Other plans provide pay continuation after retirement or provide pay for time not worked. The tax advantages associated with certain plans have made them particularly attractive to employees and employers alike. We are recommending an analysis of the benefit programs with those of other similar organizations. This will provide the organization with a complete view of the current position of all reward programs. KF presently has a database of benefit programs provided by for-profit and nonprofit organizations. A prevalence comparison can be made between the benefits provided and the benefits provided by the comparator group on a provision-by-provision basis. Differences in the level of benefit as well as eligibility rules will be noted, and recommendations for improvement made if needed.



Phase IV – Pay Structure and Financial Impact Analysis

After conducting the aforementioned analysis, Korn Ferry will determine if a new compensation structure is warranted or if the current structure just needs to be updated. We will ensure that it meets the future needs of IMU and is aligned with the organization's strategic plan.

The key is to capitalize on the strengths in your current system and understand any gaps. We want to make sure that the recommended structure is well understood and accepted by managers and employees. Having a strong sense of what works, as well as what does not work, will lay the foundation for your new system.

If we determine that a new structure is needed, we will develop the following:

- Grades, bands, or something in between depending on the work culture, what the organization currently has, and the organization's needs; this will include identifying opportunities to flatten the organization structure, where possible
- Consistent widths of pay ranges and the percent spreads between ranges, and a process for moving incumbents through the range based on performance, skills, and/or competencies
- Market analysis of all components of pay (base salary and annual incentives) to determine the competitiveness of pay and benefits
- Compliance with pertinent regulatory requirements

We will deliver this work to you via a spreadsheet, which will easily allow you to run the impact analysis for all or a subset of your organization.

Phase V – Draft Documents and Reports

KF will provide a preliminary oral presentation of our findings and recommendations accompanied by a draft written executive report to IMU Leadership. IMU will then have an opportunity to review the report and provide comments and suggestions for changes or additional required recommendations. Based on feedback received, we will update the report (up to 2 iterations included).

Phase VI – Develop and Submit Final Project Reports

KF will develop a final report after meeting with IMU to review and discuss comments on the draft report. The final report will include supporting documentation, and databases which will include graphs and charts illustrating pay data.

Change management and communication (*ongoing through the course of the project*)

KF will work closely with IMU on change management and communication of the initiative, along with the compensation programs IMU ultimately chooses to implement. We will begin by developing a high-level stakeholder analysis and communication plan for the project itself, for IMU to execute to keep stakeholders engaged and target each group with information that is critical for them in a manner that is appropriate for them.

We will work with your team to develop a change management and communication strategy for sharing the initiative with leaders, managers, and employees as decisions are made. This strategy will include 3-8 key messages, recommended tactics, and experiences to manage the change well and change metrics and feedback mechanisms. Korn Ferry will help you develop a communication plan and timeline, which will include change management considerations for changes to individuals' roles, titles, levels, or compensation based on final recommendations from phase V.

In establishing the communication strategy, we will pay attention to:

- Establishing leaders as critical supporters and champions of the project, knowing their buy-in for the project and long-term support of its outcomes are critical to success.
- Understanding what constitutes effective communication within your community, including messaging and tone, and the specific leaders and messengers who build credibility.
- Identifying the key communication points during each phase of the project and the critical messages that need to be communicated at these points. For example, the content of initial messages is more



likely to concentrate on why we are doing what we are doing and “what’s in it for you” messages, while later communications are likely to focus more intensively on what is happening, the progress we are making and what will happen next.

- Identifying the communication vehicles that will have maximum impact in terms of conveying the message – those vehicles to which receivers will pay attention and take note. We will typically look for opportunities to communicate using multiple vehicles and touchpoints, leveraging existing communication vehicles that are effective, while developing project-specific communications, as required.

Communicating grading and compensation programs are critical to the success of both implementation and the long-term program, so our recommendations will focus on supporting rollout to employees, managers, and leaders.

Timeline

We have included below an estimated timeline for ~4 months for activities related to the proposed services from the award date. After learning more through our process of discovery and planning in the Project Planning Meeting, we will modify the project schedule to include a detailed work plan and any additional detailed subtasks, as needed, to ensure that it meets your specific needs.

Month	1	2	3	4
Phase I: Project orientation				
Phase II: Data Collection and Conduct Classification Review				
Phase III: External Market Benchmarking				
Phase IV: Pay Structure and Financial Impact Analysis				
Phase V: Draft Documents and Reports				
Phase VI: Develop and Submit Final Project Reports				

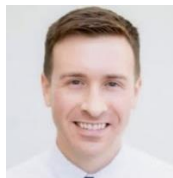
We will conduct regularly scheduled calls/meetings at IMU’s convenience (~two weeks at the onset of the project, then adjusting as needed based on availability and agenda items to be covered) to scope out work and timelines, monitor progress, discuss upcoming items due, and other administrative items.

As with most professional services firms, we hold our client’s data and information confidentially and will never share it with others unless the client has agreed to it. Likewise, we have the highest ethical and legal standards that we adhere to and will notify our client of any potential issues as soon as we are aware of them. Our proposed team biographies along with proposed roles for the project are listed below.



Co-Project Manager: Myriam Michaels

Myriam will also oversee the engagement and attend all key meetings as needed. She will also be responsible for client satisfaction, communications, and the planning, scheduling, and overseeing KF consultants assigned to the project. Myriam is an Associate Client Partner in the Washington DC office of Korn Ferry and has over 30 years of consulting experience in the non-profit, public, and private sectors. Her key areas of expertise are executive compensation, market research, job evaluation using point factor methodologies, performance management, compensation and benefits studies, survey research, organizational culture and attitude surveys, classification audits, customized market surveys, and complex analytical studies. Myriam also has considerable experience in job family modeling and competency modeling and strategy execution. Myriam’s most recent work includes leading projects for CVEC, WSSC, and Lynchburg Public Water.



Project Consultant: Josh Dahle

Josh will serve on the core project team as a member. He is an Associate Principal in Korn Ferry's Workforce Rewards team based in Des Moines, IA. Josh's experience includes managing the compensation function for a mid-sized manufacturing company and five years of rewards & HR experience in the healthcare industry. His work spans many industries, supporting clients in healthcare, retail, higher education, not-for-profit, and quasi-government organizations.

Section D – Cost

Study Scope	Cost
Job Review for 40 positions includes job evaluation, market competitive analysis (pay and benefits), grading structure, updated compensation matrix and philosophy, and Implementation (policies, manuals, etc.)	\$ 72,000
Total Consulting Fees	\$ 72,000
Data Fees Compensation	\$ 7,150
Data Fees Benefits	\$ 2,400
Total Consulting and Data Fees	\$ 81,550
Administrative Fees (14%)	\$ 11,417
Total Project Investment	\$ 92,967

We will commence the project upon acceptance of our proposal.

Section E – Other

Upon award of the business, Korn Ferry will enter into good faith negotiations with IMU to execute a mutually agreeable, final, and definitive contract between the parties, to include, but not be limited to, standard and customary representations and warranties, indemnities, liability and intellectual property provisions consistent with each of our respective business practices. We reserve the right to address other contract terms as needed based on the nature of the services awarded.

About Korn Ferry

Korn Ferry is the preeminent global people and organizational advisory firm. We help leaders, organizations, and societies succeed by releasing the full power and potential of people.

Our nearly 11,000 colleagues deliver services through our:

- Korn Ferry Advisory
- Korn Ferry Executive Search
- Korn Ferry RPO
- Korn Ferry Professional Search
- Korn Ferry Products

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Proposal

JULY 1, 2024

RFP



Classification, Compensation and Benefits Study and Analysis

**Indianola Municipal
Utilities, Iowa**

Submitted by:

RACHEL SKAGGS
PROJECT MANAGER
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Cover Letter



July 1, 2024

Chris Longer, HR/Finance Director
Indianola Municipal Utilities
210 W 2nd Avenue
Indianola, IA 50125

RE: RFP CLASSIFICATION, COMPENSATION AND BENEFITS STUDY AND ANALYSIS

Dear Ms. Longer:

MGT of America Consulting, LLC (MGT) is pleased to present this response to your recent Request for Proposal (RFP) for a Classification, Compensation, and Benefits Study and Analysis for Indianola Municipal Utilities ("IMU"). MGT's response provides IMU with related firm qualifications, key experience, a detailed work plan with a timeline, and associated fees to provide services that exceed expectations. We are experts in classification and compensation studies and know we would be a perfect fit for IMU.

We understand human resources (HR) management continues to be a significant concern as governmental services continue to increase in cost and complexity, and the resources to fund local governments are constrained. A well-developed and data-driven compensation plan serves as a cornerstone for addressing these concerns. It optimizes talent acquisition and retention, ultimately contributing to the efficient delivery of essential municipal services.

GovHR USA (GovHR), *a recent addition to MGT*, provides comprehensive executive recruitment, interim staffing, HR consulting, and organizational analysis consulting services for local governments, intergovernmental organizations, and school districts, as well as other governmental and non-profit entities. GovHR consultants have worked in all areas of local government leadership including city/county management, human resources, public safety, finance, public works, parks and recreation, and utilities. This combined hands-on knowledge and experience has made GovHR a proven leader in public sector consulting.

MGT CONTACT INFORMATION

MGT HEADQUARTERS	MGT of America Consulting, LLC 4320 West Kennedy Boulevard Tampa, Florida 33609 P: 813.327.4717 www.mgtconsulting.com FEIN: 81-0890071
PROPOSAL CONTACT	Rachel Skaggs, Classification and Compensation Project Manager 630 Dundee Road, Suite 225 Northbrook, Illinois 60062 P: 815-303-2187 E: rsdaggs@GovHRusa.com

Thank you for the opportunity to submit a proposal to Indianola Municipal Utilities. If you have questions about any aspect of this proposal, please contact **Rachel Skaggs** at **815-303-2187** or rsdaggs@govhrusa.com.

Regards,

Patrick J. Dyer, Vice President. *Authorized to bind the firm*

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Experience & Qualifications

We impact the communities we serve – for good.

MGT began operations in 1974 as a public sector research firm. Since then, we have significantly expanded our consulting capabilities and client offerings. Today, we are a national consulting firm specializing in **assisting clients to operate more efficiently and effectively.**

MGT has acquired a keen understanding of the structures, operations, and issues facing public agencies. This understanding comes from **nearly 50 years** of experience providing innovative yet practical solutions to public sector clients. We provide objective, creative, expert services in the areas of human capital, finance, technology, programming, and planning. We draw on the expertise of our highly qualified staff, most of whom have had prior careers at city-, county-, and state-level government offices. This insider's knowledge of government operations and structure gives MGT a competitive advantage and an ability to hit the ground running from the very start of a project. MGT has successfully worked with clients on **more than 30,000 projects** to help them adapt to change while maintaining the vision and direction toward their short- and long-term goals. Our firm includes **more than 800 professionals and administrative staff** to support our clients' success.

GovHR

GovHR was originally formed as Voorhees Associates in 2009, changed its name to GovHR USA in 2013, and joined MGT (**the nation's leading social impact firm**) in 2023. GovHR provides public management consulting services to local government clients and other public-sector entities across the country. It also offers customized executive recruitment services, management studies, and consulting projects for local governments and organizations that work with local governments.

The Social Impact of MGT's Work

*Impacting
Communities.
For Good.*



Defined by Our Impact

We understand the goals of Indianola Municipal Utilities and how this project will ensure IMU's compensation system is fair, equitable, and market competitive. This study will lead to a more competitive compensation and benefits system for IMU employees, attracting and retaining top talent. It will also bring transparency and efficiency to salary determination and employee progression. Overall, the study will benefit both IMU's employees and the organization's success.



MGT FIRM AT A
GLANCE

Name: MGT of America Consulting, LLC
(MGT)

Founded: 1974

Locations: Headquarters in Tampa, Florida;
branch offices nationwide

Staff: 800+ consultants across the country

Structure: Privately held and client-driven

Cooperative Contracts:

Allied States Cooperative (ASC) #23-7449,
#24-7484

The Interlocal Purchasing System (TIPS)
#220601

Lines of Business: Government Consulting;
Education and Financial Solutions; Diversity
and Inclusion; Human Capital; Cybersecurity
and Technology

Relevant Experience

Incomparable Classification and Compensation Consulting Expertise.

We are proud to offer the exceptional expertise of our team members and our understanding and knowledge of Indianola Municipal Utilities' scope based on years of relevant experience. We bring the breadth and depth of knowledge and expertise vital to identifying real, practical solutions that meet our clients' needs. Part of our success is based upon our commitment to be flexible and responsive. We are acutely aware of the political, economic, social, and technological environments of today's public sector environment.

MGT's GovHR has conducted **more than 270 classification and compensation studies in the past 10 years**. A complete list of our Classification and Compensation Study clients is located on our website at www.govhrusa.com. More specifically, MGT's GovHR consultants are adept in HR consulting in the state of Iowa and for similar organizations, as illustrated by our list of completed projects below.

State	Client	Title	Population	Year
Iowa	Marshalltown	Classification & Compensation Study	27,388	2023
	Waterloo	Classification & Compensation Study	66,941	2023
	Indianola	Classification Study	15,833	2023
	Aging Resources of Central Iowa	Compensation Study	Multi	2023
	Dyersville	Compensation Study	4,130	2023
	Carroll	Classification & Compensation Study	9,823	2022
	Indianola	Classification & Compensation Study	15,833	2022
	Dyersville	Classification & Compensation Study	4,130	2021
	Scott County	Compensation Study	172,943	2020
	Fairfield	Classification & Compensation Study	9,447	2019
	Keokuk	Classification & Compensation Study	10,343	2019
	Burlington	Classification & Compensation Study	25,663	2015

Key Personnel

The success of a consulting engagement is founded on the qualifications of the project team and the way in which it is structured and managed.

Our work with clients is characterized by the belief that we can only be successful if our clients develop the knowledge, capacity, and mechanisms to help themselves. To that end, all our services:

- ♦ Build on our clients' existing strengths and resources while empowering them to address present challenges.
- ♦ Assist our clients to learn about widely recognized best practices and emerging research.
- ♦ Encourage our clients to develop the habit of identifying, collecting, and acting on essential, current, and relevant data.
- ♦ Help our clients maximize the efficiency and effectiveness of their human and fiscal resources.
- ♦ Provide pragmatic and affordable solutions that will be deliverable and sustainable over the long-term.

The proposed management structure for this project has been designed to define the roles and responsibilities of each team member assigned to this project and facilitate project management. Our team's strength and experience will allow for efficient and effective project management and results.

EXPERIENCE & QUALIFICATIONS

Each team member has a wide range of project experience working with clients similar to Indianola Municipal Utilities. The team we have designated is highly experienced with this type of engagement and, therefore, requires little orientation time.

Rachel Skaggs, Vice President-Classification and Compensation Project Manager, served as the City Manager for Princeton, IL from 2015 to 2019. *Princeton is unique in that it provides all its own city services, including electricity, water, sewer, garbage, cemeteries, and a city-owned hospital* (one of two left in the State of Illinois). During Rachel's tenure for the City of Princeton, she completed numerous projects, including creating utility policies, developing operating and capital budgets, streamlining human resource operations, consolidating utility billing, refinancing debt, and successfully negotiating multiple union contracts.

Project Staff Roles and Responsibilities

ROLE ASSIGNED	RESPONSIBILITIES
INDIANOLA MUNICIPAL UTILITIES REPRESENTATIVE	We look forward to working with IMU's Representative to build a long-lasting and trustworthy partnership that produces innovative solutions.
PROJECT MANAGER* Rachel Skaggs Katy Yee Rachel King	The Project Manager holds the following responsibilities: ▪ Main point of contact for IMU. ▪ Day-to-day management of the project, tasks, and deliverables. ▪ Oversight over service and deliverable quality. ▪ Management of all project deadlines. ▪ Maintains frequent contact with IMU's Representative throughout the lifecycle of the project.
CONSULTANT TEAM** Alice Bieszczat Julie Hawkins	The Consultant Team holds the following responsibilities: ▪ Work closely with IMU under the direction of the Project Manager to carry out the various tasks and deliverables. ▪ Utilize individual subject matter expertise to customize and execute each work task and fulfill IMU's stated expectations. ▪ Conduct collection and analysis of relevant data. ▪ Review, document, evaluate, and generate recommendations in accordance with each component of the work plan.

*The Project Manager will be assigned at the time of contract commencement and will be determined depending on workload and commitments at that time.

**Additional consultants with subject matter expertise may be used to assist with employee interviews, if needed.

References

More than one-third of the organizations served by MGT's GovHR have contracted for multiple projects; we feel repeat business is the greatest testament to our commitment to customer service and client satisfaction. We encourage you to contact any of our references to learn of our professionalism, ability to meet timelines, and the expertise of our staff.

CITY OF INDIANOLA, IOWA-CLASSIFICATION AND COMPENSATION STUDY (2022)

COURTNEY SILLIMAN, DIRECTOR OF HUMAN RESOURCES

110 NORTH 1ST STREET, INDIANOLA, IA 50125 | 515-962-5272 | CSILLIMAN@INDIANOLAIAOWA.GOV

CITY OF DYERSVILLE, IOWA-CLASSIFICATION AND COMPENSATION STUDY (2021)

MICK J. MICHEL, CITY ADMINISTRATOR

340 1ST AVENUE E, DYERSVILLE, IA 52040 | 563-875-7724 | MMICHEL@CITYOFDYERSVILLE.COM

EAST MOLINE, ILLINOIS-CLASSIFICATION AND COMPENSATION STUDY (2023)

MERANDA PORTER, MANAGEMENT ANALYST

912 16TH AVE., EAST MOLINE, IL 61244 | 309-752-1593 | MPORTER@EASTMOLINE.COM



Project Approach & Methodology

A detailed work plan and schedule designed for conducting a quality compensation study with clear reporting dates for each major activity.

Project Understanding

Indianola Municipal Utilities is interested in a review of its current classification and compensation plan for employees in approximately 22 positions in the organization. The Study conducted will ensure an equitable compensation system is in place that is both fair and competitive, enabling IMU to recruit and retain qualified employees. The system will also be easy to administer in an organized and consistent fashion, as well as sustainable for years to come.

This project aims to ensure fair and competitive pay by analyzing market data and job descriptions, while also recommending improvements to benefits and streamlining administrative policies. By creating a more transparent and efficient system, IMU hopes to attract and retain top talent and ultimately benefit both employees and the organization.

MGT has conducted more than 270 classification and compensation studies in the past 10 years. Without fail, every pay plan recommended by MGT has been successfully implemented by the client. All these studies included the use of public-sector salary data and included the following recommendations:

- ◆ New classification and compensation plans, assuring internal equity.
- ◆ Recommendations for job title changes where appropriate.
- ◆ Recommendations on how to deal with specific problems that arose during the study (i.e., compression issues, internal equity issues, market discrepancy issues, etc.).
- ◆ Pay plans that were tied to performance.

MGT Client Satisfaction Components



Project Management

MGT uses proven project management methodologies to ensure we deliver project results that are on time, on budget, and meet or exceed client expectations by identifying long-term, decision-making solutions.

We find that the two most critical keys to project success are **planning** and **communication**.

We take very intentional measures to define milestones, responsibilities, and delivery dates in our **planning** process, and to track work progress against the work plan daily, providing regular project status reports. After the contract is awarded, we enhance the project work plan that was included in our proposal by adding specific milestones, delivery dates, and consultant responsibilities. We refine this plan with input from our project initiation meeting(s) with the client. We employ problem-solving skills, technology, and staff adaptability to react to variances between work plan projections and actuals to meet IMU's deadline.

Throughout this process, we remain in frequent **communication** with the client to avoid surprises or conflict. Our project teams are in regular contact with IMU's Project Manager, providing regular project

status updates and calls to provide a summary of progress and to address any risks or variances from the planned schedule.

Our team’s approach to compensation studies is based on the methodologies, models, and tools that we have developed for this specific type of work, coupled with **nearly 50 years** of service to public sector organizations across the country. To successfully conduct a study, it is important to fully understand the environment in which an organization operates and the objectives of the study to provide a complete, forward-thinking compensation program and final report.

Proposed Work Plan

To accomplish IMU’s objectives, MGT will take the following steps listed in the order in which the work will be performed. Please note that we have specified those areas where we will need IMU’s input/assistance.

Task 1.0: MEETINGS, MARKET SURVEY, & JOB ANALYSIS

Activities

1.1 Study Preparation and Project Meeting

Meet with IMU’s representatives to discuss study methods, review organization charts, personnel rules and regulations, and the current classification and pay plans. We will seek to determine problem areas, answer questions, review the scope and schedule of work, and the data and assistance MGT will need from IMU. Prior to the meeting, MGT will require copies of the organization charts for each department, all pay plans, the current personnel manual, and any other relevant information related to salaries to make for a more productive initial meeting.

1.2 Establishing Comparables

Working with IMU’s staff and using our broad-based cohort methodology, we will determine a logical survey sample of “like” municipalities that impact the compensation market for IMU. In selecting comparable jurisdictions, we use criteria such as number of employees, population served, Equalized Assessed Value (EAV), budget size, and proximity.

In addition, MGT partners with Salary.com and uses their CompAnalyst tool to collect employer reported market data, updated monthly, which is designed to support unique situations, such as hybrid positions, or for collecting private sector market data. CompAnalyst data can be controlled for geographic area, industry, and/or organizational full-time equivalent (FTE) or budget size. All positions included in the scope of this study can be benchmarked to this data source. This data source is also utilized to address gaps in peer data responses from the Market Survey and to provide additional data verification for gathered market survey data. This tool is the most reliable way to gather private sector data.

1.3 Employee Kickoff Meeting

Shortly after the initial project meeting with IMU’s representatives, we will meet virtually with employees to explain the scope of the project and distribute Job Analysis Questionnaire (JAQ) forms. MGT understands many employees have not participated in this type of process before, and we take the time to carefully explain the purpose of the project to the employees and to answer any questions they may have. If any of the employees are not available when these first meetings are held, a video presentation of the meeting will be made available to them.

Employees will then be allowed two weeks to complete the questionnaire. The questionnaires will also be reviewed by each employee’s supervisor and returned to MGT within three weeks of distribution.

1.4 Prepare and Send Out Salary Surveys

MGT will design and send out the salary surveys (on IMU's letterhead) to gather salary data for benchmark classifications in the comparable communities. All 22 positions included in the Study will be benchmarked and used in the in-market survey. In addition to job titles, brief position descriptions are included in the salary survey to make sure we are receiving salary data for "like" positions in comparable communities.

Note: While MGT will prepare all the materials to be sent out for the market surveys, we have found sending out the survey under the client's letterhead generates a better/faster response than when it is sent out under our letterhead/name. In addition, IMU may be asked to make one follow-up contact with those entities that do not initially respond to the survey request.

1.5 Job Evaluation Analysis and Establishment of Job Classification System

Upon return of the JAQs by IMU, MGT will perform the following:

- Read each JAQ and corresponding Job Description (up to 22), in their entirety.
- Personally interview at least one employee from each job classification to further understand the scope of their job.
- Apply a measurement system of job evaluation factors, using nine main factors used in our job evaluation instrument to evaluate the internal/comparable worth of each job classification. Upon completion of the job evaluation measurements, a new Classification Plan will be developed. It is important to emphasize the job, not the qualifications or performance of the incumbents, is being evaluated. Part of this process will include the evaluation of current job titles and the recommendation for any changes, assuring the job title and related recommended pay range match the employee's actual tasks.

Note: A formal job evaluation system, such as the one utilized by MGT, is an attempt to objectify the reasons jobs are compensated differently. Most compensation practitioners agree that three basic factors are important in determining compensation. These are: (1) skills required, (2) responsibility, and (3) working conditions. The Equal Employment Opportunity Commission (EEOC) recognizes these three basic factors, along with seniority and performance, as valid determinants of compensation. The nine factors used by MGT are essentially subdivisions of the first three factors mentioned above. In addition, it is MGT's practice that – under Title VII of the Civil Rights Act of 1964, the Americans with Disabilities Act (ADA), and the Age Discrimination of Employment Act (ADEA) – it is illegal to discriminate in any aspect of employment. MGT will not use discriminatory practices on the basis of race, color, religion, sex, national origin, disability, or age when performing a classification analysis. Decisions and recommendations will not be based on stereotypes or assumptions about the abilities, traits, or performance of individuals of a certain sex, race, age, religion, or ethnic group, or individuals with disabilities.

- Based on the results of the job evaluation process outlined above, assign all classifications to skill levels.
- Note:** Logical breaks in the continuum of points determine the skill levels used for determining the classification system. For example, skill level 1 might contain jobs that scored between 185 and 200 points, skill level 2 between 205 and 220 points, and so on.
- Review the results of the job evaluation exercise with IMU's representatives and revise, as necessary.

Deliverables

- ◆ Start Up Documents
- ◆ Job Analysis Questionnaire Form

Task 2.0: SALARY SURVEY ANALYSIS

Activities

2.1 Compiling and Analyzing Market Data and Creating the New Compensation Plan

Tabulate, summarize, and analyze comparative compensation information obtained through the surveys. Our pay tabulations compare IMU's salaries for the surveyed positions, with the average minimum and the average maximum of the survey data for each surveyed class, when possible. Data is displayed for each jurisdiction in each class and summarized in an overall table. This data is analyzed to determine the percentage difference between IMU's present pay for each class and the survey data.

MGT will work with IMU at the initial meeting to determine IMU's policy with respect to compensation (i.e., 50th percentile, 75th percentile, etc.). Once this is determined, MGT will use the salary survey data to develop and recommend new salary schedules for IMU's 22 classifications. This process will include a recommendation regarding how employees are inserted into the new plan and how they move through the proposed pay plan (either via a merit system or a defined merit increment plan), with recommendations for a specific performance-oriented program with respect to salary advancement through the new salary ranges. The salary schedules will outline what the specific percentages are between ranges and grades.

Note: MGT always recommends a merit component for granting wage adjustments. This recommendation will be included in IMU's report.

2.2 Preliminary Analysis Review and Training

MGT will meet with IMU to review the preliminary analysis. The preliminary analysis is a draft version of the proposed Classification and Compensation Plan. The review can take multiple meetings to ensure that everything is covered, and all questions are answered. MGT will also require feedback from IMU on certain aspects of the proposed Plan.

During these meetings, MGT will train designated staff on the use of the system, maintenance, and upkeep of the Plan. A manual outlining the process will be provided to IMU.

2.3 Compiling, Analyzing and Reviewing Benefit Data

MGT will compile, analyze, and review benefit data that was collected through the market survey. MGT will provide a summary table for each benefit offering that was included in the survey and provide a narrative on the benefit offerings in the final report. MGT will compare the benefits offered in IMU with the benefits provided in the comparable communities and note if they are above or are below the average for each offering.

Deliverables

- ◆ Salary Survey Data
- ◆ New Salary Schedules
- ◆ Summary of Benefit Data

Task 3.0: PROGRESS COMMUNICATION AND UPDATES

Activities

- ♦ MGT prides itself on our attention to and communication with our clients as the project proceeds. As such, MGT will strive to maintain regular contact with IMU's representative and to be available to address IMU's questions, concerns, and needs.
- ♦ MGT will make regular progress reports to IMU as requested, particularly at critical points in the Study. Additionally, the Project Manager will meet with IMU's representative and, if requested, other key staff, such as department heads, to review the results of the job evaluation exercise and the proposed new salary schedules.

Deliverables

- ♦ Ongoing communication with IMU
- ♦ Progress Reports

Task 4.0: DRAFT AND FINAL REPORT PREPARATION

Activities

- 4.1 A draft report will be prepared by the Consultants and sent electronically to IMU that includes:
- Executive Summary highlighting the overall scope of the Study and the general observations, outcomes, and recommendations contained within the Report.
 - Summary of all aspects of the Study, including recommendations, methods, and guidelines for achieving the overall aspects of the Study, as well as recommendations for annual maintenance and review of the new plans.
 - Pay range options that are consistent with IMU's pay policy, outlining the pros and cons of each option.
 - Assignment of each position to an appropriate classification and pay grade based on internal equity and marketplace considerations.
 - Maintenance plan with recommendations on keeping the plan equitable and up to date over the next 10 years, and recommendations on review of position descriptions as vacancies arise, evaluation of new position requests, etc.
 - Implementation plan and cost estimates of implementing the Study's findings and recommendations.

Note: Overtime costs will not be included, and the analysis will be estimates only, with sufficient detail to allow IMU to compare various options.

- 4.2 Once IMU's representatives return review comments, a final report will be prepared and sent to IMU.

Deliverables

- ♦ Draft Report
- ♦ Final Report

Task 5.0: PRESENTATION OF FINDINGS

Activities

The MGT Project Manager will present the finalized plan recommendations and final report to IMU.

Project Timeline

MGT is available to start this project within four to six weeks of acceptance of the proposal. Based on MGT's experience conducting similar projects, we anticipate the proposed project can be completed within approximately 16 weeks of project initiation, as illustrated below. The schedule is contingent, however, upon the timely response from the comparable entities supplying the salary data and the employees and supervisors returning the completed JAQs. Any delays in receipt of this information are beyond MGT's control and may lengthen the completion of the report.

WORK PLAN TASKS	WEEK															
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
Meet with IMU's representatives to discuss Study methodology and expectations.	■															
Prepare and distribute salary surveys to comparable entities.		■														
Conduct employee meetings, hand out JAQs, and explain the purpose of the Study and the process.			■													
Return of JAQs and salary surveys.				■	■	■										
Reading of JAQs and job descriptions.							■									
Conduct employee interviews.								■								
Analyze data; prepare new classification and compensation plans; send draft findings to IMU.									■	■	■					
Receive return comments from IMU.												■				
Meet with IMU's key representatives to review preliminary findings.													■			
Prepare Draft Report and send to IMU; receive return comments.														■		
Prepare Final Report.															■	
Present Final Report to IMU.																■

MGT prides itself in adhering to this timeframe.

Our past clients will confirm our diligence in delivering the final report and other deliverables on time and within budget.

Cost Proposal

Defined by Impact. Driven by People.

Dedicated to the Community.

Our cost proposal reflects our interpretation of the written requirements within your solicitation. **We take pride in customizing our client's needs — and we will work with you to ensure our fees are aligned with your expectations and budget.** We have proposed the entire Study be conducted virtually;

COST PROPOSAL

however, if IMU requests any in-person meetings, MGT will provide an additional estimate for travel and related expenses. By conducting our studies virtually, we can provide significant cost savings for our clients.

In keeping with the above statement of our usual practices, we estimate the fixed fee for the entire study to be **\$23,790** plus other Optional Services (see below). We have listed the cost of our professional fee for each study component below. Payment will be due as follows: 50% of the professional fees will be due after the initial project meeting, and the balance will be billed after the Study is completed. Invoices will be sent to IMU and are payable within 30 days of receipt.

Milestones and Tasks		Professional Hours	TOTAL (\$)
1	Meetings, Market Survey, and Job Analysis		
1.1	Study Preparation and Project Meeting	4	780
1.2	Establish Comparables	10	1,950
1.3	Prepare for and Host Employee Kick-Off Meeting	4	780
1.4	Prepare Market Survey, Survey Distribution and Follow-up	6	1,170
1.5	A. Review and Reading of JAQs and Job Descriptions	8	1,560
	B. Prepare for Interviews and Conduct Employee Interviews	12	2,340
	C. Analyze Data, Assign Skill Levels, and Prepare a Classification Plan	10	1,950
2	Data Analysis		
2.1	Compile, Analyze, and Review Market Survey Data	14	2,730
	Incorporate the Classification Plan with the External Market Data	8	1,560
	Establish a New Compensation Plan with Salary Schedules	8	1,560
2.2	Preliminary Analysis Review and Training	6	1,170
2.3	Compile, Analyze, and Review Benefit Survey Data	8	1,560
3	Progress Communication and Updates	8	1,560
4	Draft and Final Report Preparation		
4.1	Prepare Draft Report	10	1,950
4.2	Final Report	2	390
5	Presentation of Findings	4	780
Total Hours and Cost:		122	23,790

NOTE: If IMU accepts our proposal for this project, MGT will provide **support services at no additional cost for one year** from contract execution. This will include any communication regarding questions concerning the report.

Optional Services/Cost

PROGRESS REPORTS – It is customary to have periodic telephone conversations throughout the Study to provide progress reports. There will be no charge for these periodic telephone updates.

SITE VISITS – If IMU requests any on-site visits, there will be additional costs for the MGT’s time and expenses.

JOB DESCRIPTIONS – Updates to existing job descriptions cost \$250 each; new job descriptions, if needed, cost \$300 each. Job descriptions will be completed upon conclusion of the Study and are billed separately.

ADDITIONAL SERVICES – Any additional services not covered in this proposal and requested by IMU will be billed at the rate of \$150 per hour plus expenses, including assistance with employee appeals.

This quote is firm and irrevocable for a period of three months, after which prices may increase.



MGT

June 28, 2024



Proposal to Serve

Indianola Municipal Utilities

Proposal for:
*Classification, Compensation and Benefits
Study and Analysis*

Contact Person:

Stephane L. Smith, SPHR, SHRM-SCP
Partner & Vice President, Workforce Strategies
slsmith@RKLvirtual.com

Phone: 717.314.1080

Fax: 717.394.0693

RKLvirtual.com



Our Proposal for **Professional Services**

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June 28, 2024

Chris Longer
Finance/HR Director
Indianola Municipal Utilities
210 W. 2nd Avenue
Indianola, Iowa 50125

Dear Mr. Longer,

Thank you for the opportunity for RKL Virtual Management Solutions LLP (RKL) to present Indianola Municipal Utilities (IMU or the Utilities) with this proposal for Classification, Compensation and Benefits Study Analysis services. We have appreciated the opportunity to learn more about the Utilities' human capital management needs and believe that we are well positioned to help you achieve your current goals. In this engagement, we will conduct a comprehensive evaluation of IMU's compensation structure, position evaluation and classification system, as well as individual/position pay rates.

Public sector organizations like IMU have been a very important part of RKL's client base for more than seven decades. We have the good fortune of providing consulting and accounting services to nearly 100 public sector organizations. As a leading professional services firm, we collaborate with hundreds of public sector organizations to help them overcome their specific challenges and succeed operationally. This depth of experience sets our team apart and means we are uniquely positioned to meet the Utilities where it is, helping to address your needs immediately. We are confident that RKL Virtual's Workforce Strategies practice offers the experience, knowledge and approach that would serve the needs of IMU.

Upon review of the Request for Proposal (RFP) provided by the Utilities, including Bid Information and Instructions, RKL Virtual Management Solutions is in agreement with, and has no exceptions to, any of the objectives, requirements, terms or conditions as put forth by the Utilities.

This proposal is a firm and irrevocable offer and will remain valid for a period of sixty (60) days from the due date of July 1, 2024, specified for receipt of proposals. As Vice President, I have the authorization to represent the firm, commit to services, pricing and requirements as stated in the RFP.

We welcome any questions you may have and invite you to contact me directly at 717.314.1080 or slsmith@RKLvirtual.com regarding this proposal. Thank you for considering RKL for this engagement.

Sincerely,

Stephane L. Smith, SPHR, SHRM-SCP
Vice President | RKL Virtual Workforce Strategies



COST PROPOSAL

ABOUT RKL

World-Class Service

At RKL, strong client relationships define our greatest measure of success. In 2023, RKL again leveraged third-party survey partner ClearlyRated to collect feedback and input from our valued clients. The results are in, and the great news is that we've maintained our "world-class" designation and well-exceeded the accounting industry standard for client service excellence, earning an aggregate 79% Net Promoter Score. This "world-class" rating reflects our commitment to consistent, reliable and proactive service, delivered by a team of professionals who are invested in getting your organization to the next level, however, you define it.

RKL is a leading professional services firm with roots in finance and a focus on what really matters: tangible outcomes, trusted advice and real results that drive our clients forward. We tap into a wide range of services to deliver solutions that prepare businesses and organizations for real, sustained growth.

Market-Leading Insights and Guidance

At RKL, we're always working to drive more value for our clients and help them tackle challenges and get future-ready. One of the key ways we achieve these goals is robust and relevant thought leadership, including blog posts, email alerts and newsletters, publications, webinars and events. Be it a regulatory change, industry trend or market activity, you can count on the RKL team to simplify the complex and provide the perspective needed to translate ideas into action.

Insurance Coverage

All insurance is procured from insurers authorized to do business in the jurisdiction where the work will be performed. A certificate of insurance evidencing all required coverage in at least the limits as shown in the RFP, naming Indianola Municipal Utilities, its elected officials, agents and employees as additional insured under the Comprehensive General Liability coverage, providing **that no policies may be canceled without ten (10) days advance written notice to the Utilities**, will be provided to the Indianola Municipal Utilities prior to commencement of a performance agreement.

WORKFORCE STRATEGIES QUALIFICATIONS

RKL Virtual's Expertise: RKL Virtual offers comprehensive expertise in human capital management, aiding organizations across various industries to enhance their compensation practices for improved business outcomes. Our Workforce Strategies team is equipped with financial expertise, analytical capabilities, and progressive insights into human resources to facilitate impactful change.

Experience and Skills: Our multidisciplinary team boasts professionals with backgrounds in HR management, organizational development, business management, finance, and analytics. We provide adaptable, creative, and knowledgeable compensation support, ensuring optimal client results.

Technological Integration: We use advanced compensation technologies, including subscription-based tools like Salary.com's CompAnalyst and the Economic Research Institute (ERI), alongside other relevant data sources, to deliver current market insights tailored to client needs.

Public Sector Experience: With a history of serving nearly 100 public sector organizations over seven decades, our compensation team brings over 15 years of experience in developing and managing compensation data and structures within Pennsylvania and neighboring regions.

Project Experience: We have conducted numerous compensation studies for both private and public entities, involving policy review, market data sourcing, comparative analysis, and recommendations for pay structure adjustments.

Job Analysis and Structure Development: Our comprehensive job analyses are supported by proprietary tools and staff interviews, ensuring a deep understanding of roles. We possess significant training and experience in assessing and constructing compensation structures suitable for organizations of diverse sizes and sectors.

COST PROPOSAL

AN EXPERIENCED TEAM OF PROFESSIONALS

RKL Virtual's engagement team for Indianola Municipal Utilities is composed of highly skilled professionals with robust technical expertise, insightful understanding, and a commitment to exceptional service and relationship building. Our team is specifically tailored to meet the Workforce Strategy requirements of your organization. We have curated a team of seasoned experts with a track record of dedication to workforce management needs. Detailed biographies and credentials of our engagement team members are available for your review in the subsequent pages.

Name Title	Job Duties
Stephane L. Smith, SPHR, SHRM-SCP <i>Partner & Vice President, Workforce Strategies</i>	Stephane will serve as the engagement partner. As engagement partner, Stephane has the authorization to represent the firm, commit to services, pricing and requirements as stated in the Request for Proposal (RFP), and sign a contract with IMU. Stephane will oversee the project and is responsible for the effectiveness and quality of the project deliverables.
Lauren Stricker, MAIOP, SHRM-SCP <i>Senior Analyst, Workforce Strategies Advisory</i>	Lauren will support Stephane as project coordinator and main point of contact for IMU. Lauren will be responsible for coordinating meetings, sharing information between all parties and as a subject matter expert for compensation analysis, benchmarking and structures.
Rodney Hulsey, MSIR, PHR, CCP <i>Consultant*</i>	Rodney brings more than 20 years of consulting and compensation experience in public and private industries. Rodney will be serving as a technical expert and project support.
Adley Satteson, MSIOP, SHRM-CP <i>Analyst, Workforce Strategies Advisory</i>	Adley will serve as technical expert and support the project team during all tasks in the proposed scope of work.
Stefanie Deiter-Printz, PHR, SHRM-CP <i>Senior Consultant, Workforce Strategies Advisory</i>	Stefanie will support the job analysis, benefits analysis and policy review/development tasks associated with this project.

*RKL Virtual External Contractor

COST PROPOSAL

RELEVANT EXPERIENCE & REFERENCES

RKL has a longstanding relationship with the public sector, providing business consulting and accounting services to nearly 100 public entities in Pennsylvania, demonstrating our commitment to this sector. Our Workforce Strategies team offers wide-ranging experience across various industries, including small businesses, government entities, nonprofits, and large manufacturing firms. We leverage the commonalities and unique challenges of municipalities to enhance our service approach. With years of dedicated service, RKL's professionals have cultivated effective and proactive strategies to address the complex issues our clients encounter. We have successfully delivered services to public sector clients over the past five years that are akin to those outlined in this RFP, showcasing our capability and familiarity with similar projects.

Lewes Board of Public Works

RKL was engaged by the Lewes Board of Public Works to conduct a compensation study. RKL conducted a comprehensive job analysis, job description update and creation, human resource compliance audit (including evaluation of FLSA and EEO compliance) and compensation system review. RKL recommended a new compensation structure driven by comparable market compensation data to assist the Board in making consistent pay decisions across all positions. RKL also reviewed and made recommendation changes to compensation policies related to on-call, overtime, shift differentials, etc. We have been re-engaged to conduct a follow-up study.

Lancaster County Solid Waste Management Authority

RKL is engaged by Lancaster County Solid Waste Management Authority (LCSWMA) to conduct annual market compensation study and staff and executive compensation structure refresh. LCSWMA is driven by its desire to serve its community in an innovative and forward thinking manner.

They understand that their talent and ability to retain skilled and technical professionals is the key to their achievement of this goal. RKL is honored to be a part of their initiatives to not only drive innovation in waste management but also in their employee experience. RKL not only assists with ensuring LCSWMA is ahead of the game in their compensation practices, but we also provide employee feedback survey distribution, analysis and reporting support, total rewards statement development and manage their executive performance evaluation process.

County of Berks

RKL was engaged by the County of Berks to conduct a comprehensive compensation and classification study. This study involved a complete job analysis, job description update, job evaluation and compensation benchmarking and structural evaluation. RKL recommended a renovation to their current point-factor system as well as their compensation structure to ensure they are confident in their ability to offer external competitive, internal equitable and consistent pay decisions.

Pennsylvania House of Representatives

RKL was engaged by the Pennsylvania House of Representatives to conduct a compensation study. RKL conducted a job analysis, job evaluation and compensation system review. RKL made recommendations to rejuvenate their compensation structure and systems to assist them maintain market competitiveness and monitor internal equity.

Borough of Lemoyne

RKL was engaged by the Borough of Lemoyne to conduct a compensation and classification study as well as a custom compensation and benefits survey. RKL collaborated with the Borough to identify comparable peer municipalities, prepare a custom compensation and benefits survey, provide one-on-one support to participating peer municipalities, collected and analyzed responses, and developed a summarized report provided to the participating municipal authorities. RKL utilized the results of the customer survey as well as other compensation benchmark sources to develop a new compensation structure for the Borough with the goal of retaining and recruiting talent within an easy, flexible and equitable system.

COST PROPOSAL

You are welcome to contact any of these clients regarding our industry expertise and their client service experience.

Client & Primary Contact	Scope of Services
Lancaster County Solid Waste Management Authority 1299 Harrisburg Pike Lancaster, PA 17603 Dan Youngs, Chief Financial Officer (717) 735-0164 dyoungs@lcswwa.org	RKL's Workforce Strategies team performs the following services to Lancaster County Solid Waste Management Authority (LCSWMA): ➤ Executive Compensation Analysis ➤ Total Rewards Statements ➤ Employee Engagement Survey Review ➤ Annual Compensation Analysis and Structural Update ➤ Assistance with HR Policies
County of Berks County of Berks Human Resources Department 633 Court Street, 8 th Floor Reading PA 19601 Betsy Kartsotis, Compensation Manager Phone: (610) 478-6118 ext. 5115 BKartsotis@countyofberks.com	RKL's Workforce Strategies team performed the following service to the Pennsylvania House of Representatives: ➤ Evaluation of point-factor compensation system ➤ Compensation Market Analysis ➤ Evaluation and renovation of compensation structure
Lewes Board of Public Works 107 Franklin Avenue Lewes, DE 19958 Austin Calaman, General Manager Compensation Manager Phone: (302) 645-6228 acalaman@lewesbpw.com	RKL's Workforce Strategies team performed the following service to the Pennsylvania House of Representatives: ➤ Office Structure/Staffing Evaluation ➤ Handbook Audit ➤ Human Resource Compliance Assessment ➤ Compensation Market Analysis

PROJECT UNDERSTANDING

RKL Virtual understands that the Indianola Municipal Utilities is seeking a qualified firm to conduct a classification and compensation study. This study is to include the major objectives:

- Analyze the current job classification system to ensure it accurately reflects the roles, responsibilities and requirements of each position.
- Conduct a market study to compare IMU's compensation and benefits with similar entities in the public and private sectors.
- Develop a new compensation structure that addresses market competitiveness, internal equity and progression strategies.
- Recommend organizational structure improvements to enhance efficiency and clarity.
- Review and potentially revise IMU's personnel policies to align with the new compensation system.
- Deliver training to IMU staff on the effective use of the new classification and compensation system.

Upon reviewing the RFP, we are poised to deliver a comprehensive solution tailored to Indianola's needs. Our structured approach is designed to effectively develop the classification system and conduct the compensation and benefits study. We anticipate completing the project within a 3 to 4-month period, contingent on IMU's responsiveness and availability for documentation and meetings. A detailed timeline and description of our methodology are provided in the following pages. RKL Virtual is committed to a systematic and professional approach, adhering to established methods and standards. Our analysis and recommendations will account for internal and external equity, relative worth (equal pay for equal work), total rewards, peer comparison, geographical and economic factors, and other relevant considerations, ensuring non-discriminatory practices.

The objective is to establish classification and compensation structures that are internally fair, externally competitive, clear, legally sound, easily managed, and adaptable for future changes, aligning with IMU's mission, vision, objectives, and organizational structure.

COST PROPOSAL

DELIVERABLES

Draft Documents and Reports

Your RKL Virtual engagement team will provide preliminary findings and draft report(s) for internal review by the Utilities' project/executive leadership team within a timeline identified by our firm and agreed to by IMU.

Final Deliverables will include:

- **Comprehensive Final Study Report:** A final written report that includes recommendations, discussions of methods, techniques and data used to develop the classification and compensation plan.
- **Compensation Table/Matrix:** Creation of a new compensation table or matrix that outlines the proposed compensation structure resulting from the study.
- **Summary of Benefits Survey Results:** Comprehensive findings from surveys on benefits conducted amongst peer utility organizations.
- **Total Compensation System Report:** A report detailing the total compensation system, including timesheet/pay cycle, pay, benefits, holiday, overtime/compensatory time, leave, etc. and how IMU compares to the market.
- **Employee Handbook Review:** A review of the employee handbook to ensure compliance with any recommended compensation changes.
- **Policy Recommendations:** Recommendations for policies concerning the administration and maintenance of the classification and compensation system to be included in the Utilities' Personnel Policy Manual.
- **Training:** Enhancing the expertise of designated staff members through specialized training on the use and upkeep of the classification and compensation system.

OUR SERVICE APPROACH

We tailor our services to fit your organization's specific requirements, obstacles, and objectives, ensuring flexibility, ingenuity, and a commitment to positive outcomes. IMU's leadership team will receive preliminary findings and draft reports ahead of final product completion. Enclosed is our proposal detailing the project's tasks, timeline, and associated fees.

Tasks and Timelines

Preparation and Kickoff

- **Contract Award and Signing (July 8-9, 2024):** Formally acknowledge acceptance of the proposal by executing an engagement letter and fulfilling necessary administrative procedures to initiate the project.
- **Initial Briefing (July 9, 2024):** Meet with IMU representatives to discuss project expectations, confirm deliverables and establish communication protocols.
- **Kickoff Meeting and Document Collection (July 10-12, 2024):** Conduct in-depth meeting with key stakeholders to review the project plan, outline objectives, collect preliminary information, and acquire related documents, such as job descriptions, compensation information, benefits, and policies.

Phase 1: Job Analysis & Job Evaluation

- **Position Analysis Questionnaire Distribution (July 15-26, 2024):** Distribute our Position Analysis Questionnaire in electronic or a printable PDF format.
- **Stakeholder Interviews (July 22-26, 2024):** Conduct comprehensive interviews with key management to gain buy-in and qualitative insights into IMU's positions and organizational functions.
- **Update and Review Job Descriptions (July 29-August 23, 2024):** Ensure job descriptions are revised to accurately reflect current job duties, requirements and qualifications, are in alignment with organizational needs and legal compliance. Collaborate with IMU to validate the revisions for accuracy and regulatory conformity.
- **Finalize Job Descriptions (August 26-30, 2024):** Complete the final revisions and obtain necessary approvals to ensure that all job descriptions are up-to-date, clearly defined and officially documented for implementation within IMU.

COST PROPOSAL

Phase 2: Market Study

- **Survey Development and Deployment (July 15-August 16, 2024):** Design compensation and benefits surveys for IMU suggested cities/utilities to us for market data collection. Distribute and collect survey responses within three weeks while providing support to facilitate completion.
- **Data Analysis and Preliminary Compensation Structure Development (August 19-30, 2024):** Analyze survey responses and market data to identify trends and variances in compensation and benefits. Develop preliminary compensation and benefits structures based on the analysis.
- **Interim Report Preparation and Feedback Session (August 26-September 13, 2024):** Prepare and deliver an interim report detailing preliminary results for IMU's evaluation. Discuss the interim report with IMU to identify any modifications or further analysis.

Phase 3: Recommendations Development

- **Refinement of Structure (September 16-20, 2024):** Adjust preliminary models according to IMU's feedback and additional market data, if any.
- **Compensation Policy Draft (September 23-27, 2024):** Develop policy recommendations and draft revisions for the employee handbook.
- **Compensation Structure Draft (September 30 - October 4, 2024):** Develop a draft compensation table/matrix and outline the salary determination methodology.

Phase 4: Finalization and Training

- **Handbook Review and Training Material Development (September 30-October 11, 2024):** Perform an in-depth analysis of IMU's employee handbook for alignment with updated compensation policies. Develop training documentation and resources for IMU personnel.
- **Report Finalization (October 7-11, 2024):** Finalize the comprehensive study report and all recommendations.
- **Training Delivery (October 21-25, 2024):** Conduct training sessions to ensure IMU staff understand and can implement the new classification and compensation system.

Project Closure

- **Final Deliverables Submission (October 28-30, 2024):** Submit all final deliverables, ensuring all reports, tables/matrices and training materials are complete and accurate.
- **Closing Meeting (October 28-31, 2024):** Hold a final meeting with IMU to review the project, confirm satisfaction with the deliverables and discuss the transition to the new system. During the Project Orientation phase, IMU's leaders and staff will be asked to share their observations and opinions of the Utilities' current compensation and classification structures, policies, and procedures. IMU will work collaboratively with the RKL team to solidify a project plan and related milestones.

Additionally, the RKL team will likely request documents to assist in their improved understanding of said structures, policies and procedures; including:

- A copy of IMU's employment database or census file showing active employees, position title, department, current pay, exemption status, employment status (full- or part-time), standard hours worked, date of hire, years in the position (if possible) and EEOC category.
- List of vacant positions, department, full- or part-time designation, predecessor's pay rate and date of the vacancy.
- Current job descriptions.
- Existing related compensation policies.
- Updated organizational chart(s).
- Current pay structure documentation.
- Employment agreements (as applicable).

RKL will request that a project manager or point-of-contact is designated by the Utilities. The Project Manager or point-of-contact will work with RKL to schedule meetings, share communication/documentation, respond to and/or ask questions, provide feedback, etc.

COST PROPOSAL

Proposed Fee

ENGAGEMENT FEE DETAIL

RKL is eager to partner with Indianola Municipal Utilities. Our **not-to-exceed fee** for services required by IMU will be completed as follows:

Project Tasks	Fee
Preparation and Kickoff	\$1,300
Job Analysis & Job Evaluation	\$4,600
Market Study	\$5,600
Recommendation Development	\$3,200
Finalization and Training	\$3,800
Project Closure	\$1,300
Project Subtotal	\$19,800

The hourly rate for principals involved in the IMU's engagement are included in the following chart:

Staff Member	Standard Hourly Billing Rate
Principals	\$435
Consultants	\$175 - \$250

Indianola Municipal Utilities
Resolution 2024-

RESOLUTION APPROVING BID FOR CLASSIFICATION, COMPENSATION AND BENEFITS STUDY AND ANALYSIS

WHEREAS, the Indianola Municipal Utilities Board of Trustees has deemed it necessary to conduct a Classification, Compensation and Benefits Study and Analysis; and

WHEREAS, staff received and reviewed 3 bids received for the study; and

WHEREAS, the Board of Trustees believes it to be in the best interest of Indianola Municipal Utilities to accept the bid from a GovHR for the compensation study for \$23,790.

NOW, THEREFORE BE IT RESOLVED, by the Indianola Board of Trustees that IMU Staff is authorized and directed to execute the contract and payment on behalf of Indianola Municipal Utilities.

Approved this 22nd day of July 2024.

Deb White, IMU Chairperson

ATTEST:

Monica Thompson, BOT Secretary

MEMORANDUM

To: IMU Board of Trustees of the Electric, Water and Communications Utilities
From: Chris Longer, IMU Finance/HR Director
Date: July 22, 2024
Subject: Resolution Approving Liability, Auto, Property, Worker's Compensation, and Machinery and Equipment Replacement Insurance for FY 24/25

Recommendation:

Attachments:

1. Risk Renewal_2024-2025_Memo
2. 24-25 PCKG Renewal Proposal 124
3. Resolution_Risk Benefits for 2024-2025_IMU



— Human Resources —

Date: July 15, 2024

To: Mayor and Council & Board of Trustees

From: Courtney Silliman, Human Resources Director

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

RE: Risk Insurance Renewal

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

Property, Casualty and Liability

Our ICAP FY25 renewal came in at \$702,880.

Workers' Compensation

Our IMWCA renewal came in at \$205,399. Our FY25 renewal comes with a decreased experience modification factor of .78 from .82, and increased discounts. Our pure premium of \$414,761 is discounted down to \$156,518.

Boiler and Machinery Coverage

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

Cowbell Cyber Coverage

Aggregate limit of \$1,000,000 is decreasing from \$15,386 to \$14,880 for 07/01/2024-06/30/2025 due to additional protections the City and IMU have implemented.

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

TO: City Council – City of Indianola & IMU Board of Trustees
FROM: Weinman Insurance & TrueNorth Companies
CC: Courtney Silliman Director of Human Resources
DATE: 7/1/2024
RE: Property & Casualty Insurance Renewal (2024-2025)

Dear Members of the Council and Board of Trustees,

We are pleased to present the attached summary of coverage and premiums for the Property & Casualty insurance program renewing July 1, 2024. This program encompasses Property & Casualty coverage placed with Iowa Communities Insurance Pool (ICAP), Workers' Compensation with Iowa Municipal Workers' Compensation Association (IMWCA), Equipment Breakdown (Cincinnati Insurance) Cyber Liability (Cowbell Cyber) and Public Officials Fidelity Bond as required by statute (Travelers).

As previously stated in meetings with the Council and Board of Trustees, there was an expectation of increases in premiums within the ICAP program. This increase includes both rate increases for property and auto physical damage, as well as increases in exposures based on total insured values, and overall City/IMU budgets.

To protect against continued inflationary pressures, ICAP added a 10% increase in valuations for all property of members within the pool. The total insured value of the property owned by the City and IMU increased from \$203,097,476 to \$223,396,522. The total insured value of vehicles owned by the City and IMU increased from \$9,298,797 to \$10,192,380.

The attached premium breakout shows a line-by-line comparison of the renewal term vs. last year's insurance program. At the bottom it will show the overall change in the City's & IMU's total cost of risk (TCOR) The overall increase in the TCOR for the City and IMU is \$27,142. This represents a year over year increase in your insurance costs of 3%.

All of us at Weinman Insurance and TrueNorth Companies are pleased to work with the leadership and department heads. Courtney Silliman and Chris Longer continue to provide our team with the necessary information and updates, and they are a pleasure to work with.

It is an honor to be the Property & Casualty Insurance Broker for the City of Indianola and Indianola Municipal Utilities. Our team has the great pleasure of partnering with many metro cities, and we are grateful to have gained the trust of our public entity partners.

Do not hesitate to contact our team with any questions regarding this document and comparison. We are always happy to be of service. Thank you for all that you do for the Citizens of Indianola.

Sincerely,

Scott Weinman, Account Manager, Weinman Insurance

Brad Bengston, Risk Management Specialist, TrueNorth Companies

Denise Anderson, Director of Agency Operations, Weinman Insurance

Included: Coverage & Limit Breakdown 2024 - 2025

COVERAGES	23-24 Prem	24-25 Prem	\$ Diff
Property	\$ 317,658	\$ 469,880	\$ 152,222
Total Blanket TIV	203,097,476	223,396,522	20,299,046
Building	186,921,411	207,788,434	20,867,023
Personal Property	9,185,670	10,124,949	939,279
Fine Arts	76,458	84,104	7,646
Misc Property Scheduled	3,774,805	4,432,994	658,189
Misc Property Unscheduled	900,619	978,173	77,554
Average Rate	0.16	0.21	0.05
Wind / Hail Deductible	30,000	2%	
Deductible	30,000	30,000	
General Liability	\$ 69,886	\$ 78,343	\$ 8,457
Each Occurrence	2,000,000	2,000,000	
Medical Expense Limit	10,000	10,000	
General Aggregate	2,000,000	2,000,000	
Employee Benefit Liability	1,000,000	1,000,000	
Professional Liability	\$ 31,746	\$ 39,161	\$ 7,415
Public Official Liability Limit	2,000,000	2,000,000	
Deductible	10,000	10,000	
Law Enforcement Liability Limit	2,000,000	2,000,000	
Deductible Per Claim	3,000	3,000	
Work Comp	\$ 371,456	\$ 205,399	\$ (166,057)
Total Payroll	12,328,069	15,044,754	2,716,685
City Payroll	-	11,398,921	
IMU Payroll	-	3,645,833	
City Premium	338,200	137,439	
411 Premium	33,256	48,561	15,305
IMU Premium	-	19,399	
Auto	\$ 62,416	\$ 86,653	\$ 24,237
Liability Limit	2,000,000	2,000,000	
Vehicle Value Limit	9,298,797	10,192,380	893,583
Vehicle Count	88	93	5
Excess Liability	\$ 27,469	\$ 28,843	\$ 1,374
Limit	3,000,000	3,000,000	
Crime ICAP - Excess	Included	Included	
Coverage Limit	10,000	10,000	
Deductible	500	500	
Crime	\$ 1,525	\$ 1,525	\$ -
Employee Dishonesty	300,000	300,000	
Cyber	\$ 15,386	\$ 14,880	\$ (506)
Aggregate Limit	1,000,000	1,000,000	
ACCOUNT PREMIUM	\$ 897,542	\$ 924,684	\$ 27,142

NOTE: This Summary of Coverages is not meant as a statement of coverage, but rather as a guide to major points of coverage. Please refer to your policy for terms, conditions, limitations and exclusions.

RESOLUTION NO.

RESOLUTION APPROVING LIABILITY, AUTO, PROPERTY, WORKER'S COMPENSATION AND MACHINERY AND EQUIPMENT REPLACEMENT INSURANCE FOR FY 24/25

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

WHEREAS, the Indianola Municipal Utilities of the City of Indianola, Iowa, working through its insurance broker, has searched the market and negotiated with current providers, and as a result provides the following recommendations for the Indianola Municipal Utilities insurance policies for July 1, 2024 to June 30, 2025:

- ICAP – Liability, Auto and Property Coverage
 - Total annual cost: \$702,880
 - Premium increase from FY23/24 of \$200,021
 - This is a shared cost with IMU
- IMWCA – Worker's Compensation
 - Total annual cost: \$205,399
 - Premium decrease from FY23/24 of \$166,057
 - City and IMU have separate invoices 07/01/2024, shared cost with IMU
- Cowbell Cyber Security
 - Total annual cost: \$14,880
 - Premium decrease from FY23/24 of \$506
 - This is a shared cost with IMU
- Cincinnati – Boiler and Machinery Coverage
 - Total annual City cost: \$59,636
 - Three-year rate lock 07/01/2023-07/01/2026
 - This is a shared cost with IMU

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

- ICAP – Liability, Auto and Property Coverage
 - Total annual cost: \$702,880
 - Premium increase from FY23/24 of \$200,021
 - This is a shared cost with IMU
- IMWCA – Worker's Compensation
 - Total annual cost: \$205,399
 - Premium decrease from FY23/24 of \$166,057
 - City and IMU have separate invoices 07/01/2024, shared cost with IMU

- Cowbell Cyber Security
 - Total annual cost: \$14,880
 - Premium decrease from FY23/24 of \$506
 - This is a shared cost with IMU

- Cincinnati – Boiler and Machinery Coverage
 - Total annual City cost: \$59,636
 - Three-year rate lock 07/01/2023-07/01/2026
 - This is a shared cost with IMU

PASSED this 22nd day of July 2024.

Deb White, Chairperson

ATTEST:

Monica Thompson, Board Clerk