INDIANOLA MUNICIPAL UTILITIES

IMU

Electric • Network Services • Water

IMU Board of Trustees of the
Electric, Water and Communications Utilities
June 12, 2017
City Hall Council Chambers
5:30 p.m.

Agenda

1. Call to Order

2. Roll Call

3. Public Comments

4. Consent Agenda

   A. Claims list for June 5, 2017

   B. Minutes from May 22, 2017

   C. Salaries

   D. Quarterly Write Offs to State Offset Program

5. Communications Utility Action Items

   A. Consider General Manager Search Services proposal from Troy DeJodde, IAMU

   B. Not to exceed $7,500,000 Communication Utility Revenue Capital Loan Notes, Series 2017A

      1. Public hearing on the authorization of a Loan Agreement and the issuance of Notes to evidence the obligation of the City thereunder

      2. Resolution instituting proceedings to take additional action

      3. Not to Exceed $5,500,000 Taxable Communications Utility Revenue Capital Loan Notes, Series 2017B

4. Public hearing on the authorization of a Loan Agreement and the issuance of Notes to evidence the obligation of the City thereunder

5. Resolution instituting proceedings to take additional action

6. Communication Rates

7. Public hearing for communications rates

8. Consider adoption of Resolution #189 setting Communication Rates

9. Consider audit services for the Indianola Municipal Utilities and the City

6. Communications Utility Informational Items

A. Receive report from Smart Source Consulting

7. Electric Utility Action Items

A. Change Order #1 in an amount of $8,054.06 from Watts Electric for the 2017 Hwy 92 Martensdale Transmission Line Relocation Project - revised contract $76,815.86

8. Electric Utility Informational Items

9. Water Utility Informational Items

10. Combined Electric, Water and Communications Utilities Action Items

A. Resolution approving the Indianola Municipal Utilities benefit program that covers eligible employees of the Indianola Municipal Utilities

B. July 2017 - June 30, 2020 Union Contract

11. Combined Electric, Water and Communications Utilities Informational Items

12. Other Business

13. Adjourn

IMU Regular Downstairs **4.A.**

Meeting Date: 06/12/2017

Information

Subject

Claims list for June 5, 2017

Information

Fiscal Impact

Attachments

Claims

Vendor Name	GL Account Number	Description	Invoice Date	Net Invoice Amount
WATER OPERATING FUND				
ACCO UNLIMITED CORP.	600-8110-65010	LIQUID CHLORINE	05/16/2017	1,413.16
BRICK GENTRY P.C.	600-8180-64110	JOHANSEN ENTERPRISES MATTER	04/25/2017	75.00
CELLULAR ADVANTAGE INC	600-8110-63730	CELL PHONE CASES	05/22/2017	153.96
CHUMBLEY & JONES OIL	600-8150-65072	GAS (SAWS)	05/17/2017	4.01
DUST PROS JANITORIAL	600-8120-65070	AIR FILTERS	04/30/2017	169.50
HD SUPPLY WATERWORKS	600-8150-65072	MATERIALS	05/17/2017	133.86
IOWA DEPT OF NATURAL RES	600-8110-62300	OPERATOR CERTIFICATE RENEWAL LOU, BRIAN, ROD, GREG,	05/18/2017	360.00
MAHASKA COMMUNICATION G	600-8110-63730	TELEPHONE	05/01/2017	41.74
MUNICIPAL ENERGY AGENCY	600-8110-63710	PURCHASED POWER - APR (WELL KWH & TRANS)	05/10/2017	192.56
SHULL, DOUG	600-8190-64990	TREASURER CONTRACT	05/23/2017	15.84
U.S. CELLULAR	600-8110-63730	CELL PHONES - 4	05/12/2017	87.29
Total WATER OPERATING FUND:				2,646.92
IMU ADMINISTRATION FUND				
INFOMAX OFFICE SYSTEMS IN	620-8091-64990	SAVIN - MP C3004, IMU ADMIN	05/08/2017	333.80
MAHASKA COMMUNICATION G	620-8091-63730	IMU TELEPHONE/INTERNET SERVICE	05/01/2017	102.24
MAHASKA COMMUNICATION G	620-8091-63730	TELEPHONE	05/01/2017	36.52
MAHASKA COMMUNICATION G	620-8091-63730	INTERNET	05/01/2017	22.00
Total IMU ADMINISTRATION FUND:				494.56
ELECTRIC OPERATING FUND				
A-TEC ENERGY	630-8290-67306	1ST QTR 2017 AGREEMENT	05/12/2017	839.52
BARTON SOLVENTS INC.	630-8210-65010	DOWTHERM FOR PALNT ENGINES	05/08/2017	2,418.44
CELLULAR ADVANTAGE INC	630-8260-65072	CELL PHONE CASES	05/22/2017	38.49
CELLULAR ADVANTAGE INC	630-8240-63730	CELL PHONE CASES	05/22/2017	346.41
CELLULAR ADVANTAGE INC	630-8240-63730	CELL PHONE CAR CHARGES - ELECTRIC	05/25/2017	99.71
CINTAS CORPORATION	630-8250-65072	1ST AID SUPPLIES	05/05/2017	97.56
CITY OF INDIANOLA - REBATE	630-8290-67306	HEAT PUMP	04/19/2017	500.00
CITY OF INDIANOLA - REBATE	630-8290-67306	A/C REBATE	05/05/2017	150.00
CITY OF INDIANOLA - REBATE	630-8290-67306	A/C REBATE	05/17/2017	100.00
CITY OF INDIANOLA - REBATE	630-8290-67306	HEAT PUMP	05/10/2017	500.00
CITY OF INDIANOLA - REBATE	630-8290-67306	COMMERCIAL LIGHTING	05/30/2017	2,142.00
CITY OF INDIANOLA - REBATE	630-8290-67306	A/C REBATE	05/12/2017	100.00
CITY OF INDIANOLA - REBATE	630-8290-67306	A/C REBATE	05/17/2017	200.00
CITY OF INDIANOLA - REBATE	630-8290-67306	A/C REBATE	05/12/2017	200.00
CNM OUTDOOR EQUIPMENT	630-8250-65072	CHAIN SAW CHAINS & SHARPEN	05/17/2017	58.76
DUST PROS JANITORIAL	630-8250-65072	JANITORIAL SUPPLIES	05/30/2017	31.53
DUST PROS JANITORIAL	630-8250-65072	JANITORIAL SUPPLIES	05/30/2017	136.19
EDWARDS, NATHAN	630-8280-61440	WELLNESS - MAY	05/11/2017	25.00
MAHASKA COMMUNICATION G	630-8240-63730	TELEPHONE	05/01/2017	83.48
MC MASTER-CARR SUPPLY CO	630-8220-65072	MATERIAL FOR AIR COMPRESSOR #2	05/03/2017	27.78
MC MASTER-CARR SUPPLY CO	630-8220-65072	BATTERY FOR EMERGENCY LIGHT	05/18/2017	19.49
MID AMERICAN ENERGY CO.	630-8210-63710	80950-24015 PLANT GAS 4/20/17 - 5/18/17	05/18/2017	11.08
MID AMERICAN ENERGY CO.	630-8210-63710	52390-25019 BOILER GAS (1051 THERMS)	05/18/2017	638.74
MID AMERICAN ENERGY CO.	630-8210-63710	07991-36014 11634 R63 HWY	05/12/2017	20.00
MUNICIPAL ENERGY AGENCY	630-8230-63991	FIXED COST RECOVERY CHARGE	05/10/2017	327,114.00
MUNICIPAL ENERGY AGENCY	630-8230-63990	CONTRACTED WIND - APR	05/10/2017	22,644.00
MUNICIPAL ENERGY AGENCY	630-8200-45629	20% 69KV 30.9 CREDIT/ADMIN FEE - APR	05/10/2017	7,587.74-
MUNICIPAL ENERGY AGENCY	630-8230-63990	LANDFILL GAS ATTRIBUTES - APR	05/10/2017	13,260.00
MUNICIPAL ENERGY AGENCY	630-8230-63991	PURCHASED POWER - APR. (NET ELECTRIC)	05/10/2017	349,834.61
MUNICIPAL ENERGY AGENCY	630-8230-63992	TRANSMISSION/ADJUSTMENT - APR.	05/10/2017	44,530.05
MUNICIPAL ENERGY AGENCY	630-8230-63991	IND TRANS SYSTEM OPERATOR CHARGE	05/05/2017	5,141.54
SD MYERS LLC	630-8220-64200	BALANCE OF TAXES FROM PREVIOUS INVOICE	04/30/2017	25.98
SHULL, DOUG	630-8290-64990	TREASURER CONTRACT	05/23/2017	60.00
SKARSHAUG TESTING LABORA	630-8250-64200	HIGH VOLTAGE GLOVE TESTING & REPLACEMENTS	05/22/2017	586.48

Vendor Name	GL Account Number	Description	Invoice Date	Net Invoice Amount
SPEE-DEE DELIVERY SERVICE	630-8290-65080	ONCALL SHIPMENT - TESTING IN AMES	05/15/2017	54.46
STANGEL, ROBERT	630-8290-62700	MILEAGE	05/18/2017	356.31
U.S. CELLULAR	630-8240-63730	CELL PHONES - 9	05/12/2017	126.01
Total ELECTRIC OPERATING FUND:				764,929.88
FIBER/COMMUNICATIONS FUND				
MID AMERICAN ENERGY CO.	640-8550-64900	FIBER POLE FEE - 15 POLES AT $5 PER POLE (MARCH 2017 - F	03/23/2017	75.00
SHULL, DOUG	640-8590-64990	TREASURER CONTRACT	05/23/2017	7.50
U.S. CELLULAR	640-8550-63730	CELL PHONE	05/12/2017	47.42
Total FIBER/COMMUNICATIONS FUND:				129.92
WATER CAPITAL PROJECTS FUND				
HD SUPPLY WATERWORKS	700-8100-67906	MATERIALS	05/17/2017	2,010.00
METERING & TECHNOLOGY SO	700-8100-67905	METERS	05/08/2017	1,491.83
METERING & TECHNOLOGY SO	700-8100-67905	METERS	05/19/2017	2,848.34
Total WATER CAPITAL PROJECTS FUND:				6,350.17
ELECTRIC CAPITAL PROJECTS FUND				
KRIZ-DAVIS COMPANY	730-8200-67906	CT'S	05/19/2017	105.07
MAHASKA COMMUNICATION G	730-8200-67304	IMU CUSTOMER PAID - FIBER	05/01/2017	505.00
MAHASKA COMMUNICATION G	730-8200-67603	SERVICE DROPS	05/01/2017	7,625.00
MUNICIPAL ENERGY AGENCY	730-8200-45629	80% 69KV 30.9 CREDIT/ADMIN FEE - APR	05/10/2017	30,350.95-
NEWCOM TECHNOLOGIES INC	730-8200-67605	CLOSE OUT INVOICE	03/06/2017	3,339.30
NEWCOM TECHNOLOGIES INC	730-8200-67605	DOCUMENT EXISTING SYSTEM IN FMS AND REDESIGN AE AR	03/06/2017	4,680.20
NEWCOM TECHNOLOGIES INC	730-8200-67605	CONSULTING BY ERIC LAMPLAND	05/01/2017	2,835.00
POWER & TEL	730-8200-67906	12-COUNT FLAT DROP FIBER	05/10/2017	1,135.71
POWER & TEL	730-8200-67906	12-VOLT BATTERY BACKUPS	05/21/2017	555.85
SPECTRUM ADVANTAGE LLC	730-8200-67601	FIBER SPLICING & VERIFICATION	05/11/2017	752.00
TRUCK EQUIPMENT INC	730-8200-67100	DUMP BOX - BOARD APPROVAL 2/27/2017	05/24/2017	10,138.90
WESCO	730-8200-67906	RED & ORANGE LOCATE PAINT	05/09/2017	593.21
WESCO	730-8200-67906	HIGH VOLTAGE GLOVE DUST	05/19/2017	178.48
WESCO	730-8200-67906	2" & 4" PVC U-GUARD	05/23/2017	238.80
Total ELECTRIC CAPITAL PROJECTS FUND:				2,331.57
CASH ALLOCATION FUND				
SOAT, CHANNING	999-0000-11005	REFUND CREDIT ON ACCOUNT	05/30/2017	31.75
Total CASH ALLOCATION FUND:				31.75
Grand Totals:				776,914.77

Vendor Name	GL Account Number	Description	Invoice Date	Net Invoice Amount

Board of Trustees: ____

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IMU Regular Downstairs **4.B.**
Meeting Date: 06/12/2017

Information

Subject
Minutes from May 22, 2017

Information

Fiscal Impact

Attachments

Minutes

BOARD OF TRUSTEE MINUTES
REGULAR SESSION – MAY 22, 2017

The Board of Trustees met in regular session at 5:30 p.m. on May 22, 2017 in the City Hall Council Chambers. Chairperson Adam Voigts called the meeting to order and on roll call the following members were present: Lesley Forbush, Jim McClymond (via phone), Mike Rozga, Adam Voigts and Deb White.

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

Claims list for May 15, 2017

Minutes from May 8, 2017

April 2017 Treasurer and Financial Reports

Salary – Tyler Offenburger, IMU Electric Crew Chief, from Range 26-6 $60,495/year (includes longevity) to Range 27-6+ $66,832/year (includes longevity)

Electric Utility Action Items

The following resolution entitled, "RESOLUTION FOR NMPP AND MEAN MEMBERSHIP" was approved on a motion by White and seconded by Rozga. Finance Director Chris DesPlanques as Indianola's representative and Mike Metcalf as the alternate representatives to the MEAN Management Committee, MEAN Board of Directors and NMPP Member's Council. On roll call the vote was, AYES: Voigts, Rozga, McClymond, Forbush and White. NAYS: None. Whereupon the Chairperson declared the motion carried unanimously and the following resolution duly adopted.

RESOLUTION NO. 2017-184
MEMBER RESOLUTION FOR APPOINTMENTS TO
THE NMPP AND MEAN COMMITTEE

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

Electric Utility Information Items -General Manager Rob Stangel and Electric Superintendent Mike Metcalf presented information regarding the Electric Utility.

Water Utility Information Items – Lou Elbert, Water Superintendent presented information regarding the Water Utility Information Items.

Communications Utility Action Items

The Chair then announced that the City Clerk and the IMU General Manager had opened and tabulated the bids for the public improvements described in general as the 2017 Fiber to The Home Network Project (Construction) for Indianola Municipal Utilities, Indianola, Iowa, in accordance with the plans and specifications previously adopted.

The following bids were presented by the City Clerk and the IMU General Manager.

Name and Address of Bidder	Amount of Bid
Excel Utility St. James, Mo	$3,754,298.00
Bear Construction Lawrence, KS	$5,583,304.98
Michels Corp Brownsville, WI	$9,191,168.06

Board member White moved and Forbush seconded to acknowledging bids received and designated Excel Utility as the apparent low bidder in an amount of $3,754,298.00. Question was called for and on voice vote the Chairperson declared the motion carried unanimously.

It was moved by White and seconded by Forbush to award the contract for the 2017 Fiber To The Home Network Project (Construction) to Excel Utility in an amount of $3,754,398.00 subject to financing. Question was called for and on voice vote the Chairperson declared the motion carried unanimously.

Board Member White introduced the following resolution entitled "RESOLUTION MAKING AWARD OF CONSTRUCTION CONTRACT", subject to financing, and moved its adoption. Board Member Forbush seconded the motion to adopt. The roll was called and the vote was: AYES: Voigts, Rozga, McClymond, Forbush and White. NAYS: None. Whereupon, the Chair declared the following Resolution duly adopted:

RESOLUTION NO. 2017-185
RESOLUTION MAKING AWARD OF CONSTRUCTION CONTRACT
FOR THE FIBER TO THE HOME PROJECT TO EXCEL UTILITY
SUBJECT TO FINANCING

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

The Chair then announced that the City Clerk and the IMU General Manager had opened and tabulated the bids for the public improvements described in general as the 2017 Fiber to The Home Project – Material Procurement for Indianola Municipal Utilities, Indianola, Iowa, in accordance with the plans and specifications previously adopted.

The following bids were presented by the City Clerk and the IMU General Manager.

VENDOR	AWARD
Power & Tel Des Moines, Iowa	$701,285.44
Wesco Des Moines, Iowa	$2,390.35
RESCO Ankeny, Iowa	$680.92
Terry Durin	$164,020.00

Cedar Rapids, Iowa	
Irby Eagan, MN	$414,877.96
Total Material Awards	$1,283,254.67

Board member Rozga moved White seconded to acknowledging bids received and designated the above vendor's as the apparent low bidder in a total amount of $1,283,254.67. Question was called for and on voice vote the Chairperson declared the motion carried unanimously.

It was moved by Rozga and seconded by White to award the contract to the above-mentioned vendors for the 2017 Fiber To The Home Project – Material Procurement Project subject to financing. Question was called for and on voice vote the Chairperson declared the motion carried unanimously.

Board Member Rozga introduced the following resolution entitled "RESOLUTION MAKING AWARD OF CONSTRUCTION CONTRACT", subject to financing, and moved its adoption. Board Member White seconded the motion to adopt. The roll was called and the vote was: AYES: McClymond, Forbush, White, Voigts and Rozga. NAYS: None. whereupon, the Chair declared the following Resolution duly adopted:

RESOLUTION NO. 2017-186
RESOLUTION MAKING AWARD OF CONSTRUCTION CONTRACT
FOR THE FIBER TO THE HOME PROJECT – MATERIAL
SUBJECT TO FINANCING

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

Board Member White introduced the following Resolution entitled "RESOLUTION FIXING DATE FOR A MEETING ON THE AUTHORIZATION OF A LOAN AGREEMENT AND THE ISSUANCE OF NOT TO EXCEED $7,500,000 COMMUNICATIONS UTILITY REVENUE CAPITAL LOAN NOTES, SERIES 2017A, OF THE INDIANOLA MUNICIPAL UTILITIES, STATE OF IOWA, AND PROVIDING FOR PUBLICATION OF NOTICE THEREOF", and moved that the same be adopted. Board Member Rozga seconded the motion to adopt. The roll was called and the vote was, AYES: Voigts, Rozga, McClymond, Forbush and White. NAYS: None. Whereupon the Chairperson declared the Resolution duly adopted as follows. Whereupon, the Chairperson declared the Resolution duly adopted as follows:

RESOLUTION NO. 2017-187
RESOLUTION FIXING DATE FOR A MEETING ON THE AUTHORIZATION OF A LOAN AGREEMENT AND THE ISSUANCE OF NOT TO EXCEED $7,500,000 COMMUNICATIONS UTILITY REVENUE CAPITAL LOAN NOTES, SERIES 2017A, OF THE INDIANOLA MUNICIPAL UTILITIES, STATE OF IOWA, AND PROVIDING FOR PUBLICATION OF NOTICE THEREOF

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

Board Member Rozga introduced the following Resolution entitled "RESOLUTION FIXING DATE FOR A MEETING ON THE AUTHORIZATION OF A LOAN AGREEMENT AND THE

ISSUANCE OF NOT TO EXCEED $5,500,000 TAXABLE COMMUNICATIONS UTILITY REVENUE CAPITAL LOAN NOTES, SERIES 2017B, OF THE INDIANOLA MUNICIPAL UTILITIES, STATE OF IOWA, AND PROVIDING FOR PUBLICATION OF NOTICE THEREOF", and moved that the same be adopted. Board Member White seconded the motion to adopt. The roll was called and the vote was, AYES: McClymond, Forbush, White, Voigts and Rozga. NAYS: None. Whereupon the Chairperson declared the Resolution duly adopted as follows:

RESOLUTION NO. 2017-188

RESOLUTION FIXING DATE FOR A MEETING ON THE AUTHORIZATION OF A LOAN AGREEMENT AND THE ISSUANCE OF NOT TO EXCEED $5,500,000 TAXABLE COMMUNICATIONS UTILITY REVENUE CAPITAL LOAN NOTES, SERIES 2017B, OF THE INDIANOLA MUNICIPAL UTILITIES, STATE OF IOWA, AND PROVIDING FOR PUBLICATION OF NOTICE THEREOF

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

A motion was made by White and seconded by Forbush to set June 12, 2017 as the public hearing for the communications rates. Question was called for and on voice vote the Chairperson declared the motion carried unanimously.

The proposal and letter of engagement with Curtis Dean dba SmartSource Consulting was approved on a motion by White and seconded by Forbush subject to the General Manager Rob Stangel working out an exit clause and adding additional language in the agreement that Mr. Dean will report to the IMU Board of Trustees. Question was called for and on voice vote the Chairperson declared the motion carried unanimously.

<u>No report was received for the Communications Utility Informational Items</u>

<u>Combined Electric, Water and Communications Utilities Action Items</u>

The Board discussed the agreement with Denman & Company LLP to perform audit services for the Indianola Municipal Utilities and the City. It was the consensus of the Board to table this item for additional information and to have a discussion with the Indianola City Council.

<u>Combined Electric, Water and Communications Utilities Informational Items</u> – General Manager Rob Stangel presented information regarding the combined electric, water and communications utilities.

The Board discussed the process to hire a new General Manager. This will be placed on the June 12, 2017 IMU Board of Trustee agenda.

Meeting adjourned at 7:15 p.m. on a motion by White and seconded by Forbush.

______________________________	______________________________
Adam Voigts, Chair	Diana Bowlin, City Clerk

IMU Regular Downstairs **4.C.**

Meeting Date: 06/12/2017

Information

Subject

Salaries

Information

Mike Metcalf, Electric Superintendent, from CE 12-6 $86,944/year to CE 12-7 $89,325/year effective January 22, 2017

During the interim of hiring a new General Manager the following employees will receive an additional 5% compensation until the new General Manager is hired. The new rate will be effective June 11, 2017. IMU will cover the full cost of the increased in compensation.

Mike Metcalf, Electric Superintendent
Lou Elbert, Water Superintendent
Chris Des Planques, Finance Director
Chris Longer, Utility Billing Services Supervisor
Diana Bowlin, City Clerk

Fiscal Impact

Attachments

PCN

INDIANOLA MUNICIPAL UTILITIES
IMU
Electric • Network Services • Water

PERSONNEL CHANGE NOTICE (PCN)

Employee Name: Mike Metcalf

Effective Date (must be at beginning of a pay period, except new hires): 1/22/2017

New Hire: ☐ Rehire: ☐ Status Change: ☐ Step Increase: X

Other Pay Change: ☐ Job Title Change: ☐ Department Change: ☐ FTE Change: ☐

Promotion: ☐ Transfer: ☐ Other Change: ______

	FROM	TO
JOB TITLE	Electric Superintendent	Electric Superintendent
STATUS	FT	FT
PAY RANGE	CE12-6	CE12-7
PAY RATE W/OUT LONGEVITY	86,944 / 41.80	89,325 / 42.945
PAY RATE W/ LONGEVITY (If not eligible, put N/A)	NA	NA
EXEMPT/NONEXEMPT	Exempt	Exempt
DEPARTMENT NAME	Electric	Electric
ACCOUNT NUMBER		
FTE	1.0	1.0
UNION STATUS	City Non Union ☐ City Union ☐ IMU Non Union X IMU Union ☐	City Non Union ☐ City Union ☐ IMU Non Union X IMU Union ☐

Termination: Voluntary: ☐ Involuntary: ☐ Retirement: ☐ Eligible for Rehire: Yes ☐ No ☐

Reason for Termination: ______ Vaca/Pers Payout: Yes ☐ No ☐

Last Day Worked: ______ Termination Effective Date: ______

COMMENTS: ______

APPROVALS:

Dept Head: ______ Date: ______

Human Resources: Melissa McCoy Date: 6/9/17

Finance (pay changes only): ______ Date: ______

City Manager or GM: [signature] Date: 6/9/17

City Council or Board of Trustee: ☐ Yes ☐ No Date: ______

FOR OFFICE USE: HR Entered: Initial:______ Date: ______ Payroll Reviewed: Initial:______ Date: ______

IMU Regular Downstairs **4.D.**

Meeting Date: 06/12/2017

Information

Subject

Quarterly Write Offs to State Offset Program

Information

Attached are the first quarter (January-March) 2017 uncollected electric and water billings that will be sent to the state offset program. The amount for the Electric Utility is $13,815.07 (.45% of quarterly billings) and the amount for the Water Utility is $1,770.74 (.34% of quarterly billings).

Fiscal Impact

Attachments

Write Offs

June 2017

(Billed from January 2017 thru March 2017)

Electric Billed	$3,028,240.92
Electric Sent to State Offsets	$13,815.07
Water Billed	$517,146.69
Water Sent to State Offsets	$1,770.74

Total # of accounts wrote off - 61

Service	Total Dollar Amount
Electric	$13,815.07
Water	$1,770.74
Sewer	$2,194.62
Recycling	$476.09
Disconnect Notice Fee	$1,052.23
I&I	0
Daamged Meter	0
Stormwater Fee	$83.40

Grand Total $19,392.15

IMU Regular Downstairs **5.A.**

Meeting Date: 06/12/2017

Information

Subject

Consider General Manager Search Services proposal from Troy DeJodde, IAMU

Information

In your packet is the proposal from Troy DeJoode from IAMU to complete the search for the General Manager's replacement. The proposal includes a search fee of 15% of the successful candidate's expected first year compensation. This is same fee charged last time. The fee includes conducting the search such as advertising, mailing, telephone calls, videoconferencing and conducting reference checks.

Simple motion is in order.

Fiscal Impact

Attachments

Proposal

IOWA
ASSOCIATION OF MUNICIPAL
UTILITIES

May 22, 2017

Adam Voigts
Board of Directors
Indianola Municipal Utilities

Dear Adam,

Thank you for the opportunity to discuss the vacant Indianola Municipal Utilities (IMU) General Manager position with the IMU Board of Directors last week. As per our telephone conversation last week, I have reviewed the terms of both original IAMU search services proposal, and the final agreement, as well as the current general manager marketplace and the IAMU workload (as a search requires substantial amounts of my own time). As we discussed while we do not anticipate having to repeat some of the original preparation work from the last search, I believe that the current marketplace for municipal utility general managers and IMU's ideal general manager profile will make the search particularly challenging that will require significant time to complete.

After those considerations, IAMU proposes a search fee of 15% of the successful candidate's expected first year compensation, invoiced on or after the successful candidate's first day of employment, and payable within fifteen days of the invoice date, with a one-year guarantee of employment for timely payment of the search fee. This is the same fee as last time, down from the original 17.5% offer. I am willing to come to Indianola to discuss the proposal, and explain to your new Board members my experience and qualifications if you would like.

Regardless of the interest in our proposal, as a free service to IMU as a member, I would be happy to come discuss the current municipal utility general manager marketplace. I can explain what IMU may find in the current marketplace, in terms of the experience and qualifications of candidates, the results of recent general manager searches completed by IAMU members, the current compensation levels, and the likelihood of attracting or hiring candidates from various sources (internal, other municipal utilities, industry consultants, or other public sector leadership positions). I also can refer IMU to some quality full service search agents if you desire.

Thanks

Troy

1735 NE 70th Avenue
Ankeny, Iowa 50021-9353
Phone: 515/289-1999 Fax: 515-289-2499 Web: www.iamu.org

General Manager Search Services Proposal

General Manager Search Services Proposal

The Iowa Association of Municipal Utilities (IAMU) proposes to conduct a recruiting campaign for the position of Indianola Municipal Utilities' (IMU) General Manager, consisting of direct recruiting of qualified candidates of employees of IAMU non-member entities. Recruitment of IAMU member employees will only occur after such employees respond in writing to a publicly available employment solicitation. IAMU will not cold call or otherwise directly solicit applications from members' employees without prior contact by the potential candidates. For six months from the date of the acceptance of this proposal (the "Recruiting Period") all candidates inquiring to or recruited by IMU staff or board members directly, or in any way inquiring about the IMU General Manager position will be directed to IAMU, and considered a candidate referred by IAMU (the "Referred Candidates"). For six months following the end of the Recruiting Period, IMU shall pay IAMU the Fee as outlined in this proposal, upon hiring any of the Referred Candidates.

A recruiting fee (the "Fee") equal to 15% of the first year starting pay agreed to by IMU and the successful candidate (the "Employee") will be invoiced by IAMU via email on or after the Employee's first day of employment, and is payable within 15 days of the date of the invoice. First year starting pay does not include any transitional expenses such as relocation costs, COBRA allowances signing bonuses to cover housing expenses or realtor fees but will include any guaranteed compensation included in the agreement between IMU and the Employee such as contributions to retirement accounts, other deferred compensation or stay-put/roster bonuses.

IAMU will guarantee the continuing employment of the Employee for a Guarantee Period of 365 days from the Employee's first day, if IMU pays IAMU the Fee within 15 days of the invoice date. Otherwise, IAMU will only guarantee the continuing employment of the Employee for a Guarantee Period of 120 days from the Employee's first day. If the Employee voluntarily terminates employment with IMU during the Guarantee Period, IAMU will conduct a new search for no additional fee on the same non-fee related terms unless the Employee's termination is due to the sale, or divestiture of IMU operations, a misrepresentation of IMU financial status during the recruitment; or any material change in the Employee's job responsibilities including but not limited to the actual or effective change of the Employee reporting relationship with the Board of Trustees.

The Fee includes most costs associated with conducting the search such as advertising, mailing, telephone calls, videoconferencing and conducting reference checks. If requested by the IMU Board during the search process, IAMU will conduct reference checks, via telephone, inquiring with candidate provided references about the candidates' qualifications and work history. The Fee does not include travel costs associated with either visiting a candidate in person or a candidate traveling to meet with the IMU board or its search committee. The IMU Board or its designee will approved in advance all expenses not included within the Fee, including search related travel. All search related travel will comply with the IMU travel policy unless otherwise agreed to in writing.

The Fee includes the cost of post job offer testing such as a pre-employment drug test, criminal background check, or fitness for duty medical examination. There are substantial legal restrictions on the use and communication of various types of employment-related information. IAMU will arrange such tests to the extent possible, but IMU may have to pay such providers directly and receive such information directly in order to comply with various employment related laws. If those expenses exceed $250 in total, IAMU will reduce the invoiced Fee by an amount equal to those expenses.

IMU Regular Downstairs **5.B.**
Meeting Date: 06/12/2017

Information

Subject
Not to exceed $7,500,000 Communication Utility Revenue Capital Loan Notes, Series 2017A

Information

Fiscal Impact

Attachments

No file(s) attached.

IMU Regular Downstairs **5.B.1.**

Meeting Date: 06/12/2017

Information

Subject

Public hearing on the authorization of a Loan Agreement and the issuance of Notes to evidence the obligation of the City thereunder

Information

In your packet is the resolution prepared by Steven Nadel of Ahlers Law Firm on the proposition to authorize a loan agreement and the issuance of not to exceed $7,500,000 Communications Utility Revenue Capital Loan Notes, Series 2017A.

The first order of business is to hold a public hearing to discuss the authorization of the Communications Utility Revenue Capital Loan Notes, Series 2017A and the issuance of not to exceed $7,500,000. No written comments have been received to date.

Fiscal Impact

Attachments

Resolution

(This Notice to be posted)

NOTICE AND CALL OF PUBLIC MEETING

Governmental Body:	The Board of Trustees of the Indianola Municipal Utilities, State of Iowa.
Date of Meeting:	June 12, 2017.
Time of Meeting:	__________ o'clock _____.M.
Place of Meeting:	Council Chambers, City Hall, Indianola, Iowa.

PUBLIC NOTICE IS HEREBY GIVEN that the above mentioned governmental body will meet at the date, time and place above set out. The tentative agenda for the meeting is as follows:

Not to Exceed $7,500,000 Communications Utility Revenue Capital Loan Notes, Series 2017A.

- Public hearing on the authorization of a Loan Agreement and the issuance of Notes to evidence the obligation of the City thereunder.
- Resolution instituting proceedings to take additional action.

Such additional matters as are set forth on the additional ______ page(s) attached hereto.
(number)

This notice is given at the direction of the Chairperson pursuant to Chapter 21, Code of Iowa, and the local rules of the governmental body.

____

Secretary of the Board of Trustees of the
Indianola Municipal Utilities State of Iowa

June 12, 2017

The Board of Trustees of the Indianola Municipal Utilities, State of Iowa, met in ________________ session, in the Council Chambers, City Hall, Indianola, Iowa, at __________ o'clock _____.M., on the above date. There were present Chairperson ________________, in the chair, and the following named Board Members:

____

____

Absent: ____

* * * * * * *

The Chairperson announced that this was the time and place for the public hearing and meeting on the matter of the authorization of a Loan Agreement and the issuance of not to exceed $7,500,000 Communications Utility Revenue Capital Loan Notes, Series 2017A, in order to provide funds to pay costs of improvements and extensions to the Municipal Communications Utility, including acquisition, installation and construction of digital setup boxes, head-end equipment, middleware, provisioning systems, billing systems, vehicles, transfer connection, and other miscellaneous improvements, extensions and equipment purchases to benefit the utility , and that notice of the proposed action by the Board to institute proceedings for the authorization of the Loan Agreement and the issuance of the Notes, had been published pursuant to the provisions of Sections 384.24A and 384.83 of the City Code of Iowa, as amended.

The Chairperson then asked the Secretary whether any written objections had been filed by any city resident or property owner to the proposal. The Secretary advised the Chairperson and the Board that __________ written objections had been filed. The Chairperson then called for oral objections to the proposal and __________ were made. Whereupon, the Chairperson declared the time for receiving oral and written objections to be closed.

(Attach here a summary of objections received or made, if any)

The Board then considered the proposed action and the extent of objections thereto.

Whereupon, Board Member ____________________ introduced and delivered to the Secretary the Resolution hereinafter set out entitled "RESOLUTION INSTITUTING PROCEEDINGS TO TAKE ADDITIONAL ACTION FOR THE AUTHORIZATION OF A LOAN AGREEMENT AND THE ISSUANCE OF NOT TO EXCEED $7,500,000 COMMUNICATIONS UTILITY REVENUE CAPITAL LOAN NOTES, SERIES 2017A", and moved:

☐ that the Resolution be adopted.

☐ to ADJOURN and defer action on the Resolution and the proposal to institute proceedings for the issuance of bonds to the meeting to be held at __________ o'clock _____.M. on the __________ day of _______________, 2017, at this place.

Board Member ____________________ seconded the motion. The roll was called and the vote was,

AYES: ____

____

NAYS: ____

Whereupon, the Chairperson declared the measure duly adopted.

RESOLUTION INSTITUTING PROCEEDINGS TO TAKE ADDITIONAL ACTION FOR THE AUTHORIZATION OF A LOAN AGREEMENT AND THE ISSUANCE OF NOT TO EXCEED $7,500,000 COMMUNICATIONS UTILITY REVENUE CAPITAL LOAN NOTES, SERIES 2017A

WHEREAS, pursuant to notice published as required by law, this Board has held a public meeting and hearing upon the proposal to institute proceedings for the authorization of a Loan Agreement and the issuance of not to exceed $7,500,000 Communications Utility Revenue Capital Loan Notes, Series 2017A, for the purpose of paying costs of improvements and extensions to the Municipal Communications Utility, including acquisition, installation and construction of digital setup boxes, head-end equipment, middleware, provisioning systems, billing systems, vehicles, transfer connection, and other miscellaneous improvements, extensions and equipment purchases to benefit the utility, and has considered the extent of objections received from residents or property owners as to the proposal and, accordingly the following action is now considered to be in the best interests of the City and residents thereof:

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

Section 1. That this Board does hereby institute proceedings and take additional action for the authorization of a Loan Agreement and issuance in the manner required by law of not to exceed $7,500,000 Communications Utility Revenue Capital Loan Notes, Series 2017A, for the foregoing purpose.

Section 2. This Resolution shall serve as a declaration of official intent under Treasury Regulation 1.150-2 and shall be maintained on file as a public record of such intent. It is reasonably expected that the _______________ fund moneys may be advanced from time to time for capital expenditures which are to be paid from the proceeds of the above loan agreement. The amounts so advanced shall be reimbursed from the proceeds of the Loan Agreement not later than eighteen months after the initial payment of the capital expenditures or eighteen months after the property is placed in service. Such advancements shall not exceed the loan amount authorized in this Resolution unless the same are for preliminary expenditures or unless another declaration of intention is adopted.

PASSED AND APPROVED this 12th day of June, 2017.

____
Chairperson of the Board of Trustees

ATTEST:

____
Secretary of the Board of Trustees

<u>CERTIFICATE</u>

STATE OF IOWA)
) SS
COUNTY OF WARREN)

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

WITNESS my hand and the seal of the Board hereto affixed this __________ day of _______________, 2017.

____
Secretary of the Board of Trustees of the
Indianola Municipal Utilities

(SEAL)

IMU Regular Downstairs **5.B.2.**
Meeting Date: 06/12/2017

Information

Subject

Resolution instituting proceedings to take additional action

Information

The next order of business after all comments have been received and considered is the resolution instituting proceedings to take additional action.

Roll call is in order.

Fiscal Impact

Attachments

No file(s) attached.

IMU Regular Downstairs **5.B.3.**
Meeting Date: 06/12/2017

Information

Subject
Not to Exceed $5,500,000 Taxable Communications Utility Revenue Capital Loan Notes, Series 2017B

Information

Fiscal Impact

Attachments

No file(s) attached.

IMU Regular Downstairs **5.B.4.**

Meeting Date: 06/12/2017

Information

Subject

Public hearing on the authorization of a Loan Agreement and the issuance of Notes to evidence the obligation of the City thereunder

Information

In your packet is the resolution prepared by Steven Nadel of Ahlers Law Firm on the proposition to authorize a loan agreement and the issuance of not to exceed $5,500,000 Taxable Communications Utility Revenue Capital Loan Notes, Series 2017B.

The first order of business is to hold a public hearing to discuss the authorization of a Taxable Communications Utility Revenue Capital Loan Notes, Series 2017B and the issuance of not to exceed $5,500,000. No written comments have been received to date.

Fiscal Impact

Attachments

Resolution

(This Notice to be posted)

NOTICE AND CALL OF PUBLIC MEETING

Governmental Body:	The Board of Trustees of the Indianola Municipal Utilities, State of Iowa.
Date of Meeting:	June 12, 2017.
Time of Meeting:	__________ o'clock _____.M.
Place of Meeting:	Council Chambers, City Hall, Indianola, Iowa.

PUBLIC NOTICE IS HEREBY GIVEN that the above mentioned governmental body will meet at the date, time and place above set out. The tentative agenda for the meeting is as follows:

Not to Exceed $5,500,000 Taxable Communications Utility Revenue Capital Loan Notes, Series 2017B.

- Public hearing on the authorization of a Loan Agreement and the issuance of Notes to evidence the obligation of the City thereunder.
- Resolution instituting proceedings to take additional action.

Such additional matters as are set forth on the additional ______ page(s) attached hereto.
(number)

This notice is given at the direction of the Chairperson pursuant to Chapter 21, Code of Iowa, and the local rules of the governmental body.

____
Secretary of the Board of Trustees of the
Indianola Municipal Utilities, State of Iowa

June 12, 2017

The Board of Trustees of the Indianola Municipal Utilities, State of Iowa, met in ________________ session, in the Council Chambers, City Hall, Indianola, Iowa, at __________ o'clock _____.M., on the above date. There were present Chairperson ________________, in the chair, and the following named Board Members:

____

____

Absent: ____

* * * * * * *

The Chairperson announced that this was the time and place for the public hearing and meeting on the matter of the authorization of a Loan Agreement and the issuance of not to exceed $5,500,000 Taxable Communications Utility Revenue Capital Loan Notes, Series 2017B, in order to provide funds to pay costs of improvements and extensions to the Municipal Communications Utility, including working capital during the construction, start-up period and initial operation of the expanded communications utility system, and that notice of the proposed action by the Board to institute proceedings for the authorization of the Loan Agreement and the issuance of the Notes, had been published pursuant to the provisions of Sections 384.24A and 384.83 of the City Code of Iowa, as amended.

The Chairperson then asked the Secretary whether any written objections had been filed by any city resident or property owner to the proposal. The Secretary advised the Chairperson and the Board that __________ written objections had been filed. The Chairperson then called for oral objections to the proposal and __________ were made. Whereupon, the Chairperson declared the time for receiving oral and written objections to be closed.

(Attach here a summary of objections received or made, if any)

The Board then considered the proposed action and the extent of objections thereto.

Whereupon, Board Member ____________________ introduced and delivered to the Secretary the Resolution hereinafter set out entitled "RESOLUTION INSTITUTING PROCEEDINGS TO TAKE ADDITIONAL ACTION FOR THE AUTHORIZATION OF A LOAN AGREEMENT AND THE ISSUANCE OF NOT TO EXCEED $5,500,000 TAXABLE COMMUNICATIONS UTILITY REVENUE CAPITAL LOAN NOTES, SERIES 2017B", and moved:

☐ that the Resolution be adopted.

☐ to ADJOURN and defer action on the Resolution and the proposal to institute proceedings for the issuance of bonds to the meeting to be held at __________ o'clock _____.M. on the __________ day of _______________, 2017, at this place.

Board Member ____________________ seconded the motion. The roll was called and the vote was,

AYES: ____

____

NAYS: ____

Whereupon, the Chairperson declared the measure duly adopted.

RESOLUTION INSTITUTING PROCEEDINGS TO TAKE ADDITIONAL ACTION FOR THE AUTHORIZATION OF A LOAN AGREEMENT AND THE ISSUANCE OF NOT TO EXCEED $5,500,000 TAXABLE COMMUNICATIONS UTILITY REVENUE CAPITAL LOAN NOTES, SERIES 2017B

WHEREAS, pursuant to notice published as required by law, this Board has held a public meeting and hearing upon the proposal to institute proceedings for the authorization of a Loan Agreement and the issuance of not to exceed $5,500,000 Taxable Communications Utility Revenue Capital Loan Notes, Series 2017B, for the purpose of paying costs of improvements and extensions to the Municipal Communications Utility, including working capital during the construction, start-up period and initial operation of the expanded communications utility system, and has considered the extent of objections received from residents or property owners as to the proposal and, accordingly the following action is now considered to be in the best interests of the City and residents thereof:

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

Section 1. That this Board does hereby institute proceedings and take additional action for the authorization of a Loan Agreement and issuance in the manner required by law of not to exceed $5,500,000 Taxable Communications Utility Revenue Capital Loan Notes, Series 2017B, for the foregoing purpose.

Section 2. This Resolution shall serve as a declaration of official intent under Treasury Regulation 1.150-2 and shall be maintained on file as a public record of such intent. It is reasonably expected that the _______________ fund moneys may be advanced from time to time for capital expenditures which are to be paid from the proceeds of the above loan agreement. The amounts so advanced shall be reimbursed from the proceeds of the Loan Agreement not later than eighteen months after the initial payment of the capital expenditures or eighteen months after the property is placed in service. Such advancements shall not exceed the loan amount authorized in this Resolution unless the same are for preliminary expenditures or unless another declaration of intention is adopted.

PASSED AND APPROVED this 12th day of June, 2017.

____
Chairperson of the Board of Trustees

ATTEST:

____
Secretary of the Board of Trustees

CERTIFICATE

STATE OF IOWA)
) SS
COUNTY OF WARREN)

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

WITNESS my hand and the seal of the Board hereto affixed this __________ day of _______________, 2017.

____
Secretary of the Board of Trustees of the
Indianola Municipal Utilities

(SEAL)

IMU Regular Downstairs **5.B.5.**

Meeting Date: 06/12/2017

Information

Subject

Resolution instituting proceedings to take additional action

Information

The next order of business after all comments have been received and considered is the resolution instituting proceedings to take additional action.

Roll call is in order.

Fiscal Impact

Attachments

No file(s) attached.

IMU Regular Downstairs **5.B.6.**
Meeting Date: 06/12/2017

Information

Subject
Communication Rates

Information

Fiscal Impact

Attachments

No file(s) attached.

IMU Regular Downstairs **5.B.7.**
Meeting Date: 06/12/2017

Information

Subject
Public hearing for communications rates

Information
The Board will need to hold a public hearing on communication rates. There have been no changes to the rates since the Board's review at the April 24th meeting.

No written comments have been received to date.

Fiscal Impact

Attachments

No file(s) attached.

IMU Regular Downstairs **5.B.8.**
Meeting Date: 06/12/2017

Information

Subject
Consider adoption of Resolution #189 setting Communication Rates

Information
The resolution is in your packet and is consistent with that presented prior to setting the public hearing.

The rates will be effective June 1, 2018.

Roll call is in order.

Fiscal Impact

Attachments

Resolution

RESOLUTION NO. 189
OF
INDIANOLA MUNICIPAL UTILITIES
BOARD OF TRUSTEES

BE IT RESOLVED by the Indianola Municipal Utilities Board of Trustees that Resolution No. 189 be established as follows:

1. **COMMUNICATIONS RATES**. The initial communications user rates to be charged by Indianola Municipal Utilities, including residential and commercial rates are as follows:

Residential Service

Service	**Monthly Rate**
100Mb/100Mb Internet	$69.00
1Gb/1Gb Internet	$119.00
Standard Cable Television	$89.00
Telephone per line	$25.00
100Mb Triple Play	$144.00
100Mb Double Play (Internet/TV)	$139.00
100Mb Double Play (Internet/Phone)	$84.00
1Gb Triple Play	$174.00
1Gb Double Play (Internet/TV)	$169.00
1Gb Double Play (Internet/Phone)	$134.00
Gateway Rental	$5.95
Additional Cable Set Top Box (over 3)	$2.00
DVR	$9.00

Commercial Service

Service	**Monthly Rate**
10Mb/10Mb Internet	$70.00
25Mb/25Mb Internet	$150.00
100Mb/100Mb Internet	$250.00
1Gb/1Gb Internet	$500.00
Standard Cable Television	$103.85
Telephone per line	$25.00
Gateway Rental	$5.95
Additional Cable Set Top Box	$5.00
DVR	$9.00

2. **REPEALER CLAUSE.** All resolutions, parts of resolutions, or service rules, conflicted herewith are hereby repealed insofar as the conflicting portions thereof are concerned.

3. **SEVERABILITY CLAUSE.** If any section, provision, or part of this resolution shall be adjudged invalid or unconstitutional, such adjudication shall not affect the validity of the

resolution as a whole or any section, provision, or part thereof not adjudged invalid or unconstitutional.

4. **EFFECTIVE DATE.** This resolution shall be effective from and after its passage and publication as provided by law. The rates provided herein shall apply with billing effective date of June 1, 2018.

INTRODUCED AND ADOPTED this 12th day of June, 2017.

Chair, Board of Trustees

ATTEST:

City Clerk

IMU Regular Downstairs **5.B.9.**

Meeting Date: 06/12/2017

Information

Subject

Consider audit services for the Indianola Municipal Utilities and the City

Information

At the meeting on May 22, 2017 the Trustee's tabled making a decision on the requests for proposal for the annual audit. We will need formal action to resolve this item. Since IMU's audit requirements have changed since the original issuance of the RFP, staff feels a re-bid is in order.

Simple motion is in order.

Fiscal Impact

Attachments

No file(s) attached.

IMU Regular Downstairs **6.A.**
Meeting Date: 06/12/2017

Information

Subject

Receive report from Smart Source Consulting

Information

In your packet is the reports from Curtis Dean, Smart Source Consulting. Curtis will be at the meeting to answer any questions.

Fiscal Impact

Attachments

FTTP Project Implementation Report
Indianola Telecom Utility Task Report

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512 SE 17th Street
Grimes, IA 50111
(515) 650-0251
curtis@smartsourceconsulting.com

FTTP Project Implementation Report
June 9, 2017

Thank you once again for the opportunity to be involved in IMU's fiber project. It is an exciting time for everyone in Indianola, and I share that excitement. Here is a summary of the implementation work that I have done to date.

Project Coordination and Oversight

The primary work to date has been to establish a process for organizing and managing the tasks necessary to implement the FTTP utility. To that end, we will be utilizing an online project management tool, Teamwork.com, to maintain an inventory of tasks that need to be completed, to assign tasks to the various members of the implementation team, and to track progress on the completion of these tasks. The Teamwork app also allows us to provide a printed report for the Board, which I have included with this narrative. It is early in the implementation process so the task list-and the report-will be modified as me move forward.

I have also conducted a review of the Magellan business plan and will be going over some initial comments and questions with Rob on 6/12/17. I participated in the IMU staff meeting on 6/9/17 and will also be joining the online capital projection review with IMU staff and Newcome on 9/12/17.

Product Development

Early work has focused on development of the cable TV product. Preliminary discussions with the National Cable Television Cooperative (NCTC) on membership and assistance with developing cable packages were held last week. NCTC leadership is interested in assisting with the development of cable packages that allow consumers more choices than traditional cable bundles. We have begun reviewing NCTC master agreements with the largest programmers to begin formulating an approach to building these cable packages.

A conference call with Cedar Falls Utilities (CFU) is scheduled for 6/12/17 to continue the process of exploring a partnership for video content. In addition, I am also going to be reaching out to other video solutions providers so that we have multiple options to evaluate and choose from.

I have reached out to ICAN, Inc., the company that provides advertising insertion services for CFU, to ask them to provide information on what equipment and software would be needed to do ad insertion and sales on the IMU cable service. Currently ICAN has an agreement with CFU to sell advertising on 40 CFU channels. It is highly desirable for IMU do provide local advertising on those same channels for several reasons. 1) It will generate revenue 2) It will provide a marketing mechanism for local businesses 3) Under an arrangement with ICAN, IMU will get access to percentage of available ad inventory to use for promoting its own products and services, and 4) If ad insertion is not done locally, IMU customers will be seeing ads for Cedar Falls-area businesses rather than their own. It was unclear if the costs to do local ad insertion were accounted for in the business plan.

Marketing and Community Relations

While the bulk of marketing efforts will come later in the year, it is important to begin communicating with Indianola citizens regularly about the project and build excitement. To that end, an article in the city's quarterly magazine written by the Board chair discusses where the project stands. Also, I have met with the Chamber director to discuss ways that they can help with outreach to the Indianola business community. We are working on a Chamber "Lunch and Learn" for a date to be determined in July to engage the business community in a conversation about the project and provide them with an update on progress.

Contact Information

If anyone has questions, please feel free to reach me any time.

Curtis Dean
curtis@smartsourceconsulting.com
515-650-0251

Tasks Report

Indianola Telecom Utility — SmartSource Consulting

Generated: Jun 09 2017 12:53PM

Implementation of the telecom utility and oversight of the FTTP project

Project Coordination and Oversight

Active Tasks

	Task	Start Date	Due Date	Responsible	Created By	Priority	Progress	Status
	Develop "Telecom 101" Staff Training	07/01/2017	08/31/2017	Curtis D.	Curtis D.		0%	Upcoming (Not started)
	Work reports to Board	05/29/2017	12/01/2017	Curtis D.	Curtis D.		0%	Upcoming (Not started)
	Review construction plan with NewCom OSP: $3,754,298.00 Excel Utility Contractors Materials (total): $1,283,254.67	06/03/2017	06/17/2017	Mike M.|Curtis D.	Curtis D.		0%	Upcoming (Not started)
	• Possible partners on Indianola-Norwalk build	06/05/2017	07/01/2017	Curtis D.	Curtis D.		0%	Upcoming (Not started)
	• Capital projection review-1pm and 2pm	06/12/2017	06/12/2017	Mike M.|Curtis D.|Chris D.	Curtis D.		0%	Upcoming (within 7 days) (Not started)
	OLT/ONT lab test			Curtis D.	Curtis D.		0%	(Not started)
	BSS/OSS Platforms Software and hardware that enable provisioning, management, billing, and reporting of subscribers.			Curtis D.	Curtis D.		0%	(Not started)
	• Customer provisioning Provisioning must be compatible with Minerva middleware if using CFU for video. They recommend ETI.			Curtis D.	Curtis D.		0%	(Not started)
	• Network management			Curtis D.	Curtis D.		0%	(Not started)

	• Billing & Reporting			Curtis D.	Curtis D.		0%	(Not started)
	MCG agreement Finalize an agreement with MCG for transfer of drops and dissolution of the IMU Partners Program		06/30/2017	Mike M.|Curtis D.|Chris D.|Chis L.	Curtis D.		0%	Upcoming (Not started)

Completed Tasks

	Task	Start Date	Due Date	Responsible	Created By	Priority	Progress	Status
	Review telecom manager job description	05/29/2017	06/01/2017	Curtis D.	Curtis D.		100%	Completed 06/05/2017 by Curtis D.
	Review Magellan business plan	05/29/2017	06/02/2017	Curtis D.	Curtis D.		100%	Completed 06/04/2017 by Curtis D.
•	Work reports to Board June 12, 2017	05/04/2017	06/09/2017	Curtis D.	Curtis D.		100%	Completed 06/09/2017 by Curtis D.

Marketing & Community Relations

Active Tasks

	Task	Start Date	Due Date	Responsible	Created By	Priority	Progress	Status
	Branding Develop a brand identity for IMU Telecommunications			Curtis D.	Curtis D.		0%	(Not started)
	Charter customer campaign			Curtis D.	Curtis D.		0%	(Not started)
	Website Remodel the website to include information about broadband services	06/05/2017	08/01/2017	Jon Anne W.|Curtis D.	Curtis D.		0%	Upcoming (Not started)
	Chamber "Lunch and Learn" Hold a "Lunch and Learn" for Chamber members to inform them about the progress of the FTTH project.	07/01/2017	07/31/2017	Curtis D.	Curtis D.		0%	Upcoming (Not started)
	• Determine venue for Lunch and Learn	06/07/2017	06/09/2017	Curtis D.	Curtis D.		0%	Due today (Not started)

	• Send invitations to Chamber members	06/07/2017	06/09/2017	Curtis D.	Curtis D.		0%	Due today (Not started)
	• Develop presentation and program	06/07/2017	06/09/2017	Curtis D.	Curtis D.		0%	Due today (Not started)

Completed Tasks

	Task	Start Date	Due Date	Responsible	Created By	Priority	Progress	Status
	Review article for city magazine	06/06/2017	06/07/2017	Curtis D.	Curtis D.		100%	Completed 06/07/2017 by Curtis D.
•	Chamber "Lunch and Learn" Email Brenda Easter about format and possible dates in July	06/07/2017	06/09/2017	Curtis D.	Curtis D.		100%	Completed 06/07/2017 by Curtis D.

Cable TV Development

Active Tasks

	Task	Start Date	Due Date	Responsible	Created By	Priority	Progress	Status
	Develop pay TV package options	05/29/2017	10/31/2017	Curtis D.	Curtis D.		0%	Upcoming (Not started)
	• Conduct citizen survey	08/01/2017	08/31/2017	Curtis D.|Chis L.	Curtis D.		0%	Upcoming (Not started)
	• Conduct citizen focus groups	08/01/2017	08/31/2017	Curtis D.	Curtis D.		0%	Upcoming (Not started)
	• Create citizens advisory group for CATV development	06/09/2017	07/31/2017	Curtis D.	Curtis D.		0%	Upcoming (Not started)
	• Evaluate MobiTV MobiTV is an OTT platform designed for cable operators. They are currently working on a deal with NCTC.	05/29/2017	10/31/2017	Curtis D.	Curtis D.		0%	Upcoming (Not started)
	• Evaluate NCTC master agreements for skinny bundle possibilities	06/07/2017	07/01/2017	Curtis D.	Curtis D.		20%	Upcoming (Started)
	NCTC membership Complete membership application to National Cable Television Cooperative (NCTC). https://www.nctconline.org /index.php/join-us/become-a-member/m embership-application	07/01/2017	07/31/2017	Curtis D.	Curtis D.		0%	Upcoming (Not started)

	• NCTC launch paperwork	11/01/2017	11/30/2017	Curtis D.	Curtis D.		0%	Upcoming (Not started)
	Retransmission Consent Agreements Negotiate retransmission consent agreements with Des Moines DMA broadcasters.	10/01/2017	12/31/2017	Curtis D.	Curtis D.		0%	Upcoming (Not started)
	Send notice of operation to Des Moines DMA broadcasters	07/01/2017	07/31/2017	Curtis D.	Curtis D.		0%	Upcoming (Not started)
	Ad insertion	06/01/2017	07/31/2017	Curtis D.	Curtis D.		0%	Upcoming (Not started)
	• Get quote from ICAN for equipment	06/01/2017	06/30/2017	Curtis D.	Curtis D.		0%	Upcoming (Not started)
	Local Programming	07/01/2017	11/30/2017	Curtis D.	Curtis D.		0%	Upcoming (Not started)
	• Purpose	07/01/2017	11/30/2017	Curtis D.	Curtis D.		0%	Upcoming (Not started)
	• Programming	07/01/2017	11/30/2017	Curtis D.	Curtis D.		0%	Upcoming (Not started)
	• Production Process	07/01/2017	11/30/2017	Curtis D.	Curtis D.		0%	Upcoming (Not started)
	• Platform	07/01/2017	11/30/2017	Curtis D.	Curtis D.		0%	Upcoming (Not started)
	FCC requirements https://www.ecfr.gov/cgi-b in/text-idx?SID=ed37380775c85ce623f7_ af8860c3cf4d&mc=true&node=pt 47.4.76&rgn=div5	06/01/2017	04/30/2018	Curtis D.	Curtis D.		0%	Upcoming (Not started)
	• FCC Form 322-Cable Community Registration https://apps.fcc.gov/coals< /a> § 76.1801 Registration statement. (a) A system community unit shall be authorized to commence operation only after filing with the Commission the following information on FCC Form 322. (1) The legal name of the operator, entity identification or social security number, and whether the operator is an individual, private association, partnership, or corporation. If the operator is a partnership, the legal name of the partner responsible for communications with the Commission shall be supplied; (2) The assumed name (if any) used for doing business in the community; (3) The mailing address, including zip code; e-mail address, if applicable; and telephone number to which communications are to be directed; (4) The month and year the system began service to subscribers; (5) The name of the community or area served and the county in which it is located; (6) The television broadcast signals to be carried which previously have not been certified or registered; and	12/01/2017	04/30/2018	Curtis D.	Curtis D.		0%	Upcoming (Not started)

	(7) The FCC Registration Number (FRN). (b) Registration statements, FCC Form 322, shall be signed by the operator; by one of the partners, if the operator is a partnership; by an officer, if the operator is a corporation; by a member who is an officer, if the operator is an unincorporated association; or by any duly authorized employee of the operator. (c) Registration statements, FCC Form 322, may be signed by the operator's attorney in case of the operator's physical disability or of his absence from the United States. The attorney shall in that event separately set forth the reasons why the registration statement was not signed by the operator. In addition, if any matter is stated on the basis of the attorney's belief only (rather than the attorney's knowledge), the attorney shall separately set forth the reasons for believing that such statements are true.							
	• Public files	06/01/2017	04/30/2018	Curtis D.	Curtis D.		0%	Upcoming (Not started)
	CFU video agreement	06/02/2017	08/01/2017	Curtis D.|Chris D.	Curtis D.		0%	Upcoming (Not started)

Completed Tasks

	Task	Start Date	Due Date	Responsible	Created By	Priority	Progress	Status
•	Develop pay TV package options Conference call with NCTC to discuss options	05/29/2017	06/30/2017	Curtis D.	Curtis D.		100%	Completed 06/06/2017 by Curtis D.

Internet Product Development

Active Tasks

	Task	Start Date	Due Date	Responsible	Created By	Priority	Progress	Status
	Product options (tiers and prices)			.	Curtis D.		0%	(Not started)
	Policies			.	Curtis D.		0%	(Not started)
	• Acceptable use policy			.	Curtis D.		0%	(Not started)
	• Open internet policy			.	Curtis D.		0%	(Not started)
	• Privacy policy			.	Curtis D.		0%	(Not started)

Telephone Product Development

Active Tasks

	Task	Start Date	Due Date	Responsible	Created By	Priority	Progress	Status
	Develop service rules			Curtis D.	Curtis D.		0%	(Not started)
	Directory			Curtis D.	Curtis D.		0%	(Not started)
	CPNI Policy			Curtis D.	Curtis D.		0%	(Not started)
	• Train staff on CPNI			Curtis D.	Curtis D.		0%	(Not started)

Generated for Curtis Dean at 12:53PM 06/09/2017

IMU Regular Downstairs **7.A.**

Meeting Date: 06/12/2017

Information

Subject

Change Order #1 in an amount of $8,054.06 from Watts Electric for the 2017 Hwy 92 Martensdale Transmission Line Relocation Project - revised contract $76,815.86

Information

In your packet is change order #1 from Watts Electric for the 2017 Hwy 92 Martensdale Transmission Relocation Project. The change order includes emergency replacement of two 69 kV poles that were damaged by a grass fire. Al Powers, P&E Engineering, recommendation (packet) is to add this work to the Watts contract, rather than bidding it as a separate project for the following reasons:

- Watts has the personnel, equipment, and materials on site that are required to replace the damaged poles.
- The West Sub to Patterson 69 kV line is already switched out and grounded for the relocation work.
- If the poles are not replaced during the current line outage, the replacement will likely be delayed until after summer period.

Simple motion is in order.

Fiscal Impact

Attachments

Change Order

P & E ENGINEERING CO. POWER SYSTEMS ANALYSIS AND DESIGN
245 S. 5th St., PO Box 620, Carlisle, IA 50047
515-989-3083 FAX 515-989-3138
E-MAIL peengr@peengr.com
Allan R. Powers, P.E. Richard D. Kline, P.E.
Timothy G. Ernst, P.E. Dennis L. Blasberg, P.E.

June 8, 2017

Mr. Rob Stangel
General Manager
Indianola Municipal Utilities
PO Box 356
Indianola, Iowa 50125

Dear Rob,

Change Order No. 1 for the IMU contract with Watts Electric is attached, and is recommended for approval. This Change Order adds the emergency replacement of two 69 kV poles that were damaged by a grass fire on June 3 to the Contract for the Martensdale 69 kV Relocation Contract. My recommendation is to add this work to the Watts contract, rather than bidding it as a separate project, for several reasons.

1. Watts has the personnel, equipment, and materials on site that are required to replace the damaged poles. This will avoid the usual costs to mobilize equipment for a small project. Hourly rates for labor and equipment that are included in the original contract can be used for this additional work.

2. The West Sub to Patterson 69 kV line is already switched out and grounded for the relocation work. The damaged poles can be replaced without any additional switching.

3. If the poles are not replaced during the current line outage, the replacement will likely be delayed until after the summer period.

I do not believe it is likely that bidding the work for a future date will reduce the costs. The additional costs associated for bidding and arranging for a second line outage; and the costs associated with a contractor mobilizing for a small project are likely to more than offset any reduction in direct labor or equipment costs.

The Watts estimated cost of $4,630.50 for labor and $3,273.50 for equipment is very reasonable. Including some minor material items, their total estimated cost for the work is $8,054.06. I recommend accepting the Change Order proposal submitted by Watts Electric.

The Change Order, including the Watts Proposal, is attached.

Please let me know if you have any questions or would like to discuss any aspects of this recommendation.

Sincerely,

Allan Powers

Allan Powers, P.E.

cc Mike Metcalf
Chris Longer

P&E ENGINEERING CO.
POWER SYSTEMS ANALYSIS AND DESIGN
Allan R. Powers, P.E. Richard D. Kline, P.E.
Timothy G. Ernst, P.E.
245 S. 5th St., PO Box 620, Carlisle, IA 50047
p.515-989-3083 f.515-989-3138 pe@peengr.com

CHANGE ORDER NO. 1

Owner:	Indianola Municipal Utilities
Contractor:	Watts Electric
Project:	2017 Hwy 92 Martensdale Transmission Relocation Project
Date	June 8, 2017

Original Contract Amount	$	68,761.80
Previous Change Order Adjustments	$	-
Amount of this Change Order	$	8,054.06
Current Value of Contract	$	76,815.86

Items included in this Change Order

Item	Description	Amount
1	Replace two 69 kV poles, identified as locations 36 and 37 on the attached drawing E9482-100. Owner will provide poles, insulators, and pole hardware. Contractor to provide all other materials.	$ 8,054.06
	Total Value of Change Order	$ 8,054.06

Recommended for Approval

Date 6/8/2017

Allan Powers, PE
P & E Engineering Co.

Approved

Date

For Indianola Municipal Utilities

Accepted by Contractor

Date

For Watts Electric

WATTS ELECTRIC COMPANY
13351 Dovers St | Waverly, Ne 68462
Phn. 402-786-2270 | Fax. 402-786-2267

Location: Indianola Municipal Utilities
Work: C.O. #1 Estimated Proposal to replace two 69kV poles damaged by fire
Date: 6/8/17
Watts Project: IMUMAR

	Description	Hours	Unit Cost	Extended
Labor Rates				
Project Manager			$150.00	
Superintendent				
	Regular Hours	10.50	$125.00	$1,312.50
	Overtime Hours (1 1/2 x Regular After 40)		$187.50	
	Sunday Or Holiday Hours (2 x Regular)		$250.00	
Foreman				
	Regular Hours		$115.00	
	Overtime Hours		$172.50	
	Sunday Or Holiday Hours		$230.00	
Journeyman Lineman / Electrician				
	Regular Hours	18.00	$96.00	$1,728.00
	Overtime Hours (1 1/2 x Regular After 40)		$144.00	
	Sunday Or Holiday Hours (2 x Regular)		$192.00	
Apprentice Lineman / Electrician				
	Regular Hours	18.00	$75.00	$1,350.00
	Overtime Hours		$112.50	
	Sunday Or Holiday Hours		$150.00	
Operator				
	Regular Hours		$96.00	
	Overtime Hours (1 1/2 x Regular After 40)		$144.00	
	Sunday Or Holiday Hours (2 x Regular)		$192.00	
Groundman / Laborer				
	Regular Hours		$60.00	
	Overtime Hours (1 1/2 x Regular After 40)		$90.00	
	Sunday Or Holiday Hours (2 x Regular)		$120.00	
Perdiem	Per Day, Per Employee if overnight stay is required	3.00	$80.00	$240.00

Sub Total Labor **$4,630.50**

Equipment

Pickup

3/4T 4WD		$14.50	

OVERHEAD EQUIPMENT

Track Mounted Equipment

20k Digger Derrick Track Mounted in IHI Chassis		$75.00	
Altec DB37 Back Yard Digger/Bucket		$65.00	
82 ft. Material Handling Bucket Track Mounted		$140.00	

Digger Derricks

20k Digger Derrick on 4 x 2 Chassis		$40.00	
20K Digger Derrick on 4 x 4 chassis		$50.00	
38k Digger Derrick on 6X6 Chassis	18.00	$65.00	$1,170.00

Bucket Trucks / Lifts

TLM-50 Insulated / Material Handling Bucket Truck		$40.00	
G50 Elliot Platform Crane on 4x2 Chassis		$50.00	
60 ft. Material Handling Bucket Truck on 4x4 Chassis	2.50	$45.00	$112.50
82 ft. Material Handling Bucket Truck on 6x4 Chassis	17.00	$75.00	$1,275.00
125 ft. Material Handling Bucket on 6x6 Chassis		$175.00	
JLG 45 ft. Manlift		$35.00	
JLG 85 ft. Manlift		$55.00	

Service Truck

Service Truck		$25.00	

Cranes

National 681C Crane 17T Truck Crane		$100.00	
Link Belt RT8085 35 Ton Rough Terrain Crane		$130.00	
Altec AC38-103 38 Ton Crane		$145.00	

Stringing Equipment

4 Drum Rope Machine - Wagner Smith T-4DP-75 or equal		$55.00	
V Groove Puller/Tensioner - Wagner Smith VBWPT-340-72		$75.00	
Bull Wheel Tensioner - Wagner Smith BWT-4-61FO		$35.00	
Bull Wheel Tensioner - Wagner Smith BWT-5-52-RC		$30.00	
Bull Wheel Tensioner - Wagner Smith BWT-3-31-RC		$30.00	

Foundation Drills

Spiradrill LHD-50S Track Mounted Pressure Drill		$230.00	
PC 300LC8 Excavator Mounted Drill		$195.00	
M320-324 Excavator Mounted Drill		$155.00	

Excavators / Mini Ex / Backhoe

Komatsu PC 300LC8		$145.00	
Cat 324DL		$130.00	
Cat 320DL		$125.00	
Cat - M318 Wheel Excavator		$120.00	
Cat - 318CL		$120.00	
303.5 CR Mini Excavator		$30.00	
Cat 430D or equal Rubber Tire Hoe		$45.00	

Front End Loaders

Cat 653 Track Loader		$90.00	

Skid Steer Loaders with Bucket or Forks				
	Bobcat 853 Rubber tire Machine or equal		$30.00	
	Bobcat T770 Track Machine or Equal	16.00	$40.00	$640.00
	Bobcat T870 Track Machine or Equal		$45.00	
Trenchers / Plows				
	< 40 HP Trencher		$25.00	
	41 to 60 HP Trencher		$35.00	
	61 to 85 HP Trencher		$60.00	
	Quad Track Trencher		$85.00	
	P-185 Track Plow		$250.00	
HDD Boring Units				
	520 Ditch Witch w/ Mixer		$75.00	
	20 x 22 Vermeer & Trailer		$150.00	
	36 x 50 Vermeer & Trailer		$225.00	
	DD-110 American Augers Drill		POR	
	200X300 Vermeer Drill		POR	
Earth Auger Equipment				
	36 x 600 American Augers - Horizontal Cased Bores		POR	
Mix Trucks for HDD Units				
	Truck Mounted Mix Trucks		$75.00	
	Tulsa Rig Iron Recycler		$250.00	
Vacuum Equipment				
	Ram Vac Vacuum Excavation Truck with Cold Weather Kit		$85.00	
	Vacuum / Water Truck 100bbl on Tandem Axle Truck		$45.00	
	Vacuum / Water Truck 100bbl - Trailer Unit		$25.00	
	Trailer Mounted Vacuum Machines for Potholing		$25.00	
Semi - Tractors				
	Triple Axle Heavy Haul with Folding Neck Triple Axle Lowboy		$145.00	
	Triple Axle with Side Dump or Trailer		$105.00	
	Tandem Axle with Side Dump or Trailer		$75.00	
Tag Trailers				
	20k Belshe Trailer		$8.00	
	Pole Trailer	2.00	$8.00	$16.00
	Brindle 4 Position Reel Trailer		$10.00	
Cable Placing Equipment				
	Champion Rodder Truck		$90.00	
	Arnco 3050 Cable Pusher		$35.00	
Misc. Equipment				
	Per day, Per Crew (generators, power tools, hydraulic t	2.00	$30.00	$60.00
	Sullair 185 Compressor	13.50	$12.00	$162.00
	Komatsu PC300 with Sheet / Piling Driver		$300.00	
	JCB-714 10 Yard Rough Terrain Dump Trucks		$75.00	
	Fiber Testing Equipment - OTDR - Power Meters		$30.00	
	Fiber Fusion Equipment		$25.00	
	DC Hi Pot Test Equipment		$20.00	
	VLF Test Equipment - TAN Delta		$45.00	

Sub Total Equipment **$3,273.50**

Contractor Furnished Material

Order # Or Invoice #	Vendor	Description	Cost	Qty	Amounts
		4x4 Curved Washer	$3.45	12.00	$41.40
		7/8" x 14" MA Bolt	$4.00	6.00	$24.00
		7/8" x 16" MA Bolt	$5.50	4.00	$22.00
		7/8" x 18" MA Bolt	$7.00	2.00	$14.00
		Armor Rod for Shield Wire	$7.50	1.00	$7.50

$1.00 - $500.00 = 30% Markup	Sub Total		$108.90
$501.00 - $1,500.00 = 25% Markup	Mark Up	30.0%	$32.67
$1,501.00 Up = 20% Markup	Tax	6.0%	$8.49

Sub Total Material **$150.06**

Total Labor	**$4,630.50**
Total Equipment	**$3,273.50**
Total Material	**$150.06**
Credit Card Fees	
Total For Project	**$8,054.06**

Proposal Request

Proposal Request No.: 1 | Date: June 6, 2017

Project: 2017 Hwy 92 Martensdale Transmission Relocation Project	Owner: Indianola Municipal Utilities
Contract: 2017 Hwy 92 Martensdale Transmission Relocation Project	Engineer: P & E Engineering Co.
Contractor: Watts Electric	Engineer's Project No.: 9482

Provide a proposal including estimated total cost based on the hourly rates included in the original contract.

Description of Proposed Change:

Replace two 69 kV poles, identified as locations 36 and 37 on the attached drawing E9482-100.

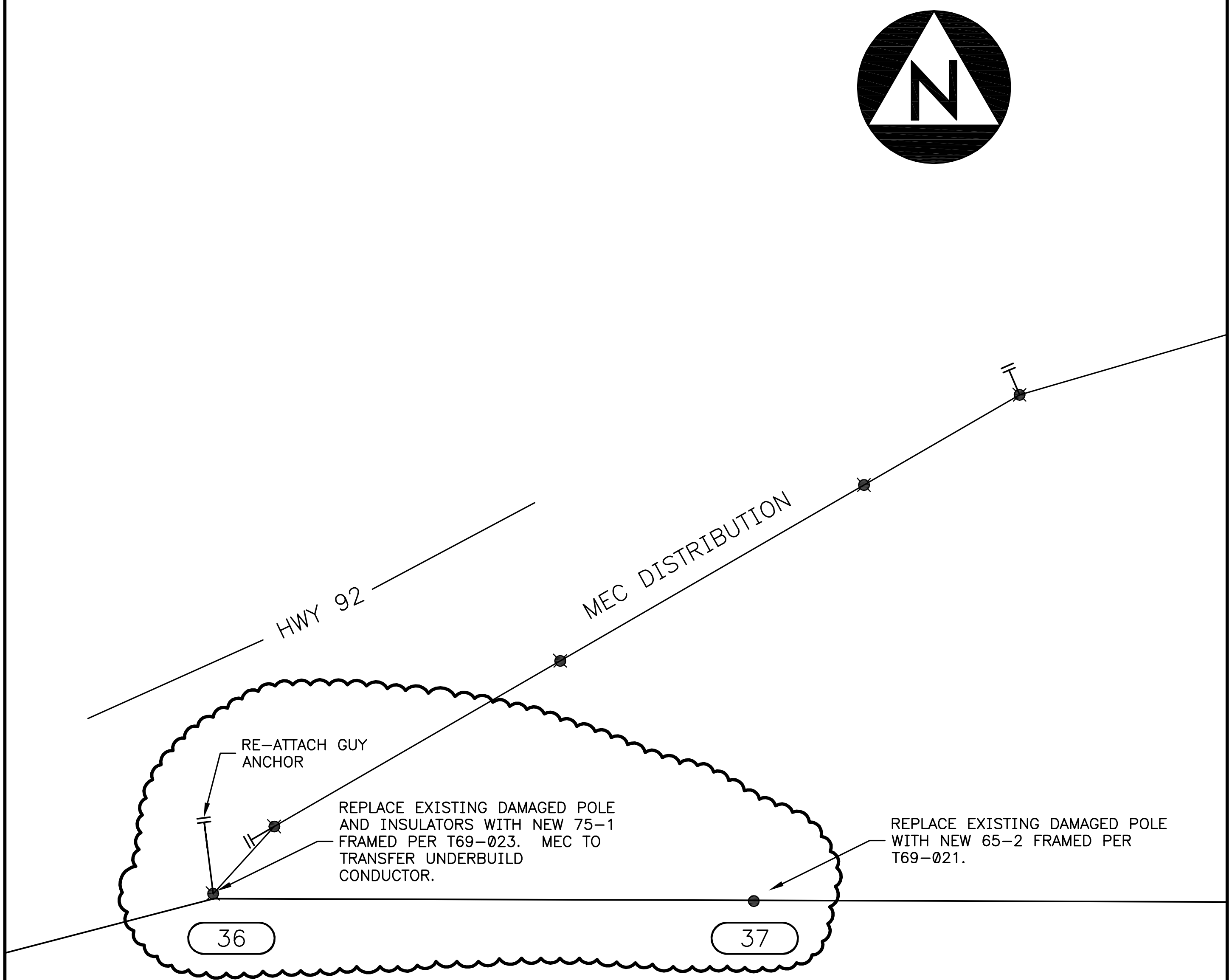
Owner will provide poles, insulators, and pole hardware. Contractor to provide all other materials.

Reason for Proposed Change:

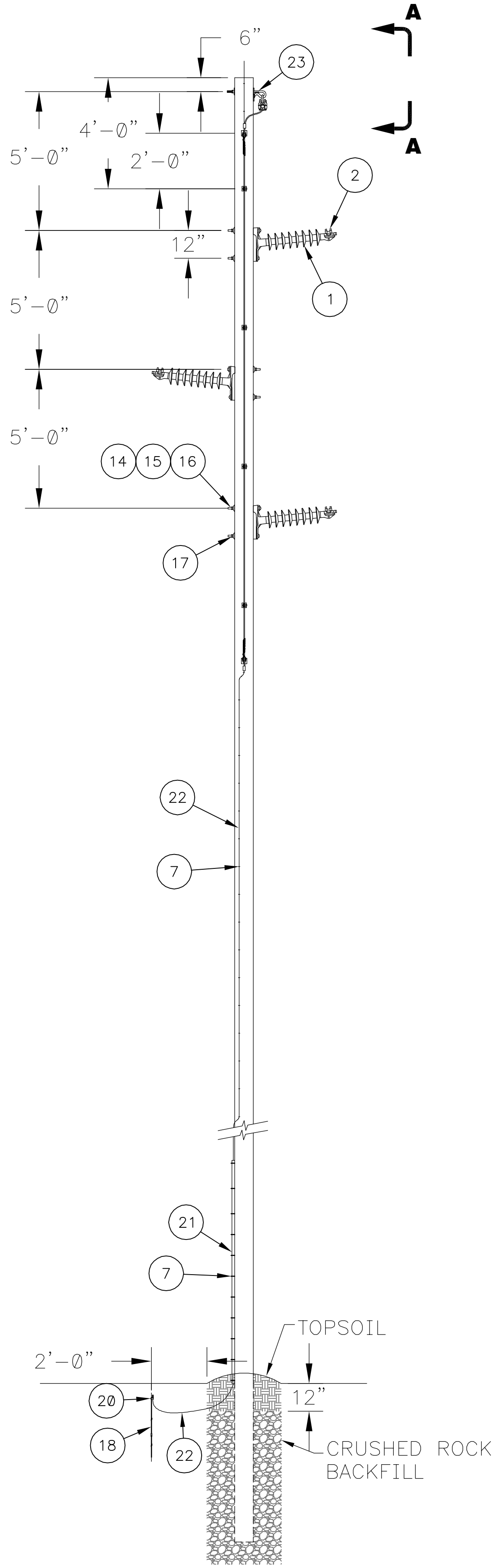
Additional work due to grass fire damage, with work to be scheduled during same line outage as the relocation work being done on this contract.

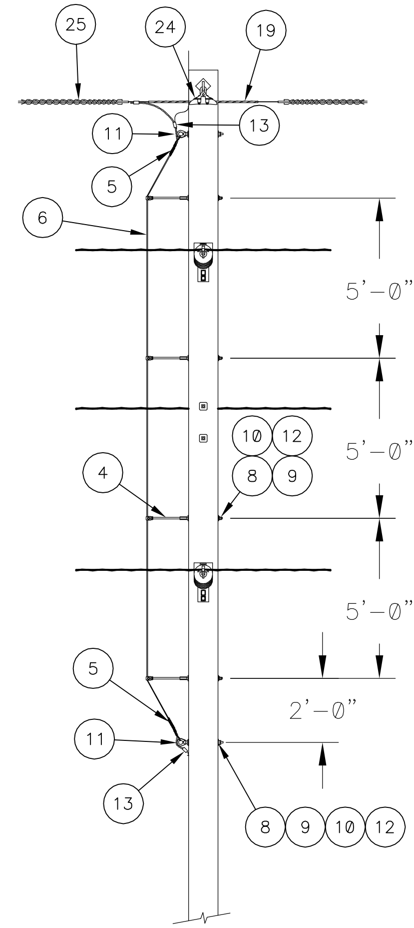
Attachments (list documents supporting change):
E9482-100
T69-021
T69-023

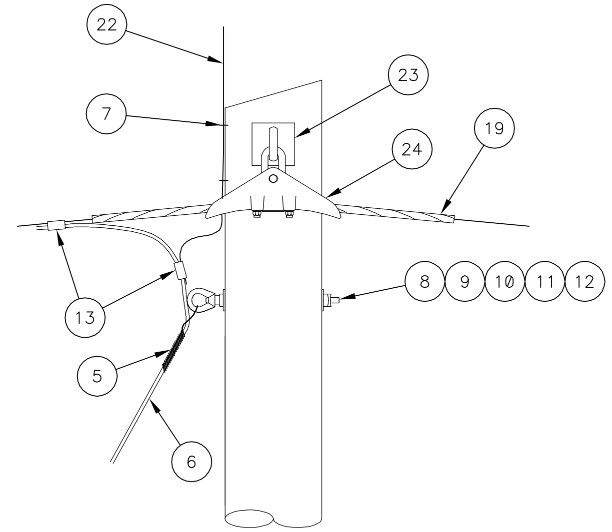
Requested by Engineer: Allan Powers, P.E., P & E Engineering Co.	Date 06/06/2017



SCALE NTS DATE 06/06/17 DESIGNED P&E DRAWN P&E APPROVED ARP APPROVED	P & E ENGINEERING CO. POWER SYSTEM ANALYSIS AND DESIGN	SECTION	DRAWING NO. E9482-100







VIEW A–A
NOT TO SCALE

T69–021

69KV TANGENT STRUCTURE, T2 CONDUCTOR

ITEM	QTY	MATID	UNIT	DESCRIPTION
1	3	16601	EA	INSULATOR, HORZ LINE POST, 69 KV, GAIN BASE, CLAMP TOP, 1225 LB RCL
2	3	16192	EA	CLAMP, TRUNNION, CLAMP TOP,266–T2 – 477–T2 ACSR
3		99999		NOT USED
4	4	16610	EA	INSULATOR, DOWN LEAD, FIBERGLASS, 5/8" X 12"
5	2	10701	EA	GRIP, DEAD–END, PREFORMED, 1/0 ACSR, AAC, AAAC
6	25	05023	FT	CONDUCTOR, #1/0 ACSR, BARE
7	40	12550	EA	STAPLE, GROUND WIRE, 2" X 5/8"
8	6	12103	EA	BOLT, DOUBLE ARMING, 5/8" GALVANIZED, VARIOUS LENGTHS
9	12	12503	EA	WASHER, SQUARE, FLAT, 5/8" GALVANIZED
10	6	12403	EA	LOCKNUT, 5/8" GALVANIZED
11	2	12453	EA	EYE NUT, 5/8" GALVANIZED
12	6	12509	EA	WASHER, TWIN COILS, 5/8"
13	3	14205	EA	CONNECTOR, AL COMPRESSION, H–TAP, VARIOUS SIZES
14	6	12004	EA	BOLT, MACHINE, 3/4" GALVANIZED, VARIOUS LENGTHS
15	6	12506	EA	WASHER, SQUARE, CURVED, GALVANIZED, 3/4"
16	6	12404	EA	LOCKNUT, 3/4" GALVANIZED
17	6	12510	EA	WASHER, TWIN COILS, 3/4"
18	1	10402	EA	ROD, GROUND, 5/8" X 10', COPPERWELD, THREADED SECTIONAL
19	1	10790	EA	ROD, ARMOR, 3/8" HS/EHS
20	1	10406	EA	CLAMP, 5/8" GROUND ROD TO #8 – 1/0 CU
21	8	10410	FT	MOLDING, GROUND WIRE, 1/2" PLASTIC
22	50	05041	FT	WIRE, #4 SOLID COPPER, SD, BARE
23	1	10168	EA	SUPPORT, SHIELD WIRE, SIDE MOUNTED, 5/8" X 12"
24	1	10541	EA	CLAMP, SUSPENSION, 3/8" EHS (WITH ARMOR ROD)
25	2	10761	EA	DAMPER, VIBRATION, SPIRAL, 0.327–0.461"

ISSUED
FOR CONSTRUCTION

REV	DATE	DESG	DFTR	APP	DESCRIPTION
A	03–13–13	P&E	RMB	ARP	ISSUED FOR BID

P & E ENGINEERING CO.
POWER SYSTEM ANALYSIS AND DESIGN
245 S. 5th
P.O. Box 620
Carlisle, IA 50047
Office: 515-989-3083
FAX: 515-989-3138
peengr@peengr.com

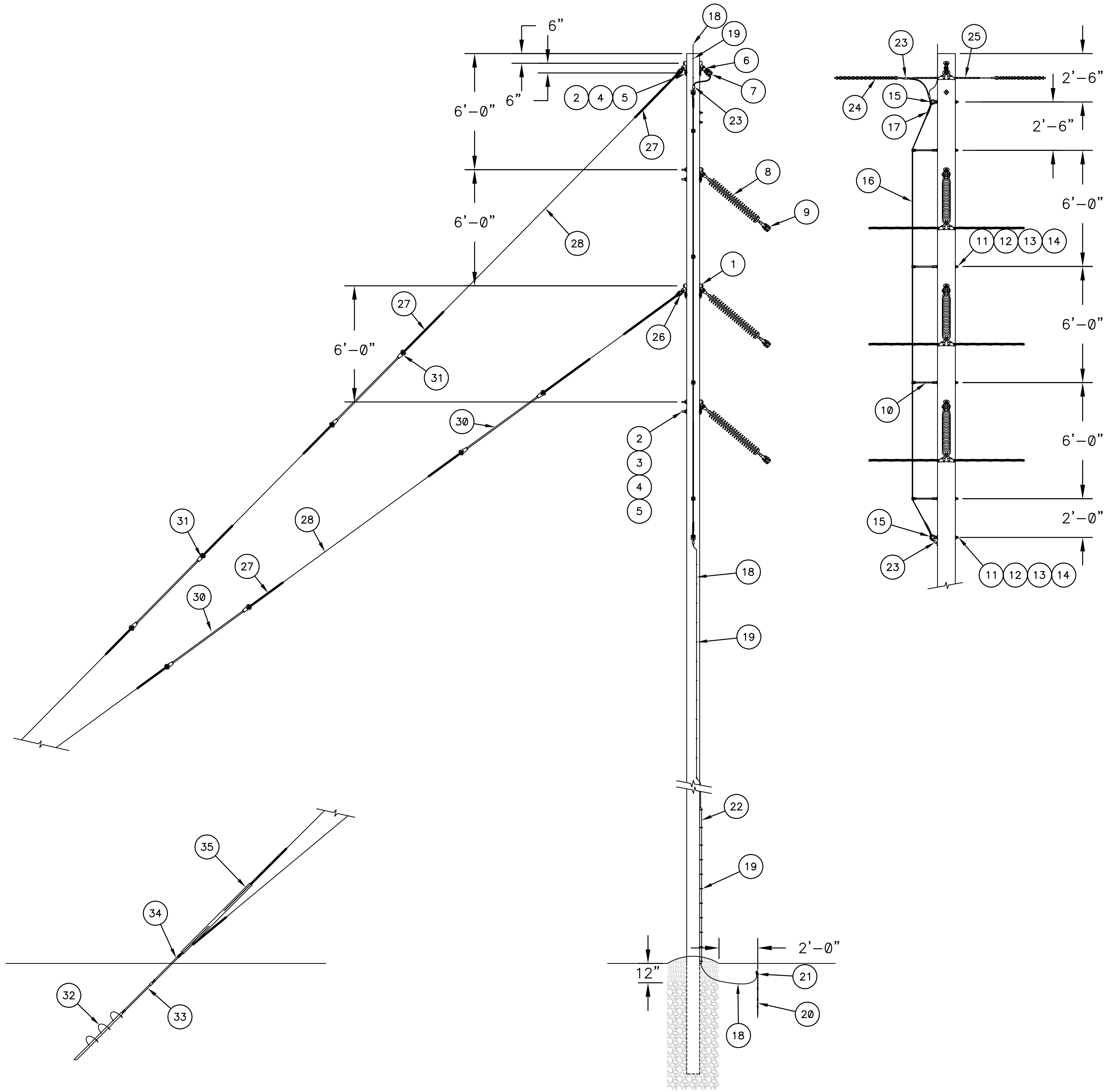
INDIANOLA MUNICIPAL UTILITIES
IMU
Electric • Network Services • Water

DATE	05–16–12
DESIGNED	P&E
DRAWN	MRB
APPROVED	JWE
APPROVED	ARP

INDIANOLA MUNICIPAL UTILITIES
HIGHWAY 92 DOT PROJECT
DETAIL DRAWINGS
69kV TANGENT STRUCTURE T2 CONDUCTOR

SCALE: NONE
REV A
DWG NO T69-021

ACAD 22X34



T69-023
69KV, MEDIUM ANGLE, T2 CONDUCTOR

ITEM	QTY	MATID	UNIT	DESCRIPTION
1	6	10201	EA	PLATE, POLE EYE, 6"
2	8	12005	EA	BOLT, MACHINE, 7/8", VARIOUS LENGTHS
3	4	12507	EA	WASHER, SQUARE, CURVED, GALVANIZED, 7/8"
4	8	12511	EA	WASHER, TWIN COILS, 7/8"
5	8	12405	EA	LOCKNUT, 7/8", GALVANIZED
6	1	10910	EA	CLEVIS-EYE, 90 DEGREE, 5/8" PIN, 1/2" EYE WIDTH, 20,000 LB
7	1	10541	EA	CLAMP, SUSPENSION, 3/8" EHS (WITH ARMOR ROD)
8	3	16600	EA	INSULATOR, SUSPENSION, POLYMER, 69 KV, 35"
9	3	10542	EA	CLAMP, SUSPENSION, 0.398-0.783" T2, WITH SOCKET-EYE
10	4	16610	EA	INSULATOR, DOWN LEAD, FIBERGLASS, 5/8" X 12"
11	6	12103	EA	BOLT, DOUBLE ARMING, 5/8" GALVANIZED, VARIOUS LENGTHS
12	12	12503	EA	WASHER, SQUARE, FLAT, 5/8" GALVANIZED
13	6	12509	EA	WASHER, TWIN COILS, 5/8"
14	6	12403	EA	LOCKNUT, 5/8" GALVANIZED
15	2	12453	EA	EYE NUT, 5/8" GALVANIZED
16	25	05023	FT	CONDUCTOR, #1/0 ACSR, BARE
17	2	10701	EA	GRIP, DEAD-END, PREFORMED, 1/0 ACSR, AAC, AAAC
18	50	05041	FT	WIRE, #4 SOLID COPPER, SD, BARE
19	40	12550	EA	STAPLE, GROUND WIRE, 2" X 5/8"
20	1	10402	EA	ROD, GROUND, 5/8" X 10', COPPERWELD, THREADED SECTIONAL
21	1	10406	EA	CLAMP, 5/8" GROUND ROD TO #8 - 1/0 CU
22	8	10410	FT	MOLDING, GROUND WIRE, 1/2" PLASTIC
23	3	14205	EA	CONNECTOR, AL COMPRESSION, H-TAP, VARIOUS SIZES
24	2	10761	EA	DAMPER, VIBRATION, SPIRAL, 0.327-0.461"
25	1	10790	EA	ROD, ARMOR, 3/8" HS/EHS
26	2	10901	EA	THIMBLE CLEVIS, 40,000 POUND
27	12	05722	EA	GRIP, GUY, PREFORMED, 7/16"
28	140	05707	EA	WIRE, GUY, 7/16", 7 STR, CLASS A GALVANIZED, EHS STEEL
29		99999		NOT USED
30	4	16502	EA	INSULATOR, GUY, FIBERGLASS, 54", 36,000 POUND, 3/4" PINS, ONE ROLLER
31	4	16511	EA	ROLLER, GUY, 13/16" X 2-3/8" DIA, 3/4" PIN
32	1	10252	EA	ANCHOR, 8-10-12" TRIPLE HELIX
33	2	10272	EA	ROD, EXTENSION, 1-1/2" X 5'
34	1	10262	EA	ROD, ANCHOR, 1-1/2" ADAPTER WITH TRIPLE EYE
35	1	10350	EA	GUARD, GUY

ISSUED FOR CONSTRUCTION

REV	DATE	DESG	DFTR	APP	DESCRIPTION
A	03-13-13	P&E	RMB	ARP	ISSUED FOR BID

P & E ENGINEERING CO.
POWER SYSTEM ANALYSIS AND DESIGN
245 S. 5th
P.O. Box 620
Carlisle, IA 50047
Office: 515-989-3083
FAX: 515-989-3138
peengr@peengr.com

INDIANOLA MUNICIPAL UTILITIES
IMU
Electric • Network Services • Water

DATE	05-16-12
DESIGNED	P&E
DRAWN	MRB
APPROVED	JWE
APPROVED	ARP

INDIANOLA MUNICIPAL UTILITIES

HIGHWAY 92 DOT PROJECT
DETAIL DRAWINGS
69kV MEDIUM ANGLE, T2 CONDUCTOR

SCALE: NONE

REV A

DWG NO T69-023

IMU Regular Downstairs **10.A.**

Meeting Date: 06/12/2017

Information

Subject

Resolution approving the Indianola Municipal Utilities benefit program that covers eligible employees of the Indianola Municipal Utilities

Information

In your packet is information regarding the FY2017 benefit plan which includes health, dental, vision, life, long term disability and AD&D. Through several meetings, IMU staff met with the IMU Board of Trustees to discuss different health plan options. Upon direction from the Board of Trustees, the Indianola Municipal Utilities selected the qualified high deductible health plan with a health savings account plan and appropriate renewals for dental, vision, long term disability and life insurance ("Plans"). Staff is recommending the following:

- Move to a qualified high deductible health plan with health savings account with our current third-party administrator, UMR and stop loss carrier, HCC. The renewal analysis included a thorough review of several different health plans to ensure the best plan was selected not only for employees but for the growth of the health insurance fund as well.
- Change our dental carrier from Delta Dental to Metlife. This change allows for lower premiums, more savings and a greater benefit in the annual benefit maximum for employees.
- Renew the current vision plan through our third-party carrier, Avesis. Vision rates are increasing slightly but is still the most affordable based on bids from other vendors.
- Renew the current long term disability, life insurance and AD&D plan through our third-party carrier UNUM. These rates are staying the same as the current year.

Please see Exhibit A in your packet for more information.

In your packet is the resolution approving the IMU's benefit program as outlined above.

Roll call is in order.

Fiscal Impact

Attachments

Resolution

Exhibit A

RESOLUTION NO. 2017-

RESOLUTION APPROVING THE INDIANOLA MUNICIPAL UTILITIES BENEFIT PROGRAM THAT COVERS ELIGIBLE EMPLOYEES OF THE INDIANOLA MUNICIPAL UTILITIES

WHEREAS, the Indianola Municipal Utilities of the City of Indianola offers a comprehensive benefits package, which includes medical, dental, vision, long term disability and life insurance; and

WHEREAS, working through its insurance broker and the insurance committee, the Indianola Municipal Utilities reviewed different health plan options; and

WHEREAS, the Indianola Municipal Utilities, Iowa discussed health plan options with the IMU Board of Trustees; and

WHEREAS, upon direction from the IMU Board of Trustees selected the qualified high deductible health plan with a health savings account plan and appropriate renewals for dental, vision, long term disability and life insurance (“Plans”).

WHEREAS, the Plans and costs for each are attached as Exhibit A.

NOW, THEREFORE, BE IT RESOLVED by the Indianola Municipal Utilities of the City of Indianola, Iowa, that:

1. The Board of Trustees of the Indianola Municipal Utilities, Iowa approve the health insurance plans and premiums presented; and
2. The Board Chair or General Manager are authorized to execute the necessary documents, as may be required by the insurance companies.

PASSED this 12th day of June, 2017.

____
Adam Voigts, Chair

ATTEST:

____
Diana Bowlin, City Clerk

EXHIBIT A

This is the % an employee pays for insurance ----------> 12%

Qualified High Deductible Health Plan with Health Savings Account (H S A) - UMR

Total monthly premium for insurance	City contribution into employee HSA	Insurance tiers	Employee cost per paycheck
$605.10	$1,200 + $1:1 match	Single	$36.31
$1,124.24	$1,200 + $1:1 match	Employee/Spouse	$67.45
$1,004.41	$1,200 + $1:1 match	Employee/Child	$60.26
$1,647.57	$1,200 + $1:1 match	Family	$98.85

Employee Investment	City Provided Annual HSA benefit
$0-700	$1,200-$1,900
$0-2000	$1,200-$3,200
$0-2000	$1,200-$3,200
$0-2000	$1,200-$3,200

Dental - Metlife

Monthly premium rates	Insurance tiers	Employee cost per paycheck
$24.25	Single	$7.00
$50.71	Employee/Spouse	$20.00
$60.45	Employee/Child	$20.00
$93.61	Family	$20.00

Vision - Avesis

Monthly premium rates	Insurance tiers	Employee cost per paycheck
$6.32	Single	$2.00
$10.66	Employee/Spouse	$5.00
$11.74	Employee/Child	$5.00
$14.54	Family	$5.00

UMUM Coverage

Coverage type	Monthly cost per employee
Long Term Disability	$.29 per $1,000
Life & AD&D	$.21 per $1,000

IMU Regular Downstairs **10.B.**

Meeting Date: 06/12/2017

Information

Subject

July 2017 - June 30, 2020 Union Contract

Information

In your packet is the Indianola Municipal Utilities and Laborers Local 353 Bargaining proposal.

Highlights include:

- Change from Municipal Laborers Local 353 to Construction & Public Employees LiUNA Local 177
- Make the contract easier to read and understand for:
  - Article VII - Holidays
  - Article VIII - Sick Leave
  - Article IX - Other Leaves
  - Article X - Vacation
- Article XVIII - Uniforms - remove language specified to a dedicated meter reader - IMU no longer has a dedicated meter reader
- Article XXXI - Pay - 3.5% increase effective June 25, 2017; 3% increase effective July 1, 2018 and 3% increase effective July 1, 2019
- Article XXXV - Duration of Agreement - 3 years beginning July 1, 2017 through June 30, 2020
- Wage Scale - include the new positions approved in the Memo of Understanding in 2016:
  - Removing:
    - Generation Operator I
    - Electrical Specialist
    - Meter Reader II
    - Storekeeper
    - Senior Meter Reader
    - Line Technician
    - Lead Line Technician
    - Lead Generation Operator
  - Adding:
    - Generation and Metering Technician I
    - Lead Generation and Metering Technician
- Wage Scale - adding the following to the current wage scales in preparation for the Fiber implementation:
  - Range 19 - change job title from Network Services to Field Technician
  - Range 24 - add Lead Field Technician

Simple motion is in order.

Fiscal Impact

Attachments

Proposal

INDIANOLA MUNICIPAL UTILITIES

IMU

Electric • Network Services • Water

May 30, 2017

Laborers Local #353
ATTN: Tom Hayes
2121 Delaware Ave, Des Moines, IA 50322
VIA HAND DELIVERY ONLY

RE: Indianola Municipal Utilities (IMU) and Laborers Local 353
City's Third Bargaining Proposal dated May 30, 2017

Dear Unit Members:

In response to the Union's last proposal for a collective bargaining agreement between the parties, IMU proposes the following terms for a collective bargaining agreement effective July 1, 2017. IMU's specific collective bargaining agreement proposals are as follows:

IMU Offers:

- (T/A) Agree to change Municipal Laborers Local 353 to Construction & Public Employees LiUNA Local 177.

- ~~Article VI, Overtime, B. Procedure – IMU proposes removing compensatory time.~~

- ~~Article VI, Overtime, C. Compensation – IMU proposed removing compensatory time.~~

- (T/A) Article VII, Holidays – IMU proposes to make the contract easier to read and understand, make following change
  - From:
    however, the hours to be taken off must be requested in advance and approved by the General Manager.

    In the initial year of employment, these personal holidays shall be prorated based upon the date of employment. Each employee hired between January 1 and March 31 shall receive 16 hours of paid time off if the employee is assigned to work an 8-hour per day schedule; this time off shall be taken in the period beginning with the date of the individual's employment and the following December 31. Each employee hired between April 1 and June 30 shall receive 12 hours of paid time off if the employee is assigned to work an 8-hour per day schedule; this time off shall be taken in the period beginning with the date of the individual's employment and the following December 31. Each employee hired between July 1 and September 30 shall receive 8 hours of paid time off if the employee is assigned to work an 8-hour per day schedule; this time off shall be taken in the period beginning with the date of the individual's employment and the following December 31. Each employee hired between October 1 and December 31 shall receive 4 hours of paid time off if the employee is assigned to work an 8-hour per day schedule; this time off shall be taken in the period beginning with the date of the individual's employment and the following December 31.

- To:
  However, the hours to be taken off must be requested in advance and approved by the Department Head.

  In the initial year of employment, these personal holidays shall be prorated based upon the date of employment. Each employee hired between

  - January 1 and March 31 shall receive 16 hours of paid time off if the employee is assigned to work an 8-hour per day schedule;
  - April 1 and June 30 shall receive 12 hours of paid time off if the employee is assigned to work an 8-hour per day schedule;
  - July 1 and September 30 shall receive 8 hours of paid time off if the employee is assigned to work an 8-hour per day schedule
  - October 1 and December 31 shall receive 4 hours of paid time off if the employee is assigned to work an 8-hour per day schedule;

  This time off shall be taken in the period beginning with the date of the individual's employment and the following December 31.

- (T/A) Article VII, Holidays, D. Regular Employees Required to work on a Holiday – IMU proposes to remove "recognized" and replace it with "actual or alternatively observed."

- (T/A) Article VIII, Sick Leave, IMU proposes we correct the number of days listed.

  - From:
    Available sick leave shall be granted for physical incapacity resulting from an injury on the job. Such sick leave shall be used for up to the first five days of the injury at which time the City's Worker's Compensation policy and/or the Disability policy shall take effect. In addition, during the first six months of a work-comp/disability insurance claim, an individual may use sick leave to make up the difference between his/her disability payment and his/her regular salary.

  - To:
    Available sick leave shall be granted for physical incapacity resulting from an injury on the job. Such sick leave shall be used for up to the first **three (3)** days

of the injury at which time the City's Worker's Compensation policy and/or the Disability policy (**after seven (7) days of sick leave use**) shall take effect. In addition, during the first six months of a work-comp/disability insurance claim, an individual may use sick leave to make up the difference between his/her disability payment and his/her regular salary.

- (T/A) Article IX, Other Leaves, D. Personal Leave Without Pay – IMU proposes to change 12 months to 90 days.

- ~~Article IX, Other Leaves, E. Leaves With Pay – remove "compute overtime and". IMU proposes to add "s" to accrual.~~

- (T/A) Article X, Vacation, C. Administration – IMU proposes changing the below:

  - From:
    1. Planning: The General Manager is responsible for proper planning and scheduling of vacation leave for all employees. However, insofar as the workload of the department will permit, vacation shall be granted in accordance with seniority by classification.
    2. Approving: All vacation leave must be approved in advance by the General Manager.
    3. If a conflict arises whereby more than one employee in the same job classification requests the same vacation time, vacation shall be granted by seniority within classification.
    4. Usage: All vacation leave must be used and charged in amounts of not less than four (4) hour increments.

  - To:
    1. Planning: The General Manager or his or her designee is responsible for proper planning and scheduling of vacation leave for all employees. However, insofar as the workload of the department will permit, vacation shall be granted in accordance with seniority by classification.
    2. Approving: All vacation leave must be approved in advance by the General Manager or his or her designee.
    3. If a conflict arises whereby more than one employee in the same job classification requests the same vacation time, vacation shall be granted to the employee who requested vacation first. In the month of January, all vacation requests for the calendar year will be granted based on seniority. From February through December, all vacation requests will be granted to the employee who requested vacation first.
    4. Usage: All vacation leave must be used and charged in amounts of not less than quarter (1/4) hour increments.

- (T/A) Article XVIII, Uniforms - IMU proposes to remove the below as there is no longer a dedicated meter reader that this would apply to:

Three uniforms and one cap will be furnished to Meter Readers so that they will be regulation in appearance and easily identifiable by the public. In addition, one light weight and one heavy weight jacket will be provided.

- (T/A) Article XXVIII, New Appointments and Promoted Employees – IMU proposes removing:

  Employees appointed to ~~Electric Operator I or~~ Water Operator I positions shall progress through the salary table in accordance with Article XXXII, except as modified herein:

  And:

  Electric Operator I- shall be eligible for promotion to Electric Operator II Range 24, Step I upon satisfactory completion of two and one half years of service, and shall receive annual step increases through Step 5 of the range.

- Article XXXI, Pay – IMU proposes a ~~2~~3.5% increase effective June 25, 2017 (see attached wage scale), a ~~2~~3% increase effective July 1, 2018 and a ~~2~~3% increase effective July 1, 2019.

- (T/A) Article XXXV, Duration of Agreement – IMU proposes a duration of 3 years beginning July 1, 2017 through June 30, 2020.

- (T/A) Wage Scale – IMU proposes changing the wage scale to include the new positions approved in the Memo of Understanding in 2016. Positions include:

  - Removing:
    - Generation Operator I
    - Electrical Specialist
    - Meter Reader II
    - Storekeeper
    - Senior Meter Reader
    - Line Technician
    - Lead Line Technician
    - Lead Generation Operator

  - Adding:
    - Generation and Metering Technician I
    - Lead Generation and Metering Technician

- (T/A) Wage Scale – IMU proposes adding the following to the current wage scales in preparation for the Fiber implementation:

  - Range 19 – change job title from Network Services to Field Technician
  - Range 24 – add Lead Field Technician

- IMU reserves the right to make additions or substitutions to these proposals during negotiations. All items not addressed in this proposal shall be kept as existing language in the contract except for any items now excluded from bargaining.

Union Rep

May 30, 2017

5/30/17

IMU-Union	Effective June 25, 2017				3.50%
	1	2	3	4	5
Range 15	33,188	34,514	35,896	37,332	
Meter Reader	15.956	16.593	17.258	17.948	
Range 19	42,279	43,971	45,727	47,558	
Field Technician	20.326	21.140	21.984	22.865	
Range 21	46,566	48,426	50,364	52,882	
Water Operator I	22.387	23.282	24.214	25.424	
Generation and Metering Technician					
Range 23	48,857	51,301	53,865	56,556	59,385
Apprentice Line Mechanic	23.489	24.664	25.896	27.190	28.551
Range 24	52,882	54,996	57,196	59,485	61,861
Lead Field Technician	25.424	26.440	27.498	28.598	29.741
Water Operator II					
Generation Operator II					
Range 26	62,354	65,471			
Line Mechanic	29.978	31.477			
Range 27	65,120	68,913	72,359		
Lead Line Mechanic	31.308	33.131	34.788		
Lead Generation and Metering Technician					