



**IMU Board of Trustees of the
Electric, Water and Communications Utilities
January 8, 2018
City Hall Council Chambers
5:30 p.m.**

Agenda

1. Call to Order
2. Roll Call
3. Public Comments
4. Consent Agenda
 - A. Claims list for December 18, 2017 and January 2, 2018
 - B. Minutes from December 11, 2017
 - C. Salaries
 - D. Resolution approving the annual awards banquet recognizing the employees of the Indianola Municipal Utilities
 - E. Quarterly Write Offs to State Offset Program
5. Electric Utility Action Items
 - A. 2018 Westside SCADA Project
 1. 2018 RTU Replacement and SCADA Testing Project
 - a. Public hearing on the matter of adoption of plans, specs, form of contract and estimate of cost
 - b. Resolution adopting plans, specs, form of contract and estimate of costs

- c. Resolution awarding contract
- 2. 2018 Westside Substation RTU Procurement Project
 - a. Public hearing on the matter of adoption of plans, specs, form of contract and estimate of cost
 - b. Resolution adopting the plans, specs, form of contract and estimate of costs
 - c. Resolution awarding contract
- 3. Consider change order #2 in an amount of \$57,894.00 for the Turbine 7 Control Replacement - revised contract amount \$474,902
- 6. Electric Utility Informational Items
- 7. Water Utility Informational Items
- 8. Communications Utility Action Items
 - A. Discussion and Possible Motion to Approve Amended and Restated Agreement Under Iowa Code Chapter 28E Between Indianola Municipal Utilities, The Municipal Communications Utilities of the City of Cedar Falls, Waverly Communications Utility, and The Communications Utility of Bellevue, Iowa Providing for Joint Ownership and Use of Certain Facilities and Related Matters
 - B. Discussion and Possible Motion to Accept Proposal and Letter of Engagement Extension Between Indianola Municipal Utilities and SmartSource Consulting
 - C. Discussion and Possible Motion to Accept Network Engineering Consulting Agreement Between Indianola Municipal Utilities and Fuse Technic, LLC
- 9. Communications Utility Informational Items
 - A. Conceptual Drawing and Update on Telecommunications Building Renovation Progress
- 10. Combined Electric, Water and Communications Utilities Action Items
 - A. Recommendation to Re-engineer and Realign Existing Joint IMU/City Financial and Human Resource Services
 - B. Selection of 2018 Officers
 - C. 2018 General Manager Goals
- 11. Combined Electric, Water and Communications Utilities Informational Items
- 12. Other Business

- A. Closed Session Motion to go into closed session in accordance with Iowa Code Section 21.5(1)(c) to discuss strategy with counsel in matters that are presently in litigation or where litigation is imminent where its disclosure would be likely to prejudice or disadvantage the position of the governmental body in that litigation

- 13. Adjourn

IMU Regular Downstairs

4.A.

Meeting Date: 01/08/2018

Information

Subject

Claims list for December 18, 2017 and January 2, 2018

Information

Fiscal Impact

Attachments

December 18 Claims

January 2 Claims

Vendor Name	GL Account Number	Description	Invoice Date	Net Invoice Amount
WATER OPERATING FUND				
BUSSANMAS HEATING & COOL	600-8120-63410	CI2 EXHAUST FAN	11/29/2017	2,210.00
CHEMTREAT INC	600-8110-65010	CHEMICALS	11/22/2017	1,236.90
CITY OF INDIANOLA - UTILITY	600-8110-63710	UTILITIES	11/30/2017	10,757.92
CORE & MAIN	600-8150-65072	MATERIALS	11/22/2017	56.54
CORE & MAIN	600-8150-63453	MATERIALS	12/06/2017	96.99
DES MOINES REGISTER MEDIA	600-8190-64020	BT MIN-10	11/30/2017	32.74
DES MOINES REGISTER MEDIA	600-8190-64020	BT MIN-11	11/30/2017	27.99
DUST PROS JANITORIAL	600-8120-65070	DEC SCRUB & BUFF	12/02/2017	180.00
GRAYMONT WESTERN LIME IN	600-8110-65010	HIGH CALCIUM QUICKLIME	11/28/2017	4,376.71
INFOMAX OFFICE SYSTEMS IN	600-8120-63410	COPIER	11/23/2017	150.00
IOWA ASSOC OF MUN UTILITIE	600-8192-64990	NOVEMBER 2017, LOCKOUT-TAGOUT, CONFINED SPACES, BB	11/30/2017	351.12
IOWA ASSOC OF MUN UTILITIE	600-8192-64990	SAFETY CONSULTING - NOVEMBER 2017	11/30/2017	263.54
SCHAFFER & WEINER	600-8190-64990	SETTLEMENT AGREEMENT	12/12/2017	420.00
STATE HYGENIC LABORATORY	600-8110-64990	BACTEE SAMPLES	11/30/2017	195.00
UNUM LIFE INSURANCE CO OF	600-8180-61550	LIFE, AD&D AND LTD INSURANCE	12/12/2017	118.35
UNUM LIFE INSURANCE CO OF	600-8180-61550	LIFE, AD&D AND LTD INSURANCE	12/13/2017	118.35
UNUM LIFE INSURANCE CO OF	600-8180-61550	LIFE, AD&D AND LTD INSURANCE	12/12/2017	118.35
VERIZON WIRELESS	600-8110-63730	WIRELESS FOR LAPTOPS (2)	11/26/2017	80.16
WARREN COUNTY ENGINEER	600-8160-65050	FUEL DISTRIBUTION	12/05/2017	689.29
WASTE MANAGEMENT OF IOW	600-8120-64090	TRASH	11/28/2017	75.99
WELLS FARGO CCER	600-8150-63453	THEISENS #21blades for saw sall, fuses for truck, caulking	11/13/2017	17.17
WELLS FARGO CCER	600-8160-63320	THEISENS #21cleaner for trucks, fitting and o rings for vac, pins for t	11/13/2017	24.72
WELLS FARGO CCER	600-8160-63320	DOWNEY TIRESnew tires for shoring trailer	11/06/2017	152.91
Total WATER OPERATING FUND:				21,750.74
IMU ADMINISTRATION FUND				
CAPITAL EXPRESS	620-8090-65080	DELIVERY OF 12-1-17 UTILITY BILLS	12/02/2017	41.15
GAFFIGAN, TOM	620-8091-63730	MOBILE DEVICE ALLOWANCE	12/01/2017	75.00
GAFFIGAN, TOM	620-8091-64990	MOVING EXPENSE	12/12/2017	5,000.00
IOWA FREEDOM INFORMATION	620-8090-65070	12 - OPEN RECORDS HANDBOOK	12/07/2017	24.00
LONGER, CHRIS	620-8090-63730	MOBILE DEVICE ALLOWANCE	12/01/2017	50.00
MOSHER, CASSANDRA	620-8090-62700	WELLNESS - NOV & DEC	12/08/2017	50.00
UNUM LIFE INSURANCE CO OF	620-8090-61550	LIFE, AD&D AND LTD INSURANCE	12/12/2017	80.88
UNUM LIFE INSURANCE CO OF	620-8090-61550	LIFE, AD&D AND LTD INSURANCE	12/13/2017	80.88
UNUM LIFE INSURANCE CO OF	620-8090-61550	LIFE, AD&D AND LTD INSURANCE	12/12/2017	80.88
WELLS FARGO CCER	620-8091-62300	FAIRFIELD INN & SUITESLodging at MEAN MEETING November 1	11/20/2017	125.61
WELLS FARGO CCER	620-8090-65070	INDOFF INCORPORATEDToner Cartridge	11/13/2017	66.32
WELLS FARGO CCER	620-8090-65070	WM SUPERCENTER #1491BINDERS, PENS, ENVELOPES	11/09/2017	30.42
Total IMU ADMINISTRATION FUND:				5,705.14
ELECTRIC OPERATING FUND				
BRICK GENTRY P.C.	630-8240-64900	UNION NEGOTIATIONS	11/25/2017	510.00
CHAPMAN METERING	630-8250-64200	ANNUAL ELECTRIC METER TESTING	12/06/2017	1,582.26
CINTAS CORPORATION	630-8250-65072	1ST AID SUPPLIES	08/11/2017	154.59
CINTAS CORPORATION	630-8250-65072	1ST AID SUPPLIES - AED PATCH	12/01/2017	135.14
CINTAS CORPORATION	630-8250-65072	CREDIT FROM - 8403299276	09/06/2017	36.73-
CITY OF INDIANOLA - REBATE	630-8290-67306	COMMERCIAL LIGHTING	12/01/2017	240.00
CITY OF INDIANOLA - REBATE	630-8290-67306	COMMERCIAL LIGHTING	12/01/2017	288.00
CITY OF INDIANOLA - REBATE	630-8290-67306	COMMERCIAL LIGHTING	12/01/2017	512.00
CITY OF INDIANOLA - REBATE	630-8290-67306	HEAT PUMP	06/28/2017	200.00
CITY OF INDIANOLA - REBATE	630-8290-67306	A/C REBATE	10/05/2017	100.00
CITY OF INDIANOLA - REBATE	630-8290-67306	A/C REBATE	11/29/2017	200.00
CITY OF INDIANOLA - REBATE	630-8290-67306	COMMERCIAL LIGHTING	12/01/2017	1,568.00
CITY OF INDIANOLA - REBATE	630-8290-67306	COMMERCIAL LIGHTING	12/01/2017	456.00
CITY OF INDIANOLA - REBATE	630-8290-67306	COMMERCIAL LIGHTING	08/31/2017	1,136.00

Vendor Name	GL Account Number	Description	Invoice Date	Net Invoice Amount
CITY OF INDIANOLA - UTILITY	630-8210-63710	UTILITIES	11/30/2017	1,737.22
DES MOINES REGISTER MEDIA	630-8190-64020	BT MIN-10	11/30/2017	124.07
DES MOINES REGISTER MEDIA	630-8190-64020	BT MIN-11	11/30/2017	106.06
DITCH WITCH - IOWA INC	630-8250-65072	LOCATOR REPLACEMENT LEADS	11/16/2017	220.59
ELECTRICAL ENG & EQUIP	630-8225-63410	REPAIR OIL LUBE PUMP - TURBINE 7	11/29/2017	3,634.36
ELECTRICAL ENG & EQUIP	630-8225-63410	ELECTRIC RELAY	11/28/2017	182.92
GAFFIGAN, TOM	630-8290-62700	MILEAGE/MEAL	12/14/2017	246.61
IOWA ASSOC OF MUN UTILITIE	630-8292-64990	NOVEMBER 2017, LOCKOUT-TAGOUT, CONFINED SPACES, BB	11/30/2017	351.10
IOWA ASSOC OF MUN UTILITIE	630-8292-64990	SAFETY CONSULTING - NOVEMBER 2017	11/30/2017	263.53
METCALF, MIKE	630-8240-63730	MOBILE DEVICE ALLOWANCE	12/01/2017	75.00
PROTEX CENTRAL INC	630-8225-63410	TURBINE - FIRE SUPPRESSION INSPECTION	11/30/2017	515.16
QUALITY PEST CONTROL	630-8220-63100	GENERAL PEST CONTROL	12/08/2017	76.62
SCHAFER & WEINER	630-8290-65990	SETTLEMENT AGREEMENT	12/12/2017	4,620.00
SKARSHAUG TESTING LABORA	630-8250-64200	ANNUAL INSPECTION - PPE EQUIPMENT	11/20/2017	1,718.62
SKARSHAUG TESTING LABORA	630-8250-64200	GLOVE AND SLEEVE TESTING	11/22/2017	956.73
SKARSHAUG TESTING LABORA	630-8250-64200	ANNUAL INSPECTION - PPE EQUIPMENT	12/05/2017	2,382.79
SKARSHAUG TESTING LABORA	630-8250-65072	ARC FLASH BAG - KLINE KNIFE	12/05/2017	87.64
TRINITY CONSULTANTS INC	630-8210-64900	TITLE V - FINALIZED PERMIT FEES - IMU	11/28/2017	1,046.95
UNUM LIFE INSURANCE CO OF	630-8280-61550	LIFE, AD&D AND LTD INSURANCE	12/12/2017	348.19
UNUM LIFE INSURANCE CO OF	630-8280-61550	LIFE, AD&D AND LTD INSURANCE	12/13/2017	258.14
UNUM LIFE INSURANCE CO OF	630-8280-61550	LIFE, AD&D AND LTD INSURANCE	12/12/2017	255.45
VERIZON WIRELESS	630-8240-63730	WIRELESS FOR SERVICE CREW LAPTOPS	11/26/2017	240.22
VERIZON WIRELESS	630-8240-63730	WIRELESS FOR SPARE LAPTOP	11/26/2017	20.00
WARREN COUNTY ENGINEER	630-8260-65050	FUEL DISTRIBUTION	12/05/2017	1,221.43
WARREN COUNTY OIL	630-8220-64200	OIL SAMPLE KITS	11/30/2017	59.92
WELLS FARGO CCER	630-8240-62300	SUBWAY 00427815Lunch - MEAN Meeting	11/02/2017	8.34
WELLS FARGO CCER	630-8260-65050	CASEYS GEN STORE 2742Fuel - MEAN Meeting - Metcalf	11/02/2017	38.63
WELLS FARGO CCER	630-8220-63100	THEISENS #21Light Bulbs for power plant	11/20/2017	26.29
WELLS FARGO CCER	630-8220-63100	PAYPAL TRAVISVK01Sump pump for power plant basement	11/01/2017	602.62
WELLS FARGO CCER	630-8250-65072	THEISENS #21Replacement torch head lighter	11/20/2017	31.02
WELLS FARGO CCER	630-8260-63320	DOWNEY TIRE Tire repair on Unit 6	11/02/2017	33.48
WELLS FARGO CCER	630-8250-65072	WM SUPERCENTER #1491batteries for locator.....unit 6 and 7	11/13/2017	98.05
WELLS FARGO CCER	630-8220-63100	THEISENS #21Outlet for light in generation office	11/21/2017	3.20
WELLS FARGO CCER	630-8260-65072	MCCOY TRUE VALUESpray paint for front bumper on truck 29	11/01/2017	13.77
WELLS FARGO CCER	630-8240-65500	G AND L CLOTHING INCFR baclavas - PPE	11/09/2017	114.45
WELLS FARGO CCER	630-8250-65072	THEISENS #21Shovel - Duct Tape - Sawzall Blades - Sharpie	11/17/2017	36.98
WELLS FARGO CCER	630-8240-62300	SUBWAY 00074674Lunch for Kurt Ripperger and myself for me	11/16/2017	15.91
WELLS FARGO CCER	630-8250-65072	SP STUDIO FUSCOBusiness Cards - Metcalf	11/01/2017	37.45
WELLS FARGO CCER	630-8240-62300	FAIRFIELD INN & SUITESHotel - MEAN Meeting - Metcalf	11/03/2017	119.89
WELLS FARGO CCER	630-8250-65072	MCCOY TRUE VALUESpray paint for meter socket at Pierce Bros.	11/14/2017	4.13
WESCO	630-8250-65072	600 AMP TOOL	11/29/2017	122.94
WOOSLEY LANDSCAPING & M	630-8250-65072	LANDSCAPE AND SEEDING - ROW - 513 N. J	11/30/2017	330.00

Total ELECTRIC OPERATING FUND:

29,431.73

FIBER/COMMUNICATIONS FUND

A-CHECK GLOBAL	640-8550-64990	BACKGROUND CHECK	11/30/2017	49.25
CITY OF INDIANOLA - UTILITY	640-8550-63464	UTILITIES	11/30/2017	648.97
DES MOINES REGISTER MEDIA	640-8190-64020	BT MIN-10	11/30/2017	15.51
DES MOINES REGISTER MEDIA	640-8590-64020	BT MIN-11	11/30/2017	13.26
METHODIST OCCUPATIONAL H	640-8590-64120	PRE-EMPLOYMENT TESTING	11/30/2017	251.00
RIPPERGER, KURT	640-8550-63730	MOBILE DEVICE ALLOWANCE	12/01/2017	75.00
UNUM LIFE INSURANCE CO OF	640-8590-61550	LIFE, AD&D AND LTD INSURANCE	12/12/2017	41.59
UNUM LIFE INSURANCE CO OF	640-8590-61550	LIFE, AD&D AND LTD INSURANCE	12/13/2017	141.15
UNUM LIFE INSURANCE CO OF	640-8590-61550	LIFE, AD&D AND LTD INSURANCE	12/12/2017	41.59
WARREN COUNTY ENGINEER	640-8550-65050	FUEL DISTRIBUTION	12/05/2017	213.29
WELLS FARGO CCER	640-8550-62300	AMAZON.COM AMZN.COM/BILLTraining Material	11/10/2017	99.83
WELLS FARGO CCER	640-8550-62300	AMAZON MKTPLACE PMTSTTraining Material	11/02/2017	59.60

Vendor Name	GL Account Number	Description	Invoice Date	Net Invoice Amount
WELLS FARGO CCER	640-8550-65990	AMAZON MKTPLACE PMTSBasket	11/28/2017	29.45
WELLS FARGO CCER	640-8550-62300	AMAZON.COM AMZN.COM/BILLTraining Material	11/02/2017	176.75
WELLS FARGO CCER	640-8550-67240	DELL SALES & SERVICE Laptop	11/29/2017	1,049.37
WELLS FARGO CCER	640-8550-65990	AMAZON.COM AMZN.COM/BILLDVD	11/30/2017	7.95
WELLS FARGO CCER	640-8550-63464	THEISENS #21New hacksaw and blades to cut conduit	11/16/2017	6.40
Total FIBER/COMMUNICATIONS FUND:				2,919.96
WATER CAPITAL PROJECTS FUND				
CORE & MAIN	700-8100-67906	MATERIALS	12/05/2017	280.00
METERING & TECHNOLOGY SO	700-8100-67905	METERS	11/27/2017	379.19
Total WATER CAPITAL PROJECTS FUND:				659.19
ELECTRIC CAPITAL PROJECTS FUND				
CR SERVICES	730-8200-67906	LOCATE FLAGS - RED	11/22/2017	574.89
DOWNING CONST. INC.	730-8200-67909	ARCHITECTURAL RPS PROCESS - PLAN DESIGN PROCESS	11/30/2017	12,000.00
ELECTRICAL ENG & EQUIP	730-8200-67906	#12 THHN WIRE - 500' SPOOLS	11/28/2017	251.96
MAHASKA COMMUNICATION G	730-8200-67603	FIBER DROPS	12/01/2017	610.00
MARTIN GARDNER ARCHITECT	730-8200-67605	PROFESSIONAL SERVICES	12/08/2017	3,748.49
METERING & TECHNOLOGY SO	730-8200-67906	FORM 6S/9S AND 16S ELECTRIC METERS	11/28/2017	7,094.36
P & E ENGINEERING CO.	730-8200-67245	ENGINEERING - TURBINE 7 CONTROL SYSTEM - INVESTIGATI	12/07/2017	33,679.50
POWER & TEL	730-8200-67605	FINANCE CHARGE INVOICE 6276006-00, 6292538-00	11/30/2017	146.67
POWER & TEL	730-8200-67605	HANDHOLES	11/28/2017	35,661.98
SNYDER & ASSOCIATES INC	730-8200-67909	LINE SHOP KICKOFF MEETING - CONCEPT DEVELOPMENT	11/22/2017	750.00
TERRY-DURIN CO.	730-8200-67906	72 WATT LED FIXTURES	12/08/2017	490.06
WELLS FARGO CCER	730-8200-67601	BIG CITY MFG INCCable ID Tags FTTH	11/07/2017	1,743.75
WELLS FARGO CCER	730-8200-67603	THEISENS #21Twine to blow into existing conduit to pull in mule tap	11/29/2017	24.60
WESCO	730-8200-67906	SECONDARY TRANSFORMER CNNECTORS	11/29/2017	345.61
WESCO	730-8200-67906	CUTOUT BRACKETS	11/29/2017	98.44
WESCO	730-8200-67906	DE SHOES	11/29/2017	254.13
Total ELECTRIC CAPITAL PROJECTS FUND:				97,474.44
FIBER CAPITAL PROJECTS FUND				
SMARTSOURCE CONSULTING	740-8500-67400	BROADBAND CONSULTING	11/09/2017	5,954.33
TELCOM CONSTRUCTION INC	740-8500-67401	FIBER UNDERGROUND CONSTRUCTION	12/06/2017	217,209.56
WIEGERT DISPOSAL CO.	740-8500-67401	20YD DUMPSTER DUMP	12/01/2017	276.00
Total FIBER CAPITAL PROJECTS FUND:				223,439.89
CASH ALLOCATION FUND				
INDIANOLA SMALL ENGINE	999-0000-11005	REFUND CREDIT ON CLOSED ACCT	12/04/2017	1,203.00
Total CASH ALLOCATION FUND:				1,203.00
Grand Totals:				382,584.09

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

Vendor Name	GL Account Number	Description	Invoice Date	Net Invoice Amount
WATER OPERATING FUND				
ACCO UNLIMITED CORP.	600-8110-65010	LIQUID CHLORINE	12/12/2017	1,316.68
BONNIE'S BARRICADES	600-8150-63453	HWY 92 & S 3RD ST	12/13/2017	140.50
BRAND, JUSTIN	600-8180-61440	WELLNESS NOV & DEC	12/15/2017	30.00
CIRCLE B CASHWAY	600-8150-65072	MATERIALS	12/20/2017	6.78
CR SERVICES	600-8150-65072	BLUE MARKING PAINT	12/18/2017	349.27
IOWA ONE CALL	600-8110-64990	WA-LOCATING NOTIFICATION/528 TICKETS	12/11/2017	475.20
ITRON INC.	600-8170-64990	SOFTWARE MAINT (01/01/18 - 12/31/18)	12/12/2017	604.55
MUNICIPAL ENERGY AGENCY	600-8110-63710	PURCHASED POWER - NOV (WELL KWH & TRANS)	12/11/2017	1,430.92
O'REILLY AUTO PARTS	600-8160-63320	WIPER FLUID, SNOWBRUSH AND TIRE GUAGE	12/21/2017	19.36
SHULL, DOUG	600-8190-64990	TREASURER CONTRACT	12/21/2017	15.84
STERNQUIST CONST. INC.	600-8150-63453	CRUSHED CONCRETE	12/08/2017	216.84
THEISEN'S	600-8120-65070	SUPPLIES	11/14/2017	18.99
Total WATER OPERATING FUND:				4,624.93
IMU ADMINISTRATION FUND				
IND CHAMBER OF COMMERCE	620-8091-62100	2018 MEMBERSHIP DUES	12/21/2017	607.00
NOLASOFT DEVELOPMENT	620-8091-64990	QUARTERLY WEB SITE HOSTING, JAN 18 - MAR 18	12/17/2017	120.00
Total IMU ADMINISTRATION FUND:				727.00
ELECTRIC OPERATING FUND				
CASUAL RAGS	630-8240-65500	BALL CAPS FOR ELECTRIC DEPT	12/20/2017	303.54
CITY OF INDIANOLA - REBATE	630-8290-67306	A/C REBATE	10/04/2017	100.00
CITY OF INDIANOLA - REBATE	630-8290-67306	A/C REBATE	12/07/2017	200.00
CITY OF INDIANOLA - REBATE	630-8290-67306	A/C REBATE	12/12/2017	200.00
CITY OF INDIANOLA - REBATE	630-8290-67306	A/C REBATE	11/22/2017	100.00
CROSSROADS MOBILE MAINT	630-8260-63320	REPAIRS ON UNIT 31	12/21/2017	503.32
DITCH WITCH - IOWA INC	630-8250-65072	CARRY BAG FOR LOCATOR	11/08/2017	91.44
DUST PROS JANITORIAL	630-8220-64090	JANITORIAL SUPPLIES	11/20/2017	161.78
DUST PROS JANITORIAL	630-8220-64090	MONTHLY CLEANING - DECEMBER - ADMIN/ELECTRIC	12/20/2017	1,177.00
DUST PROS JANITORIAL	630-8220-64090	JANITORIAL SUPPLIES	12/20/2017	15.31
INFOMAX OFFICE SYSTEMS IN	630-8290-64990	SAVIN - MP C3004, IMU EL ADMIN	12/07/2017	154.93
INFOMAX OFFICE SYSTEMS IN	630-8290-64990	SAVIN - MP 2554, IMU GENERATION	12/07/2017	273.55
IOWA ONE CALL	630-8290-63730	EL-LOCATING NOTIFICATION - 518 TICKETS	12/11/2017	466.20
ITRON INC.	630-8270-64990	SOFTWARE MAINT (01/01/18 - 12/31/18)	12/12/2017	604.55
MUNICIPAL ENERGY AGENCY	630-8230-63991	FIXED COST RECOVERY CHARGE	12/11/2017	327,114.00
MUNICIPAL ENERGY AGENCY	630-8230-63990	CONTRACTED WIND - NOV	12/11/2017	22,695.00
MUNICIPAL ENERGY AGENCY	630-8230-63991	PURCHASED POWER - NOV (NET ELECTRIC)	12/11/2017	374,149.81
MUNICIPAL ENERGY AGENCY	630-8230-63990	LANDFILL GAS ATTRIBUTES - NOV	12/11/2017	13,260.00
MUNICIPAL ENERGY AGENCY	630-8230-63992	TRANSMISSION/ADJUSTMENT - NOV	12/11/2017	34,234.09
MUNICIPAL ENERGY AGENCY	630-8200-45629	20% 69KV 30.9 CREDIT/ADMIN FEE - NOV	12/11/2017	7,091.80-
MUNICIPAL ENERGY AGENCY	630-8230-63991	IND TRANS SYSTEM OPERATOR CHARGE	12/06/2017	5,141.54
PAC-VAN INC	630-8250-65072	TEMP OFFICE SPACE - 12/14/17 TO 1/10/18	12/14/2017	768.00
SHULL, DOUG	630-8290-64990	TREASURER CONTRACT	12/21/2017	60.00
WESCO	630-8250-65072	TEST LEADS - FLUKE METERS	12/08/2017	24.42
Total ELECTRIC OPERATING FUND:				774,706.68
FIBER/COMMUNICATIONS FUND				
CANON FINANCIAL SERVICES I	640-8550-64150	LARGE FORMAT PRINTER LEASE	12/13/2017	193.00
CASUAL RAGS	640-8550-61810	BALL CAPS FOR FIBER DEPT	12/20/2017	101.18
CASUAL RAGS	640-8550-61810	LONG SLEEVE SHIRTS FIBER TECHS	12/20/2017	400.01
CELLULAR ADVANTAGE INC	640-8550-63730	PHONE - JEROMY HOFFMAN	11/28/2017	130.49
CONSORTIA CONSULTING	640-8550-64900	CONTRACT HOURS	12/14/2017	1,650.00
INFOMAX OFFICE SYSTEMS IN	640-8550-64990	SAVIN - MP C3004, IMU NS ADMIN	12/07/2017	154.93
IOWA ONE CALL	640-8590-63730	FIBER-LOCATING NOTIFICATION - 299 TICKETS	12/11/2017	269.10

Vendor Name	GL Account Number	Description	Invoice Date	Net Invoice Amount
SHULL, DOUG	640-8590-64990	TREASURER CONTRACT	12/21/2017	7.50
SPECTRUM ADVANTAGE LLC	640-8550-64900	OTDR TESTING	12/20/2017	250.00
Total FIBER/COMMUNICATIONS FUND:				3,156.21
WATER CAPITAL PROJECTS FUND				
CORE & MAIN	700-8100-67906	MATERIALS	12/07/2017	681.40
CORE & MAIN	700-8100-67906	MATERIALS	12/07/2017	370.00
Total WATER CAPITAL PROJECTS FUND:				1,051.40
ELECTRIC CAPITAL PROJECTS FUND				
CALIX NETWORKS INC	730-8200-67601	100-03820 716GE-I INDOOR ONT, 100-02042 PS 700 GE-1 INDOO	12/08/2017	5,913.71
CR SERVICES	730-8200-67906	LOCATE FLAGS - ORANGE/SAFETY GLASSES	12/12/2017	340.88
ELECTRICAL ENG & EQUIP	730-8200-67906	1 1/2" PVC CONDUIT - 20' LENGTHS	12/05/2017	1,331.25
ELECTRICAL ENG & EQUIP	730-8200-67601	WIRE THHN 12 GRN	12/07/2017	629.91
ELECTRICAL ENG & EQUIP	730-8200-67906	QUICK SET CEMENT	12/07/2017	53.93
EXCEL UTILITY CONTRACTOR	730-8200-67601	2017 FIBER TO THE HOME NETWORK BUILD	12/21/2017	465,259.46
FLETCHER-REINHARDT CO.	730-8200-67906	3KV LIGHTING ARRESTER	12/11/2017	225.24
INTERSTATE POWER SYSTEM	730-8200-67601	TRANSFER SWITCH	12/14/2017	3,986.51
LOOKOUT POINT COMMUNICA	730-8200-67605	FTTH ENGINEERING	12/18/2017	10,000.00
METERING & TECHNOLOGY SO	730-8200-67906	FORM 16S ELECTRIC METERS	12/14/2017	619.17
MUNICIPAL ENERGY AGENCY	730-8200-45629	80% 69KV 30.9 CREDIT/ADMIN FEE - NOV	12/11/2017	28,367.21-
MURPHY TOWER SERVICES LL	730-8200-67601	CENTRAL OFFICE CONSTRUCTION/MATERIAL	12/21/2017	62,300.00
TERRY-DURIN CO.	730-8200-67906	PULL TAPE	12/11/2017	174.92
WESCO	730-8200-67906	LOCATE PAINT - RED	12/08/2017	311.24
WESCO	730-8200-67906	4S CT METER PED	12/12/2017	576.62
Total ELECTRIC CAPITAL PROJECTS FUND:				523,355.63
FIBER CAPITAL PROJECTS FUND				
SMARTSOURCE CONSULTING	740-8500-67400	BROADBAND CONSULTING, MILEAGE, EXPENSES	12/13/2017	6,019.79
Total FIBER CAPITAL PROJECTS FUND:				6,019.79
CASH ALLOCATION FUND				
MC INTYRE, TOM	999-0000-11005	REFUND CREDIT ON ACCOUNT	12/17/2017	8.42
Total CASH ALLOCATION FUND:				8.42
Grand Totals:				1,313,650.06

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

IMU Regular Downstairs

4.B.

Meeting Date: 01/08/2018

Information

Subject

Minutes from December 11, 2017

Information

Fiscal Impact

Attachments

Minutes

BOARD OF TRUSTEE MINUTES
REGULAR SESSION – DECEMBER 11, 2017

The Board of Trustees met in regular session at 5:30 p.m. on December 11, 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 (via phone), 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 December 4, 2017

Minutes from November 27, 2017

Non-disclosure agreement with MCG

Salaries: Cassandra Mosher, Utility Service Rep, from CE 4-1.5 \$37,597/year to CE 4-2 \$37,943/year effective January 7, 2018

Eric Schreier, Crew Chief, from Range 26-1 \$62,354/year to Range 27-1 \$65,120/year effective January 7, 2018

Electric Utilities Action Items

The following resolutions for the 2018 Line Shop Project were approved on a motion by White and seconded by Forbush. On roll call the vote was, AYES: Voigts, McClymond, Rozga, Forbush and White. NAYS: None. Whereupon the Chairperson declared the motion carried unanimously and the following resolution duly adopted. The complete resolutions may be viewed at the City Clerk's Office

RESOLUTION NO. 2017-223

Resolution ordering construction of certain public improvement (2018 Line Shop Project) and
fixing a date for hearing (February 12, 2018) and taking of bids (February 1, 2018)
Work Package #1-Sitework and Utilities

RESOLUTION NO. 2017-224

Resolution ordering construction of certain public improvement (2018 Line Shop Project) and
fixing a date for hearing (February 12, 2018) and taking of bids (February 1, 2018)
Work Package #2-Concrete Foundations and Pre-
Engineered Metal Buildings

RESOLUTION NO. 2017-225

Resolution ordering construction of certain public improvement (2018 Line Shop Project) and
fixing a date for hearing (February 12, 2018) and taking of bids (February 1, 2018)
Work Package #3-Concrete Flatwork

RESOLUTION NO. 2017-226

Resolution ordering construction of certain public improvement (2018 Line Shop Project) and
fixing a date for hearing (February 12, 2018) and taking of bids (February 1, 2018)
Work Package #4-Overhead Doors

RESOLUTION NO. 2017-227

Resolution ordering construction of certain public improvement (2018 Line Shop Project) and fixing a date for hearing (February 12, 2018) and taking of bids (February 1, 2018)
Work Package #5-Interior Office and Exterior Accessories

RESOLUTION NO. 2017-228

Resolution ordering construction of certain public improvement (2018 Line Shop Project) and fixing a date for hearing (February 12, 2018) and taking of bids (February 1, 2018)
Work Package #6-Mechanical

RESOLUTION NO. 2017-229

Resolution ordering construction of certain public improvement (2018 Line Shop Project) and fixing a date for hearing (February 12, 2018) and taking of bids (February 1, 2018)
Work Package #7-Sprinkler

RESOLUTION NO. 2017-230

Resolution ordering construction of certain public improvement (2018 Line Shop Project) and fixing a date for hearing (February 12, 2018) and taking of bids (February 1, 2018)
Work Package #8-Electrical

RESOLUTION NO. 2017-231

Resolution ordering construction of certain public improvement (2018 Line Shop Project) and fixing a date for hearing (February 12, 2018) and taking of bids (February 1, 2018)
Work Package #9-Fencing

RESOLUTION NO. 2017-232

Resolution ordering construction of certain public improvement (2018 Line Shop Project) and fixing a date for hearing (February 12, 2018) and taking of bids (February 1, 2018)
Work Package #10-Landscaping

Board member White moved and Forbush seconded to approve the following resolution entitled, "RESOLUTION ORDERING CONSTRUCTION OF CERTAIN PUBLIC IMPROVEMENTS (2018 RTU Replacement and SCADA Testing Project) AND FIXING A DATE FOR HEARING (January 8, 2018) AND TAKING OF BIDS (January 4, 2018). On roll call the vote was, AYES: Voigts, McClymond, Rozga, Forbush and White. NAYS: None. Whereupon the Chairperson declared the motion carried unanimously and the following resolution duly adopted.

RESOLUTION NO. 2017-233

RESOLUTION ORDERING CONSTRUCTION OF CERTAIN PUBLIC IMPROVEMENTS (2018 RTU Replacement and SCADA Testing Project) AND FIXING A DATE FOR HEARING (January 8, 2018) AND TAKING OF BIDS (January 4, 2018)

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

It was moved by White to approve the following resolution entitled, "RESOLUTION ORDERING CONSTRUCTION OF CERTAIN PUBLIC IMPROVEMENTS (Westside Substation RTU Procurement Project) AND FIXING A DATE FOR HEARING (January 8, 2018) AND TAKING OF BIDS (January 4, 2018). Forbush seconded the motion to adopt. On roll call the vote was, AYES: Voigts, McClymond, Rozga, Forbush and White. NAYS: None. Whereupon the Chairperson declared the motion carried unanimously and the following resolution duly adopted.

RESOLUTION NO. 2017-234

RESOLUTION ORDERING CONSTRUCTION OF CERTAIN PUBLIC IMPROVEMENTS
(Westside Substation RTU Procurement Project) AND
FIXING A DATE FOR HEARING (January 8, 2018)
AND TAKING OF BIDS (January 4, 2018)

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

Electric Utility Informational Items

Electric Superintendent Mike Metcalf presented the electric utility informational items.

Water Utility Informational Items – No report was discussed.

Communications Utility Action Items

A motion was made by McClymond and seconded by Rozga to authorize the purchase of up to 20,000 lineal feet of telecom fiber at an estimated cost of \$30,000. Question was called for and on voice vote the Chairperson declared the motion carried unanimously.

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

Combined Electric, Water and Communications Utilities Informational Items – Tom Gaffigan, General Manager, handed out an Iowa Open Meeting, Open Records Handbook.

A motion was made by White and seconded by Forbush to enter into closed session to discuss labor negotiations pursuant to Iowa Code Section 20.17(3). Question was called for and on voice vote the Chairperson declared the motion carried unanimously.

White moved and Forbush seconded to return to regular session. Question was called for and on voice vote the Chairperson declared the motion carried unanimously.

Meeting adjourned at 6:30 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: 01/08/2018

Information

Subject

Salaries

Information

Cassandra Mosher, Utility Services Rep, from CE 4-1.5 \$37,597/year to CE 4-2 \$38,224/year effective January 7, 2018.

Fiscal Impact

Attachments

PCN Mosher



PERSONNEL CHANGE NOTICE (PCN)

Employee Name: _____ Cassandra Mosher _____

Effective Date (must be at beginning of a pay period, except new hires): _____ 1/07/2018 _____

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

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

Promotion: ☐ Transfer: ☐ Other Change: _____

	FROM	TO
JOB TITLE	Utility Services Rep	Utility Services Rep
STATUS	FT	FT
PAY RANGE	CE 4-1.5	CE 4-2
PAY RATE W/OUT LONGEVITY	\$37,597/year	\$38,224/year
PAY RATE W/ LONGEVITY (if not eligible, put N/A)		
EXEMPT/NONEXEMPT	Non Exempt	Non Exempt
DEPARTMENT NAME	Utility Services	Utility Services
ACCOUNT NUMBER		
FTE	1.0	1.0
UNION STATUS	City Non Union ☐ City Union ☐ IMU Non Union ☐ IMU Union	City Non Union ☐ City Union ☐ IMU Non Union ☐ 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: _____ Date: _____

Finance (pay changes only): _____ Date: _____

City Manager or GM: _____ Date: _____

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

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

Meeting Date: 01/08/2018

Information

Subject

Resolution approving the annual awards banquet recognizing the employees of the Indianola Municipal Utilities

Information

In your packet is the resolution approving the annual awards banquet and contribution to the event. Trustees contributes annually to the Awards Banquet scheduled on Friday, January 12th (mark your calendars). This year's contribution is recommended to be \$1,000. The City Council approved the same amount at their meeting on December 18, 2017.

Fiscal Impact

Attachments

Resolution

RESOLUTION NO. 2018-____

RESOLUTION APPROVING THE ANNUAL AWARDS BANQUET
RECOGNIZING THE EMPLOYEES OF THE
INDIANOLA MUNICIPAL UTILITIES

WHEREAS, the IMU Board of Trustees recognizes its employees at the Annual Awards Banquet; and

WHEREAS, this event is held each year in January to honor those for their years of service to the organization; and

WHEREAS, the IMU Board of Trustees hereby declares this to be a exceptional benefit to their employees and the organization; and

WHEREAS, the IMU Board of Trustees contributes annual to the Awards Banquet; and

NOW, THEREFORE BE IT RESOLVED BY THE IMU BOARD OF TRUSTEES:

That the annual contribution for this year's Annual Awards Banquet shall be
\$1,000

PASSED AND APPROVED this 8th day of January, 2018.

Adam Voigts, Chair

ATTEST:

Diana Bowlin, City Clerk

IMU Regular Downstairs**4.E.****Meeting Date:** 01/08/2018

Information**Subject**

Quarterly Write Offs to State Offset Program

Information

Attached are the third quarter (June-August) 2017 uncollected electric and water billings that will be sent to the state offset program. The amount for the Electric Utility is \$14,688.86 and the amount for the Water Utility is \$2,633.11.

Fiscal Impact**Attachments**Write Offs

December 2017

(Billed from June 2017 thru August 2017)

Electric Billed	\$3,896,740.40
Electric Sent to State Offsets	\$14,688.86
Water Billed	\$688,797.66
Water Sent to State Offsets	\$2,633.11

Total # of accounts wrote off - 62

<u>Service</u>	<u>Total Dollar Amount</u>
Electric	\$14,688.86
Water	\$2,633.11
Sewer	\$3,398.68
Recycling	\$390.66
Disconnect Notice Fee	\$988.70
I&I	0
Daamaged Meter	0
Stormwater Fee	<u>\$62.76</u>

Grand Total \$22,162.77

Meeting Date: 01/08/2018

Information

Subject

2018 Westside SCADA Project

Information

The following items for the 2018 Westside SCADA Project will be considered:

2018 RTU Replacement & SCADA Testing Project and the Westside Substation TRU Procurement Project

- Public hearing on the matter of adoption of plans, specs, form of contract and estimate of cost
- Resolution adopting specs, form of contract and estimate of costs
- Resolution awarding contract

Fiscal Impact

Attachments

No file(s) attached.

IMU Regular Downstairs

5.A.1.

Meeting Date: 01/08/2018

Information

Subject

2018 RTU Replacement and SCADA Testing Project

Information

Fiscal Impact

Attachments

No file(s) attached.

IMU Regular Downstairs

5.A.1.a.

Meeting Date: 01/08/2018

Information

Subject

Public hearing on the matter of adoption of plans, specs, form of contract and estimate of cost

Information

The first item to consider is the public hearing on the matter of the adoption of plans, specs, from of contract and estimate of cost. The Board Chair will open the public hearing for public comment then close the public hearing.

Fiscal Impact

Attachments

Resolution

This being the time and place fixed for a public hearing on the matter of the adoption of plans, specifications, form of contract and estimate of cost relative to the 2018 RTU Replacement and SCADA Testing Project for Indianola Municipal Utilities, Indianola, Iowa. The Chair called for any oral objections to the adoption of the plans, specifications, form of contract and estimate of cost. No oral objections were offered and the Trustee Clerk reported that no written objections had been filed.

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

RESOLUTION NO. 2018-_____

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

WHEREAS, on the _____ day of S_____, 2017, plans, specifications, form of contract and estimate of cost were filed with the City Clerk for the Indianola Municipal Utilities, for certain public improvements described in general as the 2018 RTU Replacement and SCADA Testing Project for Indianola Municipal Utilities, Indianola, Iowa, and

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

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

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

PASSED AND APPROVED this 8th day of January, 2018.

ADAM VOIGTS, Chair

ATTEST:

DIANA BOWLIN, City Clerk

IMU Regular Downstairs

5.A.1.b.

Meeting Date: 01/08/2018

Information

Subject

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

Information

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

Roll call is in order.

Fiscal Impact

Attachments

No file(s) attached.

IMU Regular Downstairs**5.A.1.c.****Meeting Date:** 01/08/2018

Information**Subject**

Resolution awarding contract

Information

The final item to consider is the resolution awarding the contract. On January 4, 2018 the following bids were received for the 2018 RTU Replacement and SCADA Testing Project.

Company	Proposal
Steinmetz Corp. Appleton, WI	\$29,500.00
Electric Power Systems Kansas City, MO	\$104,310.00
L&S Electric Coon Rapids, MN	\$112,634.00
Tri City Electric Davenport, Ia	\$41,700.00

Richard Kline, P.E. Engineering and staff are recommending the bid from Steinmetz Corporation in an amount of \$29,500.00 be accepted (packet).

Roll call is in order.

Fiscal Impact**Attachments**

Resolution

Recommendation

The Chair then announced that the City Clerk and the Electric Superintendent had opened and tabulated the bids for the public improvements described in general as the 2018 RTU Replacement and SCADA Testing Project for Indianola Municipal Utilities, Indianola, Iowa, in accordance with the plans and specifications previously adopted.

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

Company and Address	Bid

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

AYES:

NAYS:

Whereupon, the Chair declared the following Resolution duly adopted:

RESOLUTION NO. 2018-____

RESOLUTION MAKING AWARD OF CONSTRUCTION CONTRACT

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

Section 1. The bid of _____ in the amount of \$_____ for the 2018 RTU Replacement and SCADA Testing Project for Indianola Municipal Utilities, Indianola, Iowa, described in the plans and specifications previously adopted by this Board on the_____ day of _____, 2018, is accepted, it being the lowest responsible bid for the work and materials.

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

PASSED AND APPROVED this 8th day of January, 2018.

ADAM VOIGTS, Chair

ATTEST:

DIANA BOWLIN, City Clerk

January 4, 2018

Mr. Mike Metcalf
Indianola Municipal Utilities
PO Box 356
Indianola, IA 50125

Re: Westside RTU Replacement and SCADA Testing Project

Dear Mike:

Bids were received on January 4, 2018 for contract labor for a project that includes replacing the remote terminal unit (RTU) at the Westside Substation and testing of that RTU and additional RTUs at Turbine 7, the Plant, East Iowa Substation, West Iowa Substation, and Turbine 8. The RTUs provide the interface between the supervisory control and data acquisition (SCADA) system master station located at the Plant and the circuit breakers, transformers, relays, and other substation equipment monitored and operated by the SCADA system. Work included in this project is necessary to verify that the new SCADA master station will correctly monitor and operate the substation equipment.

The four bids that were received are summarized in the table below. All bidders were responsive to the request for proposals and all provided the required bid security.

BIDDER	BID SECURITY	BID AMOUNT
ELECTRIC POWER SYSTEMS KANSAS CITY, MO	YES	\$ 104,310.00
L&S ELECTRIC INC. COON RAPIDS, MN	YES	\$ 112,634.00
STEINMETZ CORPORATION APPLETON, WI	YES	\$ 29,500.00
TRI-CITY ELECTRIC CO. DAVENPORT, IA	YES	\$ 41,700.00

The low bidder is Steinmetz Corporation from Appleton, Wisconsin. Steinmetz has completed other testing projects for Indianola Municipal Utilities and has the experience and expertise required for this project. I recommend accepting the low bid from Steinmetz Corporation for this project.

Sincerely,



Richard D. Kline, P.E.

IMU Regular Downstairs

5.A.2.

Meeting Date: 01/08/2018

Information

Subject

2018 Westside Substation RTU Procurement Project

Information

Fiscal Impact

Attachments

No file(s) attached.

IMU Regular Downstairs

5.A.2.a.

Meeting Date: 01/08/2018

Information

Subject

Public hearing on the matter of adoption of plans, specs, form of contract and estimate of cost

Information

The first item is to hold the public hearing on the matter of adoption of plans, specs, form of contract and estimate of cost. The Board Chair will open the hearing for public comment then close the public hearing.

Fiscal Impact

Attachments

Resolution

This being the time and place fixed for a public hearing on the matter of the adoption of plans, specifications, form of contract and estimate of cost relative to the 2018 Westside Substation TRU Procurement Project for Indianola Municipal Utilities, Indianola, Iowa. The Chair called for any oral objections to the adoption of the plans, specifications, form of contract and estimate of cost. No oral objections were offered and the Trustee Clerk reported that no written objections had been filed.

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

RESOLUTION NO. 2018-_____

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

WHEREAS, on the _____ day of S_____, 2017, plans, specifications, form of contract and estimate of cost were filed with the City Clerk for the Indianola Municipal Utilities, for certain public improvements described in general as the 2018 Westside Substation RTU Procurement Project for Indianola Municipal Utilities, Indianola, Iowa, and

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

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

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

PASSED AND APPROVED this 8th day of January, 2018.

ADAM VOIGTS, Chair

ATTEST:

DIANA BOWLIN, City Clerk

IMU Regular Downstairs

5.A.2.b.

Meeting Date: 01/08/2018

Information

Subject

Resolution adopting the plans, specs, form of contract and estimate of costs

Information

The next item to consider is the resolution adopting the plans, specs, form of contract and estimate of costs.

Roll call is in order.

Fiscal Impact

Attachments

No file(s) attached.

IMU Regular Downstairs**5.A.2.c.****Meeting Date:** 01/08/2018

Information**Subject**

Resolution awarding contract

Information

The final item to consider is the resolution awarding the contract. On January 4, 2018 the following bids were received for the 2018 Westside Substation RTU Procurement Project.

Company	Proposal
Keystone EMC Des Moines, Iowa	\$23,850.06
NMC Power Systems Omaha, NE	\$25,250.00
Electric Power Product Des Moines, Iowa	\$24,390.00

Richard Kline, P.E. Engineering and staff are recommending the bid from Keystone Electrical in an amount of \$23,850.06 be accepted (packet).

Roll call is in order.

Fiscal Impact**Attachments**

Resolution

Recommendation

The Chair then announced that the City Clerk and the Electric Superintendent had opened and tabulated the bids for the public improvements described in general as the 2018 RTU Westside Substation RTU Procurement Project for Indianola Municipal Utilities, Indianola, Iowa, in accordance with the plans and specifications previously adopted.

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

Company and Address	Bid

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

AYES:

NAYS:

Whereupon, the Chair declared the following Resolution duly adopted:

RESOLUTION NO. 2018-____

RESOLUTION MAKING AWARD OF CONSTRUCTION CONTRACT

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

Section 1. The bid of _____ in the amount of \$_____ for the 2018 Westside Substation RTU Procurement Project for Indianola Municipal Utilities, Indianola, Iowa, described in the plans and specifications previously adopted by this Board on the _____ day of _____, 2018, is accepted, it being the lowest responsible bid for the work and materials.

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

PASSED AND APPROVED this 8th day of January, 2018.

ADAM VOIGTS, Chair

ATTEST:

DIANA BOWLIN, City Clerk

January 4, 2018

Mr. Mike Metcalf
Indianola Municipal Utilities
PO Box 356
Indianola, IA 50125

Re: Westside Substation RTU Procurement Project

Dear Mike:

Bids were received on January 4, 2018 for procurement of a replacement remote terminal unit (RTU) panel for Westside Substation. This RTU will provide the interface between the supervisory control and data acquisition (SCADA) system master station located at the Plant and the circuit breakers, transformers, relays, and other substation equipment located at the Westside Substation that are monitored and operated by the SCADA system. The panel will be installed as part of the Westside RTU Replacement and SCADA Testing Project. This RTU is being replaced to make it compatible with the new SCADA master station. The old RTU will provide spare parts to help keep other old RTUs in service until they are replaced in the future.

The three bids that were received are summarized in the table below. All bidders were responsive to the request for proposals and all provided the required bid security.

BIDDER	BID SECURITY	BID AMOUNT
ELECTRICAL POWER PRODUCTS, INC. DES MOINES, IA	YES	\$ 24,390.00
KEYSTONE ELECTRICAL MANUFACTURING CO. DES MOINES, IA	YES	\$ 23,850.06
NMC, INC. OMAHA, NE	YES	\$ 25,250.00

The low bidder is Keystone Electrical Manufacturing Co. from Des Moines. Keystone has provided equipment of this type for many years and is trusted in the industry. I recommend accepting the low bid from Keystone for this project.

Sincerely,



Richard D. Kline, P.E.

IMU Regular Downstairs**5.A.3.****Meeting Date:** 01/08/2018

Information**Subject**

Consider change order #2 in an amount of \$57,894.00 for the Turbine 7 Control Replacement - revised contract amount \$474,902

Information

In your packet is change order #2 in an amount of \$57,894.00 for the Turbine 7 Control Replacement Project. The items included in this change order are:

Description	Amount
Provide and install additional fuse and terminal blocks and test switches in turbine relay cabinet	\$12,476.00
Provide and install additional control switches in wall cabinet in control building	\$1,714.00
Remove UPS from scope of work	(\$321.00)
Repair jaw clutch assembly, including new jaws, hydraulic cylinders, solenoid all components and fittings to complete installation, and testing and verification of proper operation	\$44,025.00
Total	\$57,894.00

Simple motion is in order.

Fiscal Impact**Attachments**

Change Order



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. 2

Owner: Indianola Municipal Utilities
Contractor: Petrotech, Inc.
Project: Turbine 7 Control Replacement
Date: Dec. 30, 2017

Original Contract Amount	\$	454,147.00
Previous Change Order Adjustments	\$	(37,139.00)
Amount of this Change Order	\$	57,894.00
Current Value of Contract	\$	474,902.00

Items included in this Change Order

Item	Description	Materials	Labor	Total
1	Provide and install additional fuse and terminal blocks and test switches in turbine relay cabinet	\$ 1,436.00	\$ 11,040.00	\$ 12,476.00
2	Provide and install additional control switches in wall cabinet in control building	\$ 278.00	\$ 1,436.00	\$ 1,714.00
3	Remove UPS from scope of work	\$ (321.00)		\$ (321.00)
4	Repair jaw clutch assembly, including new jaws, hydraulic cylinders, solenoid all components and fittings to complete installation, and testing and verification of proper operation.	\$ 15,435.00	\$ 28,590.00	\$ 44,025.00
	Total Value of Change Order	\$ 16,828.00	\$ 41,066.00	\$ 57,894.00

Recommended for Approval

Allan Powers

Date 12/30/2017

Allan Powers, PE
P & E Engineering Co.

Approved

Date _____

For Indianola Municipal Utilities

Accepted by Contractor

Date _____

For Petrotech, Inc.

Petrotech Proposal

Purchaser **Indianola Municipal Utilities**

Project contact **Mr. Mike Metcalf**
Email: mmetcalf@indianolaiaowa.gov

Project name **Turbine 7 Control Replacement Project**

Petrotech quote number **CO17-096008-002**

Revision level **0**

Date issued **December 18, 2017**

Scope summary **Additional Terminals, Test Switches, and Control Switches. UPS Deduction. Clutch System Components and Installation.**

Petrotech Account Manager **Kaye Slade, Tel.: 281-220-3071**
Email: KSlade@petrotechinc.com

Prepared by **Hadi Abdallah, Tel.: 504-620-5334**
Email: HAbdallah@petrotechinc.com

Please submit all purchase orders to: OrderEntry@petrotechinc.com

or mail to: **Applications Engineering Manager**
151 Brookhollow Esplanade
New Orleans, LA 70123 USA

Proposal Contents

Section 1 Detailed Scope of Supply
Section 2 Commercial



Section 1. Detailed Scope of Supply

DETAILED SCOPE OF SUPPLY

ITEM 1.0 – CHANGES TO ORIGINAL CONTRACT SCOPE OF SUPPLY

ITEM	QTY.	DESCRIPTION
1.1		GOODS INCLUDED IN ITEM 1.0
1.1.1	1 Lot	Fuse terminals for power distribution return fusing.
1.1.2	2	Twenty (20) pole fuse terminal block for fusing of PT secondaries in the generator control panel.
1.1.3	3	Two (2) pole shorting type terminal blocks for CT connections in the generator control panel.
1.1.4	2	Electroswitch 24301YA 3-position maintained selector switches for selecting the regulator and governor control modes on the control building panel.
1.1.5	4	ABB FT1 style test switches for the SEL-735 revenue meter, lockout relays, and additional requested test switch points for the DECS-400 excitation system.
1.1.6	-1	Remove UPS proposed in original scope. Customer has UPS power available at the location of the desktop HMI computer.
1.2		SERVICES INCLUDED IN ITEM 1.0
1.2.1	1 Lot	Engineering and drafting services to modify the design to include additional fused terminals for the return side of the power distribution.
1.2.2	1 Lot	Engineering and drafting services to modify the design to include additional terminals in the existing generator control panel for PT fusing and CT connections.
1.2.3	1 Lot	Engineering and drafting services to modify the design to include the additional control switches from the control building panel.
1.2.4	1 Lot	Engineering services to configure the PLC application to incorporate the additional control switch inputs from the control building panel.

DETAILED SCOPE OF SUPPLY

**ITEM 1.0 – CHANGES TO ORIGINAL CONTRACT SCOPE OF
SUPPLY**

ITEM	QTY.	DESCRIPTION
1.2.5	1 Lot	Engineering and drafting services to modify the design to include the additional test switches per the additions requested following Petrotech's design submittals.

DETAILED SCOPE OF SUPPLY
ITEM 2.0 – CLUTCH SYSTEM COMPONENTS AND
INSTALLATION SERVICES

ITEM	QTY.	DESCRIPTION
2.1		GOODS INCLUDED IN ITEM 2.0
2.1.1	2	Clutch Hubs (Jaws) for Clutch Assembly.
2.1.2	2	Hydraulic Cylinders for Clutch System.
2.1.3	1	Clutch Solenoid.
2.1.4	1 Lot	Miscellaneous tubing, fitting, etc. to install components and repair hydraulic leaks.
2.2		SERVICES INCLUDED IN ITEM 2.0
2.2.1	1 Lot	One (1) Mechanical Specialist with One (1) Installation Technician to be on site for a period of Three (3) days, working a 10-hour day, seven (7) days per week to install the new clutch components.

Section 2. Commercial

Pricing

Base price includes the following items:

Item 1.0 Changes to Original Contract Scope of Supply as defined by Detailed Scope of Supply, Item 1.0.

Price Item 1.0: \$ 13,869.00

Item 2.0 Clutch System Components and Installation Services as defined by Detailed Scope of Supply, Item 2.0.

Price Item 2.0: \$ 44,025.00

Shipment

No Change to Contract Delivery

Currency

All currency listed in this proposal is U.S. Dollars

Proposal Validity

30 days

Shipping Terms

Per Current Contract

Crating Instructions

☒ DOMESTIC ☐ SEA ☐ AIR ☐ UNCRATED

Payment Terms

Per Current Contract

Terms and Conditions

Per Current Contract.

Warranty

Per Current Contract.

Taxes

Per Current Contract.

Additional Work

Any additional work, including delays caused by factors out of Petrotech's control, shall be billed on a Time & Material basis in accordance with Petrotech published service rates.

Confidentiality

This proposal is an offer to sell. It is a commercial response to provide specific application information and documentation. This offer is considered confidential and may contain forward-looking statements or proprietary information. By acceptance of the proposal, purchaser agrees to maintain vendor confidentiality, not distribute beyond purchaser's company or its assigns, or reuse in whole or part beyond the scope the original purchase realization.

Items	Description	Materials	Labor	Total
1.1.1-1.1.3, 1.1.5, 1.2.1-1.2.3, 1.2.5	Provide and install additional fuse and terminal blocks and test switches	\$1,436.00	\$11,040.00	\$12,476.00
1.1.4, 1.2.4	Provide and install additional control switches	\$278.00	\$1,436.00	\$1,714.00
1.1.6, 1.2.6	Remove UPS from scope of work	(\$321.00)		(\$321.00)
Total Item 1		\$1,393.00	\$12,476.00	\$13,869.00
2.1, 2.2	Repair clutch jaw assembly	\$15,435.00	\$28,590.00	\$44,025.00
Total Change Order		\$16,828.00	\$41,066.00	\$57,894.00

Meeting Date: 01/08/2018

Information

Subject

Discussion and Possible Motion to Approve Amended and Restated Agreement Under Iowa Code Chapter 28E Between Indianola Municipal Utilities, The Municipal Communications Utilities of the City of Cedar Falls, Waverly Communications Utility, and The Communications Utility of Bellevue, Iowa Providing for Joint Ownership and Use of Certain Facilities and Related Matters

Information

General Manager Tom Gaffigan will discuss the "draft" 28E Agreement for our telecom headend services (packet). The purpose of the agreement is to provide for the joint ownership, management, control and maintenance of an Internet Protocol (IP) Video Head End, and make available certain other shared services, equipment, appliances and appurtenances for the joint benefit of the parties.

Simple motion is in order.

Fiscal Impact

Attachments

28E Agreement



Paul D. Pate
Secretary of State
State of Iowa

28E Agreement

FOR OFFICE USE ONLY:

FILED

M509281

8/23/2016 12:34:25 PM

PLEASE READ INSTRUCTIONS ON BACK BEFORE COMPLETING THIS FORM

Item 1. The full legal name, organization type and county of each participant to this agreement are:

	Full Legal Name	Organization Type	*County
Party 1	Municipal Communications Utility of Cedar Falls, IA	City	Black Hawk
Party 2	Waverly Communications Utility	City	Bremer
Party 3	Communications Utility of Bellevue, Iowa	City	Jackson
Party 4			
Party 5			

**Enter "Other" if
not in Iowa*

Item 2. The type of Public Service included in this agreement is: 0 Unknown Service Type
(Enter only one Service Code and Description) Code Number Service Description

Item 3. The purpose of this agreement is: (please be specific)

To provide for the joint ownership, management, control and maintenance of an Internet Protocol Video Head End, and make available certain other shared services, equipment and appurtenances for the joint benefit of the parties.

Item 4. The duration of this agreement is: (check one) ☐ Agreement Expires ☒ Indefinite Duration
[mm/dd/yyyy]

Item 5. Does this agreement amend or renew an existing agreement? (check one)

☒ NO

☐ YES Filing # of the agreement:

(Use the filing number of the most recent version filed for this agreement)

The filing number of the agreement may be found by searching the 28E database at: <http://sos.iowa.gov/28e>.

Item 6. Attach two copies of the agreement to this form if not filing online.

Item 7. The primary contact for further information regarding this agreement is: (optional)

LAST Name Litterer FIRST Name Mike

Title COO/Director Department COO/Director

Email mlitterer@waverlyutilities Phone 319-559-2000

**AMENDED AND RESTATED AGREEMENT UNDER IOWA CODE
CHAPTER 28E BETWEEN WAVERLY COMMUNICATIONS UTILITY,
THE MUNICIPAL COMMUNICATIONS UTILITY OF THE CITY OF
CEDAR FALLS AND THE COMMUNICATIONS UTILITY OF BELLEVUE,
IOWA PROVIDING FOR JOINT OWNERSHIP AND USE OF CERTAIN
FACILITIES AND RELATED MATTERS**

BE IT REMEMBERED that for the mutual promises, covenants and considerations herein contained and pursuant to Iowa Code Chapter 28E, Waverly Communications Utility ("Waverly"), The Municipal Communications Utility of the City of Cedar Falls, Iowa ("CFU"), and the Communications Utility of Bellevue, Iowa, all municipal utilities in good standing, organized, operating and existing under Iowa Code Chapter 388, have entered into the following agreement, to wit:

1. The purpose of this Agreement is to provide for the joint ownership, management, control and maintenance of an Internet Protocol (IP) Video Head End, and make available certain other shared services, equipment, appliances and appurtenances for the joint benefit of the parties. This agreement does not include programming contracts.

2. CFU has installed in its headquarters building in Cedar Falls an IP Video Head End, including from time to time, needed software, licensing and hardware. The parties' joint ownership under this Agreement is as tenants in common with a separate individual ownership in each party.

3. It is understood CFU has utilized and incorporated some prior existing video infrastructure equipment, dishes, receivers and other apparatus into the IP Video Head End described in paragraph 2 hereof.

4. In order to facilitate and provide for services under this Agreement, each party agrees to construct at its own expense a fiber link to agreed upon Meet Points. Upon request CFU will provide technical assistance regarding equipment selection and configuration of the fiber links. The fiber links thus constructed will be lit, managed and monitored by CFU Network Engineers under paragraphs 5 and 8 hereof. Maintenance and repair of each party's fiber will be performed by the respective party.

5. CFU will provide the Head End Technicians and Network Engineers required to operate the IP Video Head End. The Head End Technicians and Network Engineers will be employees of CFU and shall not have any separate rights or standing under this Agreement. Each party to this Agreement shall be invoiced monthly by CFU for their proportionate share of the

salary and benefits of one Head End Technician, and one Network Engineer all parties will pay the invoice within 30 days of receipt. The percentage of payment may be provided upon Schedule A attached hereto and shall be subject to modification under paragraph 9. Both percentage and number of employees for which CFU shall be reimbursed are subject to yearly adjustment under paragraph 9 hereof.

6. In the event any party or parties to this Agreement take programming or otherwise utilize the IP Video Head End in a manner different from any other party or parties, that non-joint program or utilization will be paid for entirely by the party or parties receiving the separate programming or making the separate utilization. If non-joint program or utilization requires space at CFU head end or property, CFU reserves the right to approve or disapprove said accommodation and additional fees may apply.

7. It is agreed that capital and other financial arrangements and undertaking, shall, except as specifically provided herein, be memorialized by separate agreement of the parties.

8. CFU will administer this Agreement and the operation and maintenance of the IP Video Head End including all existing video infrastructure equipment identified in paragraph 3. CFU will be solely responsible for all decisions regarding maintenance and operation. The cost of all needed replacement or repair parts, including software and software updates, improvements or contracted outside labor fees, will be divided in the same manner as capital contributions as may be provided by separate agreement as provided by paragraph 7 hereof or as subsequently adjusted under paragraph 9 of this Agreement, and paid by Waverly or any new or additional party or parties to CFU upon presentation of an invoice reflecting the proper percentage division of actual cost only, within 30 days. This cost sharing arrangement will be applicable only to the extent the maintenance and operation expenses are necessary for the benefit of all parties to this Agreement.

9. In September of each year, commencing September 2017, all parties to this Agreement shall each designate a representative who shall meet at CFU headquarters to review and adjust the allocation of costs and updated technologies applicable under this Agreement. Cost allocations as adjusted will be effective January 1, 2018 and each January 1 after each said meeting thereafter. The reallocation of capital costs incurred after January 1, 2018, and salaries and benefits under paragraph 5, and repair and maintenance costs under paragraph 8 hereof or as provided by paragraph 7 hereof will be established as the percentage of properties passed by CFU, Waverly and any additional or new party or parties of the prior June as defined in Schedule A. Estimates on Schedule A are informational and not limitations; the distribution formulas in Schedule A are binding on the parties. Schedule A may be amended as a part of the process described in this paragraph.

If by ten days after the initial meeting in any September the parties are unable to agree on reallocations under this paragraph, then they shall mediate all outstanding disputes. Mediation shall commence upon the written notice of any member to all other members. If after notice the parties cannot agree upon a mediator, they shall each select a mediator and the mediators shall mutually select one more person to also act as mediator. If sixty days after appointment of a mediator or mediators the parties have not resolved their dispute or dispute then the parties shall select an arbitrator under Iowa Code chapter 679A, if they are unable to agree on an arbitrator within 30 days, then any party may petition the district court for appointment of an arbitrator. The arbitrator will make a decision within 90 days of selection or appointment. The parties shall accept or reject the decision of the arbitration within ten days of receipt. If the parties accept (or fail to reject) the arbitrator's decision within the time allowed, the decision shall be final and binding upon all parties on all matters in dispute. If any party rejects the arbitrator's decision, then one hundred eighty days thereafter this Agreement shall terminate as provided in paragraph 14.

10. Services under this Agreement may be extended to include but not limited to utilization of billing systems, help desk services and wholesale internet services. Descriptions of such services shall be by addendum to this Agreement.

11. Additional parties may join under this Agreement by adopting its terms with the consent of the governing body of all other members. New members will make an initial contribution to capital based on the percentage of properties passed in the new members' service area compared to the total number of properties passed in the Cedar Falls and Waverly Service areas as defined in Schedule A.

New or additional parties may be required to construct at their own expense a fiber link to CFU's designated meet point and provide equipment, appliances or appurtenances necessary to light the fiber link. Any fiber link thus constructed will be lit, managed and monitored by CFU Network Engineers under paragraphs 5 and 8 hereof. Maintenance and repair of each party's fiber will be performed by the respective party.

All additional contributions of capital from new members shall be distributed to Waverly until Waverly percentage of ownership is reduced the appropriate percentage as defined in paragraph 9, after Waverly ownership of capital, including Waverly's initial investment specified in the agreement provided by paragraph 7 hereof, is so reduced, all subsequent contributions from additional or new members shall be distributed to the then members as their interests appear.

12. Additional parties may become customers of the shared IP Video Headend. Revenue from these additional parties will be shared among the current members based on their percentage of contributions.

13. No separate legal or administrative entity is created by this Agreement.

14. Parties hereto shall not engage in joint financing, but shall each be separately responsible for financing their costs and expenses under this Agreement.

15. This Agreement shall be effective on September 1, 2016 and continue in effect until August 1, 2025, and thereafter shall continue for periods of five years unless any party provides the others with notice of its intent to terminate, at least 1 year prior to the next termination date, in which event this Agreement shall terminate on the next expiration date.

If upon any termination date there are more than two parties to this Agreement and not all parties give notice of termination any party giving notice of termination will be given, within 180 days of termination, their then share of the depreciated net value of their share of the joint assets shall be as last determined under paragraph 9.

Upon final termination of this Agreement, all joint assets shall be liquidated and the proceeds from such liquidation shall be distributed to the then parties to this Agreement based upon their percentage of ownership as it appears on the date of termination as last determined under paragraph 9. CFU shall have the right of first refusal to retain all joint assets in its physical possession upon payment of the proceeds to the other parties in accordance with their percentage of ownership. Should final termination of the agreement occur within the first 10 years, each party shall be compensated for their proportionate share of the existing video infrastructure equipment, dishes, receivers and other apparatus for which a party paid an initial fee.

In the event that any member utility, or the assets of any member utility are sold, leased or otherwise transferred, or any member is dissolved or discontinued, the member being sold, leased, otherwise transferred, dissolved or discontinued shall forfeit its share of the net value of any assets as last determined under paragraph 9 above. As to such member this Agreement terminates upon the date of such member being sold, leased or otherwise transferred, dissolved or discontinued.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be duly executed on the day and year set forth below.

**MUNICIPAL COMMUNICATIONS
UTILITY OF THE CITY OF
CEDAR FALLS, IOWA**



Pamela L. Taylor , Board Chair

ATTEST:



Roger A. Kueter , Board Secretary

August 10, 2016

Date

WAVERLY COMMUNICATIONS UTILITY


_____, Board Chair


_____, Secretary to the Board



Date

COMMUNICATIONS UTILITY OF
BELLEVUE, IOWA

Christopher J. Raby
, Council Chair

ATTEST:

Abbey J. Skith
, Council Secretary

08/08/16
Date

SCHEDULE A – Revised 8/5/16
Fee Structure and Payments

Item	Fee Structure	Estimated Fee	Year	Notes
1. IP Video Head End Capital - Includes initial hardware, licensing, software	CFU=50% WU=43.24% CUB=6.76%	WU \$600,000 estimated initial fee CUB=\$42,434.16 to WU	2015	CFU invoiced WCU for 50% of invoices as they occurred by CFU. CFU, WU and Bellevue will jointly own these assets. Future repair and replacement costs are as defined in the Agreement.
2. IP Video Head End Support - Annual support, maintenance, licensing contracts	CFU=50% WU=43.64% CUB=6.76%	\$90,000 estimated yearly total to be billed by CFU to WU & CUB	2015+	CFU will bill WU for 43.64% and CUB for 6.76% of invoices as received until 1-1-18 at which time the fee allocation will be determined based upon the properties passed % and additional joint owners. This estimate is based on the assumption that these annual fees will be 15% of the initial cost.
3. IP Video Head End – CFU Operational Labor - Startup mode - Operational mode	CFU=50% WU=43.24% CUB=6.76%	WU \$8,583 estimated monthly	2016-2017	This fee began the month WU connects the first test customer to their system. The fee is 43.24% to WU and 6.76% to CUB until 1-1-18 at which time the fee allocation will be determined based upon the properties passed %. This fee is based on CFU labor and benefits costs for one Headend Tech and one Network Engineer, and will change annually as wages change.
	CFU=72.07% WU=21.17% CUB=6.76%	WU \$3,897 estimated monthly	2018+	Beginning 1-1-18 this fee is to be based on the properties passed allocation. Estimate of \$3,897 monthly is based on 22.7% allocation to WU, and is subject to change based on future staffing needs as jointly agreed, properties passed % and additional joint owners.
4. Existing CFU-Owned Video Infrastructure – dishes, receivers, etc.	WU 22.7% CUB 31.9% of \$140,000	WU \$140,000 initial fee CUB \$44,680.85 initial fee to Waverly	2015	Waverly paid CFU \$140,000 which was 22.7% of the depreciated value of this CFU equipment. 22.7% was WU share of properties passed as defined below at time of payment. Future expenses related to maintaining or replacing equipment will be allocated between CFU, WU and CUB based on the properties passed % and additional joint owners.

SCHEDULE A continued				
Item	Fee Structure	Estimated Fee	Year	Notes
5. Use of Existing CFU Provisioning System (Triad from ETI)	WU 22.7%	WU \$11,560 initial fee	2015	Payment of \$11,560 is 22.7% of the total initial fee investment made by CFU (\$50,905).
6. Additional 7 user licensing for Triad	WU 100%	WU \$13,860 initial fee	2016	CFU will acquire these licenses for additional users from ETI to accommodate the WU need.
7. Ongoing upgrades & software maintenance of ETI Middleware	WU 22.7%	WU \$5,770 estimate annual	2015+	WU pays their share of ongoing software upgrades, maintenance and support fees.

WU – Waverly Utilities

CFU – Cedar Falls Utilities

CUB – Communications Utility of Bellevue

Ongoing operation, replacement, maintenance or licensing fees which are not directly allocable to either CFU or WU, but which are associated with the shared IP Video Headend operation, will be allocated among CFU, WU and CUB based on each entity's % of the combined properties passed. Properties passed is defined as the number of total electric meters served by each entity's electric operations, within their respective City limits. This properties passed allocation will be calculated and adjusted for the next calendar as described in paragraph 9 of this agreement.

There may be certain fees or licenses paid to 3rd parties that are based directly on subscriber counts. Fees/licenses based directly on subscriber counts will be allocated to CFU and WU based on subscriber counts.

01263979-2\22004-003

Meeting Date: 01/08/2018

Information

Subject

Discussion and Possible Motion to Accept Proposal and Letter of Engagement Extension Between Indianola Municipal Utilities and SmartSource Consulting

Information

In your packet is a proposal and letter of engagement with SmartSource Consulting. The term of this agreement will begin January 1, 2018 to December 31, 2018. Highlights of the proposal include:

- Internal Communications and Training Assistance
- Product Development
- Marketing and Community Relations
- Hourly rate will be \$100 for a total billed amount of \$11,500 during the term

Simple motion is in order.

Fiscal Impact

Attachments

SmartSource Proposal
Scope of Services



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

Indianola Municipal Utilities Proposal and Letter of Engagement

Thank you for the opportunity to provide this proposal for support services for IMU's fiber utility project. This Proposal and Letter of Engagement serves as the written agreement between Indianola Municipal Utilities (herein referred to as "IMU") and Curtis Dean, dba SmartSource Consulting, for the Scope of Services described below.

Summary

SmartSource Consulting will provide support to IMU primarily in the areas of internal communications and training assistance, product development, and marketing/community relations.

Term

January 1, 2018 to December 31, 2018

Scope of Services

1. Internal Communications and Training Assistance. SmartSource will assist IMU leadership and staff with efforts to provide product and sales training to customer contact personnel and provide ongoing support and assistance to IMU leadership and staff as needed.
2. Product Development. Utilizing the business plan and input from IMU staff and leadership, continue development of the IUM broadband product portfolio.
 - a. Pay TV (Cable TV)
 - i. Gather input from citizens about channel preferences via focus groups and survey.
 - ii. Design options for both traditional ("fat") and limited ("skinny") service packages. Utilize customer surveys to determine demand for various channels.
 - iii. Complete necessary paperwork to opt into NCTC master agreements for channels chosen.
 - iv. Complete necessary paperwork for direct programming agreements.
 - v. Negotiate retransmission consent agreements with TV broadcasters.
 - vi. Initiate ad insertion with ICAN or another provider.
 - vii. Develop service rules.
 - b. Internet
 - i. Develop product options (speed tiers, prices, etc.)
 - ii. Develop open internet and privacy policies.
3. Marketing and Community Relations. I would propose assisting IMU staff with tasks related to marketing and community relations as needed, including but not limited to:
 - a. Branding
 - b. Marketing methods and messaging
 - c. Ongoing assistance with the Fiber Fan campaign and/or any other customer signup activities
 - d. Community relations tasks
4. Other. SmartSource Consulting will perform other tasks as requested by IMU.

For a detailed estimate of hours for each task, see Exhibit A.



517 SE 17th Street
Grimes, IA 50111
(515) 650-0251

curtis@smartsourceconsulting.com

Cost

- 82.5 hours of work that were unused under the previous term of engagement
- And additional 111.5 hours of work billed at an hourly rate of \$100.00 per hour for a total billed amount of \$11,500.00 during the term
- SmartSource Consulting will invoice IMU \$929.17 monthly during the Term (12 months). The first invoice under this agreement will be sent to IMU on or around February 1, 2018 (January invoice) with the final invoice being issued on or around January 1, 2019 (December invoice). Each invoice will show the number of hours worked during the previous month and the number of hours remaining in the Term.
- If unused hours remain at the end of the Term they may, at IMU's discretion, be rolled into a subsequent agreement.
- Additional hours of service beyond the 194 included in this agreement will be billed at the rate of \$100.00 per hour.
- Travel: Drive time for work on behalf of IMU will not be billed at the hourly rate. Instead, mileage for work on behalf of IMU will be billed at the allowable IRS rate per mile. Actual expenses related to travel (lodging and meals) will be billed for reimbursement.

Modification or Termination

The terms of this agreement, including the Scope of Services and total hours of services, may be modified at any time with approval both parties. If IMU determines that it is no longer in need of the services covered under this agreement, it may opt to terminate the agreement upon 30 day written notice.

(signature page to follow)



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

By our signatures below, we agree to the terms of this Letter of Engagement.

Indianola Municipal Utilities

(Date)

(Signature)

(Print Name)

(Title)

SmartSource Consulting

(Date)

(Signature)

Curtis Dean

President, SmartSource Consulting

Indianola Municipal Utilities

Scope of Services and Estimated Time

Engagement Term: January 1 to December 31, 2018 (12 months)

Internal Communications & Training Assistance

<u>Task</u>	<u>Description</u>	<u>Timing</u>	<u>Total</u>
1) Staff training	Provide product and sales training and support as needed for customer contact personnel	Jan18-Sep18	20
2) Assistance to GM	Ongoing support and assistance as needed upon request	Jan18-Sep18	10

Product Development

<u>Task</u>	<u>Description</u>		109
1) Pay TV			
a) Channel packages and options	Design options for both traditional and limited service packages. Work with NCTC to see what sorts of packages are allowable.	Jan18-Mar18	20
	Conduct citizen focus groups to discuss various package options. Write report on findings	Jan 18-Feb18	8
	Initial channel survey-review and interpret results	Jan18-Feb18	5
	Focus group follow-up to channel survey with forced ranking of optional channels	Jan18-Feb18	5
b) Satellite programming launch paperwork	After channel lineup is finalized, complete channel launch forms through NCTC or direct agreements	Mar18-May18	25
	Work with CFU on any transport agreement issues that develop	Mar18-May18	5
c) Retransmission consent agreements	Negotiate retransmission consent agreements with Des Moines broadcasters. Estimate 3 hours for each station (Big 4), 1 hour for each "minor" station	Mar18-May18	15
d) Ad insertion	Work with ICAN to implement ad insertion capability.	May18-Jul18	5
e) FCC public files	Utilizing online filing system wherever possible, develop public file procedures to meet FCC requirements for cable operators.	July18-Sep18	8
2) Internet			
a) Develop product options	Review proposed tiers from business plan, revise as needed, interpret impact on revenues and expenses	Jan18-May18	10

b) Develop policies	Write open internet, privacy, and acceptable use policies that meet FCC guidelines and IMU philosophy	Jul18-Sep18	3
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Marketing and Community Relations**55**

1) Marketing

Overall, I will provide general assistance and guidance to IMU staff as they develop a marketing plan and methods.

a) Branding and marketing program implementation	Assist with branding, marketing methods, and implementation where needed	Jan18-Mar18	20
b) Fiber Fan campaign	Assist with ongoing Fiber Fan campaign	Jan18-Sep18	20
2) Community relations	Assist staff with additional community relations methods, meetings, etc.	Jan18-Sep18	15

Total Estimated Hours 194**Rollover from previous engagement -82.5****Total Billable Hours, new engagement 111.5**

Hourly Rate \$ 100.00

Total \$ 11,150.00

Monthly (12 mos) \$ 929.17

Meeting Date: 01/08/2018

Information

Subject

Discussion and Possible Motion to Accept Network Engineering Consulting Agreement Between Indianola Municipal Utilities and Fuse Technic, LLC

Information

In your packet is the Network Engineering Consulting Agreement with Fuse Technic, LLC. Highlights of the agreement are:

- Work will be billed hourly at the rate of \$150/hour
- Services scope include:
 - Network Engineering - network topology design, software/hardware procurement consult, implementation and documentation for edge, core and fiber to the premise networks
 - Communications Infrastructure Monitoring, Trending and Accounting-design, software/hardware procurement consult, installation, configuration of software platforms to facilitate monitoring and alerting of the communications infrastructure
 - Hiring - Technical assessment and evaluation of candidates being interviewed to fill permanent ISP staff roles
 - Facilities-Assistance with the design of data room layouts for headend/CO and hub sites, specifications, procurement assistance and configuration of IT/network power systems and environmental monitoring of data rooms
 - Compute/Systems Administration-Implementation (design, software/hardware procurement consult, installation and configuration) of virtual compute platform to accommodate software applications and services that pertain to the operation of the communications utility

Simple motion is in order.

Fiscal Impact

Attachments

Agreement

NETWORK ENGINEERING CONSULTING AGREEMENT

January 3, 2018

BETWEEN: Fuse Technic, LLC
PO Box 282
Cedar Falls, IA 50613

AND: Indianola Municipal Utilities
111 S Buxton St
Indianola, IA 50125

FUSE TECHNIC

CONTACT: Ben Stineman (bstineman@fusetechinc.com) (319) 830-6258

TERM

January 1, 2018 through December 31, 2018. Services following this term will be renegotiated. Either party may terminate this contract at any time for any reason by giving at least thirty (30) days notice in writing to the other party. If the contract is terminated as provided herein, Fuse Technic will be paid a fair payment as negotiated for the work completed as of the date of termination.

COMPENSATION

Work will be billed hourly at the rate of \$150/hr. Invoices will be sent digitally (pdf) via email on the first business day of the month for the previous billing period. Payment is to be remitted within 30 calendar days via ACH or check mailed to the PO Box above.

TIME CONSTRAINTS

Invoices are not to exceed 40 billed hours in a monthly billing cycle unless otherwise negotiated due to project deadlines or other time constraints.

SERVICE LOCATION

The consulting services in this agreement will be performed at locations of the consultant's discretion. Fuse Technic will schedule any needed on-site work with IMU.

SERVICES SCOPE

Fuse Technic will provide IMU with network and infrastructure architecture engineering services pertaining to the design, startup and initial operation of the communications utility. At a minimum, these services include:

- Network Engineering
 - Network topology design, software/hardware procurement consult, implementation and documentation for edge, core and fiber to the premise networks.
 - Internet number resource registration and management.
- Communications Infrastructure Monitoring, Trending and Accounting
 - Design, software/hardware procurement consult, installation, and configuration of software platforms to facilitate monitoring and alerting of the communications infrastructure.
 - Design, software/hardware procurement consult, installation, and configuration of software platforms for gathering data pertaining to the operation and usage of the infrastructure. Network, systems, and environmental.
- Hiring
 - Technical assessment and evaluation of candidates being interviewed to fill permanent ISP staff roles.
- Facilities
 - Assistance with the design of data room layouts for headend/CO and hub sites.
 - Specification, procurement assistance, and configuration of IT/network power systems and environmental monitoring of data rooms.
- Compute / Systems Administration
 - Implementation (design, software/hardware procurement consult, installation, and configuration) of virtual compute platform to accommodate software applications and services that pertain to the operation of the communications utility.

Changes to this scope shall be communicated in written form from IMU to Fuse Technic, LLC.

INDEPENDENT CONTRACTOR

Fuse Technic, LLC and its agents will operate as independent contractors to IMU in the performance of its duties under this agreement.

EMPLOYMENT OF OTHERS

If during the course of this agreement it is determined that additional firms, consultants or contractors are needed to complete the duties of this agreement, Indianola Municipal Utilities will assume all costs of the additional consultants or contractors. In no event will additional firms be employed to carry out the scope, original or otherwise agreeably amended, of this agreement without prior authorization by both parties.

CONFIDENTIALITY & NON-DISCLOSURE

Fuse Technic, LLC and Indianola Municipal Utilities agree that any confidential or sensitive business information exchanged during the course of the work outlined in this agreement will not be disclosed to a 3rd party unless required to do so by law or unless otherwise formally authorized - such as with business partners.

By signing below, the parties stated in this agreement acknowledge the acceptance of this proposal.

Indianola Municipal Utilities

Authorized Signature

Date

Printed name of above signed

Fuse Technic, LLC

Authorized Signature

Date

Printed name of above signed

IMU Regular Downstairs

9.A.

Meeting Date: 01/08/2018

Information

Subject

Conceptual Drawing and Update on Telecommunications Building Renovation Progress

Information

Fiscal Impact

Attachments

No file(s) attached.

IMU Regular Downstairs

10.A.

Meeting Date: 01/08/2018

Information

Subject

Recommendation to Re-engineer and Realign Existing Joint IMU/City Financial and Human Resource Services

Information

General Manager Tom Gaffigan will discuss the recommendation to re-engineer and realign existing joint IMU/City Financial and Human Resource Services.

Fiscal Impact

Attachments

Consortia Consulting Proposal
Resolution 134



Krista Allen, Consultant

112 Augusta Circle
Waverly, IA 50677

Mobile: 712.579.6000

Direct: 402-441-1684

kallen@consortiaconsulting.com

November 30, 2017

Indianola Municipal Utilities
Tom Gaffigan
110 North 1st Street
PO Box 356
Indianola, IA 50125

Re: Financial Controller Proposal

Dear Tom,

Consortia Consulting, Inc. is pleased to submit a proposal to provide financial controller responsibilities to Indianola Municipal Utilities ("IMU"). This proposal is in addition to the current consulting contract between the parties for general telecom related services.

Financial services provided will include the compilation, from information and data provided by IMU, of the interim and annual financial statements of IMU. These statements will not be audited nor reviewed. An opinion or any other form of assurance will not be given on the financial statements. Consortia will coordinate with your designated CPA representatives to ensure that the compilation complies with any known regulatory requirements and accounting industry standards.

Length of Agreement:

Option 1: A minimum one-year contract to provide preparation and issuance of monthly financial statements to the Board of Trustees and management staff. This will also include preparation of the quarterly budget variance report. Consortia will also assist in the creation of the annual budget, annual budget amendments, and the annual audit. An annual amount of \$60,000 will be billed monthly for this service. Any additional services will be billed at the rate of \$125.00 per hour.

Option 2: Month-to-month basis providing a fee schedule as follows:

- Closing of the General Ledger
- Reconciliation of bank and investment accounts

- Preparation of monthly financial statements for the Board of Trustees and management staff
- \$150.00 per hour billed monthly. Estimate of 50 hours per month.

Additional services may be requested under this arrangement and provided at the rate of \$175.00 per hour, billed monthly. The amount of hours may vary, depending on services requested. These additional services include but are not limited to:

- Preparation of quarterly budget variance report
- Issuance of quarterly budget variance report to the Board of Trustees and management staff
- Preparation of monthly Treasury Report and submission to the City Treasurer
- Preparation of annual fiscal year budget
- Presentation of fiscal year budget to the Board of Trustees and Management Staff
- Preparation of annual fiscal year budget amendments
- Presentation of fiscal year budget amendments to the Board of Trustees and Management Staff
- Update of cash flow analyses
- Review of bond compliance

This proposal does not include any assistance necessary for IMU to convert from cash basis to accrual basis. Should IMU choose to proceed with this conversion, Consortia will work closely with IMU's auditor to devise a plan for the transition and provide a quote after meeting with the auditors.

Should Consortia incur excess costs related to initial IT setup, those costs will be invoiced to IMU.

Consortia Consulting looks forward to working with Indianola Municipal Utilities on their financial needs. Should you have any questions with regard to this proposal, please feel free to contact me at your convenience.

Respectfully,

Krista Allen
Consortia Consulting, Inc.

Resolution # 134
Of the Indianola Municipal Board of Trustees

Duties and Services Shared by the City Council and the Board of Trustees

BE IT RESOLVED by the Indianola Municipal Utilities Board of Trustees for the City of Indianola, Iowa that:

1. The Board of Trustees agrees to annually expend its fair portion for shared services rendered by individuals empowered under this resolution, subject to having substantive and cooperative participation in the selection of said individuals and an annual evaluation of services rendered. Individuals employed to carry out shared services shall be appointed, compensated, employed, and supervised as provided for in the Code of Ordinances and Personnel Management Guide for the City of Indianola, Iowa.
2. The City Manager of the City of Indianola shall annually submit budgets to the Board of Trustees for their consideration for the board's portion of expenditures related to carrying out shared services.
3. The definition of "officers" shall be limited to the President and Vice-President of the Board of Trustees, the City Clerk, the City Treasurer, the City Chief Accounting Officer, the City Attorney, and the individual appointed to carry out General Management duties.
4. The appointed City Clerk of the City of Indianola shall:
 - a. Be the Secretary of the Board of Trustees.
 - b. Administer the oath of office.
 - c. Authenticate official proceedings and actions of the Board and its officers.
 - d. Be the official custodian of all documents of the utilities under the management and control of the Board of Trustees. Documents shall include all electronic records. Copies of any of these records, papers or public documents shall be provided to the appropriate officer when needed for that officer to discharge their official duties.
 - e. Maintain the official copies of all resolutions, utility service plans, policies, and procedures in effect for the Board of Trustees.
 - f. Keep and file all communications directed to the Board of Trustees.
 - g. Ensure compliance with applicable laws and regulations regarding the recording, safekeeping, distribution, and publication of all documents, agendas, minutes, proceedings, and other similar matters related to clerk duties.
 - h. Be authorized to approve reimbursements to any officer.
 - i. Designate other individuals to carry out his or her duties as needed as authorized by the City Manager.
5. The designated Chief Accounting Officer of the City of Indianola shall:
 - a. Jointly account for both city and utility funds using a common accounting system and reporting revenue and expenditures to officials on a monthly basis.
 - b. Have the authority to disburse funds for the following without specific authorization by the Board of Trustees:
 - i. Payroll expenses in periodic amounts approved by the board
 - ii. Any bona-fide debt obligation and interest payment
 - iii. Purchased energy or transmission expenses as contracted for by the board
 - iv. Generating fuel or repairs during a bona-fide emergency

- c. Prepare a schedule of claims not otherwise provided for above for approval by the Board of Trustees, including any amounts disbursed under item (b) above.
 - d. Receive all utility funds, credit them to the proper fund, and deposit them into accounts under the custodial care of the City Treasurer.
 - e. Issue warrants or checks on the appropriate utility funds for allowed claims.
 - f. Report each month the receipts, disbursements, transfers, and balance of each fund of each utility.
 - g. Reconcile all funds with the account balances determined by City Treasurer at the end of each month and prepare a report in conjunction with the City Treasurer.
 - h. Prepare the official annual financial statements and reports of utility operations and funds in the manner required by law, regulation, or ordinance.
 - i. Establish policies and procedures to care for the proper accounting and safekeeping of utility funds.
 - j. Serve as the internal auditor for all utility funds and to report areas of concern directly to the Board of Trustees.
 - k. Administer grants.
 - l. Recommend changes regarding accounting, utility billing and collection rules, regulations, policies, procedures, and practices to the Board.
 - m. Be authorized to approve reimbursements to any officer.
 - n. Designate other individuals to carry out his or her duties as needed as authorized by the City Manager.
6. The City Manager of the City of Indianola is authorized to designate individuals who shall issue monthly billings for utility services based on meter readings provided by the utilities. The Board of Trustees shall be solely responsible for establishing billing and collection rules and regulations for the utility services under its management and control, subject to state and federal laws, rules, and regulations.
7. Nothing in this resolution shall prevent the Board of Trustees from approving the combining of officials' duties described in this resolution.
8. This resolution shall take effect immediately.

Approved this 11th day of June, 2007.


IMU Chairperson

ATTEST:


Trustee Clerk

Meeting Date: 01/08/2018

Information

Subject

Selection of 2018 Officers

Information

Past practice for office holders is one of rotating seniority, with each Trustee having the ability to serve as Chair and Vice Chair during a 6-year tenure. However, it is solely up to the Board to select its officers in any given year.

Selection of a Chair and Vice Chair is in order.

Simple motion is in order.

Fiscal Impact

Attachments

No file(s) attached.

IMU Regular Downstairs

10.C.

Meeting Date: 01/08/2018

Information

Subject

2018 General Manager Goals

Information

In your packet is the 2018 General Manager goals.

Fiscal Impact

Attachments

Goals

Indianola Municipal Utilities
General Manager Objectives
For the calendar year 2018

	Objective	Action Plan	Due date	Status
Primary	Financial -	1. Work with staff, City staff and vendors (MEAN) to establish a budget with approval from the Board prior to the applicable deadline	2/28/2018	
	Short-term: Establish a utility budget that is conservative yet reasonable	2. Consider restructure of Finance and HR services to support IMU needs that remains budget neutral or better.	3/31/2018	
	Long-term: Develop a financial plan to keep IMU financially viable in the future	1. Review financial projections beyond one year with the Board and seek input	9/30/2018	
		2. Develop financial benchmark targets for IMU based on public utility best practices, review with the Board and seek input	9/30/2018	
		3. Develop long term capital project plan (next 5 years or more) and review with the Board	12/31/2018	
		4. Conduct follow-up electric rate study (to be completed internally or externally)	10/31/2018	
	Fiber - Fully launch telecommunications utility FTTH by the end of 2018	1. Complete FTTH construction guided by business plan budget	9/30/2018	
		2. Complete telecommunications utility renovation of old electric line shop within budget	7/31/2018	is this reasonable?
		3. Acquire and install telecommunications billing services software	9/30/2018	is this possible?
		4. Complete all programming and transport contract agreements	9/30/2018	
		5. Develop service rules for operation of telecommunications utility	9/30/2018	
		5. Develop and implement marketing plan for FTTH launch	4/30/2018	is this reasonable?
	Operations -	1. Conduct study and make recommendation to IMU Board regarding relocation of utility services operations and personnel to new location	5/14/2018	
		2. Relocate utility services operations and personnel to new location	12/31/2018	
		3. Complete construction of new Electric Line Shop within budget	11/16/2018	
		4. Upgrade existing IMU web site	12/31/2018	
		5. Actively participate in and provide leadership to labor union negotiations while maintaining positive relations with the union yet making progress on concessions necessary for long-term financial viability	3/15/2018	
		6. Review, modify and publish revised service rules for electric and water utilities		? priority for 2018?
Secondary	Relationships/Public Perception - build and maintain positive relationships with employees, board members, city leaders, and key business leaders; enhance perception of IMU in the City	1. Continue to build relationships with the following: direct reports, other IMU employees, Board members, City staff/council, key Indianola business leaders, and key account representatives	Ongoing	
		2. Seek out ways to promote IMU and improve the public perception of IMU in Indianola and within the state of Iowa	Ongoing	
	MEAN - Actively participate in agency activities and maintain a pulse of outside power supply market prices and options	1. Actively seek and participate in leadership roles at MEAN always keeping IMU's best interest in mind	Ongoing	
	Economic Development	1. Explore ways to support City and local efforts to spur economic development within Indianola	Ongoing	

As suggested by Tom Gaffigan

Meeting Date: 01/08/2018

Information

Subject

Motion to go into closed session in accordance with Iowa Code Section 21.5(1)(c) to discuss strategy with counsel in matters that are presently in litigation or where litigation is imminent where its disclosure would be likely to prejudice or disadvantage the position of the governmental body in that litigation

Information

Roll call to go into closed session is in order.

Fiscal Impact

Attachments

No file(s) attached.
