

INDIANOLA MUNICIPAL UTILITIES



Electric • Telecommunications • Water

**IMU Board of Trustees of the
Electric, Water and Telecommunications Utilities
August 13, 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 August 6, 2018
 - B. Minutes from July 23 and August 3, 2018
 - C. Quarterly Write Offs to State Offset Program
5. Electric Utility Action Items
 - A. Annual IMPACT Community Action Program Vendor Agreement
 - B. Consider change order number two in an amount of \$1,485.00 for the 2018 Line Shop Project - Project #3 - Jordison Construction - Concrete Flatwork - revised contract \$251,935.00
 - C. Consider approval of the certificate of substantial completion for the Turbine Control Replacement
6. Electric Utility Informational Items
7. Water Utility Informational Items
8. Communications Utility Action Items
 - A. Resolution approving an Operating Procedure For Compliance With CPNI Rules

9. Communications Utility Informational Items
10. Combined Electric, Water and Communications Utilities Action Items
 - A. Memorandum of Understanding Discussion and consideration of a Resolution approving a Memorandum of Understanding regarding the sharing of services with the City of Indianola
11. Combined Electric, Water and Communications Utilities Informational Items
12. Other Business
13. Adjourn

IMU Regular Downstairs

4.A.

Meeting Date: 08/13/2018

Information

Subject

Claims list for August 6, 2018

Information

Fiscal Impact

Attachments

Claims

Vendor Name	GL Account Number	Description	Invoice Date	Net Invoice Amount
WATER OPERATING FUND				
ACCO UNLIMITED CORP.	600-8110-65010	LIQUID CHLORINE	07/13/2018	1,357.00
CIRCLE B CASHWAY	600-8160-63320	TREATED LUMBER	07/16/2018	9.72
CITY OF INDIANOLA - UTILITY	600-8110-63710	UTILITIES	07/31/2018	13,890.32
CITY SUPPLY CORPORATION	600-8150-63453	FEBCO 2ND CHECK ASSEMBLY/SPRING	07/12/2018	116.73
CR SERVICES	600-8150-65072	BLUE MARKING PAINT AND BLUE LOCATE FLAGS	07/16/2018	585.32
DES MOINES AREA COMM COL	600-8110-62300	3320 ANKENY WATER CONF.	07/13/2018	150.00
DES MOINES REGISTER MEDIA	600-8190-64020	BT MIN-05	06/30/2018	8.14
DES MOINES REGISTER MEDIA	600-8190-64020	BT MIN-06	06/30/2018	24.44
DES MOINES REGISTER MEDIA	600-8190-64020	BT MIN-06	06/30/2018	36.84
DES MOINES REGISTER MEDIA	600-8190-64020	BT MIN-05	06/30/2018	40.28
DOWNEY TIRE PROS	600-8160-63320	TIRE REPAIR	07/16/2018	23.45
EMPLOYEE & FAMILY RESOUR	600-8180-61430	ANNUAL CONTRACT	07/18/2018	108.00
HACH COMPANY	600-8110-65012	LAB SUPPLIES	07/13/2018	1,197.91
HY-VEE FOOD STORE	600-8190-61440	WELLNESS SCREENING	06/08/2018	45.00
INFOMAX OFFICE SYSTEMS IN	600-8120-63410	COPIER CONTRACT	07/23/2018	164.90
IOWA ASSOC OF MUN UTILITIE	600-8120-63100	MOCK OSHA WALK THROUGH, WATER	06/30/2018	180.44
IOWA ONE CALL	600-8110-64990	WA-LOCATING NOTIFICATION/580 TICKETS	07/10/2018	522.00
ITRON INC.	600-8170-64990	SOFTWARE MAINT	07/16/2018	228.11
JMK LAWN CARE	600-8120-64872	JUNE MOVING CONTRACT	06/30/2018	820.00
MENARDS	600-8150-65072	BRICK HAMMERS (2)	07/16/2018	29.98
MUNICIPAL ENERGY AGENCY	600-8110-63710	PURCHASED POWER - JUNE 18 (WELL KWH & TRANS)	07/11/2018	1,055.62
O'REILLY AUTO PARTS	600-8160-63320	HYDRAULIC HOSES - BACKHOE	07/08/2018	73.75
SHULL, DOUG	600-8190-64990	TREASURER CONTRACT	07/18/2018	15.84
THEISEN'S	600-8120-65070	WASP & HORNET SPRAY	07/11/2018	5.98
THEISEN'S	600-8120-65070	AUTO CLEANSER	07/14/2018	8.48
THEISEN'S	600-8150-65072	PAINT BRUSHES	07/24/2018	7.90
THEISEN'S	600-8150-65072	5' X 2' TROWEL	07/25/2018	6.99
U.S. CELLULAR	600-8110-63730	CELL PHONES - 4	07/12/2018	175.13
UNUM LIFE INSURANCE CO OF	600-8180-61550	LIFE, AD&D AND LTD INSURANCE	07/18/2018	126.23
WESTRUM LEAK DETECTION	600-8150-63453	2018 LEAK DETECTION SURVEY	07/24/2018	2,850.00
Total WATER OPERATING FUND:				23,864.50
IMU ADMINISTRATION FUND				
CAPITAL EXPRESS	620-8090-65080	DELIVERY OF 7-1-18 UTILITY BILLS	06/30/2018	42.18
CASUAL RAGS	620-8090-65077	IMU FIBER SHIRTS - UTILITY SERVICES	07/26/2018	149.69
CASUAL RAGS	620-8091-65070	IMU FIBER SHIRT - LONGER	07/26/2018	29.94
CIVIC SYSTEMS LLC	620-8090-64190	SEMI-ANNUAL SOFTWARE SUPPORT, JULY - DEC 2018	06/26/2018	6,422.00
DES MOINES WATER WORKS	620-8090-65080	JUNE POSTAGE	07/11/2018	3,119.56
EMPLOYEE & FAMILY RESOUR	620-8090-61430	ANNUAL CONTRACT	07/18/2018	108.00
INFOMAX OFFICE SYSTEMS IN	620-8091-64990	J0613 - IMU ADMIN	07/02/2018	136.70
MID AMERICAN ENERGY CO.	620-8090-63710	90610-25056 210 W 2ND	07/19/2018	11.08
T.R.M. DISPOSAL LLC	620-8090-64090	DISPOSAL/RECYCLING SERVICE FOR AUG 2018	07/24/2018	38.00
UNUM LIFE INSURANCE CO OF	620-8090-61550	LIFE, AD&D AND LTD INSURANCE	07/18/2018	101.61
UPHDM OCCUPATIONAL HEAL	620-8090-65990	PRE-EMPLOYMENT TESTING - LANE	06/29/2018	126.00
WEINMAN INSURANCE SERVIC	620-8090-64083	ADD 2 LOCATIONS TO BOILER 2018/19 YEAR	05/15/2018	45.00
WEINMAN INSURANCE SERVIC	620-8090-64083	ADD 2 LOCATIONS TO BOILER 2018/19 YEAR	07/02/2018	340.00
Total IMU ADMINISTRATION FUND:				10,669.76
ELECTRIC OPERATING FUND				
A-TEC ENERGY	630-8290-67306	2ND QTR 2018 AGREEMENT	07/26/2018	308.16
BANKERS TRUST COMPANY	630-8290-64500	2017 SERIES C FINANCIAL MANAGEMENT FEES	07/11/2018	1,078.43
CITY OF INDIANOLA - REBATE	630-8290-67306	A/C REBATE	06/18/2018	100.00
CITY OF INDIANOLA - REBATE	630-8290-67306	A/C REBATE	06/19/2018	200.00
CITY OF INDIANOLA - UTILITY	630-8210-63710	UTILITIES	07/31/2018	1,891.74
CR SERVICES	630-8250-65072	FIRST AID SUPPLIES	07/09/2018	16.59

Vendor Name	GL Account Number	Description	Invoice Date	Net Invoice Amount
CROSSROADS MOBILE MAINTENANCE	630-8260-63320	REPAIRS TO UNIT 31	07/10/2018	3,483.39
DES MOINES REGISTER MEDIA	630-8190-64020	BT MIN-06	06/30/2018	139.61
DES MOINES REGISTER MEDIA	630-8190-64020	BT MIN-05	06/30/2018	30.85
DES MOINES REGISTER MEDIA	630-8190-64020	BT MIN-06	06/30/2018	92.65
DES MOINES REGISTER MEDIA	630-8190-64020	BT MIN-05	06/30/2018	152.66
DUST PROS JANITORIAL	630-8220-64090	MONTHLY CLEANING - JULY - ADMIN/ELECTRIC	07/16/2018	1,177.00
EMPLOYEE & FAMILY RESOURCE	630-8280-61430	ANNUAL CONTRACT	07/18/2018	270.00
INFOMAX OFFICE SYSTEMS INC	630-8290-64990	J1730 - IMU ELECTRIC	07/02/2018	194.48
INTERSTATE POWER SYSTEM	630-8260-63320	REPAIRS TO UNIT #34	07/17/2018	122.22
IOWA ASSOC OF MUN UTILITIES	630-8220-63100	MOCK OSHA WALK THROUGH, SUBSTATIONS/PLNAT	06/30/2018	112.78
IOWA DEPT OF NATURAL RESOURCES	630-8220-63410	TITLE V PERMIT - DNR FEES	07/17/2018	975.00
IOWA ONE CALL	630-8290-63730	EL-LOCATING NOTIFICATION - 562 TICKETS	07/10/2018	505.80
ITRON INC.	630-8270-64990	SOFTWARE MAINT	07/16/2018	228.12
JMK LAWN CARE	630-8250-64990	JUNE MOWING CONTRACT - ELECTRIC	06/30/2017	700.00
MID AMERICAN ENERGY	630-8290-67306	IMU AUDIT PARTNERSHIP	07/18/2018	429.90
MID AMERICAN ENERGY CO.	630-8210-63710	80950-24015 PLANT GAS	07/19/2018	11.08
MID AMERICAN ENERGY CO.	630-8210-63710	52390-25019 BOILER GAS	07/18/2018	325.30
MID AMERICAN ENERGY CO.	630-8210-63710	07991-36014 11634 R63 HWY	07/13/2018	10.00
MUNICIPAL ENERGY AGENCY	630-8200-45629	20% 69KV 30.9 CREDIT/ADMIN FEE - JUNE 18	07/11/2018	7,091.80-
MUNICIPAL ENERGY AGENCY	630-8230-63991	PURCHASED POWER - JUNE 18 (NET ELECTRIC)	07/11/2018	856,285.43
MUNICIPAL ENERGY AGENCY	630-8230-63992	TRANSMISSION/ADJUSTMENT - JUNE 18	07/11/2018	119,171.24
MUNICIPAL ENERGY AGENCY	630-8230-63990	WIND & LANDFILL GAS ATTRIBUTES - JUNE 18	07/11/2018	29,886.00
MUNICIPAL ENERGY AGENCY	630-8230-63991	IND TRANS SYSTEM OPERATOR CHARGE	07/06/2018	5,141.54
PAC-VAN INC	630-8250-65072	TEMP OFFICE SPACE	07/26/2018	481.80
SAFETY-KLEEN	630-8225-63410	REMOVE DIESEL FROM TURBINE #7	07/12/2018	1,773.46
SHULL, DOUG	630-8290-64990	TREASURER CONTRACT	07/18/2018	60.00
SKARSHAUG TESTING LABORATORY	630-8240-65500	CLEAN - TEST - REPAIR HOT STICK	07/11/2018	54.79
SOUTH CENTRAL IOWA LANDFILL	630-8250-65072	BROKEN POLES/WOOD ARMS - STORM DAMAGE	07/17/2018	60.00
SOUTH CENTRAL IOWA LANDFILL	630-8250-65072	BROKEN POLES/WOOD ARMS - STORM DAMAGE	07/17/2018	33.00
TERRY-DURIN CO.	630-8250-65072	160 WATT LED LIGHTS - TEST PROJECT	05/02/2018	863.49
U.S. CELLULAR	630-8240-63730	CELL PHONES - 9	07/12/2018	394.05
UNUM LIFE INSURANCE CO OF	630-8280-61550	LIFE, AD&D AND LTD INSURANCE	07/18/2018	293.67
VANDERPOOL PLUMBING	630-8220-63100	AC SERVICE CALL, UPSTAIRS UNIT	07/12/2018	98.97
WEINMAN INSURANCE SERVICE	630-8280-64084	ADD 2 LOCATIONS TO BOILER 2018/19 YEAR	05/15/2018	35.00
WEINMAN INSURANCE SERVICE	630-8280-64084	ADD 2 LOCATIONS TO BOILER 2018/19 YEAR	07/02/2018	280.00
WESCO	630-8240-65500	FR JEANS & SHIRTS - SMITH	07/02/2018	588.77
WESCO	630-8250-65072	LIFTING STRAPS FOR DIGGER TRUCKS	07/09/2018	33.60
WESCO	630-8240-65500	CREDIT - FR JEANS - SMITH	07/13/2018	300.94-
WESCO	630-8240-65500	FR JEANS - SMITH	07/16/2018	280.88
WIEGERT DISPOSAL CO.	630-8220-64090	GARBAGE PICK-UP FOR JULY	08/01/2018	110.00
Total ELECTRIC OPERATING FUND:				1,021,088.71

FIBER/COMMUNICATIONS FUND

BANKERS TRUST COMPANY	640-8590-64500	2017 SERIES C FINANCIAL MANAGEMENT FEES	07/11/2018	633.36
BECK ELECTRIC	640-8550-64990	INSTALL ELECTRIC TO TEMP BUILDING	07/17/2018	187.50
CELLULAR ADVANTAGE INC	640-8550-63730	MATT CELL PHONE/CASE	06/21/2018	137.49
CINTAS CORPORATION	640-8590-65070	FIRST AID & PPE MATERIALS	07/20/2018	30.64
CONSORTIA CONSULTING	640-8550-64900	NETWORK CONSULTING	07/18/2018	1,650.00
DES MOINES REGISTER MEDIA	640-8590-64020	BT MIN-05	06/30/2018	19.08
DES MOINES REGISTER MEDIA	640-8590-64020	BT MIN-06	06/30/2018	17.45
DES MOINES REGISTER MEDIA	640-8590-64020	BT MIN-05	06/30/2018	3.85
DES MOINES REGISTER MEDIA	640-8590-64020	BT MIN-06	06/30/2018	11.58
DES MOINES REGISTER MEDIA	640-8590-64020	RATES	06/30/2018	42.83
DES MOINES REGISTER MEDIA	640-8590-64020	COMMUNITY GUIDE, IMU FIBER	06/30/2018	810.00
EMPLOYEE & FAMILY RESOURCE	640-8590-61430	ANNUAL CONTRACT	07/18/2018	90.00
GOCKEN, KURT	640-8550-63730	MOBILE DEVICE ALLOWANCE	07/16/2018	37.50
INFOMAX OFFICE SYSTEMS INC	640-8550-64990	J0613 - IMU NS ADMIN	07/02/2018	136.71

Vendor Name	GL Account Number	Description	Invoice Date	Net Invoice Amount
IOWA ONE CALL	640-8590-63730	FIBER-LOCATING NOTIFICATION - 310 TICKETS	07/10/2018	279.00
MAHASKA COMMUNICATION G	640-8550-63464	SPLICING/SERVICE DROPS	07/01/2018	1,220.00
MID AMERICAN ENERGY CO.	640-8550-64990	JUNE/JULY NATURAL GAS	07/19/2018	11.08
MOBILE MINI	640-8550-64990	TEMPORARY OFFICE BUILDING DELIVERY/JULY USAGE	07/09/2018	685.86
PROMOTIONS PLUS LLC	640-8590-64021	BACKPACKS (200)	07/12/2018	535.20
PROMOTIONS PLUS LLC	640-8590-64021	INK PENS (500)	07/12/2018	392.80
PROMOTIONS PLUS LLC	640-8590-64021	CARABINER LIGHT AND PEN (500)	07/12/2018	682.68
PROMOTIONS PLUS LLC	640-8590-64021	MEGA BOX KOOLER (24)	07/24/2018	465.27
SHULL, DOUG	640-8590-64990	TREASURER CONTRACT	07/18/2018	7.50
TERRY-DURIN CO.	640-8550-63464	1.25" COUPLING	06/26/2018	60.99
U.S. CELLULAR	640-8550-63730	CELL PHONES - 2	07/12/2018	86.63
UNUM LIFE INSURANCE CO OF	640-8590-61550	LIFE, AD&D AND LTD INSURANCE	07/18/2018	78.72
WEBSTERCREATIVE	640-8590-64021	FIBER CABLE TV BROCHURE (SMALL RUN) DESIGN	07/12/2018	620.00
WEBSTERCREATIVE	640-8590-64021	FIBER CABLE TV BROCHURE (SMALL RUN)	07/12/2018	125.19
Total FIBER/COMMUNICATIONS FUND:				9,058.91
WATER CAPITAL PROJECTS FUND				
CORE & MAIN	700-8100-67906	MATERIALS	07/24/2018	928.92
METERING & TECHNOLOGY SO	700-8100-67905	METERS	07/18/2018	5,580.19
Total WATER CAPITAL PROJECTS FUND:				6,509.11
ELECTRIC CAPITAL PROJECTS FUND				
BECK ELECTRIC	730-8200-67601	TELECOM HUT ELECTRICAL WORK	07/27/2018	2,636.25
BORDER STATES INDUSTRIES	730-8200-67906	WIDE RANGE CT'S	06/15/2018	1,375.38
BORDER STATES INDUSTRIES	730-8200-67906	STREET LIGHT CONNECTORS	06/18/2018	670.86
BORDER STATES INDUSTRIES	730-8200-67906	13 TEAM METER SOCKETS	06/22/2018	380.92
BORDER STATES INDUSTRIES	730-8200-67906	125 AMP FUSES	06/27/2018	197.77
BORDER STATES INDUSTRIES	730-8200-67906	15KV C-NECK INSULATORS	06/29/2018	230.05
BORDER STATES INDUSTRIES	730-8200-67906	3 KV LIGHTNING ARRESTORS	06/29/2018	722.46
CR SERVICES	730-8200-67906	SAFETY GLASSES	07/09/2018	121.09
CR SERVICES	730-8200-67906	LOCATE PAINT - RED	07/10/2018	217.87
DOWNING CONST. INC.	730-8200-67909	CONSTRUCTION MANAGEMENT FEE - JUNE	06/29/2018	8,035.70
EXCEL UTILITY CONTRACTOR	730-8200-67601	2017 FIBER TO THE HOME NETWORK BUILD	07/20/2018	260,387.49
GSI ENGINEERING LLC	730-8200-67909	NEW LINE SHOP - INSPECTION TESTING	07/20/2018	2,904.50
H & H PLUMBING INC	730-8200-67601	INSTALL GAS LINE TO GENERATOR	07/20/2018	1,050.00
JIM'S JOHNS	730-8200-67909	PORTABLE RESTROOMS	07/18/2018	84.80
METERING & TECHNOLOGY SO	730-8200-67906	FORM 2S ELECTRIC METERS	07/26/2018	6,432.29
MUNICIPAL ENERGY AGENCY	730-8200-45629	80% 69KV 30.9 CREDIT/ADMIN FEE - JUNE 18	07/11/2018	28,367.21-
RESCO	730-8200-67906	GUY WIRE ATTACHMENT	07/11/2018	107.00
T & R SERVICE COMPANY	730-8200-67304	TRANSFORMAL DISPOSAL - SIMPSON COLLEGE	07/24/2018	3,174.00
WESCO	730-8200-67906	15" CROSSARM PINS	07/07/2018	138.03
WESCO	730-8200-67906	MACHINE BOLTS - COPPER WIRE - CONNECTORS	07/13/2018	1,398.31
WESCO	730-8200-67906	MACHINE BOLTS - ANCHOR	07/13/2018	387.80
WESCO	730-8200-67906	#6 COPPER WIRE	07/16/2018	238.61
WESCO	730-8200-67906	LOCATE PAINT - RED	07/23/2018	270.92
Total ELECTRIC CAPITAL PROJECTS FUND:				262,794.89
FIBER CAPITAL PROJECTS FUND				
CALIX NETWORKS INC	740-8500-67406	844G-1 ONT (100)	07/23/2018	22,445.45
CDW GOVERNMENT INC	740-8500-67407	CISCO SMARTNET	07/03/2018	272.38
CDW GOVERNMENT INC	740-8500-67404	NETGEAR 8 PORT SWITCH (50)	07/10/2018	3,021.00
CDW GOVERNMENT INC	740-8500-67407	PROLINE OPTICS	07/11/2018	682.82
CDW GOVERNMENT INC	740-8500-67405	CISCO POWER SUPPLY	07/16/2018	388.92
CDW GOVERNMENT INC	740-8500-67407	ASUS CHROMEBOX (4)	07/17/2018	793.40
GLOBAL INDUSTRIAL	740-8500-67408	WIRE MESH DECKING	07/11/2018	233.03

Vendor Name	GL Account Number	Description	Invoice Date	Net Invoice Amount
MARTIN GARDNER ARCHITECT	740-8500-67408	PROFESSIONAL SERVICES	07/12/2018	802.33
POWER & TEL	740-8500-67404	SET TOP BOXES - 1,000 KAMAI 650M. 125 KAMAI 651, 75 NOVA	07/17/2018	173,386.86
POWER & TEL	740-8500-67407	SC/LC PATCHWORD	07/18/2018	474.06
POWER & TEL	740-8500-67407	FIBER CONNECTOR PANELS	07/17/2018	606.54
POWER & TEL	740-8500-67407	FIBER JUMPER CABLES - 200"	07/12/2018	448.44
POWER & TEL	740-8500-67410	POWER METER	07/10/2018	1,567.54
POWER & TEL	740-8500-67410	FIBER CONNECTOR INSPECTION	07/11/2018	1,455.09
POWER & TEL	740-8500-67404	ENTONE BLUETOOTH REMOTES (5)	07/13/2018	83.40
TECHNOLOGY PLANNERS	740-8500-67405	ANTENNAS HARDWARE	07/21/2018	970.61
Total FIBER CAPITAL PROJECTS FUND:				207,631.87
CASH ALLOCATION FUND				
IMPACT COMMUNITY ACTION P	999-0000-11005	REFUND CREDIT - LONI NELSON	07/24/2018	109.72
Total CASH ALLOCATION FUND:				109.72
Grand Totals:				1,541,727.47

Board of Trustees: _____

IMU Regular Downstairs

4.B.

Meeting Date: 08/13/2018

Information

Subject

Minutes from July 23 and August 3, 2018

Information

Fiscal Impact

Attachments

July 23 Minutes

August 3 Minutes

BOARD OF TRUSTEE MINUTES
REGULAR SESSION – JULY 23, 2018

The Board of Trustees met in regular session at 5:30 p.m. on July 23, 2018 in the City Hall Council Chambers. Chairperson Adam Voigts called the meeting to order and on roll call the following members were present: Lesley Forbush, Mike Rozga, Adam Voigts and Deb White. Absent: Jim McClymond.

Board member McClymond arrived at the meeting.

Jill Whitson, 809 North “T” Court, spoke to the Board regarding her excessive water usage of 34,400 gallons from May 3, 2018 to June 5, 2018 and requested a bill adjustment. The Board took no action.

Jane Whalen, Indianola Youth Foundation, requested a donation for the Helping Hand Food Pantry Expansion. It was the consensus of the Board to authorize Tom Gaffigan, General Manager, to research this request and bring back to a future meeting.

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

Claims list for July 16, 2018

Minutes from July 9, 2018

Electric Utility Action Items

A motion was made by McClymond and seconded by White to approve change order number 2 in an amount of \$0 for the 2018 Line Shop Project – Project #2 – Septagon – concrete foundations and pre-engineered metal building. Question was called for and on voice vote the Chairperson declared the motion carried unanimously.

Electric Utility Informational Items – Mike Metcalf, Electric Superintendent and General Manager Tom Gaffigan presented Electric Utility Informational items.

Water Utility Informational Items – Water Superintendent Lou Elbert presented an update regarding the Water Utility Information Items.

Communications Utility Action Items

Change Order number 1 in an amount of \$13,366.95 for the IMU Telecommunications Building was approved on a motion by Rozga and seconded by McClymond. Question was called for and on voice vote the Chairperson declared the motion carried unanimously.

A motion was made by White and seconded by Forbush to approve the purchase of office furniture for the IMU Telecommunication Building from Storey Kenworthy in an amount of \$33,164.90. Question was called for and on voice vote the Chairperson declared the motion carried unanimously.

Community Utility Informational Items - Telecommunications Director Kurt Ripperger and General Manager Tom Gaffigan presented an updated report on the Communications Utility Informational items.

Combined Electric, Water and Communications Utilities Informational Items – Tom Gaffigan, General Manager, presented an updated report on the Combined Electric, Water and Communications Utilities Information items.

The following items were struck from the agenda:

- Enter into closed session to discuss marketing and pricing strategies and proprietary information of the telecommunications division whose competitive position will be harmed by public disclosure that is not required of potential or actual competitors and no public purpose is served by such disclosure, pursuant to Section 388.9(1) Code of Iowa.
- After the closed session, the IMU Board of Trustees may take any action on any matter discussed in closed session

Meeting adjourned at 6:50 p.m. on a motion by White and seconded by Rozga.

Adam Voigts, Chairperson

Diana Bowlin, City Clerk

BOARD OF TRUSTEE MINUTES
SPECIAL SESSION – AUGUST 3, 2018

The Board of Trustees met in special session at 7:30 a.m. on August 3, 2018 in the City Hall Council Chambers. Chairperson Adam Voigts called the meeting to order and on roll call the following members were present: Lesley Forbush, Jim McClymond (via phone), Mike Rozga (via phone) and Adam Voigts. Absent: Deb White.

Communication Utility Action Items

Board Member Rozga introduced the following Resolution entitled "RESOLUTION ORDERING CONSTRUCTION OF CERTAIN PUBLIC IMPROVEMENTS, 2018 IMU Fiber to the Home Drop Installation Project, AND FIXING A DATE FOR HEARING (August 27, 2018) AND TAKING OF BIDS (August 20, 2018)", and moved that it be adopted. Board Member McClymond seconded the motion to adopt. The roll was called, and the vote was, AYES: Forbush, Voigts, McClymond and Rozga. NAYS: None. ABSENT: White. Whereupon, the Chair declared the following resolution duly adopted:

RESOLUTION NO. 2018-288
RESOLUTION ORDERING CONSTRUCTION OF
CERTAIN PUBLIC IMPROVEMENTS, 2018 IMU Fiber to the Home Drop
Installation Project AND FIXING A DATE FOR HEARING (August 27, 2018)
AND TAKING OF BIDS (August 20, 2018)

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

Meeting adjourned at 7:35 a.m. on a motion by Rozga and seconded by McClymond.

Adam Voigts, Chairperson

Diana Bowlin, City Clerk

IMU Regular Downstairs

4.C.

Meeting Date: 08/13/2018

Information

Subject

Quarterly Write Offs to State Offset Program

Information

Attached are the first quarter (January-March) 2018 uncollected electric and water billings that will be sent to the state offset program. The amount for the Electric Utility is \$13,976.80 and the amount for the Water Utility is \$1,503.39.

Fiscal Impact

Attachments

Write Offs

July 2018

(Billed from January 2018 thru March 2018)

Electric Billed	\$3,458,457.25
Electric Sent to State Offsets	\$13,976.80
Water Billed	\$547,141.50
Water Sent to State Offsets	\$1,503.39

Total # of accounts wrote off - 52

<u>Service</u>	<u>Total Dollar Amount</u>
Electric	\$13,976.80
Water	\$1,503.39
Sewer	\$1,869.49
Recycling	\$463.80
Disconnect Notice Fee	\$1,000.68
I&I	\$0.00
Stormwater Fee	\$17.77
Misc Bills	<u>\$4,126.81</u>

Grand Total \$22,958.74

IMU Regular Downstairs**5.A.****Meeting Date:** 08/13/2018

Information**Subject**

Annual IMPACT Community Action Program Vendor Agreement

Information

Under the attached agreement, IMPACT serves as IMU's vendor for the Low-Income Home Energy Assistance Program (LIHEAP) for the coming year. This has been a long-standing arrangement that is beneficial in that IMPACT determines eligibility for federal assistance for IMU's electric customers without Utility Services Department's staff being tied up with eligibility and federal requirements. IMPACT serves residents in five counties and attains economies of scale throughout the process.

Fiscal Impact**Attachments**Agreement



July 19, 2018

Dear Utility Vendor,

It is hard to believe with the extremely hot temperatures we have experienced recently that it is time to start planning for the Low Income Home Energy Assistance Program (LIHEAP). We appreciate your willingness to partner with us to help keep low-income Iowans safe and warm this winter.

Enclosed you will find a copy of the vendor agreement to participate in the 2019 LIHEAP program. Please return the original copy of this agreement signed and dated in the stamped envelope provided by August 15, 2018. If you have any questions, please feel free to contact me.

Thank you again for your continued support and partnership!

Sincerely,

Paula Arkema
LIHEAP Coordinator
IMPACT Community Action Partnership, Inc.
3226 University Avenue
Des Moines, IA 50311
Phone: (515) 777.7639
Fax: (515) 274.9833
parkema@impactcap.org

**VENDOR AGREEMENT
FFY 2019 LOW-INCOME HOME ENERGY ASSISTANCE PROGRAM**

The following agreement is made between the local community action agency (local agency) administering the Low-Income Home Energy Assistance Program (LIHEAP) and:

Indianola Municipal
PO Box 299
Indianola, IA 50125
Phone: (515) 961-9410
mzimmerman@indianolaiaowa.gov

IMPACT Community Action Partnership
3226 University Avenue
Des Moines, IA 50311
Phone: (515)-777-7639 Fax: (515)-274-9833
parkema@impactcap.org

All provisions of this agreement are subject to the availability of federal funds, issued by the U.S. Department of Health & Human Services (HHS). All vendors shall abide by the following provisions for the current Low-Income Home Energy Assistance Program.

Agreement Duration

This agreement is effective when signed by the vendor and shall terminate on September 30, 2019. The termination of this agreement shall not discharge any obligation owed by either party to the other or to an eligible household if such obligation was incurred during the effective period of the agreement.

Vendor Notification of Eligible Households

The local agency will notify the vendor in writing of those households that have applied for Low-Income Home Energy Assistance. The local agency will notify the vendor on a weekly basis of those households that have been approved for either the Energy Assistance or Weatherization Assistance Programs.

Household Payments from LIHEAP

Eligible households on whose behalf payments are made are third-party beneficiaries under this agreement. Therefore, all payments accepted by the vendor made by the local agency on behalf of an approved household must be applied as credit to that household's current energy account.

Regular LIHEAP benefits received may not be used to pay for home energy costs incurred prior to the start of the LIHEAP application period in which payment was made.

If the eligible household resides in the vendor's customary service area, the vendor cannot refuse to provide fuel that is paid for by the regular LIHEAP benefit unless an unsafe condition would result or the tank is owned by another vendor. Exceptions to the requirement for delivery by a vendor may be approved by the local agency, in consultation with the vendor, for circumstances that make delivery impossible and/or impractical, such as inclement weather, lack of available product, or other extenuating circumstances documented by the vendor.

Any payment not accepted by the vendor must be returned to the local agency within 5 business days of its receipt. Any duplicate payment for a household or an account must be reported to the local agency within 5 business days.

The energy supplier will charge the approved household in its normal billing process the difference, if any, between the actual cost of the home energy and the amount of the payment made by the local agency.

Vendor Receipt of Payment

Within 30 calendar days of the vendor's receipt of payment, the vendor will provide to the local agency a receipt for the amount of payment received, the date of the receipt, and the household name, address, and account number for which payment was made.

Payments received by vendors for households participating in a budget billing or level-payment plan shall be applied to such level payment account in the full amount of the level payment bill, with any remaining assistance being applied toward future level payment bills until exhausted. A level payment amount shall not be adjusted nor shall a recipient be requested or required to withdraw from a level payment plan due to receipt of program assistance. Program assistance shall not be applied toward reducing any account balance in favor of the utility, which is in excess of accrued level payments.

New Customers with Vendor

Books, records, and other evidence pertaining to costs incurred and prices charged under this agreement, for the purpose of audit and/or examinations required for the proper administration of the program must be kept during the period of this agreement and for 3 years thereafter.

Site Visits

The State of Iowa and HHS authorized representatives reserve the right to monitor the use of funds by the participating vendor in order to evaluate compliance with the provisions of this agreement.

Termination of Agreement

The local agency may terminate this agreement upon written notice for the breach by the vendor of any material term, condition or provision of this agreement. Either the local agency or the vendor may terminate this agreement by giving the other party at least 30 calendar days written notice.

Upon termination of the agreement by either party or upon expiration of the agreement, the vendor shall, within 5 business days, remit to the local agency any unexpended funds paid to the vendor.

The vendor shall provide a full accounting of the funds subject to this agreement within 30 calendar days of termination or expiration of the agreement.

RETURN TO:

Paula Arkema
LIHEAP Coordinator
IMPACT Community Action Partnership
7/17/2018

Vendor Authorizing Signature

Date

IMU Regular Downstairs

5.B.

Meeting Date: 08/13/2018

Information

Subject

Consider change order number two in an amount of \$1,485.00 for the 2018 Line Shop Project - Project #3 - Jordison Construction - Concrete Flatwork - revised contract \$251,935.00

Information

In your packet is change order #2 in an amount of \$1,485.00 for project #3 - concrete flatwork. This is an added cost to extend the west parking space to the North 15'. Includes 9" rock subbase and 275 sf of 5" concrete pavement.

Simple motion is in order.

Fiscal Impact

Attachments

Change Order

AIA Document G701™ – 2017

Change Order

PROJECT: <i>(Name and address)</i> Indianola Municipal Utilities 1300 East Iowa Avenue, Indianola, IA	CONTRACT INFORMATION: Contract For: WP03 Date: 2/26/2018	CHANGE ORDER INFORMATION: Change Order Number: 002 Date: 8/3/2018
OWNER: <i>(Name and address)</i> Indianola Municipal Utilities 111 South Buxton, PO Box 356, Indianola, IA 50125	ARCHITECT: <i>(Name and address)</i> Ethos Design Group, LLC 119 Second Street, PO Box 169, Polk City, IA 502226	CONTRACTOR: <i>(Name and address)</i> Jordison Construction, Inc 3917 121st Street, Urbandale, IA 50323

THE CONTRACT IS CHANGED AS FOLLOWS:

(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)

Added cost to extend the West parking space paving to the North 15'. Includes 9" rock subbase and 275 sf of 5" concrete pavement. \$1,485

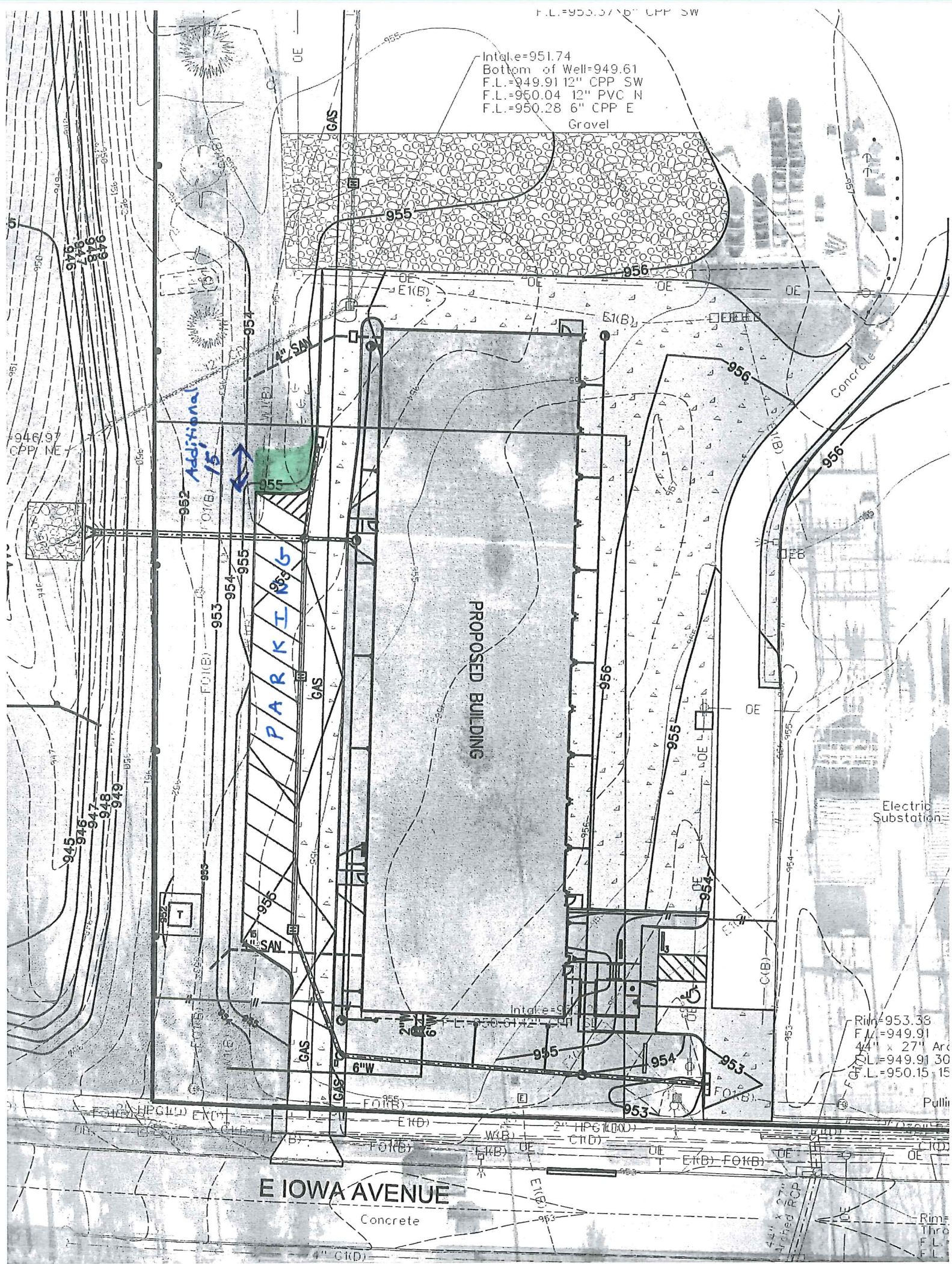
The original Contract Sum was	\$	251,350.00
The net change by previously authorized Change Orders	\$	-900.00
The Contract Sum prior to this Change Order was	\$	250,450.00
The Contract Sum will be increased by this Change Order in the amount of	\$	1,485.00
The new Contract Sum including this Change Order will be	\$	251,935.00
The Contract Time will be increased by Zero (0) days.		
The new date of Substantial Completion will be		

NOTE: This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

ARCHITECT <i>(Firm name)</i> _____ SIGNATURE _____ PRINTED NAME AND TITLE _____ DATE _____	Jordison Construction CONTRACTOR <i>(Firm name)</i> _____ SIGNATURE _____ PRINTED NAME AND TITLE _____ DATE 8-3-2018	_____ OWNER <i>(Firm name)</i> _____ SIGNATURE _____ PRINTED NAME AND TITLE _____ DATE _____
---	--	--

- Intake=951.74
Bottom of Well=949.61
F.L.=949.91 12" CPP SW
F.L.=950.04 12" PVC N
F.L.=950.28 6" CPP E
Gravel



Meeting Date: 08/13/2018

Information

Subject

Consider approval of the certificate of substantial completion for the Turbine Control Replacement

Information

In your packet is the certificate of substantial completion, July 24, 2018, for the Turbine Control Replacement. The following tentative list of items to be completed or corrected is as follows:

- Resolve control instability problems when running at full output
- Resolve bus voltage data fluctuation during shut down

Simple motion is in order.

Fiscal Impact

Attachments

Certificate

CERTIFICATE OF SUBSTANTIAL COMPLETION

Date Issued Aug 3, 2018

Owner Indianola Municipal Utilities

Contractor PetroTech, Inc.

Project Turbine Control Replacement

This Certificate of Substantial Completion applies to all Work under the referenced Contract.

The Work to which this Certificate applies has been inspected by authorized representatives of Owner, Contractor, and Engineer, and that Work is hereby declared to be substantially complete in accordance with the Contract Documents on

July 24, 2018 (Date of Substantial Completion)

A tentative list of items to be completed or corrected follows. This list may not be all-inclusive, and the failure to include an item in it does not alter the responsibility of Contractor to complete all the Work in accordance with the Contract Documents. The items in the tentative list shall be completed or corrected by Contractor within 30 days of the Date of Substantial Completion except as shown below.

1. Resolve control instability problems when running at full output
2. Resolve bus voltage data fluctuation during shut down

This Certificate does not constitute an acceptance of Work not in accordance with the Contract Documents, nor is it a release of Contractor's General Warranty and Guarantee under Paragraph 6.19 of the General Conditions of the Contract, nor the obligation to complete Work in accordance with the Contract Documents.

Issued by P & E Engineering Co. on Aug. 3, 2018 by Allan Powers.
(Printed Name)

Signed *Allan Powers*

Accepted by Contractor on _____ by _____.
(Printed Name)

Signed _____

Accepted by Owner on _____ by _____.
(Printed Name)

Signed _____

IMU Regular Downstairs

8.

Meeting Date: 08/13/2018

Information

Subject

Communications Utility Action Items

Information

Fiscal Impact

Attachments

No file(s) attached.

Meeting Date: 08/13/2018

Information

Subject

Resolution approving an Operating Procedure For Compliance With CPNI Rules

Information

In your packet is the resolution approving the operating procedures for compliance with CPNI rules (packet). The policy is to ensure that it is compliant with Part 64 of of Title 47 of the Code of Federal Regulations.

Highlights of the policy include:

- The Compliance Officer is responsible for insuring that the Company complies with all of the CPNI rules
- Employee Training
- Disciplinary Process
- Customer Notification and Request for Approval to use CPNI
- Marketing Campaigns
- Notification of Account Changes
- Annual Certification

Roll call is in order.

-

Fiscal Impact

Attachments

Resolution

Policy

RESOLUTION NO. 2018-_____

**RESOLUTION APPROVING AN OPERATING PROCEDURE FOR
COMPLIANCE WITH CPNI RULES**

WHEREAS, the Board of Trustee of the Indianola Municipal Utilities in reviewing its policies believes it is in the best interest of the citizens of the Indianola Municipal Utilities for the IMU Board of Trustees to approve and add an Operating Procedure For Compliance With CPNI Rules.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the IMU Board of Trustees of Indianola that the existing policy is hereby approved with the attached Operating Procedure For Compliance With CPNI Rules.

DATED this 13th day of August 2018.

Adam Voigts, Chairperson

ATTEST:

Diana Bowlin, City Clerk

INDIANOLA MUNICIPAL UTILITIES



Electric • Telecommunications • Water

Indianola Municipal Utilities (IMU)

OPERATING PROCEDURES FOR COMPLIANCE WITH CPNI RULES

IMU (the "Company") has implemented the following procedures to ensure that it is compliant with Part 64 of Title 47 of the Code of Federal Regulations, Subpart U – Customer Proprietary Network Information (CPNI), § 64.2001 through § 64.2011.

Compliance Officer

The Company has appointed a CPNI Compliance Officer. The Compliance Officer is responsible for ensuring that the Company complies with all of the CPNI rules. The Compliance Officer is also the point of contact for anyone (internally or externally) with questions about CPNI.

Employee Training

The Compliance Officer arranges for the training of all employees on a regular basis, and more frequently as needed. Any new employee is trained when hired by the Company. The training includes, but is not limited to, when employees are and are not authorized to use CPNI, and the authentication methods the company is using.

After the training, all employees are required to sign a certification that they have received training on the CPNI rules, that they understand the Company's procedures for protecting CPNI and they understand the Company's disciplinary process for improper use of CPNI.

Employees are instructed that if they ever have any questions regarding the use of CPNI, if they are aware of CPNI being used improperly by anyone, or if they encounter someone other than the authorized person on an account trying to access CPNI that they should contact the Compliance Officer immediately. The Compliance Officer will then determine what actions need to be taken.

INDIANOLA MUNICIPAL UTILITIES



Electric • Telecommunications • Water

Disciplinary Process

The Company has established a specific disciplinary process for improper use of CPNI. The disciplinary action is based on the type and severity of the violation and could include any or a combination of the following: retraining the employee on CPNI rules, notation in the employee's personnel file, formal written reprimand, suspension or termination.

The disciplinary process is reviewed with all employees.

Customer Notification and Request for Approval to Use CPNI

The Company has not provided notification to its customers and has not asked for approval to use CPNI because it only uses CPNI in those instances where it is permissible to use CPNI without

customer approval. It does not share the customer's CPNI with any joint venture partner, independent contractor or any other third party.

If the Company receives a call from a customer who wants to discuss services outside of the customer's existing service offerings, the customer service representative uses the oral notification for one-time use of CPNI to obtain approval for the duration of the call only.

If, in the future, the Company decides to ask customers for approval to use their CPNI, it will implement a system by which the status of a customer's CPNI approval can be clearly established prior to the use of CPNI.

Marketing Campaigns

The Company does mass marketing to all of its customers. The Company does not conduct any marketing campaigns using CPNI. If, in the future, the Company decides to have a marketing campaign that uses CPNI, it will establish a supervisory review process and a process for maintaining a record of the campaign before any campaign is conducted.

INDIANOLA MUNICIPAL UTILITIES



Electric • Telecommunications • Water

Authentication

The Company does not disclose any CPNI until the customer has been appropriately authenticated as follows:

In-office visit - the customer must provide a valid photo ID matching the customer's account information.

Customer-initiated call – the customer is authenticated by providing an answer to a pre-established question and must be listed as a contact and/or authorized user on the account.

If the customer wants to discuss call detail information that requires a password, the following guidelines are followed:

- If the customer can provide all of the call detail information (telephone number called, date of the call, the amount of the call, etc.) necessary to address the customer's issue, the Company will continue with its routine customer care procedures.
- If the customer cannot provide all of the call detail information to address the customer's issue, the Company will: (1) call the customer back at the telephone number of record, (2) send the information to the address of record, or (3) ask the customer to come into the office and provide a valid photo ID.

INDIANOLA MUNICIPAL UTILITIES



Electric • Telecommunications • Water

Notification of Account Changes

The Company promptly notifies customers whenever a change is made to the following:

- Address of record.
- Password

The notification to the customer will be made either by a Company-originated voicemail or sent to the address that has been associated with the account for at least 30 days. It will not be sent to the new address.

Notification of Breaches

Employees will immediately notify the Compliance Officer of any indication of a breach. If it is determined that a breach has occurred, the Compliance Officer will follow the appropriate procedures and notify the USS and FBI via the FCC link at <http://www.fcc.gov/eb/cpni>.

Annual Certification

The Compliance Officer will file a Compliance Certification with the FCC by March 1 of each year for data pertaining to the previous calendar year.

INDIANOLA MUNICIPAL UTILITIES



Electric • Telecommunications • Water

Record Retention

The Company retains all information regarding CPNI. Following is the minimum retention period the company has established:

- Breaches – two years
- Annual certification – seven years
- Employee training certification – two years
- All other information – two years

Meeting Date: 08/13/2018

Information

Subject

Discussion and consideration of a Resolution approving a Memorandum of Understanding regarding the sharing of services with the City of Indianola

Information

The Board will need to discuss and consider a resolution (packet) approving the Indianola Municipal Utilities and City of Indianola, Iowa Shared Services Agreement (packet). This is a draft agreement that is meant to memorialize the business and budgetary terms between IMU and the City for services that are shared, such as City Clerk, HR, Utility Services, and IT.

Highlights of the agreement include:

- Both parties shall review the Agreement annually as part of the budget process
- IMU shall pay 22.5% of the total cost of the Human Resource Director salary, fringe benefits and all related expenses of employing said individual
- IMU shall pay 31.04% of the Information Technology Department salary, fringe benefits and all related expenses of employing said individual
- IMU shall pay 50% of the total cost of the Clerk/Finance budget that includes salary, fringe benefits and all related expenses of employing the City Clerk and Administrative Bookkeeper. The position of the Finance Director expenses, to include training and office expenses, shall be excluded from this calculation
- Exhibit C outlines the costs paid by the City for services provided by IMU's Utility Services Department

Roll call is in order.

Fiscal Impact

Attachments

MOU Agreement-Questions & Answers

Resolution

**INDIANOLA MUNICIPAL UTILITIES AND CITY OF INDIANOLA, IOWA
SHARED SERVICES AGREEMENT**

THIS AGREEMENT made and entered into the _____ day of _____, 2018
by and between INDIANOLA MUNICIPAL UTILITIES and the CITY OF INDIANOLA, IOWA.

WHEREAS, Indianola Municipal Utilities ("IMU") and the City of Indianola, Iowa ("City") desire to share the cost of employing a Human Resources Director ("HRD"), Clerk/Finance, Information Technology Department ("ITD") and Utility Services; and

WHEREAS, it is in the best interest of both parties to share the cost of employing these positions by avoiding duplication of services and unnecessary spending of public money; and

WHEREAS, IMU and City have shared these services in the past and need to update the agreements; and

WHEREAS, IMU and City find that this joint and cooperative action will be to their mutual advantage and in the best interest of the City and IMU.

NOW THEREFORE, it is understood and agreed between the parties as follows:

1. The term of this Agreement shall begin on the date first above mentioned and shall continue until terminated by mutual agreement of the IMU Board of Trustees and City Council or in accordance with Paragraph 9 below; provided, however, the parties shall review the Agreement annually as part of the budget process.
2. The City shall employ the HRD, Clerk/Finance and ITD and these employees shall receive pay and benefits as full time City employees.
3. IMU shall employ the Utility Services employees and these employees shall receive pay and benefits as full time IMU employees.
4. Exhibit A outlines the IMU & City duties that are the responsibility of the HRD. IMU shall pay 22.5% of the total cost of the HRD's salary, fringe benefits and all related expenses of employing said individual.
5. Exhibit B outlines the services and transfers by ITD. IMU shall pay 31.04% of ITD's budget that includes salary, fringe benefits and all related expenses of employing said individual.
6. IMU shall pay 50% of the total cost of the Clerk/Finance budget that includes salary, fringe benefits and all related expenses of employing the City Clerk and Administrative Bookkeeper. The position of the Finance Director expenses, to include training and office expenses, shall be excluded from this calculation.
7. Exhibit C outlines the transfers established for the Utility Services department.

8. To the extent allowed by law, IMU shall defend, indemnify, and hold harmless the City from any and all claims, demands, causes of action, suits, settlements and any other claimed damages, to include reasonable attorney fees, investigative costs, suit fees, and other costs associated therewith, arising out of IMU's actions or the actions of the shared employees when acting on behalf of IMU.

To the extent allowed by law, the City shall defend, indemnify, and hold harmless IMU from any and all claims, demands, causes of action, suits, settlements and any other claimed damages, to include reasonable attorney fees, investigative costs, suit fees, and other costs associated therewith, arising out of the City's actions or the actions of the shared employees when acting on behalf of the City.

9. This Agreement may be terminated by written notice given by either party and received 120 days before the first day of January of any year. Said termination shall be effective at the start of the following fiscal year.
10. Neither party shall assign its interests under this Agreement without prior written consent of the other party.
11. The terms and conditions of this Agreement shall extend to and be binding up on the successors and assigns of the respective parties hereto.
12. This Agreement contains the entire understanding between the parties and it cannot be changed or terminated orally but only by a written agreement, duly adopted by resolution of the City Council and IMU Board.
13. If any provisions of this Agreement shall be declared invalid or unenforceable, the remainder of the Agreement shall continue in full force and effect. This Agreement shall be governed by the laws of the State of Iowa.

CITY OF INDIANOLA, Iowa

INDIANOLA MUNICIPAL UTILITIES

Signed this _____ day of _____, 2018

Signed this _____ day of _____, 2018

Kelly Shaw, Mayor

Adam Voigts, Chairman

City Clerk

EXHIBIT A

HUMAN RESOURCES DIRECTOR RESPONSIBILITIES

	City / IMU	Breakdown by Duty	IMU Share
BENEFITS			
Admin -			
Health/HSA/Dental/Vision/FSA/Life/HRA/Wellness/ICMA/IPERS	City	7%	3.50%
*Data entry into carrier sites & payroll system	City		
*Questions	City		
*Data tracking (wellness)	City		
Pay bills - bills are combined - done monthly	City	5%	2.50%
*UMR	City		
*STD	City		
*Life/LTD	City		
*YMCA	City		
*Avesis	City		
*Metlife	City		
*MedTrack	City		
*Kabel - HRA, FSA, ACA	City		
*Work Comp	City		
Renewal & Annual reports - ACA, 509A, epay.gov (ACA Transitional Rep)	City	15%	7.50%
Open Enrollment	City	8%	4.00%
*Prepare powerpoint	City		
*Prepare forms for new benefit year	City		
*Schedule meetings	City		
*Conduct meetings	City		
*Answer questions	City		
*Data entry into payroll and carrier sites	City		
Payroll			
Step increases - review monthly, complete PCN's	IMU	4%	
COLA increases	IMU	2%	
Data entry into Caselle - every pay period	City	4%	2.00%
Payroll Questions	IMU (City for benefits & data entry questions)		
LOA Administration			
FMLA paperwork	IMU	3%	
Questions	IMU	4%	
STD administration	IMU	3%	

Policy/procedure development/review/questions	IMU	5%	
Workers Comp	IMU		
Manage claim with adjustor	IMU	0.5%	
Coordinate light duty if needed	IMU	0.5%	
Coordinate PCP appointments	IMU	0.5%	
Update OSHA log, track light duty/lost time	IMU	0.5%	
Renewal	City	3%	1.50%
Union	IMU		
Negotiations	IMU		
*develop contract proposal	IMU	3%	
*negotiations	IMU	5%	
*rewrite contract	IMU	3%	
Misc policy/contract questions	IMU	1%	
IMU Grievance	IMU	3%	
Recruitment/New Hires	IMU		
Post positions	IMU	4%	
Schedule interviews/decline candidates	IMU	2%	
Coordinate pre-employment	IMU	2%	
New hire processing	IMU	5%	
Safety	City		
Random drug testing	City	0.25%	
Policy renew/development	City	1%	
Safety training email reminders	City	0.5%	
Annual report for council/board	City	0.25%	
Property/Auto Insurance			
Renewal	City	3%	1.50%
Misc questions	IMU	1%	
Additions/Deletions	IMU	1%	
		100%	22.50%

EXHIBIT B

INFORMATION TECHNOLOGY DEPARTMENT RESPONSIBILITIES

- Responsible for researching, analyzing, designing, testing, installing and maintaining network infrastructure, including applications, servers, workstations, audio/visual, peripherals, network nodes terminals.
- Oversee the security and integrity of the municipal network system.
- Research and recommend technological upgrades for the organization.
- Responsible for preparation of the departmental budget and monitors budget, billings and purchases throughout the year in accordance with the approved budget/capital plans.
- Monitors inventory and purchase parts, materials, tools and equipment necessary to perform job duties. Recommends appropriate equipment, services, supplies, and personnel for the department.
- Record all council meetings, IMU Board meetings, etc.
- Develops, implements and monitors management information systems policies and controls to ensure data accuracy, security and legal and regulatory compliance. Review, revise, develop policies and procedures for the IT department.
- Develop, maintain and update the City website.
- Administer network accounts, accounting software, e-mail system, citizen response management system, and others.
- Performs preventative maintenance in accordance with department policies.
- Installs new computer equipment to ensure proper installation of cables, operating systems and appropriate software.
- Installs applications software on the networks; maintains network documentation.
- Provides helpdesk support, by phone and in person, for a variety of department specific applications such as Windows, Microsoft Office, Internet Explorer, Google Chrome, etc.

This is not an inclusive list; refer to the job descriptions for more information.

FUNDING BREAKOUT

Department Name	% of Budget
Community Development	2.17%
Mayor/Council	1.13%
City Manager	1.77%
Finance	6.73%
Human Resources	1.30%
Police Department	14.86%
Fire Department	2.30%
EMS	13.01%
Library	8.81%
Parks Admin	10.05%
RUT	1.66%
Sewer	3.72%
IMU	31.04%

EXHIBIT C

UTILITY SERVICES FUNDING BREAKOUT

Department Name	% of Budget
General Government	12%
Electric	36%
Water	11%
Fiber	26%
Sewer	11%
Recycling	2%
RUT	2%

August 1, 2018

City responses to IMU's questions regarding MOU draft agreement.

1. The term of this Agreement shall begin on the date first above mentioned and shall continue until terminated by mutual agreement of the IMU Board of Trustees and City Council or in accordance with Paragraph 9 below; provided, however, the parties shall review the Agreement annually as part of the budget process. **(Good)**

Comment/Question: What is the mechanism to update any of the percentage allocations w/o having to redo the entire agreement?

City response – This would be updated through the annual budget process. There are a series of documents that are amended so it would be part of that process.

2. The City shall employ the HRD, Clerk/Finance and ITD and these employees shall receive pay and benefits as full time City employees.

Comment/Question: Since this is a "Shared Position" shouldn't both the City Manager and the IMU General Manager determine the salary? I understand there's several examples of a Shared Position's salary being increased w/o input from IMU. One being that the previous Finance Director was given a salary increase by the City for acting as the Interim City Manager. It seems that IMU's allocation should have changed and not stayed the same in this instance.

City response – We apply the pay schedule. These positions are hired by the City. IMU uses these positions similar to how the City uses Utility Services and the City isn't included in determining salaries for Utility Services.

3. IMU shall employ the Utility Services employees and these employees shall receive pay and benefits as full time IMU employees.

Comment/Question: Consider adding "and its Finance & HR Director" after "...Utility Services employees." Start new sentence; "These employees....."

City response – The IMU Finance & HR Director is not a shared position. This MOU is for shared positions.

6. IMU shall pay 50% of the total cost of the Clerk/Finance budget that includes salary, fringe benefits and all related expenses of employing the City Clerk and Administrative Bookkeeper. The position of the Finance Director shall be excluded from this calculation.

Comment/Question: I understand the 50% of total cost has been in place for quite some time, and that there's no science to exactly how much time the Clerk/Finance Director spend on working for us. Is this being tracked/documented in some manner that I don't recall?

Exhibit B - **Comment:** I have not made mention of this previously, but I presume that if I find a need for some particular system hardware, software, etc. for IMU, and it doesn't meet with I/T's approval, I fully expect to be able to implement what I feel is best for our organization.

City response – Yes, so long as there is no additional cost impact to the City.

RESOLUTION NO. 2018-_____

**RESOLUTION APPROVING A SHARED SERVICES AGREEMENT
WITH INDIANOLA MUNICIPAL UTILITIES
AND THE CITY OF INDIANOLA**

WHEREAS, the Indianola Municipal Utilities of Indianola, Iowa, is in need of engaging a Shared Services Agreement with the City of Indianola; and

WHEREAS, the agreement is meant to memorialize the business and budgetary terms between IMU and the City of Indianola for services that are shared, such as City Clerk, HR, Utility Services and IT; and

WHEREAS, after reviewing the IMU Board of Trustees believes it to be in the best interest of the Indianola Municipal Utilities to engage in the Shared Services Agreement with the City of Indianola; and

WHEREAS, it is the determination of the IMU Board of Trustees that the Indianola Municipal Utilities should enter into a Shared Services Agreement with the City of Indianola in the form attached as Exhibit "A".

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

1. The Shared Services Agreement with the City of Indianola is in the public interest of the citizens of the Indianola Municipal Utilities and is hereby approved.
2. The Chairperson is authorized and directed to execute the Shared Services Agreement on behalf of the Indianola Municipal Utilities and the City Clerk is authorized and directed to attest to the signature.

PASSED this 13th day of August 2018.

Adam Voigts, Chairperson

ATTEST:

Diana Bowlin, City Clerk