



**IMU Board of Trustees of the
Electric, Water and Communications Utilities
August 14, 2017
City Hall Council Chambers
5:30 p.m.**

Agenda

1. Call to Order
2. Roll Call
3. Public Comments
4. Consent Agenda
 - A. Claims list for August 7, 2017
 - B. Minutes from July 24 and August 7, 2017
 - C. Salaries
5. Electric Utility Action Items
 - A. Not to exceed \$9,900,000 Electric Revenue Capital Loan Notes, Series 2017C
 1. Resolution directing the acceptance of a proposal to purchase not to exceed \$9,900,000 Electric Revenue Capital Loan Notes, Series 2017C
6. Electric Utility Informational Items
7. Communications Utility Action Items
 - A. Consider change order #1 in an amount of \$16,639.73 for the 2017 Fiber to the Home Project Material Procurement
8. Communications Utility Informational Items
 - A. Receive report from Smart Source Consulting - Curtis Dean

9. Combined Electric, Water and Communications Utilities Action Items
 - A. Set September 11, 2017 as the date for a public hearing to amend the FY 2018 budget
 - B. Resolution approving revised policy 3.3.11.2 for refunds or back billing
 - C. Resolution concerning utility bills
10. Combined Electric, Water and Communications Utilities Informational Items
11. Other Business
12. Adjourn

IMU Regular Downstairs

4.A.

Meeting Date: 08/14/2017

Information

Subject

Claims list for August 7, 2017

Information

Fiscal Impact

Attachments

Claims

Vendor Name	GL Account Number	Description	Invoice Date	Net Invoice Amount
WATER OPERATING FUND				
ACCO UNLIMITED CORP.	600-8110-65010	LIQUID CHLORINE	07/10/2017	1,384.36
CITY OF INDIANOLA - UTILITY	600-8110-63710	UTILITIES	07/31/2017	12,443.35
DUST PROS JANITORIAL	600-8120-65070	JULY SCRUB AND BUFF	07/16/2017	180.00
DUST PROS JANITORIAL	600-8120-65070	TWO PLY ROLL TOWELS	07/16/2017	34.50
EMPLOYEE & FAMILY RESOUR	600-8180-61430	ANNUAL CONTRACT	07/26/2017	108.00
GRAYMONT WESTERN LIME IN	600-8110-65010	HIGH CALCIUM QUICKLIME	07/12/2017	4,272.26
IMWCA	600-8180-61599	DEPOSIT 2017-18	06/01/2017	1,703.73
IMWCA	600-8180-61599	INSTALLMENT #1	07/01/2017	730.17
IMWCA	600-8180-61599	INSTALL #2	07/27/2017	730.17
IOWA ASSOC OF MUN UTILITIE	600-8192-64990	SAFETY CONSULTING - JUNE 2017	06/30/2017	254.74
IOWA ONE CALL	600-8190-63730	WA-LOCATING NOTIFICATION/327 TICKETS	07/11/2017	294.30
JMK LAWN CARE	600-8110-64990	MOWING - JUNE	07/01/2017	430.00
LINDE LLC	600-8110-65010	LIQUID CARBON DIOXIDE	06/14/2017	1,706.06
MUNICIPAL ENERGY AGENCY	600-8110-63710	PURCHASED POWER - JUNE (WELL KWH & TRANS)	07/13/2017	1,819.76
NORWALK READY-MIXED CON	600-8150-63453	CONCRETE - DETROIT & I ST	07/06/2017	630.00
RECORD-HERALD & INDIANOL	600-8190-64020	BT MIN-06	06/30/2017	39.76
SHULL, DOUG	600-8190-64990	TREASURER CONTRACT	08/01/2017	15.84
STATE HYGENIC LABORATORY	600-8110-64990	BACTEE SAMPLES	06/30/2017	250.00
U.S. CELLULAR	600-8110-63730	CELL PHONES - 4	07/12/2017	175.35
VERIZON WIRELESS	600-8110-63730	WIRELESS FOR LAPTOP	06/26/2017	40.01
WEINMAN INSURANCE SERVIC	600-8180-64084	MACHINERY & EQUIPMENT COVERAGE - CINCINNATI INSURAN	07/01/2017	2,939.00
Total WATER OPERATING FUND:				30,181.36
IMU ADMINISTRATION FUND				
BRICK GENTRY P.C.	620-8091-64110	IMU UNION NEGOTIATIONS	06/25/2017	1,470.00
CAPITAL EXPRESS	620-8090-65080	DELIVERY OF 7-1-17 UTILITY BILLS	07/01/2017	41.15
EMPLOYEE & FAMILY RESOUR	620-8090-61430	ANNUAL CONTRACT	07/26/2017	72.00
IMWCA	620-8080-61599	DEPOSIT 2017-18	06/01/2017	280.03
IMWCA	620-8090-61599	DEPOSIT 2017-18	06/01/2017	185.67
IMWCA	620-8080-61599	INSTALLMENT #1	07/01/2017	120.01
IMWCA	620-8090-61599	INSTALLMENT #1	07/01/2017	79.57
IMWCA	620-8090-61599	INSTALL #2	07/27/2017	79.57
IMWCA	620-8080-61599	INSTALL #2	07/27/2017	120.01
MAHASKA COMMUNICATION G	620-8091-63730	IMU TELEPHONE/INTERNET SERVICE	08/01/2017	102.18
MOSHER, CASSANDRA	620-8090-61440	WELLNESS - AUG	07/25/2017	15.00
Total IMU ADMINISTRATION FUND:				2,565.19
ELECTRIC OPERATING FUND				
A-TEC ENERGY	630-8290-67306	2ND QTR 2017 AGREEMENT	07/31/2017	228.96
CINTAS CORPORATION	630-8250-65072	1ST AID SUPPLIES	06/30/2017	81.46
CINTAS CORPORATION	630-8250-65072	1ST AID SUPPLIES	07/21/2017	84.63
CITY OF INDIANOLA - REBATE	630-8290-67306	A/C REBATE	06/19/2017	100.00
CITY OF INDIANOLA - REBATE	630-8290-67306	A/C REBATE	07/12/2017	200.00
CITY OF INDIANOLA - REBATE	630-8290-67306	A/C REBATE	04/21/2017	200.00
CITY OF INDIANOLA - REBATE	630-8290-67306	A/C REBATE	07/25/2017	200.00
CITY OF INDIANOLA - REBATE	630-8290-67306	A/C REBATE	05/30/2017	100.00
CITY OF INDIANOLA - REBATE	630-8290-67306	A/C REBATE	06/22/2017	200.00
CITY OF INDIANOLA - REBATE	630-8290-67306	A/C REBATE	06/19/2017	200.00
CITY OF INDIANOLA - REBATE	630-8290-67306	A/C REBATE	07/13/2017	200.00
CITY OF INDIANOLA - REBATE	630-8290-67306	A/C REBATE	07/11/2017	200.00
CITY OF INDIANOLA - UTILITY	630-8210-63710	UTILITIES	07/31/2017	1,946.75
DES PLANQUES, CHRIS	630-8290-66990	AHLERS & COONEY	07/28/2017	6.95
DUST PROS JANITORIAL	630-8220-64090	MONTHLY CLEANING (JUNE) - ADMIN/ELECTRIC	06/18/2017	1,177.00
DUST PROS JANITORIAL	630-8220-64090	JANITORIAL SUPPLIES	06/18/2017	51.25
DUST PROS JANITORIAL	630-8220-64090	JANITORIAL SUPPLIES	06/18/2017	5.35

Vendor Name	GL Account Number	Description	Invoice Date	Net Invoice Amount
DUST PROS JANITORIAL	630-8220-64090	MONTHLY CLEANING (JULY) - ADMIN/ELECTRIC	07/19/2017	1,177.00
DUST PROS JANITORIAL	630-8220-64090	JANITORIAL SUPPLIES	07/19/2017	52.96
DUST PROS JANITORIAL	630-8220-64090	JANITORIAL SUPPLIES	07/19/2017	35.18
DUST PROS JANITORIAL	630-8220-64090	JANITORIAL SUPPLIES	07/19/2017	82.55
EMPLOYEE & FAMILY RESOUR	630-8280-61430	ANNUAL CONTRACT	07/26/2017	288.00
HERITAGE-CRYSTAL CLEAN LL	630-8220-65072	REMOVAL OF OLD OIL RAGS/TOWELS	06/29/2017	383.96
IMWCA	630-8280-61599	DEPOSIT 2017-18	06/01/2017	2,279.76
IMWCA	630-8280-61599	INSTALLMENT #1	07/01/2017	977.04
IMWCA	630-8280-61599	INSTALL #2	07/27/2017	977.04
INFOMAX OFFICE SYSTEMS IN	630-8290-64990	7/21/2017 - 8/20/2017	07/07/2017	106.26
INFOMAX OFFICE SYSTEMS IN	630-8290-64990	7/21/2017 - 8/20/2017	07/07/2017	57.66
IOWA ASSOC OF MUN UTILITIE	630-8292-64990	SAFETY CONSULTING - JUNE 2017	06/30/2017	254.74
IOWA ONE CALL	630-8290-63730	EL-LOCATING NOTIFICATION/319 TICKETS	07/11/2017	287.10
JMK LAWN CARE	630-8220-64990	JUNE MOWING CONTRACT - ELECTRIC	07/01/2017	310.00
MID AMERICAN ENERGY	630-8290-67306	IMU AUDIT PARTNERSHIP	07/10/2017	1,363.96
MID AMERICAN ENERGY CO.	630-8210-63710	80950-24015 PLANT GAS 6/19/17 - 7/19/17	07/19/2017	11.08
MID AMERICAN ENERGY CO.	630-8210-63710	52390-25019 BOILER GAS (802 THERMS)	07/19/2017	487.81
MID AMERICAN ENERGY CO.	630-8210-63710	07991-36014 11634 R63 HWY	07/13/2017	10.00
MIDWEST MUNICIPAL TRANSMI	630-8255-62100	MMTG DUES JULY - DEC 2017	07/01/2017	1,788.17
MUNICIPAL ENERGY AGENCY	630-8200-45631	20% 69KV 30.9 CREDIT/ADMIN FEE - JUNE	07/13/2017	24,775.55-
MUNICIPAL ENERGY AGENCY	630-8230-63991	PURCHASED POWER - JUNE (NET ELECTRIC)	07/13/2017	503,476.16
MUNICIPAL ENERGY AGENCY	630-8230-63990	LANDFILL GAS ATTRIBUTES - JUNE	07/13/2017	13,260.00
MUNICIPAL ENERGY AGENCY	630-8230-63991	FIXED COST RECOVERY CHARGE	07/13/2017	327,114.00
MUNICIPAL ENERGY AGENCY	630-8230-63992	TRANSMISSION/ADJUSTMENT - JUNE	07/13/2017	106,756.06
MUNICIPAL ENERGY AGENCY	630-8230-63990	CONTRACTED WIND - JUNE	07/13/2017	16,626.00
MUNICIPAL ENERGY AGENCY	630-8230-63991	IND TRANS SYSTEM OPERATOR CHARGE	07/06/2017	5,141.54
OVERHEAD DOOR COMPANY	630-8220-63100	INSTALL PHOTO CELLS ON DOORS	07/05/2017	937.32
OVERHEAD DOOR COMPANY	630-8220-63100	REPAIR BROKEN OPENER ON DOOR	07/05/2017	441.91
RECORD-HERALD & INDIANOL	630-8190-64020	BT MIN-06	06/30/2017	150.68
SHULL, DOUG	630-8290-64990	TREASURER CONTRACT	08/01/2017	60.00
SKARSHAUG TESTING LABORA	630-8250-64200	HIGH VOLTAGE GLOVE TESTING & REPLACEMENTS	07/17/2017	451.04
TRINITY CONSULTANTS INC	630-8210-64900	TITLE V PERMIT	06/28/2017	732.19
U.S. CELLULAR	630-8240-63730	CELL PHONES - 9	07/12/2017	394.53
VERIZON WIRELESS	630-8240-63730	WIRELESS FOR SERVICE CREW LAPTOPS	06/26/2017	240.14
VERIZON WIRELESS	630-8240-63730	WIRELESS FOR SPARE LAPTOP	06/26/2017	20.00
VERMEER SALES & SERVICE	630-8260-63320	REPAIR HYDRAULIC HOSE ON TRENCHER	07/10/2017	382.62
WEINMAN INSURANCE SERVIC	630-8280-64084	MACHINERY & EQUIPMENT COVERAGE - CINCINNATI INSURAN	07/01/2017	43,777.00
WIEGERT DISPOSAL CO.	630-8220-64090	ONE DUMP, POLE YARD	06/19/2017	200.00
WIEGERT DISPOSAL CO.	630-8220-64090	WASTE PICKUP - JULY 2017	08/01/2017	110.00
Total ELECTRIC OPERATING FUND:				1,011,608.26

FIBER/COMMUNICATIONS FUND

BRICK GENTRY P.C.	640-8550-64110	MCG/IMU AGREEMENT	06/25/2017	1,020.00
CITY OF INDIANOLA - UTILITY	640-8550-63464	UTILITIES	07/31/2017	876.45
DES PLANQUES, CHRIS	640-8550-66990	AHLERS & COONEY	07/28/2017	6.96
EMPLOYEE & FAMILY RESOUR	640-8590-61430	ANNUAL CONTRACT	07/26/2017	18.00
IMWCA	640-8590-61599	DEPOSIT 2017-18	06/01/2017	98.14
IMWCA	640-8590-61599	INSTALLMENT #1	07/01/2017	42.06
IMWCA	640-8590-61599	INSTALL #2	07/27/2017	42.06
INDIANOLA COUNTRY CLUB	640-8550-64990	FIBER LUNCH AND LEARN	07/19/2017	477.28
INFOMAX OFFICE SYSTEMS IN	640-8550-64990	7/21/2017 - 8/20/2017	07/07/2017	57.66
IOWA ONE CALL	640-8550-63730	FIBER-LOCATING NOTIFICATION/214 TICKETS	07/11/2017	192.60
MID AMERICAN ENERGY CO.	640-8550-64900	FIBER POLE FEE - 24 POLES AT \$5 PER POLE	07/05/2017	120.00
RECORD-HERALD & INDIANOL	640-8590-64020	RES 189	06/30/2017	56.50
RECORD-HERALD & INDIANOL	640-8590-64020	BT MIN-06	06/30/2017	18.84
RECORD-HERALD & INDIANOL	640-8590-64020	PH COMMUNICATIONS	06/30/2017	25.85
SHULL, DOUG	640-8590-64990	TREASURER CONTRACT	08/01/2017	7.50

Vendor Name	GL Account Number	Description	Invoice Date	Net Invoice Amount
U.S. CELLULAR	640-8550-63730	CELL PHONE	07/12/2017	43.84
Total FIBER/COMMUNICATIONS FUND:				3,103.74
WATER CAPITAL PROJECTS FUND				
METERING & TECHNOLOGY SO	700-8100-67905	METERS	07/12/2017	3,030.79
Total WATER CAPITAL PROJECTS FUND:				3,030.79
ELECTRIC CAPITAL PROJECTS FUND				
CR SERVICES	730-8200-67906	LOCATE FLAGS - SAFETY GLASSES	07/27/2017	332.28
ELECTRICAL ENG & EQUIP	730-8200-67906	2" PVC BELL ENDS	07/11/2017	30.76
KRIZ-DAVIS COMPANY	730-8200-67906	15KV POLY PIN INSULATORS	07/21/2017	87.42
KRIZ-DAVIS COMPANY	730-8200-67906	15KV PLOY PIN INSULATORS	07/21/2017	115.03
MAHASKA COMMUNICATION G	730-8200-67603	SERVICE DROPS	08/01/2017	3,705.00
MAHASKA COMMUNICATION G	730-8200-67603	SERVICE DROPS	07/01/2017	2,575.00
MAHASKA COMMUNICATION G	730-8200-67304	IMU CUSTOMER PAID - FIBER	07/01/2017	1,130.00
METERING & TECHNOLOGY SO	730-8200-67906	FORM 16S AND 12S ELECTRIC METERS	07/12/2017	559.64
MUNICIPAL ENERGY AGENCY	730-8200-45629	80% 69KV 30.9 CREDIT/ADMIN FEE - JUNE	07/13/2017	99,102.22-
NEWCOM TECHNOLOGIES INC	730-8200-67605	NORWALK ROUTE - SURVEY	07/06/2017	21,859.20
NEWCOM TECHNOLOGIES INC	730-8200-67605	ENGINEER EXTENSION TO FTTH OSP	07/17/2017	2,852.20
NEWCOM TECHNOLOGIES INC	730-8200-67605	NORWALK ROUTE - COMPLETED	07/19/2017	17,861.28
NEWCOM TECHNOLOGIES INC	730-8200-67605	NORWALK ROUTE - SURVEY, DESIGN, DIGITILIZATION	07/26/2017	4,528.43
NEWCOM TECHNOLOGIES INC	730-8200-67605	PERMIT APPLICATION FEE	07/31/2017	50.00
TERRY-DURIN CO.	730-8200-67906	73 WATT LED LIGHTS	07/11/2017	1,225.15
TERRY-DURIN CO.	730-8200-67906	73 WATT AND 108 WATT LED LIGHTS	07/11/2017	2,222.39
TERRY-DURIN CO.	730-8200-67906	108 WATT LED LIGHTS	07/20/2017	1,014.36
WESCO	730-8200-67906	ORANGE MARKING PAINT	07/10/2017	155.62
WESCO	730-8200-67906	CABLE PREP KITS	07/10/2017	37.50
WESCO	730-8200-67906	PVC U-GUARD BOOT - UNDERGROUND SPLICE KIT	07/14/2017	457.53
WESCO	730-8200-67906	8" CROSSARMS - CROSSARM BRACES - CROSSARM PIN	07/19/2017	839.50
WESCO	730-8200-67906	8' CROSSARMS	07/19/2017	224.44
WESCO	730-8200-67906	200 AMP UNDERGROUND ELBOW	07/24/2017	338.98
WESCO	730-8200-67906	CROSSARM BRACES	07/24/2017	199.45
Total ELECTRIC CAPITAL PROJECTS FUND:				36,701.06-
CASH ALLOCATION FUND				
HARWARD, MARY	999-0000-11005	REFUND CREDIT ON ACCT	07/21/2017	98.04
Total CASH ALLOCATION FUND:				98.04
Grand Totals:				1,013,886.32

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: 08/14/2017

Information

Subject

Minutes from July 24 and August 7, 2017

Information

Fiscal Impact

Attachments

July 24 Minutes

August 7 Minutes

BOARD OF TRUSTEE MINUTES
REGULAR SESSION – JULY 24, 2017

The Board of Trustees met in regular session at 5:30 p.m. on July 24, 2017 in the City Hall Council Chambers. Chairperson Adam Voigts called the meeting to order and on roll call the following members were present: Jim McClymond, Adam Voigts and Deb White. Absent: Lesley Forbush and Mike Rozga.

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

Claims list for July 17, 2017

Minutes from July 10 and 21, 2017

Salaries: Justin Brand, Water Operator, from Range 24-2 \$55,246/year (includes longevity) to Range 24-3 \$57,446/year (includes longevity)

Jackie Raffety, Utility Service Rep, salary increase was tabled until the August 14, 2017 Trustee meeting

Electric Utility Action Items

A public hearing was held to consider a resolution to increase electric rates effective December 1, 2017. There were no objections either oral or written. A motion was made by McClymond and seconded by White to approve the following Resolution increasing electric rates by 7% effective December 1, 2017. On roll call the vote was, AYES: White, Voigts and McClymond. NAYS: None. ABSENT: Forbush and Rozga. Whereupon the Chairperson declared the motion carried unanimously and the following resolution duly adopted.

RESOLUTION NO. 195
RESOLUTION SETTING ELECTRIC RATES

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

The Chairperson announced that this was the time and place for the public hearing and meeting on the matter of the authorization of a Loan Agreement and the issuance of not to exceed \$9,900,000 Electric Revenue Capital Loan Notes, Series 2017C, in order to provide funds to pay costs of improvements and extensions to the Municipal Electric Utility, including the construction of an expansion of the existing fiber optic communications system to serve the Municipal Electric Utility, including the acquisition of equipment and installation of conduit, overhead and underground fiber, vaults, pedestals and splitter cabinets, and building and other improvements to the electric line shop, and that notice of the proposed action by the Board to institute proceedings for the authorization of the Loan Agreement and the issuance of the Notes, had been published pursuant to the provisions of Sections 384.24A and 384.83 of the City Code of Iowa, as amended.

The Chairperson then asked the Secretary whether any written objections had been filed by any city resident or property owner to the proposal. The Secretary advised the Chairperson and the Board that no written objections had been filed. The Chairperson then called for oral objections to the proposal and

none were made. Whereupon, the Chairperson declared the time for receiving oral and written objections to be closed.

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

Whereupon, Board Member White introduced and delivered to the Secretary the Resolution hereinafter set out entitled "RESOLUTION INSTITUTING PROCEEDINGS TO TAKE ADDITIONAL ACTION FOR THE AUTHORIZATION OF A LOAN AGREEMENT AND THE ISSUANCE OF NOT TO EXCEED \$9,900,000 ELECTRIC REVENUE CAPITAL LOAN NOTES, SERIES 2017C", and moved that the resolution be adopted. Board Member McClymond seconded the motion. The roll was called and the vote was, AYES: Voigts, McClymond and White. NAYS: None. ABSENT: Forbush and Rozga. Whereupon the Chairperson declared the measure duly adopted.

RESOLUTION INSTITUTING PROCEEDINGS TO TAKE ADDITIONAL
ACTION FOR THE AUTHORIZATION OF A LOAN AGREEMENT AND
THE ISSUANCE OF NOT TO EXCEED \$9,900,000
ELECTRIC REVENUE CAPITAL LOAN NOTES, SERIES 2017C

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

Board Member McClymond introduced the following resolution entitled "RESOLUTION APPROVING OFFICIAL STATEMENT", and moved that the resolution be adopted. Board Member White seconded the motion to adopt. The roll was called and the vote was, AYES: White, Voigts and McClymond. NAYS: None. ABSENT: Forbush and Rozga. Whereupon, the Chairperson declared the resolution duly adopted as follows:

RESOLUTION APPROVING OFFICIAL STATEMENT

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

The annual IMPACT Community Action Program Vendor Agreement was approved on a motion by White and seconded by McClymond. Question was called for and on voice vote the Chairperson declared the motion carried unanimously.

Electric Utility Informational Items—Electric Superintendent Mike Metcalf presented information regarding the electric utility.

Communications Utility Action Items

The \$6,287,000 Communications Utility Revenue Capital Loan Notes, Series 2017A was discussed. Board Member McClymond moved that the form of Tax Exemption Certificate be placed on file and approved. Board Member White seconded the motion and the roll being called thereon, the vote was as follows: AYES: White, Voigts and McClymond. NAYS: None. ABSENT: Forbush and Rozga. Whereupon the Chairperson declared the motion carried unanimously.

Board Member McClymond introduced the following Resolution entitled "A RESOLUTION APPROVING AND AUTHORIZING A FORM OF LOAN AGREEMENT AND AUTHORIZING AND PROVIDING FOR THE ISSUANCE AND SECURING THE PAYMENT OF \$6,287,000 COMMUNICATIONS UTILITY REVENUE CAPITAL LOAN NOTES, SERIES 2017A, OF THE CITY OF INDIANOLA, STATE OF IOWA, UNDER THE PROVISIONS OF THE CITY CODE OF IOWA, AND PROVIDING FOR A METHOD OF PAYMENT OF THE NOTES ", and moved its

adoption. Board Member White seconded the motion to adopt. The roll was called and the vote was: AYES: White, Voigts and McClymond. NAYS: None. ABSENT: Forbush and Rozga. Whereupon the Chairperson declared the following Resolution duly adopted:

A RESOLUTION APPROVING AND AUTHORIZING A FORM OF
LOAN AGREEMENT AND AUTHORIZING AND PROVIDING FOR
THE ISSUANCE AND SECURING THE PAYMENT OF \$6,287,000
COMMUNICATIONS UTILITY REVENUE CAPITAL LOAN NOTES,
SERIES 2017A, OF THE CITY OF INDIANOLA, STATE OF IOWA,
UNDER THE PROVISIONS OF THE CITY CODE OF IOWA, AND
PROVIDING FOR A METHOD OF PAYMENT OF THE NOTES

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

Board Member McClymond introduced the following Resolution entitled "A RESOLUTION APPROVING AND AUTHORIZING A FORM OF LOAN AGREEMENT AND AUTHORIZING AND PROVIDING FOR THE ISSUANCE AND SECURING THE PAYMENT OF \$3,000,000 TAXABLE COMMUNICATIONS UTILITY REVENUE CAPITAL LOAN NOTES, SERIES 2017B, OF THE CITY OF INDIANOLA, STATE OF IOWA, UNDER THE PROVISIONS OF THE CITY CODE OF IOWA, AND PROVIDING FOR A METHOD OF PAYMENT OF THE NOTES ", and moved its adoption. Board Member White seconded the motion to adopt. The roll was called and the vote was: AYES: White, Voigts and McClymond. NAYS: None. ABSENT: Forbush and Rozga. Whereupon the Chairperson declared the following Resolution duly adopted:

A RESOLUTION APPROVING AND AUTHORIZING A FORM OF
LOAN AGREEMENT AND AUTHORIZING AND PROVIDING FOR
THE ISSUANCE AND SECURING THE PAYMENT OF \$3,000,000
TAXABLE COMMUNICATIONS UTILITY REVENUE CAPITAL
LOAN NOTES, SERIES 2017B, OF THE CITY OF INDIANOLA,
STATE OF IOWA, UNDER THE PROVISIONS OF THE
CITY CODE OF IOWA, AND PROVIDING FOR A METHOD OF
PAYMENT OF THE NOTES

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

Frank Hansen of MCG spoke regarding the agreement between the Indianola Municipal Utilities and Mahaska Communication Group Customer and Territory Buy-Out Agreement. Trustee members White, Voigts and McClymond thanked MCG for their excellent service. It was moved by White and seconded by McClymond to approve the agreement. Question was called for and on voice vote the Chairperson declared the motion carried unanimously.

The following resolution entitled, "RESOLUTION AMENDING/SUBSTITUTING AND INCORPORATING REVISED MATERIAL BIDS FOR THE 2017 FIBER TO THE HOME PROJECT" was approved on a motion by McClymond and seconded by White. On roll call the vote was, AYES: White, Voigts and McClymond. NAYS: None. ABSENT: Forbush and Rozga. Whereupon the Chairperson declared the motion carried unanimously and the following resolution duly adopted.

RESOLUTION NO. 196
RESOLUTION AMENDING/SUBSTITUTING AND INCORPORATING REVISED MATERIAL
BIDS FOR THE 2017 FIBER TO THE HOME PROJECT

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

Communications Utility Informational Items-Curtis Dean, Smart Source Consulting, presented information regarding the Communications Utility.

Water Utility Action Items

A motion was made by White and seconded by McClymond to approve a waiver for Warren Water district to serve the property located at 10276 150th Avenue. Question was called for and on voice vote the Chairperson declared the motion carried unanimously.

Water Utility Informational Items – Water Superintendent Lou Elbert reported on the Water Utility Informational items.

Combined Electric, Water and Communication Information Items-The Board discussed the revised policy 3.3.11.2 for refunds or back billing and a resolution concerning utility bills. White moved and McClymond seconded to approve. White and McClymond withdrew their motions. It was the consensus of the Board to place this item on the August 14, 2017 Trustee agenda.

White moved and McClymond seconded 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.

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

Meeting adjourned on a motion by White and seconded by McClymond.

Adam Voigts, Chair

Diana Bowlin, City Clerk

BOARD OF TRUSTEE MINUTES
SPECIAL SESSION – AUGUST 7, 2017

The Board of Trustees met in special session at 5:30 p.m. on August 7, 2017 in the City Hall Conference Room. Chairperson Adam Voigts called the meeting to order and on roll call the following members were present: Jim McClymond, Adam Voigts and Deb White. Absent: Lesley Forbush and Mike Rozga.

Communications Utility Action Items

Board Member White introduced the following Resolution entitled "RESOLUTION ORDERING CONSTRUCTION OF CERTAIN PUBLIC IMPROVEMENTS (2017 Norwalk to Indianola Fiber Optic Link Project-Material Procurement) AND FIXING A DATE FOR HEARING (August 28, 2017) AND TAKING OF BIDS (August 22, 2017)", and moved that it be adopted. Board Member McClymond seconded the motion to adopt. The roll was called and the vote was, AYES: McClymond, Voigts and White. NAYS: None. ABSENT: Forbush and Rozga. Whereupon, the Chair declared the following resolution duly adopted:

RESOLUTION NO. 2017-197

RESOLUTION ORDERING CONSTRUCTION OF CERTAIN PUBLIC IMPROVEMENTS (2017 Norwalk to Indianola Fiber Optic Link Project-Material Procurement) AND FIXING A DATE FOR HEARING (August 28, 2017) AND TAKING OF BIDS (August 22, 2017)

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

Board Member McClymond introduced the following Resolution entitled "RESOLUTION ORDERING CONSTRUCTION OF CERTAIN PUBLIC IMPROVEMENTS (2017 Norwalk to Indianola Fiber Optic Link Construction Project) AND FIXING A DATE FOR HEARING (August 28, 2017) AND TAKING OF BIDS (August 22, 2017)", and moved that it be adopted. Board Member White seconded the motion to adopt. The roll was called and the vote was, AYES: Voigts, White and McClymond. NAYS: None. ABSENT: Forbush and Rozga. Whereupon, the Chair declared the following resolution duly adopted:

RESOLUTION NO. 2017-198

RESOLUTION ORDERING CONSTRUCTION OF CERTAIN PUBLIC IMPROVEMENTS (2017 Norwalk to Indianola Fiber Optic Link Construction Project) AND FIXING A DATE FOR HEARING (August 28, 2017) AND TAKING OF BIDS (August 22, 2017)

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

Electric Utility Action Items

Board Member White introduced the following Resolution entitled "RESOLUTION ORDERING CONSTRUCTION OF CERTAIN PUBLIC IMPROVEMENTS (2017 Turbine 7 Control Replacement Project) AND FIXING A DATE FOR HEARING (September 11, 2017) AND TAKING OF BIDS (September 6, 2017)", and moved that it be adopted. Board Member McClymond seconded the motion to adopt. The roll was called and the vote was, AYES: McClymond, Voigts and White. NAYS: None. ABSENT: Forbush and Rozga. Whereupon, the Chair declared the following resolution duly adopted:

RESOLUTION NO. 2017-199

RESOLUTION ORDERING CONSTRUCTION OF CERTAIN PUBLIC IMPROVEMENTS (2017 Turbine 7 Control Replacement Project) AND

FIXING A DATE FOR HEARING (September 11, 2017) AND TAKING OF BIDS (September 6, 2017)

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

Meeting adjourned on a motion by White and seconded by McClymond.

Adam Voigts, Chair

Diana Bowlin, City Clerk

IMU Regular Downstairs**4.C.****Meeting Date:** 08/14/2017

Information**Subject**

Salaries

Information

Mary Zimmerman, Utility Services Rep, from CE 4-10 \$48,331/year (includes longevity) to CE 4-10 \$48,557.60/year (includes longevity) effective July 9, 2017

Cassandra Mosher, Utility Services Rep, from CE 4-1 \$36,971/year to CE 4-1.5 \$37,597/year effective July 9, 2017

Eric Schreier, from Apprentice Line Mechanic Range 23-4 \$27,190/hour to Line Mechanic Range 26-1 \$29,978/hour effective August 6, 2017. Eric has successfully completed the apprenticeship program. The local apprenticeship committee has approved Eric advancing to Line Mechanic.

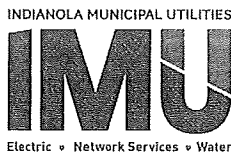
Kurt Ripperger, Director of Telecommunications, CE 12-4 \$84,638/year effective August 20, 2017

Jackie Raffety, Utility Services Rep, from CE 4-1 \$36,971/year to CE 4-1.5 \$37,597/year effective September 17, 2017

Fiscal Impact**Attachments**

PCN's

PCN Schreier



PERSONNEL CHANGE NOTICE (PCN)

Employee Name: Mary Zimmerman

Effective Date (must be at beginning of a pay period, except new hires): 7/9/17

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	CE4-10	CE4-10
PAY RATE W/OUT LONGEVITY	47,931 / 23.044	48,557.60 / 23.345
PAY RATE W/ LONGEVITY (if not eligible, put N/A)	48,331 / 23.236 (\$400 long)	48,957.60 / 23.537 (\$400 long)
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 ☐

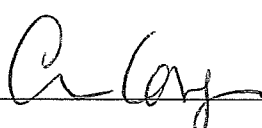
Termination: Voluntary: ☐ Involuntary: ☐ Retirement: ☐ Eligible for Rehire: Yes ☐ No ☐

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

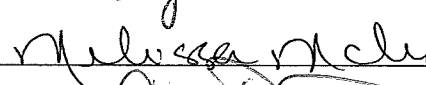
Last Day Worked: _____ Termination Effective Date: _____

COMMENTS: _____

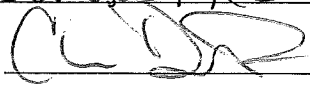
APPROVALS:

Dept Head: 

Date: 7-26-17

Human Resources: 

Date: 7/26/17

Finance (pay changes only): 

Date: 7/26/17

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: _____



PERSONNEL CHANGE NOTICE (PCN)

Employee Name: Cassandra Mosher

Effective Date (must be at beginning of a pay period, except new hires): 7/9/17

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	CE4-1	CE4-1.5
PAY RATE W/OUT LONGEVITY	36,971 / 17.775	37,597 / 18.076
PAY RATE W/ LONGEVITY (if not eligible, put N/A)	NA	NA
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 ☐

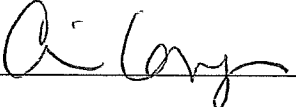
Termination: Voluntary: ☐ Involuntary: ☐ Retirement: ☐ Eligible for Rehire: Yes ☐ No ☐

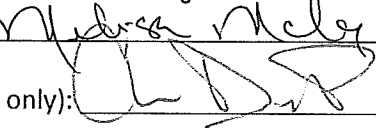
Reason for Termination: _____ Vaca/Pers Payout: Yes ☐ No ☐

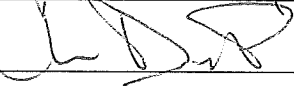
Last Day Worked: _____ Termination Effective Date: _____

COMMENTS: _____

APPROVALS:

Dept Head:  Date: 7/26/17

Human Resources:  Date: 7/25/17

Finance (pay changes only):  Date: 7/26/17

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: _____



PERSONNEL CHANGE NOTICE (PCN)

Employee Name: Kurt Ripperger

Effective Date (must be at beginning of a pay period, except new hires): 8/20/17

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		Director of Telecommunications
STATUS		FT
PAY RANGE		CE12 - 4
PAY RATE W/OUT LONGEVITY		84,638
PAY RATE W/ LONGEVITY (if not eligible, put N/A)		NA
EXEMPT/NONEXEMPT		Exempt
DEPARTMENT NAME		Network Services
ACCOUNT NUMBER		640-8550-60170
FTE		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: Transfer from IT Director with the City to IMU.

APPROVALS:

Dept Head: _____ Date: _____

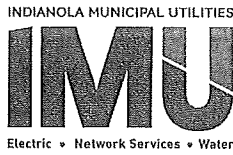
Human Resources: Melissa Kelly Date: 7/25/17

Finance (pay changes only): Chris Smith Date: 7/25/17

City Manager or GM: [Signature] Interim Date: 7-25-2017

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

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



PERSONNEL CHANGE NOTICE (PCN)

Employee Name: Jackie Raffety

Effective Date (must be at beginning of a pay period, except new hires): 9/17/17

New Hire: ☐ Rehire: ☐ Status Change: ☐ Step Increase: ☒ X
Other Pay Change: ☐ Job Title Change: ☐ Department Change: ☐ FTE Change: ☐
Promotion: ☐ Transfer: ☐ Other Change: _____

	FROM	TO
JOB TITLE	Utility Services Rep	Utility Services Rep
STATUS	FT	FT
PAY RANGE	CE4-1	CE4-1.5
PAY RATE W/OUT LONGEVITY	36,971 / 17.775	37,597 / 18.076
PAY RATE W/ LONGEVITY (if not eligible, put N/A)	NA	NA
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 ☒ X	City Non Union ☐ City Union ☐ IMU Non Union ☐ IMU Union ☒ X

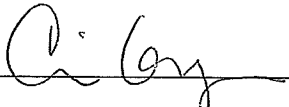
Termination: Voluntary: ☐ Involuntary: ☐ Retirement: ☐ Eligible for Rehire: Yes ☐ No ☐

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

Last Day Worked: _____ Termination Effective Date: _____

COMMENTS: _____

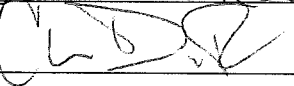
APPROVALS:

Dept Head: 

Date: 7-26-17

Human Resources: 

Date: 7/25/17

Finance (pay changes only): 

Date: 7/26/17

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: _____



PERSONNEL CHANGE NOTICE (PCN)

Employee Name: Eric Schreier

Effective Date (must be at beginning of a pay period, except new hires): 8/6/2017

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	Apprentice Line Mechanic	Line Mechanic
STATUS	FT	FT
PAY RANGE	23 - 4	26 - 1
PAY RATE W/OUT LONGEVITY	27.190 Per Hour	29.978 Per Hour
PAY RATE W/ LONGEVITY (if not eligible, put N/A)		
EXEMPT/NONEXEMPT		
DEPARTMENT NAME	Electric	Electric
ACCOUNT NUMBER	630-8250-60150	630-8250-60150
FTE		
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: Eric has successfully completed the apprenticeship program. The local apprenticeship committee has approved Eric advancing to Line Mechanic.

APPROVALS:

Dept Head: _____

Date: 8-9-2017

Human Resources: _____

Date: 8/9/17

Finance (pay changes only): _____

Date: 8/9/17

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: _____

IMU Regular Downstairs

5.A.

Meeting Date: 08/14/2017

Information

Subject

Not to exceed \$9,900,000 Electric Revenue Capital Loan Notes, Series 2017C

Information

Fiscal Impact

Attachments

No file(s) attached.

IMU Regular Downstairs**5.A.1.****Meeting Date:** 08/14/2017

Information**Subject**

Resolution directing the acceptance of a proposal to purchase not to exceed \$9,900,000 Electric Revenue Capital Loan Notes, Series 2017C

Information

The Trustees held a public hearing for authorizing a loan agreement and the issuance of not to exceed \$9,900,000 Electric Revenue Capital Loan Notes, Series 2017C on July 24, 2017. Additional action taken at the July 24th meeting meeting included a resolution instituting proceedings to take additional action and a resolution approving the official statement.

The next item to consider is the resolution directing the acceptance of a proposal to purchase not to exceed \$9,900,000 Electric Revenue Capital Loan Notes.

Roll call is in order.

Fiscal Impact**Attachments**

Resolution

Board Member _____ introduced the following Resolution entitled "RESOLUTION DIRECTING THE ACCEPTANCE OF A PROPOSAL TO PURCHASE NOT TO EXCEED \$9,900,000 ELECTRIC REVENUE CAPITAL LOAN NOTES, SERIES 2017C" and moved that it be adopted. Board Member _____ seconded the motion to adopt, and the roll being called thereon, the vote was as follows:

AYES: _____

NAYS: _____

Whereupon, the Chairperson declared the Resolution duly adopted as follows:

RESOLUTION NO. _____

RESOLUTION DIRECTING THE ACCEPTANCE OF A
PROPOSAL TO PURCHASE NOT TO EXCEED \$9,900,000
ELECTRIC REVENUE CAPITAL LOAN NOTES, SERIES
2017C

WHEREAS, Indianola Municipal Utilities, sometimes hereinafter referred to as the Issuer, is a duly incorporated, organized and existing under and by virtue of the Constitution and laws of the State of Iowa; and

WHEREAS, it is deemed necessary that the Issuer should enter into a Loan Agreement and borrow the amount of not to exceed \$9,900,000 as authorized by Sections 384.24A and 384.83, Code of Iowa as amended; and

WHEREAS, a proposal has been received from D.A. Davidson & Co. of Des Moines, Iowa; and

WHEREAS, it is the intention of this Board of Trustees to enter into a Loan Agreement in accordance with said proposal dated _____, 2017.

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

Section 1. That this Board of Trustees does hereby accept the attached proposal of D.A. Davidson & Co. of Des Moines, Iowa, and takes additional action to permit the entering into of a Loan Agreement.

Section 2. The Chairperson and Secretary of the Board of Trustees are authorized and directed to proceed on behalf of the City to enter into such Loan Agreement, to negotiate the

final terms of a Loan Agreement to take all action necessary to permit the entering into of a Loan Agreement on a basis favorable to the City and acceptable to the Purchaser, and to proceed to meet the conditions of this accepted proposal.

PASSED AND APPROVED this _____ day of _____, 2017.

Chairperson

ATTEST:

Secretary of the Board of Trustees

Meeting Date: 08/14/2017

Information

Subject

Consider change order #1 in an amount of \$16,639.73 for the 2017 Fiber to the Home Project Material Procurement

Information

In your packet is change order #1 for the Fiber to the Home Project Material Procurement Project. The change order corrects some mathematical errors for Wesco, Power & Tel and Irby for a total amount of \$16,639.73. The revised contract amount is \$1,070,074.54.

Simple motion is in order.

Fiscal Impact

Attachments

Change Order #1



NewCom Technologies, Inc.
6000 Grand Avenue
Des Moines, Iowa 50312
800-626-6234
515 274-9611 (Local)
515 274-9622 (FAX)
newcom@newcomtech.com
newcomtech.com

August 1, 2017

Change Order #1

Mike Metcalf and Kurt Ripperger
Electrical Superintendent and Communications Superintendent
Indianola Municipal Utilities
110 N 1st St.
Indianola, IA 50125
mmetcalf@indianolaiowa.gov
kripperger@indianolaiowa.gov

Dear Mike and Curtis,

Sealed bids for the materials purchase as well as the Contractor on the 2017 IMU Fiber to the Home Project were received and opened at 2:00 PM on April 13, 2017. This project is to expand IMU's capability as a local internet, telephone, and video service provider to the Indianola metro area.

The construction contract includes the installation of approximately 60 miles of optical fiber cable, 90% of which is underground, 10% aerial. A small portion of the build will use existing conduit. Existing cabinets which currently house electronics for Active Ethernet will be transformed into passive component cabinets. The materials contract will supply 80% of the project materials, including the cabinets, fiber cable, MSTs, and splice enclosures.

Bids for materials were received from six vendors. A summary of the bids is included on the attached page. The amount recommended for purchase from each vendor is shown in the table below.

August 1, 2017 update: A fiber link that feeds a cabinet to the northwest portion of the area was updated from 24 ct to 48 ct due to the new Norwalk to Indianola link. The link had used all the spare fibers. The update replenishes them. The amounts for Wesco and Power & Tel were incorrect due to a math error.

Vendor	Award	Revised Award	7/31 Revised Award
Power & Tel	\$701,285.44	\$723,257.39	\$738,587.99
Graybar	\$ 0	\$ 0	\$ 0
Wesco	\$ 2,390.35	\$ 2,397.85	\$ 2,399.65
Resco	\$ 680.92	\$686.56	\$ 686.56
Terry Durrin	\$164,020.00	\$156,640.00	\$ 156,640.00
Irby	\$414,877.96	\$170,453.01	\$ 171,760.34
Total Material Awards	\$1,283,254.67	\$1,053,434.81	\$ 1,070,074.54
Engineer's Estimate	\$1,452,727.00	\$1,094,978.00	\$ 1,094,978.00
Percentage	88.33%	96.21%	97.73%

Respectfully,



Bob Lyons, PE

Cc: Chris Longer, Mike Metcalf, Jim Petro

8/1/17 IMU FTTH Revised Materials Bid Results

Bidder:	Award Amt	Line Items Awarded	Percentage \$	Percentage Item Qty
Power & Tel	\$ 738,587.99	55	69.02%	85%
Wesco	\$ 2,399.65	2	0.22%	3%
Resco	\$ 686.56	1	0.06%	1%
Irby	\$ 171,760.34	6	16.05%	9%
Graybar		0	0.00%	0
Terry Durin	\$ 156,640.00	1	14.64%	2%
Total Award	\$ 1,070,074.54	65	100.00%	100%

2017 IMU FTTH Original Materials Bid Results

Bidder:	Award Amt	Line Items Awarded	Percentage \$	Percentage Item Qty
Power & Tel	\$ 701,285.44	54	55%	83%
Wesco	\$ 2,390.35	2	0.19%	3%
Resco	\$ 680.92	1	0.05%	2%
Irby	\$ 414,877.96	6	32.55%	9%
Graybar		0	0.00%	0
Terry Durin	\$ 164,020.00	2	12.19%	3%
Total Award	\$ 1,283,254.67	65	100.00%	100%

NewCom Technologies, Inc. – FTTH –Indianola Municipal Utilities

August 1, 2017

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IMU Regular Downstairs

8.A.

Meeting Date: 08/14/2017

Information

Subject

Receive report from Smart Source Consulting - Curtis Dean

Information

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

Fiscal Impact

Attachments

Task Report

FTTP Project Report

Tasks Report

Indianola Telecom Utility — Indianola Municipal Utilities

Generated: Aug 10 2017 1:42PM

Implementation of the telecom utility and oversight of the FTTP project

Project Coordination and Oversight

Active Tasks

Task	Start Date	Due Date	Responsible	Created By	Priority	Progress	Status
Develop "Telecom 101" Staff Training	07/01/2017	08/31/2017	Curtis D.	Curtis D.		0%	Upcoming (Not started)
Work reports to Board	05/29/2017	12/01/2017	Curtis D.	Curtis D.		0%	Upcoming (Not started)
August 14, 2017 Board report	08/09/2017	08/11/2017	Curtis D.	Curtis D.		0%	Upcoming (within 7 days) (Not started)
Decide on fiber access platform	07/28/2017	09/29/2017	Mike M. Kurt R. Curtis D. Chris D.	Curtis D.		10%	Upcoming (Started)
Calix Lonny Maler and Bret McElwee	07/28/2017	09/29/2017	Mike M. Kurt R. Curtis D. Chris D.	Curtis D.		0%	Upcoming (Not started)
ADTRAN Tom Wolfe	07/28/2017	09/29/2017	Mike M. Kurt R. Curtis D. Chris D.	Curtis D.		0%	Upcoming (Not started)
Innovative Systems Presentation/Demonstration at IMU 9:00am, Training Room, downstairs @ City Hall. Doug Powers from Innovative Systems will make a presentation and demo their solutions.	08/10/2017	08/10/2017	Curtis D.	Curtis D.		0%	Due today (Not started)

Completed Tasks

Task	Start Date	Due Date	Responsible	Created By	Priority	Progress	Status
Review telecom manager job description	05/29/2017	06/01/2017	Curtis D.	Curtis D.		100%	Completed 06/05/2017 by Curtis D.
Review Magellan business plan	05/29/2017	06/02/2017	Curtis D.	Curtis D.		100%	Completed 06/04/2017 by Curtis D.
Review construction plan with NewCom OSP: \$3,754,298.00 Excel Utility Contractors Materials (total): \$1,283,254.67	06/03/2017	06/30/2017	Mike M. Curtis D.	Curtis D.		100%	Completed 06/22/2017 by Curtis D.
Capital projection review-1pm and 2pm	06/12/2017	06/12/2017	Mike M. Curtis D. Chris D.	Curtis D.		100%	Completed 06/12/2017 by Curtis D.
MCG agreement Finalize an agreement with MCG for transfer of drops and dissolution of the IMU Partners Program		07/24/2017	Mike M. Curtis D. Chris D. Chis L.	Curtis D.		100%	Completed 07/26/2017 by Curtis D.
Create Exhibit A with formulas for buyout of customers/assets		07/21/2017	Mike M. Curtis D. Chris D. Chis L.	Curtis D.		100%	Completed 07/19/2017 by Curtis D.
Present to IMU Board for approval		07/24/2017	Mike M. Curtis D. Chris D. Chis L.	Curtis D.		100%	Completed 07/26/2017 by Curtis D.
Hire Director of Telecommunications Advertise for position and hire communications director. Goal to have this person on-board in August before OSP construction begins.	06/14/2017	07/31/2017	Mike M. Curtis D. Chris D. Chis L.	Curtis D.		100%	Completed 07/26/2017 by Curtis D.
Advertise for position	06/14/2017	07/31/2017	Mike M. Curtis D. Chris D. Chis L.	Curtis D.		100%	Completed 07/03/2017 by Curtis D.
Hold interviews	06/14/2017	07/31/2017	Mike M. Curtis D. Chris D. Chis L.	Curtis D.		100%	Completed 07/26/2017 by Curtis D.
Pre-Construction Meeting	07/26/2017	07/26/2017	Mike M. Curtis D. Chris D.	Mike M.		100%	Completed 07/26/2017 by Curtis D.
Work reports to Board July 10, 2017 Board report	07/06/2017	07/07/2017	Curtis D.	Curtis D.		100%	Completed 07/14/2017 by Curtis D.
Work reports to Board June 12, 2017	05/04/2017	06/09/2017	Curtis D.	Curtis D.		100%	Completed 06/09/2017 by Curtis D.

Indianola-Norwalk fiber build Possible partners on Indianola-Norwalk build Identify possible partners to participate in the Indianola-Norwalk fiber link. Possibilities include OmniTel, which has purchased I-35 Telephone (Truro) and has an interest in reaching the western DSM suburbs; Grand River Mutual, which has announced a limited FTTP build in Waukee; BroadNet; possibly others.	06/05/2017	07/31/2017	Curtis D.	Curtis D.		100%	Completed 08/02/2017 by Curtis D.
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Marketing & Community Relations

Active Tasks

Task	Start Date	Due Date	Responsible	Created By	Priority	Progress	Status
Fiber Fan pre-signup campaign The "Fiber Fan" campaign will be a comprehensive effort to have Indianola residents "commit" to switching their services to IMU fiber when services are available in 2018. This should be completed before the Fall newsletter is published in late September.	07/17/2017	08/31/2017	Curtis D.	Curtis D.		0%	Upcoming (Not started)
Door hanger The back of the door hanger that Excel will use to notify for construction will also have a Fiber Fan signup form.	07/17/2017	08/31/2017	Curtis D.	Curtis D.		0%	Upcoming (Not started)
Website form Create a form on the website where citizens can become a "Fiber Fan". Publicize through Facebook and any other social media	07/17/2017	08/31/2017	Curtis D.	Curtis D.		0%	Upcoming (Not started)
Electric bill insert	07/17/2017	08/31/2017	Curtis D.	Curtis D.		0%	Upcoming (Not started)
Community events	06/12/2017	11/30/2017	Curtis D. Chis L.	Curtis D.		0%	Upcoming (Not started)
Log Cabin Days parade 10am on 9/23/17	08/01/2017	09/23/2017	Curtis D. Chis L.	Curtis D.		0%	Upcoming (Not started)
Holiday Extravaganza Holiday Parade	06/12/2017	12/01/2017	Curtis D. Chis L.	Curtis D.		0%	Upcoming (Not started)
Fall IMU Newsletter Should include a general update on the fiber project and announcement of Charter Customer campaign.	08/01/2017	08/31/2017	Curtis D. Chis L.	Curtis D.		0%	Upcoming (Not started)

Completed Tasks

Task	Start Date	Due Date	Responsible	Created By	Priority	Progress	Status
Website Remodel the website to include information about broadband services. Consider a joint website with the City.	06/05/2017	08/01/2017	Jon Anne W. Curtis D. Chis L.	Curtis D.		100%	Completed 07/14/2017 by Curtis D.
Project website - indianolafiber.com Launch website to use as a hub of information about the fiber project. Content can be folded into a new IMU (or joint IMU-City) website once it is completed.	06/05/2017	08/01/2017	Jon Anne W. Curtis D. Chis L.	Curtis D.		100%	Completed 07/14/2017 by Curtis D.
Review article for city magazine	06/06/2017	06/07/2017	Curtis D.	Curtis D.		100%	Completed 06/07/2017 by Curtis D.
Chamber "Lunch and Learn"-July 19, 2017 Location: Indianola Country Club Hold a "Lunch and Learn" for Chamber members to inform them about the progress of the FTTH project.	07/01/2017	07/19/2017	Curtis D.	Curtis D.		100%	Completed 07/19/2017 by Curtis D.
Email Brenda Easter about format and possible dates in July	06/07/2017	06/09/2017	Curtis D.	Curtis D.		100%	Completed 06/07/2017 by Curtis D.
Determine venue for Lunch and Learn	06/04/2017	06/04/2017	Curtis D.	Curtis D.		100%	Completed 06/15/2017 by Curtis D.
Send invitations to Chamber members Work with Brenda Easter to design an invitation and distribute to Chamber membership	06/16/2017	06/30/2017	Curtis D. Chis L.	Curtis D.		100%	Completed 07/14/2017 by Curtis D.
Develop presentation and program	06/07/2017	07/14/2017	Curtis D.	Curtis D.		100%	Completed 07/18/2017 by Curtis D.
Ribbon cutting ceremony Hold a ribbon cutting ceremony in early August to mark the ceremonial start of the construction project. Representatives invited to participate should include: Mayor and council, IMU Board, IMU staff, Excel representatives. Issue an invitation to IAMU representatives and IAMU members. We could also invite local stakeholders (Chamber, schools, Simpson) and dignitaries (state representatives/senator, Governor, etc.). We will want to issue a news release to local media (and DSM TV stations) and videotape the ceremony for posting on the website/Facebook/Twitter. We should also do Facebook Live for the ribbon cutting.	08/04/2017	08/04/2017	Mike M. Curtis D. Chris D. Chis L.	Curtis D.		100%	Completed 08/08/2017 by Curtis D.

	Piece of ribbon fiber for ribbon cutting	08/04/2017	08/04/2017	Mike M. Curtis D. Chris D. Chis L.	Curtis D.		100%	Completed 08/02/2017 by Curtis D.
	Community events Indianola Chamber Golf Classic-7/12/17 Consider a presence at the Chamber Golf tournament to discuss the fiber project. Hand out "Fiber One" bars.	06/12/2017	07/12/2017	Curtis D. Chis L.	Curtis D.		100%	Completed 07/14/2017 by Curtis D.
	Canopy for hole sitters Curtis-I will take care of this. I need to buy one for my DJ business anyway	06/12/2017	07/12/2017	Curtis D. Chis L.	Curtis D.		100%	Completed 07/03/2017 by Curtis D.
	Hole contest We will be hosting a "Marshmallow Long Drive" with one winner in each 4-some.	06/12/2017	07/12/2017	Curtis D. Chis L.	Curtis D.		100%	Completed 07/07/2017 by Curtis D.
	Giveaways Fiber One bars for everyone (need 144) Nice prize for hole winner (need 36)	06/12/2017	07/12/2017	Curtis D. Chis L.	Curtis D.		100%	Completed 07/14/2017 by Curtis D.
	Community events Balloon Classic parade	06/12/2017	07/29/2017	Curtis D. Chis L.	Curtis D.		100%	Completed 08/02/2017 by Curtis D.

Cable TV Development

Active Tasks

Task	Start Date	Due Date	Responsible	Created By	Priority	Progress	Status
Develop pay TV package options	05/29/2017	10/31/2017	Curtis D.	Curtis D.		0%	Upcoming (Not started)
Conduct citizen survey	08/01/2017	08/31/2017	Curtis D. Chis L.	Curtis D.		0%	Upcoming (Not started)
Conduct citizen focus groups	08/01/2017	08/31/2017	Curtis D.	Curtis D.		0%	Upcoming (Not started)
Create citizens advisory group for CATV development	06/09/2017	08/31/2017	Curtis D.	Curtis D.		0%	Upcoming (Not started)
Evaluate MobiTV MobiTV is an OTT platform designed for cable operators. They are currently working on a deal with NCTC.	05/29/2017	10/31/2017	Curtis D.	Curtis D.		40%	Upcoming (Started)

NCTC membership Complete membership application to National Cable Television Cooperative (NCTC). https://www.nctconline.org/index.php/join-us/become-a-member/membership-application	07/01/2017	11/30/2017	Curtis D.	Curtis D.		0%	Upcoming (Not started)
• NCTC launch paperwork	11/01/2017	04/01/2018	Curtis D.	Curtis D.		0%	Upcoming (Not started)
Retransmission Consent Agreements Negotiate retransmission consent agreements with Des Moines DMA broadcasters.	10/01/2017	12/31/2017	Curtis D.	Curtis D.		0%	Upcoming (Not started)
Send notice of operation to Des Moines DMA broadcasters	07/01/2017	12/31/2017	Curtis D.	Curtis D.		0%	Upcoming (Not started)
Ad insertion	06/01/2017	07/31/2017	Curtis D.	Curtis D.		50%	Late (Started)
Local Programming	07/01/2017	11/30/2017	Curtis D.	Curtis D.		0%	Upcoming (Not started)
• Purpose	07/01/2017	11/30/2017	Curtis D.	Curtis D.		0%	Upcoming (Not started)
• Programming	07/01/2017	11/30/2017	Curtis D.	Curtis D.		0%	Upcoming (Not started)
• Chamber Channel A channel operated by the Chamber and partner companies (Webster Creative, etc) that would feature programming about Indianola Chamber members.	07/01/2017	11/30/2017	Curtis D.	Curtis D.		0%	Upcoming (Not started)
• Production Process	07/01/2017	11/30/2017	Curtis D.	Curtis D.		0%	Upcoming (Not started)
• Platform	07/01/2017	11/30/2017	Curtis D.	Curtis D.		0%	Upcoming (Not started)
• TeleVue This is the platform used by MCG for the two Indianola local channels now.	07/01/2017	11/30/2017	Curtis D.	Curtis D.		0%	Upcoming (Not started)
• Leightronix Nexus Ultra This is the platform that is used by Spencer and several other municipals	07/01/2017	11/30/2017	Curtis D.	Curtis D.		0%	Upcoming (Not started)
FCC requirements https://www.ecfr.gov/cgi-b in/text-idx?SID=ed37380775c85ce623f7af8860c3cf4d&mc=true&node=pt 47.4.76&rgn=div5	06/01/2017	04/30/2018	Curtis D.	Curtis D.		0%	Upcoming (Not started)
• FCC Form 322-Cable Community Registration ">https://apps.fcc.gov/coals/ a> § 76.1801 Registration statement. (a) A system community unit shall be authorized to commence operation only after filing with the	12/01/2017	04/30/2018	Curtis D.	Curtis D.		0%	Upcoming (Not started)

Commission the following information on FCC Form 322. (1) The legal name of the operator, entity identification or social security number, and whether the operator is an individual, private association, partnership, or corporation. If the operator is a partnership, the legal name of the partner responsible for communications with the Commission shall be supplied; (2) The assumed name (if any) used for doing business in the community; (3) The mailing address, including zip code; e-mail address, if applicable; and telephone number to which communications are to be directed; (4) The month and year the system began service to subscribers; (5) The name of the community or area served and the county in which it is located; (6) The television broadcast signals to be carried which previously have not been certified or registered; and (7) The FCC Registration Number (FRN). (b) Registration statements, FCC Form 322, shall be signed by the operator; by one of the partners, if the operator is a partnership; by an officer, if the operator is a corporation; by a member who is an officer, if the operator is an unincorporated association; or by any duly authorized employee of the operator. (c) Registration statements, FCC Form 322, may be signed by the operator's attorney in case of the operator's physical disability or of his absence from the United States. The attorney shall in that event separately set forth the reasons why the registration statement was not signed by the operator. In addition, if any matter is stated on the basis of the attorney's belief only (rather than the attorney's knowledge), the attorney shall separately set forth the reasons for believing that such statements are true.														
Public files	06/01/2017	04/30/2018	Curtis D.	Curtis D.		0%	Upcoming (Not started)							
Determine source for IPTV signals	06/12/2017	08/31/2017	Curtis D. Chris D.	Curtis D.		0%	Upcoming (Not started)							
Cedar Falls Utilities	06/02/2017	08/31/2017	Curtis D. Chris D.	Curtis D.		0%	Upcoming (Not started)							
Determine middleware platform	06/12/2017	09/30/2017	Curtis D. Chris D.	Curtis D.		0%	Upcoming (Not started)							
Minerva (through CFU)	06/12/2017	09/30/2017	Curtis D. Chris D.	Curtis D.		0%	Upcoming (Not started)							
Innovative Systems (through Bellevue)	06/12/2017	09/30/2017	Curtis D. Chris D.	Curtis D.		0%	Upcoming (Not started)							
Innovative Systems (stand alone)	06/12/2017	09/30/2017	Curtis D. Chris D.	Curtis D.		0%	Upcoming (Not started)							

Completed Tasks

Task	Start Date	Due Date	Responsible	Created By	Priority	Progress	Status
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Ad insertion Get quote from ICAN for equipment	06/01/2017	06/30/2017	Curtis D.	Curtis D.		100%	Completed 06/27/2017 by Curtis D.
Develop pay TV package options Conference call with NCTC to discuss options	05/29/2017	06/30/2017	Curtis D.	Curtis D.		100%	Completed 06/06/2017 by Curtis D.
Develop pay TV package options Evaluate NCTC master agreements for skinny bundle possibilities	06/07/2017	07/01/2017	Curtis D.	Curtis D.		100%	Completed 07/07/2017 by Curtis D.

Internet Product Development

Active Tasks

Task	Start Date	Due Date	Responsible	Created By	Priority	Progress	Status
Product options (tiers and prices) Research prices from other municipals	06/21/2017	07/31/2017	Curtis D.	Curtis D.		50%	Late (Started)

Generated for Curtis Dean at 1:42PM 08/10/2017

FTTP Project Implementation Report

August 10, 2017

Here is an update on progress achieved in the previous month.

Project Coordination and Oversight

A major accomplishment during July was the identification of Kurt Ripperger as the new Director of Telecommunications. Kurt has been involved in a number of the discussions that have taken place since he was offered the job.

A pre-construction meeting with Excel Utility Contractors was held on July 26, 2017. Excel will begin OSP construction right after Labor Day. Excel plans to use doorhangers (which IMU will provide) to notify residents before they begin working in an area.

The MCG buyout agreement was finalized and approved by the Board in July.

NewCom finalized the design for the Indianola-Norwalk fiber link and developed plans and specs to go to bid. Staff held a conference call with Eric Lampland of Lookout Point Communications to discuss options for transport optics and equipment for the link to Norwalk.

Product Development

Curtis participated in a demo of a local programming platform called TelVue, which is currently what MCG uses to provide local channels. There was also a webinar through the NCTC about Playstation Vue, which has a new revenue sharing option for providers who want to offer that option to internet-only customers.

Curtis met with representatives of Aureon about their IPTV services and their internet bandwidth and transport.

Staff will be visiting MCG in Oskaloosa in August to discuss the possibility of using them for telephone switching or possibly hosting their CLEC service.

A trip to Cedar Falls Utilities was scheduled for 8/11/17 to discuss IPTV and internet bandwidth.

Marketing and Community Relations

Community relations on the Indianola Fiber project began in earnest during July. IMU hosted a hole at the Chamber Golf Classic on July 12, 2017. Chris Longer and Curtis Dean greeted golfers and answered questions about the project.

A Chamber of Commerce "Lunch and Learn" was held on July 19, 2017 at the Indianola Golf and Country Club. Approximately 40 people were in attendance. The presentation was recorded and the video posted on the Indianola Fiber Facebook page.

The Indianola Fiber ribbon cutting ceremony was held on August 4th with attendance by Board members, staff, citizens, and others. That event was also recorded and posted on the Facebook page.

As we move through the rest of the summer and into the fall, the heavy lifting will begin on development of the Indianola Fiber marketing plan. One element will be an early signup campaign, tentatively called “Indianola Fiber Fan”, that will provide information about citizens that are interested in switching as soon as service is available.

Contact Information

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

Curtis Dean

curtis@smartsourceconsulting.com

515-650-0251

IMU Regular Downstairs

9.A.

Meeting Date: 08/14/2017

Information

Subject

Set September 11, 2017 as the date for a public hearing to amend the FY 2018 budget

Information

It is likely there will be an amendment process for the current FY 2018 budget. The amendment will be the cost of the Fiber Project.

This agenda item simply sets September 11, 2017 as the date of a public hearing.

Simple motion is in order.

Fiscal Impact

Attachments

No file(s) attached.

Meeting Date: 08/14/2017

Information

Subject

Resolution approving revised policy 3.3.11.2 for refunds or back billing

Information

During the operational review, the work group of General Manager Rob Stangel, City Manager Ryan Waller, Finance Director Chris Des Planques, Utility Services Supervisor Chris Longer, HR Director Melissa McCoy, City Attorney Amy Beattie and City Clerk Diana Bowlin identified areas of the existing trustee policy 3.3.11.2 for refunds or back billing.

In your packet is a resolution approving the revised policy for refunds or back billing and also a copy of the current policies.

Staff is recommending the following be added to the 3.3.11.2 of the electric and water policy:

- "The General Manager, or his designee, has the authority to issue credits to utility accounts with bona-fide excessive electric/water usage in amounts up to \$1,000."
- "For any back bill issued under this policy, the customer shall be offered a payment plan agreement with repayment terms up to 12 months without interest or penalty. Any requested payment plan exceeding 12 months shall require Trustee approval."

The City Council approved this at their August 7, 2017 meeting.

Roll call is in order.

Fiscal Impact

Attachments

Current Policy

Resolution Revised Policy

Current Policy

registration 25% of the adjustment period. The adjustment period for under registered meters shall not exceed six (6) months.

The Utility shall issue an estimated bill based on accurate average consumption data from up to the past 36 months. In cases where accurate consumption data is not available, the Utility shall engage the services of a qualified engineer to determine the appropriate methodology to estimate consumption.

3.3.11.2. An adjustment, refund or back billing shall be made for any overcharge or undercharge resulting from incorrect reading of the meter, incorrect application of the rate schedule, incorrect meter connection or other similar reason. Events covered by this subsection include the meter multiplier being incorrectly applied to a customer's consumption, incorrect reading of the meter or application of the rate schedule, incorrect meter connection, or other similar reason. A refund or back billing shall be issued for the actual consumption either for the proceeding 60 months from the time the error was identified or for the period from the establishment of the current account holder to the time the error was identified, whichever is less. The maximum refund or back bill shall not exceed the dollar amount equivalent to actual consumption times the rate for like charges in the 12 months preceding the discovery of the error unless otherwise ordered by the governing body.

3.3.11.3. When a customer provides reasonable evidence to the Utility that an accidental ground has existed on the customer's facilities, the Utility shall estimate the normal usage for each billing period during which the ground is reasonably believed to have existed, not to exceed two (2) months. The bill for each such period shall be recomputed, treating the amount of above-normal energy consumption as "lost energy". Lost energy shall be billed at the lowest rate on the customer's rate schedule and the total difference will be credited to the customer's account.

3.4. Disconnection or Denial of Service (Hearing): Customers denied service or disconnected under section 3.5 and 3.6 of this Service Plan shall have the right to a hearing. The customer may appeal the resolution of the dispute to the governing body. If there is still a dispute involving areas of authority of the Iowa Utilities Board, the customer may appeal to that board as provided for in Section 199 of the Iowa Administrative Code.

RESOLUTION NO. 2017-_____

**RESOLUTION APPROVING REVISED POLICY 3.3.11.2 FOR REFUNDS
OR BACK BILLING**

WHEREAS, the Indianola Municipal Utilities recently applied Policy 3.3.11.2 to certain customers; and

WHEREAS, the Indianola Municipal Utilities Board of Trustees in reviewing the policy believes it is in the best interest of the citizens of Indianola for the Board to revisit and revise the Policy.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the Board of Trustees of Indianola Municipal Utilities that the current Policy 3.3.11.2 is hereby deleted and there is inserted in lieu thereof the following:

3.3.11.2 Whenever an incorrect reading of a meter, incorrect application of a rate schedule, incorrect meter connection or other similar reason occurs, the Utility shall make a refund for any overcharge or shall back bill for any undercharge. A refund or back billing shall be calculated using the actual consumption for (1) the proceeding 60 months from the time the error was identified, or (2) for the period from the establishment of the current account holder to the time the error was identified, whichever is less. The maximum refund or back bill shall not exceed the amount of the actual consumption multiplied by the rate for like charges in the twelve (12) months preceding the discovery of the error, unless otherwise ordered by the governing body.

For any refund issued under this policy, the Utility staff has the authority to approve a refund of an amount less than \$1,000. A refund exceeding this amount must be approved by the Utility Board. In all events, a refund shall be a credit on the customer's invoice and shall not be paid in cash.

For any back bill issued under this policy, the customer shall be offered a payment plan agreement with repayment terms up to 12 months without interest or penalty. Any requested payment plan exceeding 12 months shall require the Utility Board's approval. Failure to complete repayment will not lead to disconnection of services, but will lead to appropriate legal action being initiated by the Utility. The payment plan agreement shall also provide for complete repayment upon the closing of that customer's account. An agreement with terms exceeding these must be approved by the Utility Board.

DATED this _____ day of March 2017.

_____, Chair

ATTEST:

Meeting Date: 08/14/2017

Information

Subject

Resolution concerning utility bills

Information

During the operational review, the work group of General Manager Rob Stangel, City Manager Ryan Waller, Finance Director Chris Des Planques, Utility Services Supervisor Chris Longer, HR Director Melissa McCoy, City Attorney Amy Beattie and City Clerk Diana Bowlin identified areas for a resolution that would address billing parameters for each utility that needed to be addressed. The resolution addresses billing parameters for each utility (electric, water sewer, storm water, recycling) including how the utility bill payment is distributed between all utilities. The resolution includes:

- Bills issued: The billing agency shall prepare and issue bills for combined service accounts for each month.
- Bills payable: Bills for combined service accounts shall be due when billed and payable at the office of the billing agency.
- Late payment penalty: Bills not paid within 20 days of the billing date shall be considered delinquent. A late payment penalty of five percent (5%) of the amount due shall be added to each water delinquent bill and 1.5% to each electric delinquent bill
- Order of payment: Payment received shall be applied in the following order: Electric, Water, Sewer, Stormwater

Roll call is in order.

Fiscal Impact

Attachments

Resolution

RESOLUTION NO. _____

A RESOLUTION CONCERNING UTILITY BILLING

WHEREAS, the Indianola Municipal Utilities performs billing activities for certain public utilities;

WHEREAS, the Board of Indianola Municipal Utilities, now deems it necessary and proper to amend its current policies concerning utility billing.

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

Section 1:

BILLING FOR PUBLIC UTILITIES

All utility services shall be billed as part of a combined service account, payable in accordance with the following:

1. Bills Issued. The billing agency shall prepare and issue bills for combined service accounts each month.
2. Bills Payable. Bills for combined service accounts shall be due when billed and payable at the office of the billing agency.
3. Late Payment Penalty. Bills not paid within 20 days of the billing date shall be considered delinquent. A late payment penalty of five percent (5%) of the amount due shall be added to a water delinquent bill and one and one half (1.5%) to a electric delinquent bill.
4. Order of Payment. Payment received shall be applied in the following order: Electric, Water, Sewer, Stormwater.

Section 2:

UTILITY BILLINGS.

All utility user charges shall be due and payable under the same terms and conditions provided for payment of a combined service account as contained in this Resolution. Utility service may be discontinued in accordance with the provisions contained in Section _____ of the Indianola Municipal Code if the combined service account becomes delinquent, and the provisions contained in Section _____ relating to lien notices shall also apply in the event of a delinquent account.

Section 3: All Resolutions or parts of Resolutions in conflict with the provisions of this Resolution are hereby repealed.

Section 4: This Resolution shall be in full force and effect after its passage, approval and publication as provided by law.

PASSED AND APPROVED this ____ day of _____, 2017.

_____, Chairperson

ATTEST:

Publication Date: _____