IMU Board of Trustees
October 13, 2014
City Hall Council Chambers
5:30 p.m.

Agenda

1. Roll Call
2. Consent
   A. Claims
   B. Minutes
3. Reports
   A. General Manager
   B. Chairperson
   C. 2014 Customer Survey Results
4. West IA Ave Water Main Project - Change Order #3, a deduct of $887.16
5. 2013 Hwy 92 Transmission Relocation Project
   A. Change Order #3 - Vanderpool Construction Contract
   B. Vanderpool Construction Contract - Certificate of Substantial Completion
6. Other Business
7. Consider Closed Session under IA Code Chapter 21.5(1)i to discuss materials pertaining to the annual evaluation of the performance of the IMU General Manager
8. Adjourn

IMU Regular Downstairs **2. A.**

Meeting Date: 10/13/2014

Information

Subject

Claims

Information

The October 6, 2014 Claims List was distributed last week.

Financial Impact

N/A

Staff Recommendation

IMU Regular Downstairs **2. B.**

Meeting Date: 10/13/2014

Information

Subject

Minutes

Information

Minutes of the September 22 and October 8, 2014 meetings are attached.

Financial Impact

N/A

Staff Recommendation

Attachments

Sept 22 2014 Minutes

Oct 8 2014 Minutes

BOARD OF TRUSTEE MINUTES
REGULAR SESSION – SEPTEMBER 22, 2014

The Board of Trustees met in regular session at 5:30 p.m. on September 22, 2014 in the City Hall Council Chambers. Chairperson Eric Vander Linden called the meeting to order and on roll call the following members were present: Heather Hulen, Pat Reding, Eric Vander Linden and Deb White. Absent: Grant Johnson.

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

September 2 and 15, 2014 claims and the August 2014 receipts

August 25, 2014 minutes

Personnel salary – Justin Brand, Water Operator, from Range 21-2 \$21.462/hour to Range 21.2 ½ \$21.893/hour effective September 14, 2014

Red Rock Community Action Program LIHEAP Vendor Agreement

Purchase of Vac Excavation System for Water Dept. from Midwest Underground Supply in an amount \$38,900

A motion was made by Reding and seconded by Hulen to approve the August 2014 Treasurer's Report and budget variance reports. Question was called for and on voice vote the Chairperson declared the motion carried unanimously.

Change Order #2, a deduct of \$12,852.40, for the 2011 Highway 65/69 Underground Conversion Project-Service Reconnection Contract was approved on a motion by Hulen and seconded by White. Question was called for and on voice vote the Chairperson declared the motion carried unanimously.

A motion was made by Reding and seconded by White to approve the Certificate of Substantial Completion with Vanderpool Plumbing & Heating for the 2011 Highway 65/69 3-phase Project – Service Reconnection Contract. Question was called for and on voice vote the Chairperson declared the motion carried unanimously.

It was moved by Hulen and seconded by White to approve change order #5 in an amount of \$13,040.51 for the 2014 Highway 92 & I-35 Transmission Relocation Project. Question was called for and on voice vote the Chairperson declared the motion carried unanimously.

Board member White moved to approve the Certificate of Substantial Completion with Michels Power for the 2014 Highway 92 & I-35 Transmission Relocation Project. Board member Reding seconded the motion to approve. Question was called for and on voice vote the Chairperson declared the motion carried unanimously.

Hulen moved and Reding seconded to approve change order #5 in an amount of \$31,350 for the 2013 West Highway 92 Transmission Relocation Project. Question was called for and on voice vote the Chairperson declared the motion carried unanimously.

Continued on Page 125

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

______________________________________	____________________________________
Eric Vander Linden, Chairperson	Diana Bowlin, City Clerk

BOARD OF TRUSTEE MINUTES
SPECIAL SESSION – OCTOBER 8, 2014

The Board of Trustees met in special session at 5:30 p.m. on October 8, 2014 in the City Hall Conference Room. Chairperson Eric Vander Linden called the meeting to order and on roll call the following members were present: Heather Hulen, Grant Johnson, Pat Reding, Eric Vander Linden and Deb White.

It was moved by Johnson and seconded by White to enter into closed session pursuant to Iowa Code Chapter 21.5(1)i to discuss material pertaining to the annual evaluation of the performance of Todd Kielkopf, General Manager. Question was called for and on voice vote the Chairperson declared the motion carried unanimously.

Johnson moved and Reding 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 Reding and seconded by Johnson.

Eric Vander Linden, Chairperson	Diana Bowlin, City Clerk

IMU Regular Downstairs **3. A.**

Meeting Date: 10/13/2014

Information

Subject

Administrative News Items

Information

See attached for noteworthy items for the week.

Financial Impact

N/A

Staff Recommendation

Attachments

News Items

NEWS ITEMS

TO: IMU Trustees
FROM: IMU Administrative Staff
DATE: October 10, 2014

1. **IDOT/W Hwy 92 Distribution Relocation:** IDOT again revised its plan & spec., this time in response to higher costs to relocate electric facilities. Staff and engineers at P&E are again reviewing options and new (lower) cost estimates. IDOT still intends to bid the paving project later this month and give their contractor the option of starting grading work yet this year.

2. **Fiber Installation:** IMU staff & crews were spotted pulling in the North Howard St. fiber this week by several community members. Nice teamwork to get that segment installed affordably in-house vs. contracted services! MCG is working on pre-marketing to that area, with Simpson students volunteering to hang materials on front doors.

3. **October 9 Morning Mingle/IMU Partners:** Chelle and Chris hosted a nice crowd comprised of a mix of current IMU Trustees, former Trustees, the Mayor, City Manager, MCG staff, and several Chamber members. Thanks for all their work preparing the office!

   The event also debuted IMU TV Channel 2 on the MCG network, which is playing an American Public Power Association video about Public Power Week and will next display slide shows promoting IMU, MCG, and the IMU Partners Program. Printed materials about the program were distributed also. Staff intends to begin a soft rollout for membership sales starting next week.

   The Simpson enactus team is also working on a business plan that will use the channel to promote on-campus events. They will collaborate with other campus groups to produce a weekly 10-minute segment as an inaugural IMU Partners Program Associate Member. This will be a good beta test and their collaboration should result in more on-campus video resources being available for Indianola's business community in the future.

   Last, MCG announced that Indianola will join the limited number of "Gigabit cities" in the U.S. starting in mid-January when service offerings will be increased.

4. **October 17 Dedication:** Simpson Trustees will be dedicating the endowed center that hosts EMERGE@Simpson around noon on October 17 in Dunn Library. The Mayor, IMU Trustees, prior mentors, and students are invited to an event being coordinated by Simpson EmergeHUB interns.

5. **Trustee/Council Employee Breakfast:** The annual policymaker/staff/crews breakfast is scheduled for 7:00 – 8:00 at the Activity Center on October 30. Trustees are encouraged to attend.

IMU Regular Downstairs **3. C.**

Meeting Date: 10/13/2014

Information

Subject

2014 Customer Survey Results

Information

A summary report of online responses from customers taking the survey following notice in bills and paper-based responses from a random sample of customers are attached. Over 200 responses were accounted for in the results.

Highlights, with relevant comparisons from 2012, include:

1. IMU continues to have a solid reputation for reliability, its overall image, and that Board decisions are in the best interests of Indianola/customers (same as in 2012).
2. Customers continue to feel there are advantages of having services through a municipal utility, including economic development and community betterment activities (same as in 2012).
3. Electric utility services such as underground projects, reliability, and response times are highly supported (same as in 2012).
4. More residents are not as happy with the quality of water (now at 80%, down from 90% in 2012).
5. There is growing support for the fiber system expansion (up from 71% in 2012 to now 90%) and somewhat less satisfaction with customers' current (non-MCG) providers of telecom services.
6. There is general stable support for IMU's sustainability programs, with about the same total at 95% (was 93% in 2012) supporting today's level or more of renewable energy purchases.

Financial Impact

N/A

Staff Recommendation

Attachments

Survey Results

2014 IMU Customer Survey

ADMINISTRATION

	Agree
IMU has a reputation for providing reliable utility services	95%
Overall, I feel that IMU has a professional and progressive public image	97%
I find IMU's website www.I-M-U.com helpful to obtain information	77%
The Customer Appreciation Events are valued	70%
Have you attended one of our events	28%
There are advantages to having services through a public utility	94%
Lower Rates	27%
Local Service/Employees	52%
Customer Impact on Decision Making	10%
Better Service/Reliability	34%
Community Betterment/Support of Projects	14%
I am aware that the Board of Trustee meetings are open to the public & can be viewed online at www.i-m-u.com	80%
I am aware Board of Trustee meeting agendas & minutes are public documents and can be obtained at www.i-m-u.com	79%
Decisions the IMU Board of Trustees make are in the best interest of the utility and the customers served	84%
Utility funds should continue to be spent on economic development & community betterment activities that benefit Indianola	87%

ELECTRIC

I support the city-wide underground electric conversion	96%
Disruption of electric service has been minimal	99%
Response time for IMU crews in an electrical outage are within expected time frames	99%

WATER

I am happy with the quality of water in Indianola	80%
If you disagree please provide a reason.	
Taste	78%
Color	26%
Odor	35%
I read IMU's annual Water Quality Report	85%
The Response time for IMU crews for a water main break is reasonable	99%

Network Services

	Agree
I have an electronic devise at home with internet access	91%
I am satisfied with my current internet service provider (Non-IMU/MCG customers only)	55%
If you disagree please provide a reason:	
Customer Service	38%
Price	81%
Speed	49%
Reliability	31%
I am satisfied with my current cablevision/satellite service provider. (Non-IMU/MCG customers only)	49%
If you disagree please provide a reason:	
Customer Service	38%
Price	90%
Speed	32%
Reliability	32%
I support the expansion of Indianola's fiber system to more Indianola residents	90%

Sustainability

I feel utility incentives affect consumer purchasing decisions	91%
IMU's Renewable Energy Credit Program supports the development and use of renewable energy by allowing customers to make an additional monetary contribution to their utility bill. I agree this is a valuable program	76%
I feel IMU is committed to reducing the use of natural resources	88%
I feel the best source of information for utility programs and conservations tips is:	
Direct Mail	65%
Indianola Magazine	27%
Local Paper	12%
IMU Website	17%
The Beautification Blowout Event is valuable to the community	76%
If you disagree have you attended	12%
IMU should spend more or less money to support alternative energy? (approximately 11% of IMU's purchased energy is from renewable sources)	
More	51%
Less	5%
Same	44%

Thank you to all our customers that took the time to provide feed back on the services we provide the community! As a non-for profit enterprise owned and operated by the community, Indianola Municipal Utilities is proud of the service we provide to our customers in Indianola.

If you have questions about the results of our survey please feel free to contact us at the IMU Administrative Office at 961-9444.

IMU Regular Downstairs **4.**

Meeting Date: 10/13/2014

Information

Subject

West IA Ave Water Main Project - Change Order #3, a deduct of $887.16

Information

Compaction testing that was not provided by the contractor is being deleted from the contract, resulting in a deduction in the amount of $887.16. The areas not tested were at the open cut locations where the new water main ties into other mains.

Lack of testing prior to pouring concrete to complete the project was an oversight by Vanderpool Construction. They do insist that it was compacted, however. The project will be bonded so IMU does have protection if the degree of compaction causes issues.

Financial Impact

N/A

Staff Recommendation

Simple motion approving Change Order #3, a deduct of $887.16, is in order.

Attachments

Change Order

VEENSTRA & KIMM, INC.
3000 Westown Parkway • West Des Moines, Iowa 50266-1320
515-225-8000 • 515-225-7848(FAX) • 800-241-8000(WATS)

October 2, 2014

Vanderpool Construction, Inc.
1100 N. 14th Street
Indianola, Iowa 50125-1506

INDIANOLA MUNICIPAL UTILITIES
INDIANOLA, IOWA
WEST IOWA AVENUE WATER MAIN PROJECT
PARTIAL PAYMENT NO. 4 AND CHANGE ORDER NO. 3

Enclosed are three copies of Partial Payment No. 4 and Change Order No. 3 in accordance with the contract between the Indianola Municipal Utilities and Vanderpool Construction, Inc. for the West Iowa Avenue Water Main Project.

By copy of this letter we are recommending payment by the Indianola Municipal Utilities to Vanderpool Construction, Inc. in the amount of $1,784.90. Partial Payment No. 4 is primarily for sidewalk replacement.

We also recommend approval of Change Order No. 3 for a deduct in the amount of $887.16. Change Order No. 3 is for the deletion of compaction testing services not provided by the contractor.

Please execute Partial Payment No. 4 and Change Order No. 3 in the spaces provided and forward all three copies to the Indianola Municipal Utilities.

If you have any questions or comments, please contact us at 225-8000.

VEENSTRA & KIMM, INC.

Original Signed By
Forrest S. Aldrich

Forrest Aldrich

FSA:skk
28585
Enclosures
cc: ✓Todd Kielkopf, Indianola Municipal Utilities w/enclosures
Lou Elbert, Indianola Municipal Utilities w/enclosures

VEENSTRA & KIMM, INC.
3000 Westown Parkway • West Des Moines, Iowa 50266-1320
515-225-8000 • 515-225-7848(FAX) • 800-241-8000(WATS)

October 2, 2014

CHANGE ORDER NO. 3

INDIANOLA MUNICIPAL UTILITIES
INDIANOLA, IOWA
WEST IOWA AVENUE WATER MAIN PROJECT

Change Order No. 3 is to document modifications to the construction contract for the West Iowa Avenue Water Main project.

	Unit	Quantity	Unit Price	Total Price
Delete Compaction Testing	LS	1	($887.16)	($887.16)
				($887.16)

Change Order No. 3 decreases the price for the West Iowa Avenue Water Main Project by a total of $887.16.

VANDERPOOL CONSTRUCTION, INC.

By________________

Title________________

Date________________

INDIANOLA MUNICIPAL UTILITIES
INDIANOLA, IOWA

By________________

Title________________

Date________________

VEENSTRA & KIMM, INC.

By Forrest Aldrich

Title Project Engineer

Date 10/2/2014

ATTEST:

By________________

Title________________

Date________________

28585

IMU Regular Downstairs **5. A.**

Meeting Date: 10/13/2014

Information

Subject

Change Order #3 - Vanderpool Construction Contract

Information

The initial value of the Vanderpool Construction Contract for Right of Way Clearing, with costs being 100% reimbursable by IDOT, was based on estimated time and equipment costs. Change Order #3 (see attached) reconciles actual time and equipment costs to that estimated. IDOT approves the reconciliation.

The result is an increase in the contract value of $13,395.80 to $127,015.80.

Financial Impact

N/A

Staff Recommendation

Simple motion approving Change Order #3 to the Vanderpool Construction contract in the amount of $13,395.80 is in order.

Attachments

Change Order

P&E ENGINEERING CO.
POWER SYSTEMS ANALYSIS AND DESIGN

Allan R. Powers, P.E. Richard D. Kline, P.E.
Timothy G. Ernst, P.E.

245 S. 5th St., PO Box 620, Carlisle, IA 50047
p.515-989-3083 f.515-989-3138 pe@peengr.com

CHANGE ORDER NO. 3

Owner:	Indianola Municipal Utilities
Contractor:	Vanderpool Construction
Project:	2013 Hwy 92 Transmission Relocation Project
Contract:	DOT Right of Way Clearing
P&E Project No.	8958
Date	Sept. 24, 2014

Original Contract Amount	$	65,974.00
Previous Change Order Adjustments	$	47,646.00
Amount of this Change Order	$	13,395.80
Current Value of Contract	$	127,015.80

Items included in this Change Order

Item	Description	Amount
1	Adjust final contract price to include actual time and equipment costs	$ 13,395.80
	Total Value of Change Order	$ 13,395.80

Recommended for Approval

Allan Powers

Date Sept. 24, 2014

Allan Powers, PE
P & E Engineering Co.

Approved

Date

For Indianola Municipal Utilities

Accepted by Contractor

Date

For Vanderpool Construction, Inc.

Indianola Municipal Utilities
Hwy 92 Clearing Contract
Vanderpool Construction
Actual Invoice vs Estimated Comparison

			Work Completed			
Parcel	Estimate		Pay App #1	Pay App #2	Pay App #3	Total to Date
8-Adams	$3,635.00					
13-Woltz (Trees)	$11,065.00		$19,962.00	$3,270.00		$23,232.00
13-Woltz (Barn)	$4,500.00		$4,500.00			$4,500.00
13-Woltz (House and additional trees)	$9,450.00		$4,330.00	$5,120.00	$2,994.30	$12,444.30
17-Janes	$1,040.00			$2,475.00	$140.00	$2,615.00
22-Coons	$13,300.00		$15,430.00	$392.50	$495.00	$16,317.50
25-Ely/rogers	$3,625.00		$2,315.00	$205.00		$2,520.00
28B-Hayden	$435.00			$430.00		$430.00
27,27A-Archer	$13,050.00		$11,870.00			$11,870.00
34-Vaught	$3,410.00		$1,735.00			$1,735.00
33-Peterson	$870.00		$925.00			$925.00
Bond and Traffic Control	$1,594.00		$867.00	$533.00	$378.00	$1,778.00
Total original contract		$62,339.00				$78,366.80
CO 1						
Delete Parcel 8 - Adams	-$3,635.00					
1-Williams	$3,105.00			$575.00	$1,180.00	$1,755.00
4-Center Chapel (Trees)	$6,100.00				$7,910.00	$7,910.00
4-Center Chapel (Drive)	$14,760.00			$7,910.00	$6,396.00	$14,306.00
7-Taylor (Trees)	$1,725.00			$5,133.00	$560.00	$5,693.00
7-Taylor (Barn)	$6,600.00			$6,600.00		$6,600.00
Bond and traffic control	$460.00					$0.00
Total CO 1		$32,750.00				$36,264.00
CO 2						
1-Williams	$1,985.00					$0.00
8-Adams	$5,900.00			$2,560.00	$2,400.00	$4,960.00
13-Woltz	$5,635.00			$2,994.30	$1,655.70	$4,650.00
29-Holt	$1,485.00			$725.00	$630.00	$1,355.00
31-West	$3,270.00			$840.00	$580.00	$1,420.00
Bond and traffic control	$256.00					$0.00
Total CO 1		$18,531.00				$12,385.00
Total Current Pay App		$113,620.00	$61,934.00	$39,762.80	$25,319.00	$127,015.80
Total to Date			$61,934.00	$101,696.80	$127,015.80	
Less retainage			$3,096.70	$5,084.84	$6,350.79	
Less prior payments			0	$58,837.30	$96,611.96	
Current payment due			$58,837.30	$37,774.66	$24,053.05	

Information

Subject

Vanderpool Construction Contract - Certificate of Substantial Completion

Information

P&E Engineering and staff recommend issuing the attached Certificate of Substantial Completion for the Vanderpool Construction Contract. This sets in motion acceptance of the project and release of retained amounts as per Iowa Code.

Financial Impact

N/A

Staff Recommendation

Simple motion issuing a Certificate of Substantial Completion for the Vanderpool Construction Contract is in order.

Attachments

Certificate

P & E ENGINEERING CO. POWER SYSTEMS ANALYSIS AND DESIGN

245 S. 5th St., PO Box 620, Carlisle, IA 50047
515-989-3083 FAX 515-989-3138
E-MAIL peengr@peengr.com

Allan R. Powers, P.E. Richard D. Kline, P.E.
Timothy G. Ernst, P.E. Dennis L. Blasberg, P.E.

CERTIFICATE OF SUBSTANTIAL COMPLETION

Date Issued __Sept, 24 2014__

Owner __Indianola Municipal Utilities__

Contractor __Vanderpool Construction, Inc.__

Project __2013 Hwy 92 Transmission Relocation Project__

Contract __DOT Right of Way Clearing Work__

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 Sept. 24, 2014 (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. None Identified

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 Sept. 24, 2014 by Allan Powers.
(Printed Name)

Signed Allan Powers

Accepted by Contractor on ________ by ____________________.
(Printed Name)

Signed ____________________

Accepted by Owner on ________ by ____________________.
(Printed Name)

Signed ____________________