

TENTATIVE AGENDA
OTTUMWA CITY COUNCIL

REGULAR MEETING NO. 22
Council Chambers, City Hall

July 7, 2020
5:30 O'Clock P.M.

PLEDGE OF ALLEGIANCE

- A. ROLL CALL: Council Member Roe, Stevens, Meyers, Berg, Dalbey and Mayor Lazio.
- B. CONSENT AGENDA:
1. Minutes from Regular Meeting No. 20 on June 16, 2020 and the Comprehensive Plan Open House held on June 25, 2020 as presented.
 2. Civil Service Commission Eligibility list of June 24, 2020: DATACOM Supervisor Promotional.
 3. Authorize Mayor to sign Water Main Warranty for the East Main Street Reconstruction Project.
 4. Assignment of HR responsibilities to internal staff members with appropriate compensation adjustments based on duties assigned.
 5. Beer and/or liquor applications for: none.

C. APPROVAL OF AGENDA

D. ADMINISTRATORS REPORT TO COUNCIL AND CITIZENS:

All items on this agenda are subject to discussion and/or action.

E. IDENTIFICATION OF CITIZENS DESIRING TO COMMENT ON AGENDA ITEMS:

(When called upon by the Mayor, step to the microphone; state their name, address and agenda item to be addressed. The Mayor will invite you to address the Council when that topic is being discussed. Remarks will be limited to **three minutes or less**. The City Clerk shall keep the time and notify the Mayor when the allotted time limit has been reached. Comments are to be directly germane to the agenda item being discussed; if not directly germane as determined by the Mayor will be ruled out of order.)

F. DEPARTMENTAL RECOMMENDATIONS/REPORTS:

1. Approving Agreement and Consent to Lien for Water Service Costs for part of the 100 block of E. Main Street in connection with the Ottumwa Main Street Project (Downtown Streetscape).

RECOMMENDATION: Authorize the Mayor to sign the Agreement and Consent to Lien for Water Costs for one property (105 E. Main) in the 100 block of East Main Street.

2. Award the contract for the 2020 RFP, Elm Street Pad Extension, and authorizing the Mayor to sign the Contract.

RECOMMENDATION: Award the contract to Christy Construction in the amount of \$20,941.48 and authorize the Mayor to sign the Contract.

3. Bid report and contract award for asbestos removal at 315 N. Jefferson St.

RECOMMENDATION: Accept bid and award contract for asbestos removal at 315 N. Jefferson St. to Dustan Smith of Environmental Edge of Ottumwa, Iowa, for the best bid sum of \$990.

4. Bid report and contract award for demolition of 315 N. Jefferson St.

RECOMMENDATION: Accept bid and award contract for demolition of 315 N. Jefferson St. to Tim Skinner Trucking & Excavating for the best bid sum of \$16,985.

5. Bid report and contract award for asbestos removal at 226 S. Ward Street.

RECOMMENDATION: Accept bid and award contract for asbestos removal at 226 S. Ward St. to Dustan Smith of Environmental Edge of Ottumwa, Iowa, for the best bid sum of \$1,350.

6. Bid report and contract award for demolition of 226 S. Ward St.

RECOMMENDATION: Accept bid and award contract for demolition of 226 S. Ward St. to Tim Skinner Trucking & Excavating for the best bid sum of \$6,950.

G. PUBLIC HEARING:

1. This is the time, place and date set for a public hearing on the sale of City owned property located at 529 Appanoose in the City of Ottumwa, Wapello County, Iowa.

- A. Open the public hearing.
- B. Close the public hearing.
- C. Resolution No. 136-2020, accepting the bid and approving the sale of City owned property located at 529 Appanoose to Rick Wilson for the sum of \$8,000.

RECOMMENDATION: Pass and adopt Resolution No. 136-2020.

2. This is the time, place and date set for a public hearing approving the plans, specifications, form of contract and estimated cost for the Apron Improvements Project at the Ottumwa Regional Airport.

- A. Open the public hearing.
- B. Close the public hearing.
- C. Resolution No. 153-2020, approving the plans, specifications, form of contract and estimated cost for the Apron Improvements Project at the Ottumwa Regional Airport.

RECOMMENDATION: Pass and adopt Resolution No. 153-2020.

3. This is the time, place and date set for a public hearing approving the plans, specifications, form of contract and estimated cost for the North Court and Fox Sauk Intersection Project.

- A. Open the public hearing.
- B. Close the public hearing.
- C. Resolution No. 157-2020, approving the plans, specifications, form of contract and estimated cost for the North Court and Fox Sauk Intersection Project.

RECOMMENDATION: Pass and adopt Resolution No. 157-2020.

H. RESOLUTIONS:

1. Resolution No. 156-2020, approving Change Order No. 1 and accepting the work as final and complete and approving the final pay request for Phase 4 - Beach Renovations; Slide & Feature Maintenance/Restoration Project.

RECOMMENDATION: Pass and adopt Resolution No. 156-2020.

2. Resolution No. 158-2020, authorize upgrading and entering into an Agreement with Kronos to include the HCM Suite.

RECOMMENDATION: Pass and adopt Resolution No. 158-2020.

3. Resolution No. 159-2020, recommendation to transfer \$21,118.59 to the BridgeView Center for delinquent payables due to lost revenue related to COVID-19 for the outstanding payables listing from 5/29/2020-6/30/2020.

RECOMMENDATION: Pass and adopt Resolution No. 159-2020.

I. ORDINANCES:

J. PUBLIC FORUM:

The Mayor will request comments from the public on topics of city business or operations other than those listed on this agenda. Comments shall not be personalized and limited to three minutes or less. Comments not directly applicable to operations, inappropriate, or an improper utilization of meeting time, as determined by the Mayor, will be ruled out of order. When called upon by the Mayor, step to the microphone; give your name, address and topic on which to address the Council. The Council is not likely to take any action on your comments due to requirements of the Open Meetings Law. Pertinent questions, comments or suggestions may be referred to the appropriate department, city administrator or legal counsel for response, if relevant.

K. PETITIONS AND COMMUNICATIONS

ADJOURN

***** It is the goal of the City of Ottumwa that all City Council public meetings are accessible to people with disabilities. If you need assistance in participating in City Council meetings due to a disability as defined under the ADA, please call the City Clerk's Office at (641) 683-0621 at least one (1) business day prior to the scheduled meeting to request an accommodation. *****



[CITY OF]
O T T U M W A

FAX COVER SHEET

City of Ottumwa

DATE: 7/2/2020 TIME: 1:30 PM NO. OF PAGES 4
(Including Cover Sheet)

TO: News Media CO: _____

FAX NO: _____

FROM: Christina Reinhard

FAX NO: 641-683-0613 PHONE NO: 641-683-0620

MEMO: Tentative Agenda for the Regular City Council Meeting #22 to be held on 7/7/2020.

*** FAX MULTI TX REPORT ***

JOB NO. 2151
DEPT. ID 4717
PGS. 4
TX INCOMPLETE -----
TRANSACTION OK 96847834
916606271885
ERROR 916416828482

Ottumwa Courier
KTVO
Tom FM



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OTTUMWA

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FROM: Christina Reinhard

FAX NO: 641-683-0613 PHONE NO: 641-683-0620

MEMO: Tentative Agenda for the Regular City Council Meeting #22 to be held on 7/7/2020.

*** TX REPORT ***

JOB NO. 2151
DEPT. ID 4717
ST. TIME 07/02 13:27
SHEETS 4
FILE NAME
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TRANSACTION OK 96847834
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Ottumwa Courier
KTVO
Tom FM



CITY OF
OTTUMWA

FAX COVER SHEET

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FAX NO: _____

FROM: Christina Reinhard

FAX NO: 641-683-0613 PHONE NO: 641-683-0620

MEMO: Tentative Agenda for the Regular City Council Meeting #22 to be held on 7/7/2020.

REGULAR MEETING NO. 20
Council Chambers, City Hall

June 16, 2020
5:30 O'Clock P.M.

The meeting convened at 5:30 P.M.

In order to protect the health and safety of our citizens and staff and mitigate the spread of COVID-19, we are following the Proclamation of a State Public Health Disaster Emergency issued at 12:00 P.M. on Tues, March 17, 2020, which has been extended through June 25, 2020. Effective 8:00 a.m. on June 12, 2020, and continuing until 11:59 p.m. on June 25, 2020: mass gatherings or events of more than 10 ppl in attendance may be held but only if the gathering complies with all other relevant provisions in the Proclamation with the following reqs: social distancing: the gathering organizer must ensure at least six feet of physical distance between each group or individual attending alone and implement reasonable measures under the circumstances of each gathering to ensure social distancing of gathering participants, increased hygiene practices, and other public health measures to reduce the risk of transmission of COVID-19 consistent with guidance issued by the IDPH.

Present were Council Member Berg, Dalbey, Roe, Stevens, Meyers and Mayor Lazio.

Meyers moved, seconded by Roe to approve the following consent agenda items Mins from Special Mtg No. 17 on May 29, 2020, Regular Mtg No. 18 on June 2, 2020 and Special Mtg No. 19 on June 9, 2020 as presented; Acknowledgement of May financial rpt. and pymt. of bills as submitted by the Finance Dept.; Recommend re-appointment of William Hansen to the Cemetery Bd. of Trustees, term to expire 7/1/2027 and Chuck Manson to the OWW Bd. of Trustees, term to expire 7/22/2026; Approve the appointment of Tyler Phillips to Equipment Operator – Sewer Maint. Dept. effective June 29, 2020; Approve the appointment of Tina Jaegers to Accountant in the Finance Dept. effective on or about July 6, 2020; Approve the purchase of a Batwing Flex Finishing Grooming Mower from Sinclair Implement for \$15,100 for WPCF; FY 20-21; Res. No. 135-2020, setting July 7, 2020 as the date of a public hearing on the disposition of City owned property located at 529 Appanoose; Res. No. 143-2020, approving the contract, bonds and cert. of insurance for the 2020 Asphalt Street Repair Prgm; Res. No. 144-2020, approving the contract, bonds and cert. of insurance for the 2020 Chip Seal Prgm; Res. No. 145-2020, approving the contract, bonds and cert. of insurance for the 2020 Sanitary Utility Access Prgm; Res. No. 146-2020, approving the contract, bonds and cert. of insurance for the 2020 Sidewalk Drop and Detectible Warning Installation Prgm; Res. No. 147-2020, approving the contract, bonds and cert. of insurance for the 2020 Street Crack & Seal Prgm; Res. No. 150-2020, approving the Wapello County/City of Ottumwa Law Enforcement Center Maint. Budget for FY ending June 30, 2021; Res. No. 151-2020, accepting the work as final and complete and approving the final pay request for the Bldg. #34 Reroofing Project at the Ottumwa Regional Airport; Res. No. 152-2020, providing for the financial support of the Area 15 RPC for FY20-21; Cigarette Permit Applications for: Dollar General #7179 (721 N. Quincy Ave.), Dollar General #2898 (921 E. Main), Hy-Vee, Inc. DBA Hy-Vee #2 C-Store (2547 N. Court), Hy-Vee, Inc. DBA Hy-Vee #2 (2453 N. Court), Hy-Vee, Inc. DBA Hy-Vee Drugstore (1140 N. Jefferson), Hy-Vee, Inc. DBA Hy-Vee #1 (1025 N. Quincy), Hy-Vee, Inc. DBA Hy-Vee #1 Gas (1027 N. Quincy), Walmart Inc. DBA Walmart #1285 (1940 Venture Dr.), Smokin' Joe's Tobacco & Liquor Outlet #5 (1115 Albia Rd.), Fine Liquor & Tobacco (821 B Albia Rd.), Iowa Liquor & Tobacco (1021 E. Main), Ottumwa Grocery LLC (129 E. Second); Beer and/or liquor applications for: Yesway Store #10012, 2508 N. Court; Yesway Store #10013, 534 Church; Yesway Store #10014, 502 W. Second; Yesway Store #10030, 1317 E. Mary St.; Jade Palace, 1404 Sherwood; Happy Joe's Pizza, 315 Church; Mike's Pizza & Steakhouse, 2517 Northgate; all applications pending final inspections. Council Member Berg abstained from voting due to being employed by Area 15 RPC. Ayes: Dalbey, Roe, Stevens, Meyers. Abstain: Berg. Motion carried.

Roe moved, seconded by Dalbey to approve the agenda as presented. All ayes.

City Admin. Rath presented update on procedures and facility access during COVID-19; revenue reimbursement legislative action. The Beach is scheduled to re-open tomorrow operating within state regs and City Hall will re-open to the public on June 22. Requesting council approval to seek and apply for any/all federal revenue reimbursement opportunities as they become available. All in agreement to proceed for funding sources.

Andy Wartenburg, CVB Dir. provided an update on how COVID-19 has affected CVB. Iowa hotel occupancy and revenue losses are around 27%, which is just below the national ave. of 29%. In April, we started a three phase marketing prgm: Ph. 1 Hometown Heroes; Ph. 2 We miss you; see you soon; and Ph. 3 Welcome back to Ottumwa. Joint marketing partnering with Oskaloosa and Pella for roadtrip 2020 along Route 163 in SE IA, Oct. 1-3, 2020.

City Admin. Rath also provided update on OTA Transition to 10-15 that will occur on July 1, 2020. Trying to make this a seamless transition for the public.

We will host our Comprehensive Plan Open House at Bridge View Center on Thurs., June 25, 2020 from 4-8 P.M. Staff on hand to answer questions. People can also access the draft version of the Comprehensive Plan online at ourottumwa.com.

Mayor Lazio inquired if there was anyone from the audience that wished to address an item on the agenda. There were none.

Roe moved, seconded by Dalbey to reject bids received on the 2020 Catch Basin Replacement Prgm. City Engineer Dohlman reported the one bid received came in significantly higher than the engineer's opinion of cost \$48,280. All ayes.

This was the time, place and date set for a public hearing on the status of funded activities for the Main Street Green Infrastructure CDBG Project in the City of Ottumwa, IA. A public hearing was held on June 16, 2020, at 5:30 PM at City Hall in Ottumwa, IA, for the purpose of updating the public on the status of the Ottumwa Main Street Green Infrastructure Project funded, in part, by the Community Development Block Grant (CDBG) program. Bradley J. Grefe, the grant administrator from Area 15 Regional Planning Commission, reported that in July 2018, the Iowa Economic Development Authority (IEDA) awarded CDBG funds to the City of Ottumwa for the purpose of improving street and utility infrastructure downtown. The City qualified for CDBG Community Facilities (CF) program funds based on the HUD National Objective of benefit to low-to-moderate income (LMI) households. According to Census figures provided by IEDA at the time of application, Ottumwa's LMI was approximately 52%.

The original scope of work for the project was to completely rehabilitate the streets, sidewalks, and utility infrastructure in the 100-, 200-, and 300-Blocks of East Main Street as well as adjoining portions of Green and Market Streets. This has not changed. The project will incorporate stormwater best management practices, enhance ADA accessibility throughout the project area, and provide for much better visibility at night with improved lighting.

The City applied for two \$800,000 Community Development Block Grants (CDBGs) for this project and were awarded one. The City was to match the CDBG award through a combination of funds from the City, Ottumwa Water Works, and the Legacy Foundation. The City later applied for and was awarded a

\$55,000 urban water quality initiative grant from the Iowa Department of Agriculture and Land Stewardship (IDALS).

One bid was received for the project. The City engineering dept., Ottumwa Water Works, and the project designers reviewed the bid and determined that the response was reasonable, and awarded the contract for construction to Portzen Construction (Dubuque, IA). The original bid was \$5,096,359.30. Construction began in July 2019 and is expected to be complete in the Fall of 2020. To date, there have been 5 total construction change orders approved for a sum of \$58,084.03.

Through May 1, Portzen had billed approximately 45% of its contract and Area 15 RPC had billed 94% of its contract. Other fees (including engineering oversight) had been paid by the City outside the CDBG scope.

The CDBG contract end date is July 31, 2021.

Bradley presented a few comparison photos to show progress. Open for comments, concerns, and questions. No questions were received.

Approximately 15 people were in attendance and the meeting was broadcast online and on the local government television channel. No objections were received. Roe moved, seconded by Stevens to close the public hearing. All ayes.

This was the time, place and date set for a public hearing approving the plans, specifications, form of contract and est. cost for the rebid of WPCF-Final Clarifier Sand Blasting Primer and Painting Project. City Engineer Dohlman reported this project was previously bid with two being received on April 29, 2020. Both were substantially higher than the engineer's opinion of cost. City Council rejected the bids at the mtg. held June 2, 2020. Bids are now due July 1, 2020 with construction expected to commence on or about Aug. 1, 2020 and substantially complete by Sept. 30, 2020. No objections were received. Meyers moved, seconded by Dalbey to close the public hearing. All ayes.

Dalbey moved, seconded by Roe that Res. No. 131-2020, approving the plans, specifications, form of contract and est. cost for the rebid of WPCF-Final Clarifier Sand Blasting Primer and Painting Project, be passed and adopted. All ayes.

This was the time, place and date set for a public hearing on the Proposed Amendment to the FY20 City Budget. Finance Dir. Mulder reported this amendment will not increase the property tax levy. No objections were received. Dalbey moved, seconded by Berg to close the public hearing. All ayes.

Roe moved, seconded by Dalbey that Res. No. 139-2020, amending the annual budget for the FY ending June 30, 2020, be passed and adopted. All ayes.

Roe moved, seconded by Berg that Res. No. 140-2020, authorizing the solicitation of bids for Non-commercial trash, recyclables, bulky items and yard waste collection within the City of Ottumwa, IA beginning July 4, 2021, be passed and adopted. Dir. of Hlth. Insp. & Planning Flanagan reported current contract expires July 3, 2021. A group of City staff and council members reviewed contract docs and using comments received from the last recycling survey, made a number of changes for the new contract. Some of the changes: require contractors to provide an annual city wide clean up event; require contractors to implement a process so that phone calls during regular business hours are answered by a person, not an answering machine; change collection start times from 4 A.M. to no earlier than 6 A.M. except in cases of heat index of 105 degrees or above, when start times may begin at 5 A.M.; yard waste will be collected year round; require contractors to maintain a written or electronic log of customer

contacts and provide them to the City monthly; require collection containers to be returned to their original place and position after collection; the City may issue civil notices or citations for actions such as throwing containers, stealing recyclables, leaving trash and recycling scattered after collection; require no cost replacement of recycling carts and trash carts; the City will survey customers every 2 yrs. as to their satisfaction with the collection prgm, results of the surveys will be in part used to determine whether a 5 yr. extension will be awarded. Est. bidding and contract schedule as follows: Council approves contract and RFP docs (June 16, 2020), Bid packets distributed to companies on bidders list and uploaded to the City's website, notice to bidders sent to Ottumwa Courier (June 17, 2020), Pre-proposal conference with interested bidders (July 9, 2020), Bids due to City Clerk (Aug. 25, 2020), Interview with Contractors (Sept. 2, 2020), Council to award contract (Sept. 15, 2020). All council members agree to have a public mtg. on July 9, 2020 with interested bidders. Vote taken: Ayes: Berg, Dalbey, Roe, Stevens. Nays: Meyers. Motion passed.

Meyers moved, seconded by Roe that Res. No. 141-2020, approving an advance of funds from the Road Use Tax Fund to the Sidewalk Program Fund 307, be passed and adopted. Finance Dir. Mulder reported we currently have approx. \$80,000 of required annual expenses in our Sidewalk Program Fund. These expenses are allowable using RUT funds with Council's approval. The funds will be repaid using CIP funds in FY21. All ayes.

Roe moved, seconded by Dalbey that Res. No. 142-2020, declaring an official intent under Treasury Regulation 1.150-2 to issue debt to reimburse the City for certain original expenditures paid in connection with specified Projects, be passed and adopted. Finance Dir. Mulder reported this resolution goes along with No. 141-2020. All ayes.

Dalbey moved, seconded by Roe that Res. No. 148-2020, approving Change Order No. 1 and accepting the work as final and complete for the 2019 Sidewalk Drop and Detectible Warning Installation Prgm, be passed and adopted. City Engineer Dohlman reported change order no. 1 decreases the contract by \$3,098.27. New contract sum \$128,576.73. All ayes.

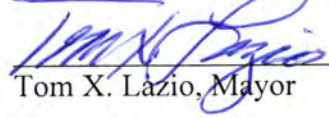
Dalbey moved, seconded by Meyers that Res. No. 149-2020, authorizing the transfer of assets from City of Ottumwa to Ten-Fifteen Reg Transit Agency effective July 1, 2020, be passed and adopted. City Admin. Rath reported a transfer of vehicles and \$407,000 from the Transit Fund to Ten-Fifteen Regional Transit Agency for the continuity and operation of the fixed route bus service with the City of Ottumwa. IDOT informed the City of the req to complete a Rolling Stock Status Rpt which includes vehicle info. This report is used in the transfer of vehicle assets when federal dollars were used in the original purchase of the asset. All ayes.

Roe moved, seconded by Berg that Ord No. 3174-2020, amending Ch 31, Section 14 of the Municipal Code of the City of Ottumwa, IA entitled "Fees and Charges, Costs" relative to sewer fees and charges by repealing Section 31-14 in its entirety and enacting a new Section 31-14 in lieu thereof, be passed and adopted. New rates will become effective July 1, 2020. All ayes.

Mayor Lazio inquired if anyone from the audience wished to address an item not on the agenda. There were none.


There being no further business, Roe moved, seconded by Berg that the meeting adjourn. All ayes.

Adjournment was at 6:48 P.M.



Tom X. Lazio, Mayor

ATTEST:



Christina Reinhard, City Clerk

OTTUMWA CITY COUNCIL MINUTES

Comprehensive Plan Open House
Bridge View Center, 102 Church St.

June 25, 2020
4-8:00 O'Clock P.M.

A Quorum was present during the event; however Council Members were conversing with different groups at the event and not together. The following Council Members were present: Roe, Berg, Meyers and Mayor Lazio.

Council Member Stevens and Dalbey were absent.

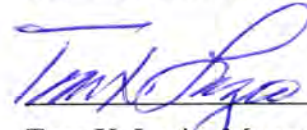
No legislative action occurred during this event.

Also present were City Admin. Rath, Dir. of Hlth. Insp. & Solid Waste & Planning Flanagan, Finance Dir. Mulder, PW Dir. Seals, , Parks & Rec. Dir. Rathje, City Planner Simonson.

Also represented: BVC Dir. Hallgren, Historic Preservation Committee members Wilhoit and Galloway; Planning & Zoning Commission member Peg Lazio; Area 15 RPC Senior Planner Grefe and members from Confluence.

The open house event ended at 8:00 P.M.

CITY OF OTTUMWA, IOWA



Tom X. Lazio, Mayor

ATTEST:



Christina Reinhard, City Clerk

OTTUMWA CIVIL SERVICE COMMISSION

DATAKOM Supervisor – Promotional Eligibility List

1. TJ Millikin

Certified June 24, 2020

OTTUMWA CIVIL SERVICE COMMISSION

Larry Jarvis, Chairman
Ed Wilson
Ann Youngman

FILED

CITY OF OTTUMWA

2020 JUL -1 PM 3:04

Staff Summary

CITY CLERK
OTTUMWA, IA

**** ACTION ITEM ****

Council Meeting of: July 7, 2020

Engineering Department
Department

Phillip Burgmeier
Prepared By
Darryl Seal

Department Head

Phy Rtr

City Administrator Approval

AGENDA TITLE: Authorize Mayor to sign Water Main Warranty for the East Main Street Reconstruction Project

****Public hearing required if this box is checked.****

RECOMMENDATION: Authorize the Mayor to sign the warranty.

DISCUSSION: The attached warranty was signed by the Contractor and Ottumwa Water Works. It warrants the water main on the East Main Street Reconstruction Project for two years after acceptance at no cost to the City.

Source of Funds:

Budgeted Item:

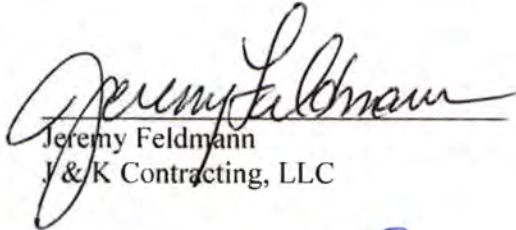
Budget Amendment Needed:

WARRANTY AND GUARANTEE

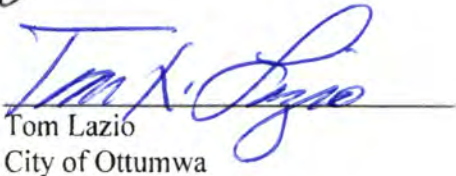
J & K Contracting, LLC, hereby warrants that work regarding water main replacements that were completed in conjunction with the City of Ottumwa's East Main Street replacement from Jefferson Street to Vine Street was performed in accordance with certain standards stated in the contract and in a good and workman like manner and otherwise free of defects and in conformity with the design document.

J & K Contracting, LLC, (Contractor) for consideration already given in prior contract, hereby guarantees that if any issues arise regarding the above construction project within two (2) years after acceptance of Contractor's work, the Contractor will repair, or replace and fix said issue. Contractor will be responsible for the replacement or repair without additional charge of all work done or furnished in accordance with its contract. The correction of such work shall include, without additional charge, all additional expenses and damages in connection with such removal or replacement of all or any part of the work.

Dated: 6-22-2020


Jeremy Feldmann
J & K Contracting, LLC


Mike Heffernan
Ottumwa Water Works


Tom Lazio
City of Ottumwa

FILED

2020 JUL 13 10:33 AM
CITY OF OTTUMWA

CITY OF OTTUMWA
Staff Summary

**** ACTION ITEM ****

Council Meeting of : Jul 7, 2020

Philip Rath

Prepared By

Department

Department Head

Philip Rath

City Administrator Approval

AGENDA TITLE: Assignment of HR responsibilities to internal staff members with appropriate compensation adjustments based on duties assigned.

Public hearing required if this box is checked.

RECOMMENDATION: Adopt the revised job description for the Administration Secretary to include the role of Human Resources Coordinator and the compensation adjustment for additional responsibility as budgeted.

DISCUSSION: As part of the current 2021 budget adopted on March 17, 2020 the roles of City Attorney and Human Resources Manager were to be divided. Total compensation for the HR functions in 2020 were budgeted at \$35,078.

The HR duties will be reassigned to various staff including the current Administrative Secretary. The 2021 budget included an adjustment of \$5,000 per year to compensate for the additional duties and responsibility. This adjustment results in a <\$30,000> decrease in the year over year budget.

The revised job description is attached for adoption with the compensation

Source of Funds:

Budgeted Item: Budget Amendment Needed:

FILED

2020 JUL -1 PM 3:04

CITY CLERK
OTTUMWA, IA

CITY OF OTTUMWA

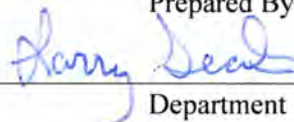
Staff Summary

**** ACTION ITEM ****

Council Meeting of: July 7, 2020

Alicia Bankson

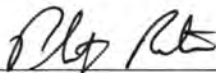
Prepared By



Department Head

Engineering

Department



City Administrator Approval

AGENDA TITLE: Approving Agreement and Consent to Lien for Water Service Costs for part of the 100 block of E. Main Street in connection with the Ottumwa Main Street Project (Downtown Streetscape).

**Public hearing required if this box is checked. **

The Proof of Publication for each Public Hearing must be attached to this Staff Summary. If the Proof of Publication is not attached, the item will not be placed on the agenda.

RECOMMENDATION: Authorize the Mayor to sign the attached Agreement and Consent to Lien for Water Service Costs for part of the 100 block of East Main Street.

DISCUSSION: The Downtown Street Scape project included new water main and water services to the stop box which is located in the sidewalk. From the water stop box to the building's water meter is the responsibility of the property owner for new services added as needed. Additional agreements for the remaining buildings will be brought before council as they are fully executed.

City staff has worked with each property owner directly to determine if new service or increased volume is needed based on current and future development plans they have for their property. Properties that have already replaced water services or installed fire service will be reconnected at the stop box as part of the project.

We are using a forced account method which tracks time and material or actual cost. The attached agreements are a formal way for payment between the property owner and the City.

105 E. Main

Source of Funds: LOST

Budgeted Item:

Budget Amendment Needed:

AGREEMENT AND CONSENT TO LIEN FOR WATER SERVICE COSTS

This Agreement, is made and entered into this 7th day of July, 2020, by and between Chris and Patricia Smith, (hereinafter referred to as "Property Owner") and the City of Ottumwa, Iowa, (hereinafter referred to as the "City").

RECITALS

WHEREAS, the City is organized and established as a municipal corporation pursuant to the Code of Iowa; and

WHEREAS, Property Owner is the record titleholder of real estate within the city located at: **105 E Main**, ("the Property"): and

WHEREAS, the City is initiating the Ottumwa Main Street Improvement Project, known as the Streetscape Project ("Project") for the full width, full depth concrete reconstruction of the 100, 200 and 300 blocks of East Main Street, in Ottumwa, Iowa; and

WHEREAS, the Project includes new water mains, new sanitary sewer lines and sewer laterals, new storm sewers and new sidewalks in this 3-block area of East Main Street; and

WHEREAS, pursuant to applicable governing City ordinances and resolutions of the City's water utility board of trustees, property owners are responsible for the maintenance and improvement of water service lines and fire services lines; and

WHEREAS, the Project may require certain abutting property owners to install new water service lines from the stop box to that owner's water meter to comply with applicable state, federal, and local laws concerning water quality; and

WHEREAS, the Project will also require certain abutting property owners to install fire services lines as needed for the purpose of creating residential units in buildings; and

WHEREAS, the costs of new water service lines and the possible installation of necessary fire service lines are necessary public improvements which are the responsibility of Property Owner; and

WHEREAS, Property Owner desires the completion of the repair and replacement of the necessary public improvements and intends to waive the requirement of a prior finding by the Ottumwa City Council that the condition of the improvements constitutes a nuisance and the requirement of prior notice; and

WHEREAS, Property Owner hereby consents to the repair of the public improvements by the City and the assessment of the cost of the repair to the Property.

NOW, THEREFORE, IT IS HEREBY AGREED AS FOLLOWS:

Section 1. Obligations of Property Owner:

1. Property Owner shall, within 10 days of the execution of this Agreement, make payment arrangements for the necessary public improvements. The cost will be the sole responsibility of the Property Owner. The cost may be paid in full without interest directly to the City or the City's contractor prior to work on the necessary public improvements for which Property Owner is responsible.

2. Property Owner specifically consents to the installation of the water service line and/or fire service line as needed, at the property owner's cost.

3. If the cost of the necessary public improvements for which Property Owner is responsible remains unpaid for ninety (90) days following notice of completion of such improvements, Property Owner hereby requests and consents to the assessment of the cost of the repairs against the Property. Property Owner hereby waives the requirement of a prior finding by the city council that the condition of the public improvements constitutes a nuisance and the requirement of prior notice. Property Owner consents to the repair and assessment of the costs of the repairs to the Property.

4. Property Owner shall indemnify and hold the City harmless from and against any and all occurrences, claims, demands, causes of action, liability and loss of any kind and nature whatsoever and which is brought by any party and arises from whatever source of law, together with related costs and expenses, relating to or arising, either from the installation of water service or fire service lines. Property Owner specifically waives all claims against City for damages or injuries to persons or property as a result of the installation of any water service line or fire service line during this project. Property Owner acknowledges the City has no responsibility for the ongoing maintenance and repair of the water service line and/or fire service line located on the Property and the City assumes no responsibility therefore under the terms of this Agreement. The preceding sentences shall not apply to loss, injury, death or damage arising because of the direct negligence of City, or its employees.

Section 2. Obligations of the City.

1. City shall cause the repair or replacement of the water line or fire service line as requested by Property Owner. City shall permit Property Owner to utilize the city's contractor, or its designated sub-contractor for the installation of any water service or fire service line to its building.

2. City assumes no liability regarding the installation of the water line or fire service line as needed.

3. City shall notify Property Owner of the date of completion of the requested water line and/or fire service line.

4. In the event the cost of said repairs remains unpaid for a period of ninety (90) days following notice by the City of completion, the City will assess the cost of such repairs to Property as permitted by Iowa Code Sections 364.12 and 364.13-13B and in accordance with the procedures provided under Iowa Code Chapter 384, Division IV.

Section 3. Miscellaneous.

1. This agreement is not intended by the parties to be a partnership or joint venture of any kind. Neither does this Agreement create any form of an agency relationship between the parties. Neither party shall have the authority to represent or speak for the other, without the express written prior consent of the other, which shall be approved by the governing council. Neither party shall assume any of the debts or liabilities of the other and nothing in this Agreement or otherwise shall constitute any such agreement or be construed as an obligation on the part of either party to pay the debts or other obligations of the other.

2. This Agreement constitutes the entire Agreement between the parties and shall not be considered modified, altered, or amended in any respect unless in writing and signed by the parties.

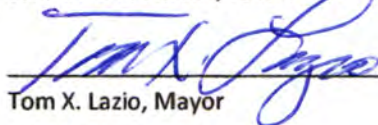
3. This Agreement shall be governed by the laws of the State of Iowa.

4. If for any reason any provision of this Agreement shall be deemed invalid, illegal or unenforceable, in whole or in part, the validity and effect of all other provisions shall not be changed.

5. The terms of this Agreement shall be binding upon Property Owner, and upon Property Owner's heirs, personal representatives, successors in title, and assigns.


IN WITNESS WHEREOF, we have hereunto set our hands and seals the date and year first hereinabove written.

CITY OF OTTUMWA, IOWA



Tom X. Lazio, Mayor

Property Owner




Chris Smith



Patricia Smith

ATTEST:



Christina Reinhard, City Clerk



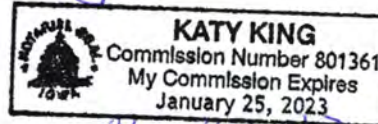
STATE OF IOWA)
) SS.
WAPELLO COUNTY)

On this 7th day of July, 2020, before me, the undersigned, a Notary Public in and for the State of Iowa, personally appeared Tom X. Lazio and Christina Reinhard, to me personally known, who, being by me duly sworn, did say that they are the Mayor and City Clerk, respectively, of the City of Ottumwa, Iowa, a Municipality, created and existing under the laws of the State of Iowa, and that the seal affixed to the foregoing instrument is the seal of said Municipality, and that said instrument was signed and sealed on behalf of said Municipality by authority and resolution of its City Council and said Mayor and City Clerk acknowledged said instrument to be the free act and deed of said Municipality by it voluntarily executed.

Katy King

Notary Public in and for said State

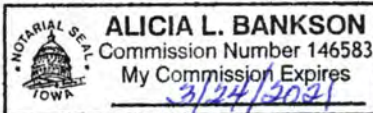
STATE OF IOWA)
) SS.
WAPELLO COUNTY)



On this 9th day of June, 2020, before me, Chris Smith & Patricia Smith personally appeared, to me personally known, who being by me duly (sworn or affirmed) did say that said instrument was signed as the voluntary act and deed of said Property Owner.

Alicia L. Bankson

Notary Public in and for said State



FILED

CITY OF OTTUMWA

Staff Summary

2020 JUL -1 PM 3:04

**** ACTION ITEM ****

CITY CLERK
OTTUMWA, IA

Council Meeting of: July 7, 2020

Phillip Burgmeier

Prepared By

Larry Seal
Department Head

Public Works - WPCF
Department

Phy Rtr

City Administrator Approval

AGENDA TITLE: Award the Contract for the 2020 RFP, Elm Street Pad Extension, and authorizing the Mayor to sign the Contract.

**Public hearing required if this box is checked. **

The Proof of Publication for each Public Hearing must be attached to this Staff Summary. If the Proof of Publication is not attached, the item will not be placed on the agenda.

RECOMMENDATION: Award the Contract to Christy Construction in the amount of \$20,941.48 and authorize the Mayor to sign the Contract.

DISCUSSION: The Elm Street Pump Station includes a 25' diameter tank designed to separate heavier particles from the sewage stream. When this chamber is cleaned the sand and other grit is stored on a concrete pad adjacent to the tank. The Sewer Department's Vac-Truck also empties its contents on the pad when it is full. The project will expand the pad to allow for more storage and includes a retaining wall to prevent sewage from running onto the ground.

Bids were received and opened by the City of Ottumwa on June 30, 2020 at 2:00 p.m. Five (5) sets of plans were distributed and three (3) bids were received. The low bidder is Christy Construction of Ottumwa, Iowa in the amount of \$20,941.48.

Bid Tab is attached.

Engineer's Estimate: \$17,590.00

Budgeted Amount: \$15,000

Source of Funds: Sewer Fund Balance

Budgeted Item: Yes

Budget Amendment Needed: Yes

ELM STREET PAD													
6/30/2020													
ITEM	DESCRIPTION	CONSTRUCTION ESTIMATE			Christy			Drish			McClure		
		UNIT	QTY	UNIT PRICE	EXTENSION	UNIT PRICE	EXTENSION	UNIT PRICE	EXTENSION	UNIT PRICE	EXTENSION	UNIT PRICE	EXTENSION
1	Concrete Removal	LF	66	\$ 15.00	\$990.00	\$ 57.22	\$3,776.52	\$ 25.00	\$1,650.00	\$ 15.00	\$990.00		
2	7" PCC Slab	SY	126	\$ 100.00	\$12,600.00	\$ 80.96	\$10,200.96	\$ 100.00	\$12,600.00	\$ 165.00	\$20,790.00		
3	Retaining Wall	LF	40	\$ 100.00	\$4,000.00	\$ 174.10	\$6,964.00	\$ 200.00	\$8,000.00	\$ 100.00	\$4,000.00		
TOTAL					\$17,590.00		\$20,941.48		\$22,250.00		\$25,780.00		

I HEREBY CERTIFY THAT THIS IS A TRUE TABULATION
OF THE BIDS RECEIVED AT 2:00 P.M. ON 3-18-2020
BY: *Phil Bryman*

FILED

2020 JUL 1 AM 11:21

CITY OF OTTUMWA

Staff Summary

CITY CLERK
OTTUMWA, IA

**** ACTION ITEM ****

Council Meeting of: Jul 7, 2020

Jody Gates

Prepared By

Kevin C Flanagan

Department Head

Health & Inspections

Department

City Administrator Approval

AGENDA TITLE: Bid report and contract award for asbestos removal at 315 N. Jefferson Street

Public hearing required if this box is checked.

The Proof of Publication for each Public Hearing must be attached to this Staff Summary. If the Proof of Publication is not attached, the item will not be placed on the agenda.

RECOMMENDATION: Accept bid and award contract for asbestos removal at 315 N. Jefferson Street to Dustan Smith for the best bid sum of \$990.00

DISCUSSION: The City accepted bids for this project until 2:00 P.M. on June 30, 2020 and received 3 bids for asbestos removal. Dustan Smith submitted the best in the amount of \$990.00 and staff recommends awarding him the contract. A bid tab is attached.

Source of Funds: 151-3-342-6499

Budgeted Item:

Budget Amendment Needed:

315 N. Jefferson Street	Asbestos	Demolition	Total
Dustan Smith	\$990.00	No Bid	\$990.00
Tim Skinner Trucking & Excavating	No Bid	\$16,985.00	\$16,985.00
Weston McKee	\$2,800.00	\$17,000.00	\$19,800.00
Dan Laursen	\$1,000.00	\$21,900.00	\$22,900.00
Best bid for asbestos removal is Dustan Smith			
Best bid for demolition is Tim Skinner			



CITY OF
OTTUMWA

REQUEST FOR BID FOR DEMOLITION AND ASBESTOS REMOVAL
AND DISPOSAL

BID FORM

Address	Demolition Bid	Asbestos Bid	Total Line Bid
315 N. Jefferson	No Bid	\$990.00	\$990.00

DS Initial here if you are willing to have individual portions of your bid considered for award.

It is understood that the City reserves the right to accept or reject any or all proposals, to disregard any formality in connection therewith, or to accept any proposal, which in its opinion, is in the best interest of the City.

A Bid Security must be included in the sealed bid envelope along with this bid sheet. The bid security must equal ten percent (10%) of the total bid price and must be in the form of cash or a cashier's check or as a certified check drawn on a bank in Iowa or chartered in the United States, or a certified share draft drawn on a credit union chartered under the laws of the United States.

The Successful Bidder shall then provide a performance bond with corporate surety to one hundred percent (100%) of the bid price on all projects. A cashier's check, a certified share draft, as described above, or cash may be used. An irrevocable letter of credit stating the amount of the project for an amount equal to 100% of the bid price may be substituted for the performance bond.

The Bid Form and Work Required document automatically become part of the final contract should this proposal be accepted.

If my proposal is accepted, I, the undersigned, agree to enter into a contract (see attached sample) for said work.



Signature

Dustin Smith

Printed Name

2601 Roemer Ave

Address

641-226-4483

Telephone Number

Ottumwa, IA 52501

City, State, Zip

6-30-2020

Date

dustin@msn.com

E-mail Address

PROOF OF PUBLICATION

STATE OF IOWA
WAPELLO COUNTY

I, Ron Gutierrez, being duly sworn on my oath, say I am the Publisher of the Ottumwa Courier, a newspaper printed in said Wapello County, Iowa and of general circulation there in, and that the advertisement

315 N Jefferson-Notice of Letting
City of Ottumwa hereto attached
was published in said newspaper for 1 consecutive weeks to wit: 6/16/2020 Subscribed and
sworn to before me, and in my presence, by the said 16th day of June, 2020



Notary Public

In and for Wapello County

Printer's fee \$16.30

NOTICE OF LETTING
 The City of Ottumwa, IA will accept sealed bids until 2:00 P. M. on **June 30, 2020** for the asbestos removal and demolition of the following structures located within the City of Ottumwa, IA: **Location Address: 315 N. Jefferson Street** **NOTE:** All removal and disposal of asbestos containing materials must comply with all existing Iowa Department of Natural Resources and U. S. Environmental Protection Agency guidelines and regulations. Proposals must be addressed to: City Clerk, 105 East Third Street, Ottumwa, Iowa 52501 and plainly marked: **Location: 315 N. Jefferson Street - Bid Due: 6-30-2020.** The request for proposal and contract conditions may be obtained from the Health & Inspections Department, Room 204, City Hall, 105 East Third Street, Ottumwa, IA 52501 or at www.cityofottumwa.com. Bid security deposit required. (See bid form). A 100% performance bond or irrevocable letter of credit stating the total cost of the project bid is required from the successful bidder on all removal projects. For additional information concerning this project, contact Jody Gates, at 641-683-0615.

ADVERTISEMENT

*315 N. Jefferson
Asbestos/Demo.*

FILED

2020 JUL -1 AM 11:21

CITY OF OTTUMWA

Staff Summary

CITY CLERK
OTTUMWA

**** ACTION ITEM ****

Council Meeting of : Jul 7, 2020

Jody Gates

Prepared By

Kevin C Flanagan

Department Head

Health & Inspections

Department

City Administrator Approval

AGENDA TITLE: Bid report and contract award for demolition of 315 N. Jefferson Street

****Public hearing required if this box is checked.****

The Proof of Publication for each Public Hearing must be attached to this Staff Summary. If the Proof of Publication is not attached, this item will not be placed on the agenda.

RECOMMENDATION: Accept bid and award contract for demolition of 315 N. Jefferson Street to Tim Skinner Trucking & Excavating for the best bid sum of \$16,985.00

DISCUSSION: The City accepted bids for this project until 2:00 P.M. on June 30, 2020 and received 3 bids for demolition. Tim Skinner Trucking & Excavating submitted the best in the amount of \$16,985.00 and staff recommends awarding him the contract. A bid tab is attached.

315 N. Jefferson Street	Asbestos	Demolition	Total
Dustan Smith	\$990.00	No Bid	\$990.00
Tim Skinner Trucking & Excavating	No Bid	\$16,985.00	\$16,985.00
Weston McKee	\$2,800.00	\$17,000.00	\$19,800.00
Dan Laursen	\$1,000.00	\$21,900.00	\$22,900.00
Best bid for asbestos removal is Dustan Smith			
Best bid for demolition is Tim Skinner			



[CITY OF]
O T T U M W A

REQUEST FOR BID FOR DEMOLITION AND ASBESTOS REMOVAL
AND DISPOSAL

BID FORM

Address	Demolition Bid	Asbestos Bid	Total Line Bid
315 N. Jefferson	16,985 ⁰⁰		16985 ⁰⁰

TS Initial here if you are willing to have individual portions of your bid considered for award.

It is understood that the City reserves the right to accept or reject any or all proposals, to disregard any formality in connection therewith, or to accept any proposal, which in its opinion, is in the best interest of the City.

A Bid Security must be included in the sealed bid envelope along with this bid sheet. The bid security must equal ten percent (10%) of the total bid price and must be in the form of cash or a cashier's check or as a certified check drawn on a bank in Iowa or chartered in the United States, or a certified share draft drawn on a credit union chartered under the laws of the United States.

The Successful Bidder shall then provide a performance bond with corporate surety to one hundred percent (100%) of the bid price on all projects. A cashier's check, a certified share draft, as described above, or cash may be used. An irrevocable letter of credit stating the amount of the project for an amount equal to 100% of the bid price may be substituted for the performance bond.

The Bid Form and Work Required document automatically become part of the final contract should this proposal be accepted.

If my proposal is accepted, I, the undersigned, agree to enter into a contract (see attached sample) for said work.


Signature

TIM SKINNER TRUCKING & EXC.
Printed Name

16585 10th ST
Address

641-777-6053
Telephone Number

OTTUMWA IA 5201
City, State, Zip

6-29-20
Date

E-mail Address

PROOF OF PUBLICATION

STATE OF IOWA
WAPELLO COUNTY

I, Ron Gutierrez, being duly sworn on my oath, say I am the Publisher of the Ottumwa Courier, a newspaper printed in said Wapello County, Iowa and of general circulation there in, and that the advertisement

315 N Jefferson-Notice of Letting
City of Ottumwa hereto attached
was published in said newspaper for 1 consecutive weeks to wit: 6/16/2020 Subscribed and
sworn to before me, and in my presence, by the said 16th day of June, 2020



Notary Public

In and for Wapello County

Printer's fee \$16.30

NOTICE OF LETTING
 The City of Ottumwa, IA will accept sealed bids until 2:00 P. M. on June 30, 2020 for the asbestos removal and demolition of the following structures located within the City of Ottumwa, IA: **Location Address: 315 N. Jefferson Street** **NOTE:** All removal and disposal of asbestos containing materials must comply with all existing Iowa Department of Natural Resources and U. S. Environmental Protection Agency guidelines and regulations. Proposals must be addressed to: City Clerk, 105 East Third Street, Ottumwa, Iowa 52501 and plainly marked: **Location: 315 N. Jefferson Street - Bid Due: 6-30-2020.** The request for proposal and contract conditions may be obtained from the Health & Inspections Department, Room 204, City Hall, 105 East Third Street, Ottumwa, IA 52501 or at www.cityofottumwa.com. Bid security deposit required. (See bid form). A 100% performance bond or irrevocable letter of credit stating the total cost of the project bid is required from the successful bidder on all removal projects. For additional information concerning this project, contact Jody Gates, at 641-683-0615.

ADVERTISEMENT

315 N. Jefferson
Asbestos/Demo.

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2020 JUL 10 AM 11:21

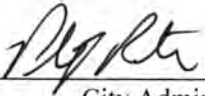
CITY OF OTTUMWA
Staff Summary

**** ACTION ITEM ****

Council Meeting of: Jul 7, 2020

Health & Inspections
Department

Jody Gates
Prepared By
Kevin C Flanagan
Department Head



City Administrator Approval

AGENDA TITLE: Bid report and contract award for asbestos removal at 226 S. Ward Street.

****Public hearing required if this box is checked.****

The Proof of Publication for each Public Hearing must be attached to this Staff Summary. If the Proof of Publication is not attached, the item will not be placed on the agenda.

RECOMMENDATION: Accept bid and award contract for asbestos removal at 226 S. Ward Street to Dustan Smith for the best bid sum of \$1,350.00

DISCUSSION: Bids for this project were accepted until 2:00 P.M. on June 30, 2020 and 2 asbestos bids were received. Dustan Smith submitted the best bid in the amount of \$1,350.00 and staff recommends awarding him the contract. A bid tab is attached.

226 S. Ward	Asbestos	Demolition	Total
Tim Skinner Trucking & Excavating	No Bid	6,950	6950
Dustan Smith	\$1,350.00	\$13,400.00	\$14,750.00
Weston McKee	\$2,400.00	\$10,000.00	\$12,400.00
Best bid for asbestos removal is Dustan Smith			
Best bid for demolition is Tim Skinner			



CITY OF
OTTUMWA

REQUEST FOR BID FOR DEMOLITION AND ASBESTOS REMOVAL
AND DISPOSAL

BID FORM

Address	Demolition Bid	Asbestos Bid	Total Line Bid
226 S. Ward	\$13,400. ⁰⁰	\$1,350. ⁰⁰	\$14,750. ⁰⁰

DS Initial here if you are willing to have individual portions of your bid considered for award.

It is understood that the City reserves the right to accept or reject any or all proposals, to disregard any formality in connection therewith, or to accept any proposal, which in its opinion, is in the best interest of the City.

A Bid Security must be included in the sealed bid envelope along with this bid sheet. The bid security must equal ten percent (10%) of the total bid price and must be in the form of cash or a cashier's check or as a certified check drawn on a bank in Iowa or chartered in the United States, or a certified share draft drawn on a credit union chartered under the laws of the United States.

The Successful Bidder shall then provide a performance bond with corporate surety to one hundred percent (100%) of the bid price on all projects. A cashier's check, a certified share draft, as described above, or cash may be used. An irrevocable letter of credit stating the amount of the project for an amount equal to 100% of the bid price may be substituted for the performance bond.

The Bid Form and Work Required document automatically become part of the final contract should this proposal be accepted.

If my proposal is accepted, I, the undersigned, agree to enter into a contract (see attached sample) for said work.


Signature

Dusan Smith
Printed Name

2801 Roemer Ave
Address

641-226-4483
Telephone Number

Ottumwa IA 52501
City, State, Zip

6-30-2020
Date

Dusan P@msn.com
E-mail Address

PROOF OF PUBLICATION

STATE OF IOWA
WAPELLO COUNTY

I, Ron Gutierrez, being duly sworn on my oath, say I am the Publisher of the Ottumwa Courier, a newspaper printed in said Wapello County, Iowa and of general circulation there in, and that the advertisement

226 S Ward-Notice of Letting
City of Ottumwa hereto attached
was published in said newspaper for 1 consecutive weeks to-wit: 6/16/2020 Subscribed and
sworn to before me, and in my presence, by the said 16th day of June, 2020



Notary Public

In and for Wapello County

Printer's fee \$16.30

C NOTICE OF LETTING
 The City of Ottumwa, IA will accept sealed bids until **2:00 P. M. on June 30, 2020** for the asbestos removal and demolition of the following structures located within the City of Ottumwa, IA: **Location Address: 226 South Ward**
NOTE: All removal and disposal of asbestos containing materials must comply with all existing Iowa Department of Natural Resources and U. S. Environmental Protection Agency guidelines and regulations. Proposals must be addressed to: City Clerk, 105 East Third Street, Ottumwa, Iowa 52501 and plainly marked: **Location: 226 S. Ward - Bid Due: 6-30-2020.** The request for proposal and contract conditions may be obtained from the Health & Inspections Department, Room 204, City Hall, 105 East Third Street, Ottumwa, IA 52501 or at www.cityofottumwa.com. Bid security deposit required. (See bid form). A 100% performance bond or irrevocable letter of credit stating the total cost of the project bid is required from the successful bidder on all removal projects. For additional information concerning this project, contact Jody Gates, at 641-683-0615.

TISMENT

*226 S. Ward
Asbestos Removal/Demo*

FILED

CITY OF OTTUMWA
Staff Summary

**** ACTION ITEM ****

Council Meeting of: Jul 7, 2020

Health & Inspections
Department

Jody Gates
Prepared By
Kevin C Flanagan *[Signature]*
Department Head

[Signature]

City Administrator Approval

AGENDA TITLE: Bid report and contract award for demolition of 226 S. Ward Street.

 ****Public hearing required if this box is checked.**** ***The Proof of Publication for each Public Hearing must be attached to this Staff Summary. If the Proof of Publication is not attached, the item will not be placed on the agenda.***

RECOMMENDATION: Accept bid and award contract for demolition of 226 S. Ward Street to Tim Skinner Trucking & Excavating for the best bid sum of \$6,950.00

DISCUSSION: Bids for this project were accepted until 2:00 P.M. on June 30, 2020 and 3 demolition bids were received. Tim Skinner Trucking & Excavating submitted the best bid in the amount of \$6,950.00 and staff recommends awarding him the contract. A bid tab is attached.

226 S. Ward	Asbestos	Demolition	Total
Tim Skinner Trucking & Excavating	No Bid	6,950	6950
Dustan Smith	\$1,350.00	\$13,400.00	\$14,750.00
Weston McKee	\$2,400.00	\$10,000.00	\$12,400.00
Best bid for asbestos removal is Dustan Smith			
Best bid for demolition is Tim Skinner			



[CITY OF]
O T T U M W A

REQUEST FOR BID FOR DEMOLITION AND ASBESTOS REMOVAL
AND DISPOSAL

BID FORM

Address	Demolition Bid	Asbestos Bid	Total Line Bid
226 S. Ward	6950 ⁰⁰		6950 ⁰⁰

TS Initial here if you are willing to have individual portions of your bid considered for award.

It is understood that the City reserves the right to accept or reject any or all proposals, to disregard any formality in connection therewith, or to accept any proposal, which in its opinion, is in the best interest of the City.

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The Bid Form and Work Required document automatically become part of the final contract should this proposal be accepted.

If my proposal is accepted, I, the undersigned, agree to enter into a contract (see attached sample) for said work.


Signature

TIM SKINNER TRUCKING
Printed Name

16585 15th St
Address

641-777-6053
Telephone Number

OTTUMWA IA 52501
City, State, Zip

6-29-20
Date

E-mail Address

PROOF OF PUBLICATION

STATE OF IOWA
WAPELLO COUNTY

I, Ron Gutierrez, being duly sworn on my oath, say I am the Publisher of the Ottumwa Courier, a newspaper printed in said Wapello County, Iowa and of general circulation there in, and that the advertisement

226 S Ward-Notice of Letting
City of Ottumwa hereto attached
was published in said newspaper for 1 consecutive weeks to-wit: 6/16/2020 Subscribed and
sworn to before me, and in my presence, by the said 16th day of June, 2020



Notary Public

In and for Wapello County

Printer's fee \$16.30

C NOTICE OF LETTING

The City of Ottumwa, IA will accept sealed bids until **2:00 P. M. on June 30, 2020** for the asbestos removal and demolition of the following structures located within the City of Ottumwa, IA: **Location Address: 226 South Ward**

NOTE: All removal and disposal of asbestos containing materials must comply with all existing Iowa Department of Natural Resources and U. S. Environmental Protection Agency guidelines and regulations. Proposals must be addressed to: City Clerk, 105 East Third Street, Ottumwa, Iowa 52501 and plainly marked: **Location: 226 S. Ward - Bid Due: 6-30-2020.** The request for proposal and contract conditions may be obtained from the Health & Inspections Department, Room 204, City Hall, 105 East Third Street, Ottumwa, IA 52501 or at www.cityofottumwa.com. Bid security deposit required. (See bid form). A 100% performance bond or irrevocable letter of credit stating the total cost of the project bid is required from the successful bidder on all removal projects. For additional information concerning this project, contact Jody Gates, at 641-683-0615.

TISMENT

*226 S. Ward
Asbestos Removal/Demo*

FILED

2020 JUL -1 AM 11:21

CITY OF OTTUMWA

Staff Summary

CITY CLERK
OTTUMWA, IA

**** ACTION ITEM ****

Council Meeting of: Jul 7, 2020

Jody Gates

Prepared By

Kevin C Flanagan

Department Head

Health & Inspections

Department

City Administrator Approval

AGENDA TITLE: Resolution No. 136 - 2020, a resolution accepting the bid and approving the sale of City owned property located at 529 Appanoose to Rick Wilson for the sum of \$8,000.00



****Public hearing required if this box is checked.****



The Proof of Publication for each Public Hearing must be attached to this Staff Summary. If the Proof of Publication is not attached, the item will not be placed on the agenda.

RECOMMENDATION: Pass and adopt Resolution No. 136 - 2020

DISCUSSION: The City accepted bids until 2:00 P.M. on June 30, 2020 for the placarded house at 529 Appanoose. Five bids were received and the best bid was received from Rick Wilson in the amount of \$8,000.00. Staff recommends selling him the property. A bid tab is attached.

Source of Funds: 151-3-342

Budgeted Item:

Budget Amendment Needed:

RESOLUTION No. 136 - 2020

A RESOLUTION ACCEPTING THE BID AND APPROVING THE SALE OF CITY OWNED PROPERTY LOCATED AT 529 APPANOOSE TO RICK WILSON FOR THE SUM OF \$8,000.00

WHEREAS, the City of Ottumwa, is the present title holder to the property legally described as Lot 11 in Salter's Addition to the City of Ottumwa, Iowa also known as 529 Appanoose; and

WHEREAS, pursuant to Resolution No. 135 - 2020 approved, passed and adopted June 16, 2020 the City Council authorized and directed the City Clerk to publish notice regarding the sale of said property to the successful bidder; and

WHEREAS, the City accepted sealed bids for the abovementioned property; and

WHEREAS, the City received 5 bids; and

WHEREAS, Rick Wilson submitted the best bid in the amount of \$8,000.00; and

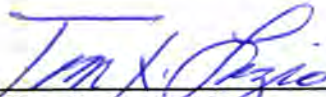
WHEREAS, the property will be transferred by quit claim deed, with no abstract, and the buyer shall pay all costs associated with the conveyance of the property including any property taxes owed; and

WHEREAS, the buyer will repair the property in conformance with applicable City Codes and submit a six-month repair plan to the Health Department no later than thirty days after the property is transferred.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF OTTUMWA, IOWA, that the bid received from Rick Wilson, in the amount of \$8,000.00 be and it is hereby accepted and the sale of said property is approved and the Mayor and City Clerk are hereby authorized to sign the appropriate deed on behalf of the city conveying said property.

PASSED AND ADOPTED this 7th day of July 2020.

City of Ottumwa, Iowa



Tom X. Lazio, Mayor

ATTEST:



Christina Reinhard, City Clerk

529 Appanoose

Bidder	Bid
Rick Wilson	\$8,000.00
Weston McKee	\$1,100.00
Russell Weeks	\$1,000.00
Donald Sanders	\$610.00
Felix Casrribias	\$100.00

Best bidder is Rick Wilson

**PURCHASE AGREEMENT BID FORM
FOR
529 APPANOOSE, OTTUMWA, IOWA**

This proposal is for a City owned property located at 529 Appanoose
legally known as Lot 11 in Salters Addition to the City of
Ottumwa, Wapello County, Iowa (529 Appanoose).

The property is located in an R-1 zoning district and must be used in that regard.

The property is offered for sale subject to the following conditions:

A bid security in the form of a certified check or cash in the amount of 10% of the bid price is required to be submitted with the proposal. The property will be transferred by **Quit Claim Deed with no abstract** and the buyer will pay the costs of conveyance as well as any property taxes owed.

It is understood that the City of Ottumwa reserves the right to accept or reject any or all proposals, to disregard any formality in connection therewith, or to accept any proposal which in its opinion is in the best interest of the City.

Bidders also understand that the costs of conveyance (publishing the public hearing notice, recording fees and preparation of the deed) and any property taxes owed are costs that are in addition to the total purchase price offered for the property.

It is understood and agreed that a Purchase Agreement Form, once submitted and opened, cannot be withdrawn without the consent of the City of Ottumwa.

\$ 8000⁰⁰

TOTAL PURCHASE PRICE OFFERED FOR THIS PROPERTY

If my proposal is accepted, I the undersigned further agree to keep the property free of any and all nuisances and to keep the grass cut below 10" in height.

Rick Wilson

641-777-6418

NAME OF BIDDER (PRINTED)

TELEPHONE NUMBER

1000 Adams Road

Ottumwa, Iowa



MAILING ADDRESS

SIGNATURE

6-30-2020

RWilson74@mchsi.com

DATE

EMAIL ADDRESS

FILED

2020 JUN 23 AM 7:59

CITY OF OTTUMWA
Staff Summary

** ACTION ITEM **

Council Meeting of: Jul 7, 2020

Chris Cobler

Prepared By

Phillip Rath

Department Head

Airport

Department



City Administrator Approval

AGENDA TITLE: Resolution # 153-2020 Approving the Plans, Specifications, Form of Contract and Estimated Cost for the Apron Improvements Project at the Ottumwa Regional Airport.

Public hearing required if this box is checked.

RECOMMENDATION: Pass and adopt Resolution No. 153-2020

DISCUSSION: This is a public hearing on the proposed plans, specifications, form of contract and estimated cost for the Apron Improvements Project at the Ottumwa Regional Airport. Plans and Specifications for this project have been drafted by our airport consultants, Kirkham Michael. Estimated cost for this project is \$350,000.00. The Airport received a grant from the IDOT for \$297,500.00 to pay for 85% of the project.

Bids will be received and opened by the City of Ottumwa on July 28th, 2020 at 2:00 P.M. at City Hall, 105 East Third St., Ottumwa, IA. The bid report and bid award recommendation will be presented at the City Council meeting on August 4, 2020 or at a later date as determined by staff.

Source of Funds: 85% IDOT 15% Airport Fund

Budgeted Item:

Budget Amendment Needed:

RESOLUTION # 153-2020

A RESOLUTION APPROVING THE PLANS, SPECIFICATIONS, FORM OF CONTRACT AND ESTIMATED COST FOR THE 2020 APRON IMPROVEMENTS PROJECT AT THE OTTUMWA REGIONAL AIRPORT.

WHEREAS, The City Council of the City of Ottumwa, Iowa has conducted a public hearing on the plans, specifications, form of contract and estimated cost for the above referenced project; and,

WHEREAS, The estimated cost of the project is \$350,000.00;and,

WHEREAS, No objections to the said plans, specifications, form of contract and estimated cost were received.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF OTTUMWA, IOWA. THAT; The plans, specifications form of contract, and estimated cost for the above referenced project are hereby approved and adopted.

PASSED AND ADOPTED this July 7th,2020

City of Ottumwa, Iowa



Tom Lazio Mayor

ATTEST:



Christina Reinhard, City Clerk

FILED

2020 JUL -2 AM 10: 57

CITY CLERK
OTTUMWA, IA

CITY OF OTTUMWA

Staff Summary

**** ACTION ITEM ****

Council Meeting of: July 7, 2020

Engineering
Department

Alicia Bankson
Prepared By
Darry Seal

Department Head

Alp Kte
City Administrator Approval

AGENDA TITLE: Resolution #157-2020. Approving the Plans, Specifications, Form of Contract and Estimated Cost for the North Court and Fox Sauk Intersection Project.

**Public hearing required if this box is checked. **

The Proof of Publication for each Public Hearing must be attached to this Staff Summary. If the Proof of Publication is not attached, the item will not be placed on the agenda.

RECOMMENDATION: Pass and adopt Resolution #157-2020.

DISCUSSION: This project will enlarge the intersection radius, add a paved shoulder and panel replacement on North Court Street at the North Court and Fox Sauk Road intersection. The improvements will allow the intersection to better accommodate semi traffic turning movements.

Funding will be from a USDA Rural Business Development Grant, which was awarded in the amount of \$142,347.00

Bids will be received and opened by the City of Ottumwa on July 29, 2020 at 2:00 p.m. The bid report and bid award recommendation will be presented at the City Council meeting on August 4, 2020, or at a later date as determined by staff.

Estimated cost: \$138,007

Budgeted amount: \$142,347.00

Source of Funds: USDA RBDG

Budgeted Item:

Budget Amendment Needed:

RESOLUTION #157-2020

A RESOLUTION APPROVING THE PLANS, SPECIFICATIONS, FORM OF CONTRACT,
AND ESTIMATED COST FOR THE NORTH COURT AND FOX SAUK INTERSECTION PROJECT

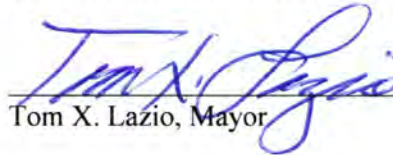
WHEREAS, The City Council of the City of Ottumwa, Iowa has conducted a public hearing on the plans, specifications, form of contract, and estimated cost for the above referenced project; and,

WHEREAS, No objections to the said plans, specifications, form of contract and estimated cost were received.

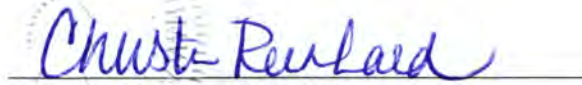
NOW, THEREFORE, BE IT RESOLVED, BY THE CITY COUNCIL OF THE CITY OF OTTUMWA, IOWA THAT: The plans, specifications, form of contract, and estimated cost for the above referenced project are hereby approved and adopted.

APPROVED, PASSED, AND ADOPTED, this 7th day of July, 2020.

CITY OF OTTUMWA, IOWA


Tom X. Lazio, Mayor

ATTEST:


Christina Reinhard, City Clerk



SECTION 00010 NOTICE OF PUBLIC HEARING The City Council of Ottumwa, Iowa, will hold a public hearing on the proposed Plans and Specifications, form of contract and estimate of cost for the construction of said improvements described in general as "NORTH COURT AND FOX SAUK INTERSECTION PROJECT", Ottumwa, Iowa" at 5:30 o'clock p.m. on July 7, 2020, in the Council Chambers, City Hall, Ottumwa, Iowa. At said hearing any interested person may appear and file objections thereto or to the cost of the improvements. At the hearing, the City will receive and consider any objections made by any interested party, to the Plans and Specifications, proposed form of Contract, and the estimate of cost for the project. The work to be done is as follows: Furnish all labor, materials and equipment to construct the following: Enlarge the intersection radius at North Court Street and Fox Sauk Road, and add a paved shoulder to North Court Street. The project will consist of approximately 550 SY of new PCC Pavement. All work and materials are to be in strict compliance with the Plans and Specifications prepared by the City of Ottumwa Engineering Department which together with the proposed form of contract and estimate of cost have heretofore been approved by the City and are now on file for public examination in the office of the Clerk, and are by this reference made a part hereof as though fully set out and incorporated herein.
CITY OF OTTUMWA, IOWA
By: Tom X. Lazio, Mayor
ATTEST: Christina Reinhard,
City Clerk

6/27/20

FILED

CITY OF OTTUMWA

2020 JUL -1 PM 3:04

Staff Summary

**** ACTION ITEM ****

CITY CLERK
OTTUMWA, IA

Council Meeting of: July 7, 2020

Parks & Recreation
Department

Alicia Bankson
Prepared By
Gene Rathje
Department Head

[Signature]
City Administrator Approval

AGENDA TITLE: Resolution #156-2020. Approving Change Order #1 and accepting the work as final and complete and approving the Final Pay Request for Phase 4 – Beach Renovations; Slide & Feature Maintenance/Restoration Project

**Public hearing required if this box is checked. **

The Proof of Publication for each Public Hearing must be attached to this Staff Summary. If the Proof of Publication is not attached, the item will not be placed on the agenda.

RECOMMENDATION: Pass and adopt Resolution #156-2020.

DISCUSSION: This project involved providing the labor, material, and equipment to repair and restore the fiberglass components of the slides.

Change Order #1 increases the contract amount by \$4,607.00 for additional work related to repairs for the wave and kiddie pools. The new contract sum of \$71,107.00.

The contractor has completed the above referenced work according to the plans and specifications. Upon approval, the Council will accept the project and authorize final payment and release all retainages.

Original Contract Amount	\$ 66,500.00
Change Order #1	\$ <u>4,607.00</u>
New Contract Sum	\$ 71,107.00

Phase 4 Project Cost Summary to Date:

Public Improvement Contracts:

Wave Generation Equipment	\$ 115,375.00	(complete)
Wave Generation Equipment Installation	\$ 34,609.90	(complete)

Source of Funds: Bond Proceeds

Budgeted Item: Yes

Budget Amendment Needed: No

Wave Generation Blower and Motor Repair	\$	8,026.76	(complete)
Slide Repair/Restoration	\$	71,107.00	(complete)
Slide Structural Support Repainting	\$	113,687.75	(complete)
Volleyball Court Reconstruction	\$	75,000.00	(postponed)
New Shade Structure Installation	\$	108,898.54	(in progress)
Total	\$	<u>526,704.95</u>	

RFP's:

Kitchen Floor Resurfacing	\$	7,960.00	(complete)
Overhead Door Replacement	\$	8,250.00	(complete)
Pool Netting and Rope Fencing Replacement	\$	9,983.88	(complete)
Walk-in Cooler Replacement	\$	16,419.83	(complete)
Storm Sewer Improvements (Draining Improvements)	\$	23,236.80	(complete)
Aluminum Entrance Door Repair	\$	15,000.00	(postponed)
Recirculating Pump Replacement	\$	8,538.43	(complete)
Wood Fencing Repair	\$	5,660.00	(complete)
Final Landscaping and Seeding	\$	15,000.00	(postponed)
Dedication Plaque	\$	2,868.92	(complete)
Portable Storage Building	\$	4,029.92	(complete)
Total	\$	<u>116,947.78</u>	

Total Phase 4 Costs:

Contracts	\$	526,704.95	
RFP's	\$	116,947.78	
Total	\$	<u>643,652.73</u>	*

Funding: Phase 4 \$ Available from Bond Proceeds: \$700,000.00

* Total does not include costs associated with staff time and minor expenses.

Source of Funds: Bond Proceeds

Budgeted Item: Yes

Budget Amendment Needed: No

RESOLUTION #156-2020

A RESOLUTION APPROVING CHANGE ORDER #1 FOR PHASE 4 – BEACH RENOVATIONS;
SLIDE & FEATURE MAINTENANCE/RESTORATION PROJECT

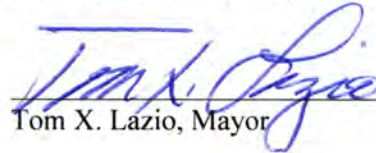
WHEREAS, The City Council of the City of Ottumwa, Iowa entered into a contract on March 7, 2019 with A1A Sandblasting of Menahga, Minnesota for the above referenced project; and

WHEREAS, Change Order #1 increases the contract amount by \$4,607.00 resulting in a new contract sum of \$71,107.00.

NOW, THEREFORE, BE IT RESOLVED, BY THE CITY COUNCIL OF THE CITY OF OTTUMWA, IOWA THAT: The above mentioned change order for this project is hereby approved.

APPROVED, PASSED, AND ADOPTED, this 7th day of July 2020.

CITY OF OTTUMWA, IOWA



Tom X. Lazio, Mayor

ATTEST:



Christina Reinhard, City Clerk



Section 640
CHANGE ORDER

Project: Beach Ottumwa Slide & Feature
Maintenance/Restoration Project - 2019

To Contractor: AIA Sandblasting (Iowa)

Change Order Number: 1

The Contract is changed as follows:

DATE: June 15, 2020

Additional Repairs to Wave and Kiddie Pools

	<u>\$4,607.00</u>
	<u>\$0.00</u>
	<u>\$0.00</u>
	<u>\$0.00</u>
	<u>\$0.00</u>
	<u>\$0.00</u>
Total:	<u>\$4,607.00</u>

Base bid amount \$66,500.00

NEW PROJECT TOTAL \$71,107.00

NOT VALID UNTIL SIGNED BY THE OWNER AND CONTRACTOR

The Original Contract Sum was	<u>\$66,500.00</u>
Net change by previously authorized Change Orders	<u>\$0.00</u>
The Contract Sum prior to this change order	<u>\$66,500.00</u>
The Contract Sum will be <u>increased</u> by this change order in the amount of	<u>\$4,607.00</u>
The new Contract Sum including this change order	<u>\$71,107.00</u>
The Contract Time will be <u>unchanged</u> by	<u>0</u> days

The date of Substantial Completion as of the date of this Change Order is in accordance with contract documents.



ENGINEER/
DIRECTOR OF PUBLIC WORKS

6/29/2020

DATE

AIA Sandblasting (Iowa)

CONTRACTOR

6/26/2020

DATE

M-D J

BY
Michael D. Marjama

owner/operator

TITLE

FILED

City of Ottumwa

2020 JUL -1 AM 11:25

Staff Summary

CITY CLERK
OTTUMWA

Council Meeting of: July 7, 2020

Item No. 158-2020

Kala Mulder

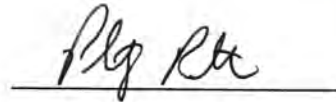
Prepared By



Department Head

Finance Department

Department



City Administrator

Agenda Title: Authorize Upgrading and Entering into an agreement with Kronos to include the HCM Suite.

.....
Recommendation: Approve authorization for upgrading and entering into an agreement with Kronos to include the HCM Suite.

Discussion: The Kronos timekeeping system that the City of Ottumwa is utilizing needs to be upgraded, we have already purchased new time clocks and Saas Services for timekeeping. Kronos has agreed to a \$17,000 credit and a reduced setup fee. We will be going to a cloud based software, Kronos will be automatically upgrading the software without new costs. As part of the Human Capital Management (HCM) Suite; Benefits Administration, Talent Acquisition & Management, Onboarding, Human Resources and Payroll will be included. The software and implementation will be paid from the 2021/2022 CIP bond proceeds for the next two fiscal years. Monthly Saas Services will be \$4,305 and a one-time setup fee of \$6,250.

RESOLUTION NO. 158-2020

A RESOLUTION AUTHORIZING THE AGREEMENT WITH KRONOS TO UPGRADE TIMEKEEPING AND ADD SOFTWARE FOR HUMAN CAPITAL MANAGEMENT FOR \$4,305 MONTHLY AND ONE-TIME SETUP OF \$6,250.

WHEREAS, the City of Ottumwa utilizes the Kronos for its timekeeping and human capital management suite, and


WHEREAS, the City of Ottumwa has received a favorable quote from Kronos, for Timekeeping, Accruals, Payroll, Payroll Services, HR, Performance Management, Talent Acquisition & Management and the Intregation Hub and Setup Fees.

NOW, THEREFORE, BE IT RESOLVED, BY THE CITY COUNCIL OF THE CITY OF OTTUMWA THAT:

The agreement with Kronos of upgrading and adding software for the price quote of \$4,305 monthly and setup fees for \$6,250.

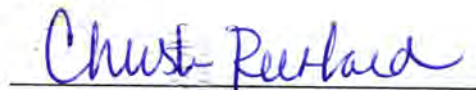
APPROVED, PASSED, AND ADOPTED this 7th day of July 2020.

CITY OF OTTUMWA, IOWA



Tom X. Lazio, Mayor

ATTEST:



Christina Reinhard, City Clerk



FILED
City of Ottumwa
Staff Summary
2020 JUL -1 AM 11:25
CITY CLERK
OTTUMWA, IA

Council Meeting of: July 7, 2020

Item No. 159-2020

Finance Department
Department

Kala Mulder
Prepared By
K Mulder
Department Head

Plp Rtr
City Administrator Approval

Agenda Title: Resolution No. 159-2020, Recommendation to Transfer \$21,118.59 to the BridgeView Center for delinquent payables due to lost revenue related to COVID-19.

.....
Recommendation: Pass and adopt Resolution 159-2020

Discussion: Outstanding payables listing from 5/29/20/20 – 6/30/20. The invoices totaled \$26,814.92, however BridgeView, Inc. has graciously offered to help with some of the capital invoices, reducing the amount to \$21,118.59.

RESOLUTION NO. 159-2020

A RESOLUTION TRANSFERING TO BRIDGEVIEW CENTER IN THE AMOUNT OF \$21,118.59 FOR DELINQUENT PAYABLES DUE TO LOST REVENUE RELATED TO COVID-19.

WHEREAS, the City of Ottumwa, Iowa owns the BridgeView Center facility; and

WHEREAS, the City of Ottumwa, Iowa has entered into contract with VenuWorks to operate the facility on behalf to the city;

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Ottumwa, Iowa the payment be made to the BridgeView Center for \$21,118.59 to satisfy the City of Ottumwa's financial obligation.

BE IT FURTHER RESOLVED, by the City Council of the City of Ottumwa, Iowa, that VenuWorks shall continue to mitigate the ongoing expenses through the end of the fiscal year; and

BE IT FURTHER RESOLVED, by the City Council of the City of Ottumwa, Iowa, that VenuWorks shall submit a detailed written request for each month to cover costs associated with the Bridgeview Center; and

BE IT FURTHER RESOLVED, by the City Council of the City of Ottumwa, Iowa, that the Mayor and City Clerk are hereby authorized and directed to execute said resolution.

APPROVED, PASSED AND ADOPTED, this 7th day of July 2020.

CITY OF OTTUMWA, IOWA

Tom X. Lazio, Mayor

ATTEST:

Christina Reinhard, City Clerk

**ITEM TABLED – AMENDED AGENDA APPROVED 7/7/2020 –
WILL BE PRESENTED ON 7/21/2020**