

TENTATIVE AGENDA  
OTTUMWA CITY COUNCIL

REGULAR MEETING NO. 37  
Council Chambers, City Hall

December 1, 2020  
5:30 O'Clock 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 Tuesday, March 17, 2020, which has been extended through December 10, 2020. Effective 12:01 a.m. on November 17, 2020, and continuing until 11:59 p.m. on December 10, 2020: indoor gatherings of more than 15 people are prohibited; however, this does not apply to gatherings that occur during the ordinary course of business or government between employees or members of the public. Social distancing and mask or other face covering when inside a building are required for all people two or older. 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.

PLEDGE OF ALLEGIANCE

A. ROLL CALL: Council Member Roe, Stevens, Meyers, Berg, Dalbey and Mayor Lazio.

B. CONSENT AGENDA:

1. Minutes from Special Meeting No. 34 on November 14, 2020, Regular Meeting No. 35 on November 17, 2020 and Special Meeting No. 36 on November 20, 2020 as presented.
2. Acknowledge October financial statement and payment of bills as submitted by the Finance Department.
3. Approve the appointment of Karina Cordova to the position of Police Officer effective on or about December 14, 2020.
4. Authorize City staff to work with Piper Sandler on consulting GO Bonds, Bond Issue or Projects, the proceeds will be for the City's FY21 & FY22 CIP projects and to refinance existing debt previously issued through the issuance of Piper Sandler Engagement Letter.
5. Resolution No. 245-2020, setting December 15, 2020 as the date of a public hearing on the disposition of City owned property described as Lot 15 and the East One-Half (E ½) of Fourteen Foot (14) alley adjacent to Lot 15 in Hinsey & Hedrick's Addition to the City of Ottumwa, Wapello County, Iowa commonly known as 1033 W. Second Street.
6. Beer and/or liquor applications for: none.

C. APPROVAL OF AGENDA

D. ADMINISTRATORS REPORT TO COUNCIL AND CITIZENS:

1. Update status of Priority Based Budgeting process.

*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. Bids for the Beach Ottumwa Beverage Contract

RECOMMENDATION: Accept the Non-Exclusive Bid from Atlantic Bottling Company (Coca-

Cola) for the Beach Beverage Contract.

2. Approving the Professional Services Agreement for Engineering Services between HDR Engineering, Inc. and the City of Ottumwa for the WPCF Aeration Study.

RECOMMENDATION: Approve the Professional Services Agreement for Engineering Services.

G. PUBLIC HEARING:

H. RESOLUTIONS:

1. Resolution No. 247-2020, authorizing the Mayor to sign the Airport Capital Improvement Program (ACIP) data sheets and related documents, and authorize staff to submit the data sheets and related documents to the Iowa DOT then to the FAA for the fiscal years 2022-2028.

RECOMMENDATION: Pass and adopt Resolution No. 247-2020.

2. Resolution No. 249-2020, authorizing the partial redemption of Outstanding Sewer Revenue Capital Loan Notes, Series 2010, dated January 27, 2010.

RECOMMENDATION: Pass and adopt Resolution No. 249-2020.

3. Resolution No. 250-2020, Set December 15, 2020 at 5:30 P.M. as the date for a public hearing on the proposed authorization of a Loan Agreement and the issuance of not to exceed \$6,000,000 General Obligation Capital Loan Notes (ECP-1) of the City for essential corporate purposes and the hearing on the issuance thereof.

RECOMMENDATION: Pass and adopt Resolution No. 250-2020.

4. Resolution No. 251-2020, Set December 15, 2020 at 5:30 P.M. as the date for a public hearing on the proposed authorization of a Loan Agreement and the issuance of not to exceed \$700,000 General Obligation Capital Loan Notes (GCP-2) of the City for essential corporate purposes and the hearing on the issuance thereof.

RECOMMENDATION: Pass and adopt Resolution No. 251-2020.

5. Resolution No. 252-2020, Set December 15, 2020 at 5:30 P.M. as the date for a public hearing on the proposed authorization of a Loan Agreement and the issuance of not to exceed \$700,000 General Obligation Capital Loan Notes (GCP-3) of the City for essential corporate purposes and the hearing on the issuance thereof.

RECOMMENDATION: Pass and adopt Resolution No. 252-2020.

6. Resolution No. 257-2020, adopt the Executive Summary prepared following the 2020 Leadership / Goal Setting / Strategic Planning Work Session for the City of Ottumwa, Iowa.

RECOMMENDATION: Pass and adopt Resolution No. 257-2020.

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. \*\*\***



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### FAX COVER SHEET

City of Ottumwa

DATE: 11/25/2020 TIME: 9:00 AM 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 #37 to be held on 12/01/2020 at 5:30 P.M. Social Distancing and mask or other face covering when inside a building are required for all people two or older. Six feet of physical distance between each group or individual attending alone must be followed at all times.

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Ottumwa Courier  
KTVO  
Tom FM



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\*\*\* TX REPORT \*\*\*  
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ERROR	916416828482	Tom FM



CITY OF  
OTTUMWA

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OTTUMWA CITY COUNCIL MINUTES **Item No. B.-1.**

SPECIAL MEETING NO. 34  
Bridge View Center, 102 Church St.

November 14, 2020  
9:00 A.M.-12:00 P.M.

The meeting convened at 9:05 A.M.

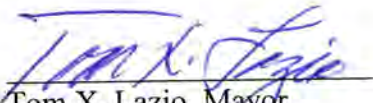
Present were Council Member Meyers, Berg, Dalbey, Roe, Stevens and Mayor Lazio. Also present were City Admin. Rath, Police Chief Farrington, Fire Chief Miller, Planning Dir. Flanagan, Parks & Rec. Dir. Rathje, Finance Dir. Mulder, City Clerk Reinhard and Elizabeth Hansen of Midwest Municipal Consulting.

Mayor Lazio made opening remarks and turned facilitation of the mtg. over to Elizabeth Hansen.

The following topics were discussed: Working as a Team – The Challenge of Public Sector Leadership; Reviewing Progress, Values, and Issues; Providing Direction; Preliminary Planning and Clarifying Roles.

There being no further business, members in attendance dispersed from the mtg. at 12:25 P.M.

CITY OF OTTUMWA, IOWA

  
Tom X. Lazio, Mayor

ATTEST:

  
Christina Reinhard, City Clerk



## OTTUMWA CITY COUNCIL MINUTES

REGULAR MEETING NO. 35  
Council Chambers, City Hall

November 17, 2020  
5:30 O'Clock P.M.

The meeting convened at 5:30 P.M.

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

Berg moved, seconded by Roe to approve the following consent agenda and extract Item No. B-3; Approve the Grant Application for the Fitness Court as approved through Ottumwa Parks Adv. Brd. on Nov. 10, 2020 to vote on separately: Mins. from Reg. Mtg. No. 33 on Nov. 3, 2020 as presented; Recommend re-appointment of Ryan Mitchell to the Zoning Brd. of Adj., term to exp. 12/12/2025; Accepting the work as final and complete and approving final pay request for 2020 RFP, Elm St. Pad Ext. Project; Beer and/or liquor applications for: Godfrey's Ale House, 2513 Northgate; Uncle Buck's Bar & Grill, 518 Church St.; all applications pending final inspections. Motion carried 4-0 vote. Council Member Meyers was absent.

Roe moved, seconded by Dalbey to approve the grant application for the fitness court as approved through Ottumwa Parks Adv. Brd. on Nov. 10, 2020. Motion carried 3-0 vote. Council Member Berg abstained and Council Member Meyers was absent.

Roe moved, seconded by Stevens to approve the agenda as presented. Motion carried 4-0 vote. Council Member Meyers was absent.

City Admin. Rath introduced Andy Wartenberg, CVB Dir. to provide quarterly update.

Attorney Stone joined the meeting via teleconference at 5:42 P.M.

Finance Dir. Mulder presented on Mark J Becker & Assoc. Consultant – Retiree Post-65 Insurance. Ottumwa is the fifth highest tax rate of 940 cities in IA and the highest employee benefit tax rate out of these same cities; taking a look at our benefits levy to try and lower tax rate for citizens; Post 65 retiree insurance includes those on Medicare sup. plan hired before Feb. 1993; \$476,100 annual savings that condenses both plans into one; \$530/month per retiree; customized plan that mirrors current plan with rate of \$209/month per retiree; currently retirees pay \$102/month; under this new plan they will pay \$83.60/month; waive the deductibles from 3/1/21-12/31/21; Humana can implement changes on March 1, 2021 if approved by Council by Dec. 1, 2020. This will be presented for Council adoption on Friday, Nov. 20, 2020 during a special mtg. at 12:00 P.M.

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

Roe moved, seconded by Dalbey to approve the purchase of the required equip. in the amount of \$6,819 to update the Knox Box system for the Fire Dept. The Knox Box is a secure keyless entry system used for entering bldgs. after hours. Motion carried 4-0 vote. Council Member Meyers was absent.

Dalbey moved, seconded by Roe that Res. No. 238-2020, removing a special assessment applied to a vacant lot at 1033 W. Second; Parcel Number 007413510017000 on Res. No. 284-2018, be passed and adopted. Motion carried 4-0 vote. Council Member Meyers was absent.



Roe moved, seconded by Berg that Res. No. 239-2020, auth. the Mayor to sign a contract between the FAA and City of Ottumwa to start process of receiving a grant to do repairs on runway 4/22 and parallel taxi at the Ottumwa Reg. Airport, be passed and adopted. Motion carried 4-0 vote. Council Member Meyers was absent.

Dalbey moved, seconded by Stevens that Res. No. 240-2020, setting the date of a public hearing on the annexation of certain land to the City of Ottumwa, IA, and accepting an application for voluntary annexation of certain land to the City of Ottumwa and providing for notice of certain City Council action, be passed and adopted. 1120 E. Pennsylvania. Motion carried 4-0 vote. Council Member Meyers was absent.

Roe moved, seconded by Berg that Res. No. 242-2020, approving the Prof. Services Agt. for Eng. Services between JEO Consulting Group and City of Ottumwa for Green St. Storm Sewer Imp. Project, be passed and adopted. Asst. City Engineer Burgmeier presented drone video of proposed project. Motion carried 4-0 vote. Council Member Meyers was absent.

Roe moved, seconded by Berg that Res. No. 243-2020, approving the Second Amend. to Prof. Services Agt. between the City of Ottumwa and Veenstra & Kim, Inc. to add design eng. services for CSO Blake's Branch, Ph. 8, Div. 1 Project be passed and adopted. Asst. City Engineer Burgmeier presented drone video of proposed project. Motion carried 4-0 vote. Council Member Meyers was absent.

Dalbey moved, seconded by Roe to pass the first consideration of Ord. No. 3178-2020, vacating three parcels of land located within Wildwood Park in Ottumwa, Wapello County, IA. Planning Dir. Flanagan reported conveyance of the Properties was done through adoption of Res. Nos. 198-2020, 199-2020 and 200-2020 on Oct. 20, 2020. Motion carried 4-0 vote. Council Member Meyers was absent.

Berg moved, seconded by Dalbey to waive the second and third considerations, pass and adopt Ord. No. 3178-2020. Motion carried 4-0 vote. Council Member Meyers was absent.

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

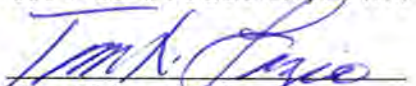
There being no further business, Roe moved, seconded by Dalbey that the meeting adjourn. Motion carried 4-0 vote. Council Member Meyers was absent.

Adjournment was at 6:33 P.M.

ATTEST:

  
Christina Reinhard, City Clerk

CITY OF OTTUMWA, IOWA

  
Tom X. Lazio, Mayor

OTTUMWA CITY COUNCIL MINUTES

SPECIAL MEETING NO. 36  
Council Chambers, City Hall

November 20, 2020  
12:00 O'Clock P.M.

The meeting convened at 12:00 P.M.

Present were Council Member Dalbey, Roe, Stevens, Meyers (via teleconference), Berg and Mayor Lazio. Also joining the meeting via teleconference were Nick Brown and Brenda Plantz of Mark J. Becker & Associates.

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

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

Dalbey moved, seconded by Berg to approve hire of a temp. part-time employee at the WPCF. Asst. City Engineer Burgmeier reported WPCF has been down 2 employees for a while; normally have a crew of 6 that cover shifts 24 hrs. /day. All ayes.

Roe moved, seconded by Dalbey that Res. No. 244-2020, approve Humana as the City's Post-65 Retiree Medical Supplemental and Rx Plans carrier as recommended by Mark J. Becker & Associates as our Consultant for Retiree Post-65 Ins., be passed and adopted. Finance Dir. Mulder presented switching to Humana will be a cost savings of over \$476,000 for the City. Current Retirees can use a link on the City website to see if their current providers are in network as well as see the list of covered expenses and Rx under the plan. Vote taken: Ayes: Dalbey, Roe, Meyers, Berg. Abstain: Stevens; currently on Retiree Insurance Plan. Motion passed.

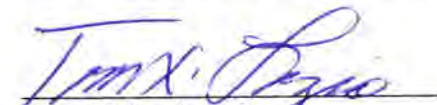
Mayor Lazio inquired if anyone from the audience wished to address an item not on the agenda. There were none.

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

Adjournment was at 12:19 P.M.

CITY OF OTTUMWA, IOWA

ATTEST:  
  
Christina Reinhard, City Clerk

  
Tom X. Lazio, Mayor

REPORT DATE 10/31/2020  
 SYSTEM DATE 11/23/2020  
 FILES ID 0

CITY OF OTTUMWA  
 STATEMENT OF CHANGES IN CASH BALANCE  
 AS OF 10/31/2020

Item No. B.-2.  
 PAGE  
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ACCOUNT NUMBER	BEG. PERIOD	CASH	CASH	END PERIOD	OUTSTANDING	TREASURY
ACCOUNT DESCRIPTION	BALANCE	DEBITS	CREDITS	BALANCE	CHECKS	BALANCE
TOTALS FOR FUND 001 GENERAL OPER	2143227.40	3012681.36	1492480.91	3663427.85	39579.93	3703007.78
TOTALS FOR FUND 002 PARKING RAMP	31510.29	956.00	1258.10	31208.19	189.51	31397.70
TOTALS FOR FUND 110 ROAD USE TAX	6140945.48	1241479.77	453635.04	6928790.21	16284.01	6945074.22
TOTALS FOR FUND 112 EMPLOYEE BEN	-443868.66	2053860.45	462173.00	1147818.79		1147818.79
TOTALS FOR FUND 119 EMERGENCY FU		47602.85	47602.85			
TOTALS FOR FUND 121 SALES TAX 1 1/2	3991039.68	317308.34	3213576.00	1094772.02		1094772.02
TOTALS FOR FUND 122 *****						
TOTALS FOR FUND 123 AGASSI TIF D						
TOTALS FOR FUND 124 VOGEL URBAN						
TOTALS FOR FUND 125 WESTGATE TIF	-26578.03	62006.51	117177.00	-81748.52		-81748.52
TOTALS FOR FUND 126 AIRPORT TIF	17274.76	83671.15		100945.91		100945.91
TOTALS FOR FUND 127 PENNSYLVANIA						
TOTALS FOR FUND 128 WILDWOOD HWY	27.10	57786.46		57813.56		57813.56
TOTALS FOR FUND 129 RISK MANAGEM	993454.42	171838.80	63188.75	1102104.47	18575.80	1120680.27
TOTALS FOR FUND 131 AIRPORT FUND	250227.19	69718.71	70383.79	249562.11	17923.75	267485.86
TOTALS FOR FUND 133 LIBRARY FUND	196766.81	161209.82	89943.01	274033.62	675.44	274709.06
TOTALS FOR FUND 135 CEMETERY FUN	-53268.00	67414.57	39437.82	-25291.25	8681.99	-16609.26
TOTALS FOR FUND 137 HAZ-MAT FUND	125301.29	31848.53	13413.48	143736.34	895.45	144631.79
TOTALS FOR FUND 141 2018 UPPER S	8078.12			8078.12		8078.12
TOTALS FOR FUND 142 HOAP/HILP ES		300.00	300.00			
TOTALS FOR FUND 143 EPA BROWNIE						
TOTALS FOR FUND 144 2013 CDBG HO						
TOTALS FOR FUND 145 DOWNTOWN REV						
TOTALS FOR FUND 146 DOWNTOWN STR	297286.22	10542.73	519706.86	-211877.91	1281.59	-210596.32
TOTALS FOR FUND 147 CDBG P-2 MAS	17628.32			17628.32		17628.32
TOTALS FOR FUND 148 2016 OW CDB						
TOTALS FOR FUND 151 OTHER BOND P	575487.86	1104.00	72427.19	504164.67	17285.00	521449.67
TOTALS FOR FUND 162 SSMID DISTRI	3322.15	13312.91		16635.06		16635.06
TOTALS FOR FUND 167 FIRE BEQUEST	18507.57			18507.57		18507.57
TOTALS FOR FUND 169 START UP/DON	-165.20			-165.20		-165.20
TOTALS FOR FUND 171 RETIREE HEAL	1101498.74	143131.87	115691.02	1128939.59	95.88	1129035.47
TOTALS FOR FUND 173 LIBRARY BEQU	149016.80	1323.57	15018.19	135322.18	2763.89	138086.07
TOTALS FOR FUND 174 COMMUNITY DE	88787.62	19.00	9983.75	78822.87		78822.87
TOTALS FOR FUND 175 POLICE BEQUE	97647.74			97647.74	16.00	97663.74
TOTALS FOR FUND 177 HISTORIC PRE	1474.64	5.00		1479.64		1479.64
TOTALS FOR FUND 200 DEBT SERVICE	757223.82	1021994.04	245907.50	1533310.36		1533310.36
TOTALS FOR FUND 301 STREET PROJE	-883061.48	1384222.31	223382.04	277778.79		277778.79
TOTALS FOR FUND 303 AIRPORT PROJ	-153664.10		6165.29	-159829.39	6165.29	-153664.10
TOTALS FOR FUND 307 SIDEWALK & C	-11314.41		532.79	-11847.20		-11847.20
TOTALS FOR FUND 309 PARK PROJECT	28131.07		5483.31	22647.76		22647.76
TOTALS FOR FUND 311 LEVEE PROJEC	185579.36			185579.36		185579.36
TOTALS FOR FUND 313 EVENT CENTER	3612.14		116.59	3496.55		3496.55
TOTALS FOR FUND 315 SEWER CONSTR	11250543.13	1225000.00	46854.38	12428688.75		12428688.75
TOTALS FOR FUND 320 WEST END FLO						
TOTALS FOR FUND 501 CEMETERY MEM						
TOTALS FOR FUND 503 CEMETERY PER		1350.00		1350.00		1350.00
TOTALS FOR FUND 610 SEWER UTILIT	2807733.96	1357918.10	779759.32	3385892.74	48663.03	3434555.77
TOTALS FOR FUND 611 SEWER SINKIN	415499.00	106833.00		522332.00		522332.00
TOTALS FOR FUND 612 STORM WATER						
TOTALS FOR FUND 613 SEWER IMPROV	3175001.00	41667.00		3216668.00		3216668.00
TOTALS FOR FUND 670 LANDFILL FUN	1593158.49	254464.42	255288.90	1592334.01	49264.54	1641598.55
TOTALS FOR FUND 671 LANDFILL RES	1145278.00			1145278.00		1145278.00

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CITY OF OTTUMWA  
 STATEMENT OF CHANGES IN CASH BALANCE  
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PAGE 2  
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ACCOUNT NUMBER	ACCOUNT DESCRIPTION	BEG. PERIOD	CASH	CASH	END PERIOD	OUTSTANDING	TREASURY
		BALANCE	DEBITS	CREDITS	BALANCE	CHECKS	BALANCE
TOTALS FOR FUND 673	RECYCLING	121530.60	55029.65	53747.60	122812.65	8317.33	131129.98
TOTALS FOR FUND 690	TRANSIT FUND	314560.71	270244.73	4359.41	580446.03		580446.03
TOTALS FOR FUND 695	1015 TRANSIT						
TOTALS FOR FUND 720	BRIDGEVIEW E	62836.16			62836.16		62836.16
TOTALS FOR FUND 750	GOLF COURSE	25241.62		130.00	25111.62		25111.62
TOTALS FOR FUND 810	POOLED INVES	-40229260.41	58513.11	5500000.00	-45670747.30		-45670747.30
TOTALS FOR FUND 820	PAYROLL CLEA	219194.45	1513623.28	1314549.93	418267.80	25812.28	444080.08
TOTALS FOR FUND 840	EQUIPMENT PU	1457432.32			1457432.32		1457432.32
TOTALS FOR FUND 860	GROUP HEALTH	4348379.41	622846.74	660677.52	4310548.63	4184.00	4314732.63
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TOTALS FOR ALL LISTED FUNDS		2358265.15	15462828.78	15888350.34	1932743.59	266654.71	2199398.30

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PAGE 3  
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SUMMARY PAGE INFORMATION

ERRORS DETECTED: 0

END OF REPORT

CITY OF OTTUMWA  
 VENDOR PAYMENT REPORT

Vendor #	Vendor Name	Check Number	Check Date	Amount	Reason
00198	ABC PEST CONTROL INC.	208427	10/16/2020	42.95	BLDG MAINT & REPAIR
00320	ACCO	208499	10/23/2020	992.20	OPERATING SUPPLIES
00329	A CHILD IS MISSING	208321	10/09/2020	500.00	DUES & MEMBERSHIPS
00672	ADVANTAGE ARCHIVES, LLC	208500	10/23/2020	1,725.00	LIBRARY MAT.-JAMES ESTATE
00690	AFLAC	208322	10/09/2020	1,705.00	AFLAC DEDUCTION PAYABLE
00778	AGRILAND FS, INC.	208323	10/09/2020	158.40	VHCL MTCE SUPPLIES
00800	AHLERS & COONEY P.C.	208324	10/09/2020	7,038.00	LEGAL FEES
00855	AIRGAS USA LLC	208325	10/09/2020	1,698.46	OPERATING SUPPLIES
01197	ALBIA NEWSPAPER INC	208326	10/09/2020	78.00	EMPLOYEE RECRUITMENT
01235	ALFIE PACKERS, INC	208327	10/09/2020	224.00	LAB SUPPLIES
01296A	ALIG PLUMBING	208501	10/23/2020	350.00	BLDG MAINT & REPAIR
01700	ALLIANT ENERGY/IPL	208328	10/09/2020	120,195.75	ELECTRIC
01713	ALLIANT ENERGY/IPL	208503	10/23/2020	767.20	ELECTRIC
02080	ALTORFER INC.	208571	10/30/2020	7,413.24	OTHER MAINT & REPAIR
02592	AMERICAN BOTTLING COMPANY	208330	10/09/2020	71.40	MERCHANDISE - RESALE
03637	AMERICAN SOCIETY OF	208331	10/09/2020	265.00	DUES & MEMBERSHIPS
05124	ARCHANGEL SERVICES, LLC	208233	10/02/2020	2,316.67	MISC CONTRACT WORK
05370	AREA XV REGIONAL PLANNING	208234	10/02/2020	16,920.27	CONTRIBUTION/AREA 15
05700	ATOMIC TERMITE & PEST	208332	10/09/2020	185.00	RAMP MAINT & REPAIR
05848	AUTOMATIC SYSTEMS CO	208333	10/09/2020	6,174.00	OPERATING SUPPLIES
05860	AUTOZONE INC	208235	10/02/2020	340.95	VHCL MTCE SUPPLIES
05874	AVENU	208236	10/02/2020	200.00	CONTRACTUAL SERVICES
06481	BAILEY OFFICE OUTFITTERS	208334	10/09/2020	395.98	OFFICE SUPPLIES
07648	MARK J BECKER & ASSOC LLC	208335	10/09/2020	5,281.25	OTHER PROF SERV
07879	CORY BENGE	208336	10/09/2020	100.00	VHCL-FUEL
08895	BINNS & STEVENS EXPLOSIVE	208337	10/09/2020	2,079.00	STREET MAINT SUPPLIES
09352	BLACKSTONE PUBLISHING	208338	10/09/2020	838.99	LIBRARY MAT.-JAMES ESTATE
09360	BLACK'S TIRE COMPANY LLC	208339	10/09/2020	1,132.91	VHCL MTCE SUPPLIES
09522	WELLMARK BC & BS OF IOWA	208505	10/23/2020	21,997.60	MEDICARE PREMIUMS
09523	BLUEGLOBES LLC	208431	10/16/2020	676.65	GROUPS MAINT & REPAIR
11495	BRIDGE CITY TRUCK REPAIR	208238	10/02/2020	581.98	BLDG MAINT & REPAIR
11496	BRIDGE CITY SANITATION LL	208432	10/16/2020	137,863.20	REFUSE HAULING
12049	CRAIG BROWN	208572	10/30/2020	180.00	SUSTENANCE SUPPLIES
12500	BUB'S TREE CARE	208509	10/23/2020	8,450.00	TREE TRIMMING
13646	CALHOUN-BURNS & ASSOC INC	208240	10/02/2020	2,986.80	ENGINEERING
14320	CAPITAL SANITARY SUPPLY	208241	10/02/2020	7,999.98	OPERATING SUPPLIES
15760	CARROLL CONSTRUCTION SUPP	208342	10/09/2020	559.45	STREET MAINT SUPPLIES
15788	CATERPILLAR GOLBAL SERVIC	208343	10/09/2020	4,842.60	VHCL MTCE SUPPLIES
16265	CENTER POINT LARGE PRINT	208434	10/16/2020	85.08	LIBRARY MAT.-JAMES ESTATE
16300	CENTRAL IOWA FASTENERS	208574	10/30/2020	456.30	VHCL MTCE SUPPLIES
16402	CENTURYLINK	208244	10/02/2020	4,321.24	TELEPHONE/IT
16403	CENTURYLINK	208346	10/09/2020	214.71	TELEPHONE/IT
17520	CHRISTY CONSTRUCTION CO	208511	10/23/2020	2,915.00	CONTRACTUAL SERVICES
17620	CINTAS CORPORATION	208347	10/09/2020	46.36	SUSTENANCE SUPPLIES
18379	CLEMONS INC OF OTTUMWA	208348	10/09/2020	1,101.66	VHCL MTCE SUPPLIES
18502	CLUB SENTRY SOFTWARE	208575	10/30/2020	32.95	TECHNOLOGY SERVICES
18834	COLD SPRING GRANITE COMPA	208245	10/02/2020	622.00	MERCHANDISE - RESALE
18980	COLLECTION SERVICES	208576	10/30/2020	6,350.56	CHILD SUPPORT PAYABLE
21051	J.P. COOKE CO.	208349	10/09/2020	354.50	OFFICE SUPPLIES
21825	CREDIT UNION	208577	10/30/2020	52,650.32	CREDIT UNION PAYABLE
21842	CRESCENT ELECTRIC SUP CO	208350	10/09/2020	40.05	STREET MAINT SUPPLIES
22457	DC CONCRETE & CONST. LLC	208513	10/23/2020	90,146.73	MISCELLANEOUS
22608	DANI'S AUTO SUPPLY LLC	208352	10/09/2020	2,263.97	MISCELLANEOUS
23962A	DELONG CONSTRUCTION, INC.	208578	10/30/2020	47,922.13	CELL DEVELOPMENT

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24549	DES MOINES REGISTER	208514	10/23/2020	281.02	
25390	R. D. DRENKOW & CO INC	208579	10/30/2020	6,834.69	R.D. DRENKOW/FLEX PAY
26640	ECOSYSTEMS INC	208515	10/23/2020	27,051.00	CONTRACTUAL SERVICES
27005	ELECTRIC PUMP, INC.	208353	10/09/2020	4,800.00	OTHER MAINT & REPAIR
27010	ELECTRICAL ENGINEERING &	208516	10/23/2020	5,270.55	GROUNDS MAINT & REPAIR
27272	ELLIOTT BULK SERVICES LLC	208355	10/09/2020	2,524.35	VHCL-FUEL
27280	ELLIOTT OIL COMPANY	208580	10/30/2020	8,979.50	VHCL-FUEL
27515	EMERGENCY APPARATUS	208357	10/09/2020	629.64	VHCL MTCE SUPPLIES
27784	ENVIRONMENTAL PRODUCTS &	208358	10/09/2020	4,371.41	VHCL MTCE SUPPLIES
27787	ENVIRONMENTAL RESOURCES	208582	10/30/2020	372.50	LAB SUPPLIES
27789	ENVIRONMENTAL EDGE	208359	10/09/2020	34,800.00	CONTRACTUAL SERVICES
27795	ENVISIONWARE, INC.	208360	10/09/2020	875.00	CONTRACTUAL SERVICES
28208	EUROFINS- TEST AMERICA	208517	10/23/2020	24.00	ENGINEERING
28208A	EUROFINS TESTAMERICA	208361	10/09/2020	3,033.45	LAB SUPPLIES
28449	EVORA CONSULTING, LTD	208439	10/16/2020	12,297.50	ENGINEERING
29300	FASTENAL COMPANY	208362	10/09/2020	264.79	OPERATING SUPPLIES
29750	KEN FESKE	208250	10/02/2020	149.80	SUSTENANCE SUPPLIES
29829	FIDELITY SECURITY LIFE	208251	10/02/2020	1,585.04	AVESIS PAYABLE
30048	JENNIFER FINDLEY	208566	10/23/2020	323.95	TRAVEL & CONFERENCE
30560	FISHER SCIENTIFIC	208584	10/30/2020	523.41	LAB SUPPLIES
30810	FORD HALL COMPANY	208585	10/30/2020	628.28	OPERATING SUPPLIES
31302	FRASE COMPANY INC.	208440	10/16/2020	1,200.58	OPERATING SUPPLIES
31302A	FRASE COMPANY LUMBER	208253	10/02/2020	67.66	OPERATING SUPPLIES
31459	GRP & ASSOCIATES	208519	10/23/2020	52.00	HAZARDOUS WASTE DISPOSAL
31682	GALLS LLC-DBA CARPENTER	208254	10/02/2020	1,475.14	SUSTENANCE SUPPLIES
31682A	GALLS, LLC	208586	10/30/2020	930.94	SUSTENANCE SUPPLIES
31797	GARDEN & ASSOCIATES LTD	208256	10/02/2020	22,885.33	ENGINEERING
32756	GINGERICH LOGGING	208364	10/09/2020	315.29	OTHER MAINT & REPAIR
33390	GRAINGER	208257	10/02/2020	180.73	VHCL MTCE SUPPLIES
33635	GREAT WESTERN SUPPLY CO	208365	10/09/2020	1,114.01	OPERATING SUPPLIES
33664	GFL ENVIRONMENTAL	208258	10/02/2020	135.39	MISCELLANEOUS
33721	GREINER IMPLEMENT CO INC	208587	10/30/2020	218.45	VHCL MTCE SUPPLIES
34052	BERT GURNEY & ASSOCIATES,	208366	10/09/2020	920.00	OPERATING SUPPLIES
34055	GUTTERMASTER	208441	10/16/2020	400.00	OTHER SMALL CAPITAL
34659	HAINES AUTO SUPPLY, INC.	208259	10/02/2020	404.72	VHCL MTCE SUPPLIES
34664	JOHN HALL & ASSOC. PLLC	208442	10/16/2020	3,465.00	LEGAL FEES
34900	HAMILTON PRODUCE COMPANY	208367	10/09/2020	288.50	NATURAL/PROPANE GAS
34966	HARDY DIAGNOSTICS	208443	10/16/2020	296.59	LAB SUPPLIES
36083	HAWKEYE TRUCK EQUIPMENT	208368	10/09/2020	550.00	VHCL MTCE SUPPLIES
36302	HEARTLAND HUMANE SOCIETY	208444	10/16/2020	785.00	DOG LICENSES
36500	HEIMAN FIRE EQUIPMENT	208370	10/09/2020	15.85	TOOLS & SMALL EQUIP
37350	HERRMANN'S LAWCARE	208520	10/23/2020	775.00	OPERATING SUPPLIES
37415	HICKENBOTTOM INC	208588	10/30/2020	290.04	SEWER/DRAINAGE SUPPLIES
37476	HILL PRODUCTIONS & MEDIA	208445	10/16/2020	104.00	ADVERT/LEGAL PUBL
38000	HOODZ OF CENTRAL IOWA	208373	10/09/2020	630.00	EQUIP REPAIR
39307	HYDRO DRAMATICS	208260	10/02/2020	38.29	OPERATING SUPPLIES
39439	HY-VEE ACCOUNTS RECEIVABL	208521	10/23/2020	70.18	SUSTENANCE SUPPLIES
40320	IOWA DEPT/TRANSPORTATION	208589	10/30/2020	2,939.50	VHCL MTCE SUPPLIES
41480	ICMA RETIREMENT TRUST 457	208590	10/30/2020	3,212.28	ICMA DEF COMP PAYABLE
41505	IMWCA	208374	10/09/2020	500.00	IMWCA 411 TPA FEES
41505A	IMWCA	208375	10/09/2020	11,327.00	WORKMENS COMPENSATION
41506	IMWCA	208522	10/23/2020	18,575.80	POLICE W/C 411 CLAIMS
41600	IDEAL READY MIX	208262	10/02/2020	15,296.00	STREET MAINT SUPPLIES
41920A	INDUSTRIAL CHEMICAL	208592	10/30/2020	240.00	JANITORIAL

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42090	INFOMAX OFF SYSTEMS INC	208264	10/02/2020	2,406.18	PHOTOCOPIES
42093A	INFO USA MARKETING, INC.	208525	10/23/2020	740.00	LIBRARY MAT.-JAMES ESTATE
42160	INGRAM LIBRARY SERVICES	208449	10/16/2020	9,017.57	LIBRARY MAT.-JAMES ESTATE
42170	INLAND TRUCK PARTS & SERV	208450	10/16/2020	1,390.19	VHCL MTCE SUPPLIES
43265	INTERSTATE BATTERY	208377	10/09/2020	643.75	VHCL MTCE SUPPLIES
43388	IOWA CIVIL CONTRACTING, IN	208451	10/16/2020	90,830.57	STREET MAINT
43460	IOWA COMM ASSURANCE POOL	208452	10/16/2020	2,580.34	INSURANCE CLAIMS
43511B	IOWA DEPT NATURAL RESOURC	208594	10/30/2020	2,000.00	LAB SUPPLIES
43547	IOWA DIVISION OF LABOR	208527	10/23/2020	270.00	PERMITS
43880A	IA LAW ENFORCEMENT ACADEM	208595	10/30/2020	300.00	OTHER PROF SERV
43999	IOWA ONE CALL	208266	10/02/2020	245.70	TELEPHONE/IT
45057	J & J MOWING	208596	10/30/2020	23,473.79	WEED MOWING
45270A	JAMAR TECHNOLOGIES, INC.	208267	10/02/2020	3,617.00	OTHER SMALL CAPITAL
45974	JOHN DEERE FINANCIAL	208597	10/30/2020	74.92	VHCL MTCE SUPPLIES
47714	KAY PARK-REC CORP (AR)	208380	10/09/2020	1,286.00	CAPITAL IMPROVEMENTS
48769	KEYSTONE LABORATORIES INC	208598	10/30/2020	166.40	ENGINEERING
49039	KIRKHAM MICHAEL	208529	10/23/2020	17,190.00	ENGINEERING
49042	KIRKHAM MICHAEL	208453	10/16/2020	6,165.29	INFRASTRUCTURE
49077	DANIEL KIRMSE	208530	10/23/2020	1,000.00	CONTRACTUAL SERVICES
49206	KLODDT DOOR SERVICE LLC	208454	10/16/2020	7,486.00	TOOLS & SMALL EQUIP
49511	KNOX	208381	10/09/2020	78.00	TOOLS & SMALL EQUIP
49795	KRISS PREMIUM PRODUCTS	208455	10/16/2020	219.16	BLDG MAINT & REPAIR
51514	CYBIL LENNIE	208268	10/02/2020	50.00	REFUNDS
51969	LIBERTY TIRE SERVICES LLC	208600	10/30/2020	6,201.60	TIRE DISPOSAL
52254	LISCO	208456	10/16/2020	270.00	TECHNOLOGY SERVICES
52736	LOGAN LAWN CARE, LLC	208270	10/02/2020	123.00	OPERATING SUPPLIES
52990	LOKTRONICS SECURITY CORP	208383	10/09/2020	256.25	OPERATING SUPPLIES
53363	M3 FABRICATION, LLC	208457	10/16/2020	1,281.59	STREET MAINT SUPPLIES
53691A	MACQUEEN EQUIPMENT, LLC	208531	10/23/2020	2,267.65	VHCL MTCE SUPPLIES
54162	MAHASKA BOTTLING	208385	10/09/2020	163.00	MERCHANDISE - RESALE
54172	MAHASKA COUNTY EMA	208532	10/23/2020	817.45	GRANT
54181	MAHER PLUMBING & HEATING	208602	10/30/2020	130.00	GROUNDS MAINT & REPAIR
54187	MAIN STREET OTTUMWA	208533	10/23/2020	9,784.50	DOWNTOWN MAINTENANCE
54390	MANATT'S INC	208386	10/09/2020	3,113.00	STREET MAINT SUPPLIES
54396	MANATTS INC.	208459	10/16/2020	61,087.61	STREET MAINT
55311	MASSMUTUAL RETIREMENT SER	208603	10/30/2020	1,050.00	HARTFORD DEF COMP PAYABLE
57195	MCMASTER-CARR	208461	10/16/2020	314.98	OPERATING SUPPLIES
57385	MENARDS	208389	10/09/2020	1,619.01	STREET MAINT SUPPLIES
57518	SYMETRA LIFE INSURANCE CO	208604	10/30/2020	4,279.88	GROUP LIFE PREMIUMS
58500	MIDAMERICAN ENERGY CO	208273	10/02/2020	1,212.24	NATURAL GAS
59382	MIDWEST TAPE	208605	10/30/2020	235.59	LIBRARY MAT.-JAMES ESTATE
59753	MIKES TIRE AND	208536	10/23/2020	30.00	VHCL MTCE SUPPLIES
60087	MILLER MECHANICAL	208392	10/09/2020	1,453.59	TECHNOLOGY SERVICES
60286	MINTURN, INC.	208275	10/02/2020	33,725.00	MISCELLANEOUS
60298	MISSOURI MACHINERY & ENGI	208606	10/30/2020	60.00	OPERATING SUPPLIES
60780	MOBILE LOCKSMITH & ALARM,	208537	10/23/2020	368.00	BUILDING MAINTENANCE REPA
61276	LORI MONTGOMERY	208276	10/02/2020	50.00	REFUNDS
61702	MOSE LEVY COMPANY INC	208538	10/23/2020	500.00	OPERATING SUPPLIES
61785	MOTION INDUSTRIES	208464	10/16/2020	1,394.42	OPERATING SUPPLIES
62555	MULDER, KALA	208607	10/30/2020	106.61	TRAVEL & CONFERENCE
62575	MUNICIPAL FIRE & POLICE	208278	10/02/2020	118,028.52	FIRE RETIREMENT
62580	MUNICIPAL PIPE TOOL CO LL	208539	10/23/2020	2,560.97	VHCL MTCE SUPPLIES
63032	NCL OF WISCONSIN INC	208394	10/09/2020	12,783.64	OTHER CAPITAL EQUIP
64400	NATIONWIDE RETIREMENT SOL	208609	10/30/2020	5,085.00	NRS-NATION RETIRE SOL



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66001	NORRIS ASPHALT PAVING INC	208541	10/23/2020	4,877.85	STREET MAINT SUPPLIES
66077	NORTHERN SAFETY COMPANY	208395	10/09/2020	300.23	OPERATING SUPPLIES
66561	OFFICIAL PEST CONTROL	208396	10/09/2020	55.00	SUSTENANCE SUPPLIES
66730	OHARA HARDWARE	208282	10/02/2020	622.21	STREET MAINT SUPPLIES
67098	O'REILLY AUTOMOTIVE	208283	10/02/2020	755.51	VHCL MTCE SUPPLIES
67101	OTC BRANDS INC	208397	10/09/2020	1,038.66	LIBRARY MAT.-JAMES ESTATE
67685	OTTUMWA AREA CONVENTION &	208398	10/09/2020	41,179.21	CONV & VISITOR BUREAU
68000	OTTUMWA COURIER	208468	10/16/2020	3,365.13	ADVERT/LEGAL PUBL
68001	OTTUMWA COURIER	208611	10/30/2020	195.12	OFFICE SUPPLIES
68560	OTTUMWA PRINTING, INC.	208399	10/09/2020	502.00	PRINTING
69040	OTTUMWA WATER AND HYDRO	208400	10/09/2020	11,198.62	WATER
69170	OUTLAW REBEL RIDERS	208285	10/02/2020	100.00	REFUNDS
69688	DIXIE L PARKER	208286	10/02/2020	1,400.00	JANITORIAL
70180	PATTERSON MONUMENT CO	208401	10/09/2020	300.00	MERCHANDISE - RESALE
70182	PATCHBOX LLC	208287	10/02/2020	269.90	VHCL MTCE SUPPLIES
70610	PAYMENT REMITTANCE CENTER	208569	10/23/2020	9,852.84	OPERATING SUPPLIES
71950	PIERCE CONST & FENCE CO L	208288	10/02/2020	750.86	OPERATING SUPPLIES
72035	PIPESTONE VET CLINIC OF	208402	10/09/2020	373.00	OTHER PROF SERV
72253	PPG ARCHITECTURAL FINISHE	208403	10/09/2020	2,693.54	STREET MAINT SUPPLIES
72561	PLUMB SUPPLY COMPANY-OT	208289	10/02/2020	194.54	OPERATING SUPPLIES
72986	PORTZEN CONSTRUCTION INC	208470	10/16/2020	498,019.19	CONTRACTUAL SERVICES
73290	POWERPLAN	208471	10/16/2020	702.45	VHCL MTCE SUPPLIES
73420	PRAIRIE AG SUPPLY INC	208290	10/02/2020	295.27	TOOLS & SMALL EQUIP
73432	PRE-APPROVED AUTO	208291	10/02/2020	70.00	OPERATING SUPPLIES
73926	PRODUCTIVITY PLUS ACCOUNT	208292	10/02/2020	141.19	VHCL MTCE SUPPLIES
73971	PROFESSIONAL JANITORIAL	208404	10/09/2020	2,000.00	JANITORIAL
74204	PUBLIC SAFETY TRAINING CO	208293	10/02/2020	419.00	TRAINING
74260	PURCHASE POWER	208612	10/30/2020	2,978.25	POSTAGE & SHIPPING
74545	QUAD CITY SAFETY INC	208294	10/02/2020	1,844.45	SUSTENANCE SUPPLIES
74626	QUALITY SERVICES CORP	208405	10/09/2020	279.25	VHCL MTCE SUPPLIES
74740	RJ PERFORMANCE INC	208546	10/23/2020	94.99	VHCL MTCE SUPPLIES
74955	RACOM CORPORATION	208473	10/16/2020	95.50	EQUIP REPAIR
76105	ROBYN REESE	208406	10/09/2020	900.00	GRANT
76296	CHRISTINA REINHARD	208613	10/30/2020	97.64	TRAVEL & CONFERENCE
76380	RESTORE PRIDE, LLC	208295	10/02/2020	8,800.75	CAPITAL IMPROVEMENTS
76998	RIDGWAY ELECTRIC, LLC	208547	10/23/2020	55.00	OPERATING SUPPLIES
77965	ROTARY CLUB OF OTTUMWA	208407	10/09/2020	190.00	DUES & MEMBERSHIPS
77975	ROTO-ROOTER	208614	10/30/2020	253.00	EQUIP REPAIR
78105	ROYAL PORTABLE TOILETS	208548	10/23/2020	388.80	OPERATING SUPPLIES
78268	SS MOBILE BLASTING	208296	10/02/2020	560.00	OPERATING SUPPLIES
78279	S & L ALL SEASON	208549	10/23/2020	279.18	OTHER MAINT & REPAIR
78718	SANDRY FIRE SUPPLY LLC	208409	10/09/2020	640.75	TOOLS & SMALL EQUIP
79298	SCHOLASTIC INC.	208410	10/09/2020	321.25	LIBRARY MAT.-JAMES ESTATE
79358	SCHUMACHER ELEVATOR CO	208475	10/16/2020	484.18	BUILDING MAINTENANCE REPA
80050	SECRETARY OF STATE	208476	10/16/2020	30.00	DUES & MEMBERSHIPS
81507	SHRED-IT USA	208477	10/16/2020	168.00	OTHER PROF SERV
81508	ANGELA SHULTZ	208411	10/09/2020	50.00	REFUNDS
82135	SINCLAIR TRACTOR	208412	10/09/2020	15,995.99	VHCL MTCE SUPPLIES
82136	SINCLAIR NAPA	208414	10/09/2020	1,790.32	VHCL MTCE SUPPLIES
82198	TIM SKINNER TRUCKING AND	208617	10/30/2020	23,935.00	CONTRACTUAL SERVICES
82572	FRANCIE SMITH	208478	10/16/2020	50.00	REFUNDS
83030	SMOKETOBERFEST	208415	10/09/2020	100.00	REFUNDS
83100A	SNAP-ON-TOOLS	208299	10/02/2020	549.01	TOOLS & SMALL EQUIP
83880	SOUTHERN IOWA DIESEL, INC	208416	10/09/2020	15.45	VHCL MTCE SUPPLIES

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83920	SOUTHERN IOWA ELECTRIC	208479	10/16/2020	76.93	ELECTRIC
86659	SUEZ	208618	10/30/2020	820.22	OPERATING SUPPLIES
86704	SUMMIT FIRE PROTECTION CO	208550	10/23/2020	244.60	VHCL MTCE SUPPLIES
86970	SUPREME STAFFING INC	208480	10/16/2020	37,497.88	CONTRACT EMPLOYEES
86975	SUREFIRE, LLC	208302	10/02/2020	389.95	TOOLS & SMALL EQUIP
87593	TK CONCRETE	208481	10/16/2020	2,698.80	ENGINEERING
88000	TEAMSTER LOCAL UNION 238	208482	10/16/2020	1,136.36	POLICE UNION DUES PAYABLE
88697	THUMBS UP GIFTS & AWARDS	208417	10/09/2020	14.00	TOOLS & SMALL EQUIP
88858	TIFCO INDUSTRIES	208552	10/23/2020	94.47	VHCL MTCE SUPPLIES
88869	TIM HILDRETH CO. INC.	208418	10/09/2020	649.48	BLDG MAINT & REPAIR
89090	TOTAL CHOICE SHIPPING	208553	10/23/2020	18.48	ENGINEERING
89097	JUANA TORRES	208483	10/16/2020	50.00	REFUNDS
89321	TRASH STICKERS, INC.	208484	10/16/2020	769.00	TRASH TAGS & STICKERS
89855	TRUITT ABSTRACT COMPANY	208554	10/23/2020	600.00	CONTRACTUAL SERVICES
90454	ULINE	208486	10/16/2020	385.41	OPERATING SUPPLIES
90844	U S CELLULAR	208621	10/30/2020	168.88	CONTRACTUAL SERVICES
90846	UPS	208555	10/23/2020	165.52	VHCL MTCE SUPPLIES
90885	UNITYPOINT CLINIC	208420	10/09/2020	168.00	EMPLOYEE PHYSICALS/TESTS
91835	USA BLUE BOOK	208556	10/23/2020	2,699.94	LAB SUPPLIES
91835A	USA BLUE BOOK ACCT. REC.	208623	10/30/2020	852.12	OPERATING SUPPLIES
92008	VETERAN CONSTRUCTION &	208488	10/16/2020	6,825.00	CONTRACTUAL SERVICES
92273	VALLEY ENVIRONMENTAL SERV	208557	10/23/2020	104.00	MISC CONTRACT WORK
92555	THE VAN METER COMPANY	208423	10/09/2020	15,072.85	OPERATING SUPPLIES
92648	VEENSTRA & KIMM INC	208307	10/02/2020	43,301.21	MISCELLANEOUS
92679	VERIZON WIRELESS	208490	10/16/2020	1,135.27	TELEPHONE/IT
92681A	VERMEER IOWA & N MISSOURI	208308	10/02/2020	1,784.00	VHCL MTCE SUPPLIES
94000	WALMART COMMUNITY/SYNCB	208559	10/23/2020	951.87	OFFICE SUPPLIES
94125	WAPELLO COUNTY	208624	10/30/2020	7,243.68	DRUG TASK FORCE GRANT
94490	WAPELLO COUNTY TREASURER	208310	10/02/2020	75.00	RECORDING & COURT FEES
94644	WAPELLO COUNTY EXTENSION	208312	10/02/2020	35.00	TRAINING
94704	WAPELLO COUNTY RECORDER	208313	10/02/2020	51.00	RECORDING & COURT FEES
94720	WAPELLO COUNTY SHERIFF	208491	10/16/2020	13,207.64	NATURAL GAS
94721	WAPELLO CO SHERIFF'S OFFI	208625	10/30/2020	6,767.72	DRUG TASK FORCE GRANT
95000	WAPELLO COUNTY UNITED WAY	208492	10/16/2020	39.00	UNITED WAY DED PAYABLE
95120	WAPELLO RURAL WATER ASSC	208424	10/09/2020	110.07	WATER
95368	WAYNE'S TIRE	208493	10/16/2020	1,412.14	VHCL MTCE SUPPLIES
95472	WEIKERT IRON & METAL	208494	10/16/2020	675.00	MISC CONTRACT WORK
95611	WELLMARK BC & BS OF IOWA	208562	10/23/2020	430,489.99	GROUP HEALTH CLAIMS
96809	WILLCO, INC	208495	10/16/2020	56,620.00	CAPITAL IMPROVEMENTS
97305	WINDSTREAM	208628	10/30/2020	791.29	TELEPHONE/IT
97320	WINGER COMPANIES	208563	10/23/2020	1,448.00	RAMP MAINT & REPAIR
97321	WINGER SERVICE	208496	10/16/2020	1,606.00	GROUNDS MAINT & REPAIR
97334	WINN CORP	208564	10/23/2020	11,148.97	STREET MAINT SUPPLIES
97535	WOLVERINE SEALCOATING LLC	208320	10/02/2020	21,090.00	CONTRACTUAL SERVICES
97577	WOODRIVER ENERGY LLC	208498	10/16/2020	1,027.24	NATURAL GAS

TOTAL NUMBER OF CHECKS 540 WRITTEN TO 261 VENDORS FOR 2,536,884.61

US Treasury 57,783.74 Employer Share of FICA  
 US Treasury 57,931.82 Employer Share of FICA  
 Treasurer St IA 19,646.00 Employer Share of State Tax  
 Treasurer St IA 20,204.00 Employer Share of State Tax  
 ITERS 42,946.44 Employer Portion of Retirement Benefit  
2,735,396.61

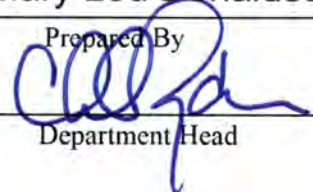
**CITY OF OTTUMWA**  
**Staff Summary**

2020 NOV 24 PM 12:53

**\*\* ACTION ITEM \*\***

Council Meeting of: Dec 1, 2020

Police  
Department

Mary Lou Donaldson  
Prepared By  
  
Department Head

  
City Administrator Approval

AGENDA TITLE: Approve the Police Department appointment of Karina Cordova as Police Officer.

\*\*\*\*\*  
 \*\*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: Approve the appointment of Karina Cordova to the position of Police Officer effective on or about December 14, 2020.

DISCUSSION: The appointment of Karina Cordova will fill an opening caused by the resignation of Sean Emmons. This appointment is pending test results.  
  
Cordova is on the current civil service list and this position is included in the 2020/2021 Police Department budget.

**CITY OF OTTUMWA**  
**Staff Summary**

**\*\* ACTION ITEM \*\***

Council Meeting of : Dec 1, 2020

Finance  
Department

Kala Mulder  
Prepared By  
*[Signature]*  
Department Head

*[Signature]*  
City Administrator Approval

AGENDA TITLE: Piper Sandler Engagement Letter

\*\*\*\*\*

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

RECOMMENDATION: Authorize city staff to work with Piper Sandler on consulting GO Bonds, Bond Issue or Projects, the proceeds will be for the City's FY21 & FY22 CIP projects and to refinance existing debt previously issued.

DISCUSSION: We wish to issue General Obligation debt for the City's FY21 & FY22 CIP projects and refinance existing debt previously issued. Piper Sandler would serve as underwriter or placement agent for the proposed issuance. This is not a final commitment until certain events have occurred for a bond issuance.

Source of Funds:

Budgeted Item:  Budget Amendment Needed: No

November 19, 2020

Ms. Kala Mulder, Finance Director  
City of Ottumwa  
105 E. 3<sup>rd</sup> Street  
Ottumwa, IA 52501-2904

Re: Engagement Letter with Piper Sandler & Co.

Dear Kala:

We understand that the City of Ottumwa, Iowa (the "Issuer" or "you") wishes to issue General Obligation (the proceeds of which will be used for the City's FY21 and FY22 CIP projects and to refinance existing debt previously issued) (collectively, the "Bonds," the "Bond Issue" or the "Project") and has selected Piper Sandler & Co. ("Piper", the "Underwriter", or the "Placement Agent", or "we") to serve as underwriter or placement agent for the proposed issuance. We appreciate the opportunity to serve you in this manner. This letter will serve as an agreement regarding the terms of this engagement. In addition, we would like to take this opportunity to set forth some pertinent information about the financing process.

Although Piper intends to work closely with you during the period preceding the pricing and sale of the proposed Bond Issue with the aim of timely completion of the financing, we are not herein making a final commitment to underwrite bonds until certain events have occurred. Such a commitment is subject to, among other things, satisfactory completion and execution of all final documentation for an offering (including a Bond Purchase Agreement containing all provisions necessary to satisfy federal securities laws and the rules of the Municipal Securities Rulemaking Board, and all other applicable rules and regulations); absence of any material adverse change in the financial markets or in the financial condition, operations or prospects of the Issuer; receipts of all required governmental approvals and appropriate legal opinions; an underwriter's review ("due diligence") of the offering documents, as required under federal securities laws; the negotiation of appropriate indemnification; state blue sky reviews, as appropriate; and credit approval by Piper. This Agreement is therefore not a final commitment by Piper, express or implied, to underwrite, place, or purchase any securities, nor does it obligate the Underwriter to enter into a Bond Purchase Agreement. While we do not anticipate difficulties in the course of the proposed financing, and look forward to a successful conclusion to this engagement, we prefer to identify these conditions to our final commitment at the outset.

During the term of our engagement, we will, as appropriate to the Transaction:

- a) consult with you in planning and implementing the Transaction;
- b) prepare various options and numbers to finance the project as requested
- c) if appropriate, assist with securing a rating on the proposed Bonds
- d) assist you in preparing any transaction materials (the "Transaction Materials") we mutually agree are beneficial or necessary to the consummation of the Transaction;
- e) review and comment on the official statement prepared by Disclosure Counsel
- f) assist you in preparing for due diligence conducted by potential investors;
- g) identify potential investors and use our reasonable commercial efforts to assist in arranging sales of the Securities to investors;
- h) If a portion of any financing considered includes an advance refunding, subscribe for SLGS or acquire U.S. Treasury securities as agent for and on behalf of the Issuer; and
- i) Coordinate the closing effort for the Bonds

During the course of the engagement, Piper will participate in discussions with bond counsel, finance officials or internal legal counsel of the Issuer to assist in advising the Issuer, as part of the underwriting process, of various financial structures for the proposed offering and their probable reception in the municipal bond markets.

November 19, 2020

The Underwriter will perform due diligence respecting any offering documents as part of their obligation under federal securities laws. If a final commitment to underwrite the Bonds is approved by the Underwriter, and subject to the conditions described above, the Underwriter will underwrite the Bonds and manage a public offering of the Bonds. Further details regarding the underwriting will be set forth in a Bond Purchase Agreement to be executed at the time of pricing of the Bonds. The Issuer and its chosen counsel agree to cooperate with and assist the Underwriter in connection with such duties.

Compensation As compensation for Piper's services, the Issuer will pay Piper a fee to be determined by the nature of the offering as set forth in Schedule A hereto. Fees will be payable to the Underwriter in the form of an underwriter's discount on the Bond Issue as set forth therein. The fees, disbursements and other charges of the Underwriter's outside legal counsel will be added to the underwriter's discount. The Underwriter shall select such counsel in its sole discretion. Fees payable to the Placement Agent in the form of a placement agent fee shall be paid in immediately available funds, due at closing. The fee shall not be payable in the event the Transaction does not occur, other than for non-performance by You.

Termination The Issuer may not terminate this Agreement at any time prior to completion of the Project other than for non-performance on the part of the Underwriter, in which case the Issuer may terminate this agreement, and upon such termination, all fees due to the Underwriter for time served assisting with the Project shall be due and payable immediately by the Issuer. The Underwriter may terminate this Agreement at any time on 30 days written notice.

Assignment Neither the Underwriter nor the Issuer shall have the right or power to assign this Agreement or parts thereof, or its respective duties, without the express written consent of the other party. In the event of acquisition of the Underwriter by a third party firm, notice shall be given to the Issuer regarding the acquisition and the Issuer shall have the opportunity to consent to the assignment of this Agreement, which consent shall not be unreasonably withheld.

No Advisory or Fiduciary Role You acknowledge that you have retained us solely to provide the services to you as set forth in this agreement. In rendering such services, we will act as an independent contractor. You acknowledge and agree that: (i) the primary role of Piper, as a placement agent or underwriter, is in an arms-length commercial transaction between you and Piper and Piper has financial and other interests that differ from your interests and (ii) Piper is not acting as a municipal advisor, financial advisor or fiduciary to you or any other person or entity and has not assumed any advisory or fiduciary responsibility to you with respect to the transaction contemplated hereby and the discussions, undertakings and proceedings leading thereto (irrespective of whether Piper has provided other services or is currently providing other services to you on other matters) (iii) the only obligations Piper has to you with respect to the Transaction contemplated hereby expressly are set forth in this Agreement and (iv) you have consulted your own legal, accounting, tax, financial and other advisors, as applicable, to the extent you deem appropriate in connection with the Transaction contemplated herein.

No Recourse for Tax Matters. No recourse shall be had against the Underwriter for loss, damage, liability, cost or expense (whether direct, indirect or consequential) of the Issuer arising out of or in defending, prosecuting, negotiating or responding to any inquiry, questionnaire, audit, suit, action, or other proceeding brought or received from the Internal Revenue Service in connection with the Bonds or otherwise relating to the tax treatment of interest on the Bond.

Governance This Agreement will be governed by, and construed in accordance with, the laws of the State of Iowa, without regard to principles of conflicts of law to the extent that the application of the laws of another jurisdiction would be required thereby. The Issuer and the Underwriter each hereby irrevocably waive any right they may have to a trial by jury in respect of any claim based upon or arising out of this Agreement or the transactions contemplated hereby.

Consent to Jurisdiction; Service of Process, Jury Trial. The parties each hereby (a) submits to the jurisdiction of the Federal court sitting in Des Moines, Iowa with respect to any actions and proceedings arising out of or relating to this Agreement, (b) agrees that all claims with respect to such actions or proceedings may be heard and determined in such court, (c) waives the defense of an inconvenient forum, (d) agrees not to commence any action or proceeding relating to this Agreement other than in the Federal court sitting in Des Moines, Iowa and (e) agrees that a final judgment in any such action or proceeding shall be conclusive and may be enforced in other jurisdictions by suit on the judgment or in any other manner provided by law. The parties each hereby agree to waive any right to a trial by jury with respect to any claim, counterclaim or action arising out of or in connection with this agreement or the transactions contemplated hereby.

Issuer To Provide Information and Documents to Underwriter. The Issuer agrees to provide to the Underwriter all documents on which the Issuer has relied for purposes of certifying the Issuer is not aware of a material fact, nor has the Issuer omitted to state any material fact necessary to make the statements therein, in light of the circumstances under which they were made, not misleading, with respect to the issuance of the Bonds. The Issuer also agrees to complete answers and provide any documents requested by the Underwriter as part of due diligence requested by the Underwriter in compliance with the Underwriters duties and obligations with respect to MSRB, SEC or other regulatory requirements

Representations, Warranties and Agreements of the Issuer. You represent and warrant to, and agree with us, that:

- a) the Securities will be sold by you in compliance with the requirements for exemptions from registration or qualification of, and otherwise in accordance with, all federal and state securities laws and regulations;
- b) you agree to be responsible for the accuracy and completeness of any Transaction Materials to the extent of federal securities laws applicable to the Transaction. You agree to notify us promptly of any material adverse changes, or development that may lead to any material adverse change, in your business, properties, operations, financial condition or prospects and concerning any statement contained in any Transaction Material, or in any other information provided to us, which is not accurate or which is incomplete or misleading in any material respect;
- c) at the closing, you will permit us to rely on your representations and warranties, and cause your counsel to permit us to rely upon any opinion, furnished to any purchaser of Securities.

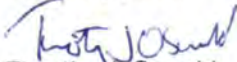
- d) you will make available to us such documents and other information which we reasonably deem appropriate and will provide us with access to your officers, directors, employees, accountants, counsel and other representatives; it being understood that we will rely solely upon such information supplied by you and your representatives without assuming any responsibility for independent investigation or verification thereof; and

Miscellaneous. This Agreement embodies the entire agreement and understanding between the parties hereto and supersedes all prior agreements and understandings relating to the subject matter hereof. If any provision of this Agreement is determined to be invalid or unenforceable in any respect, such determination will not affect such provision in any other respect or any other provision of this Agreement, which will remain in full force and effect. This Agreement may not be amended or otherwise modified or waived except by an instrument in writing signed by both the Underwriter and Issuer except that to the extent that any term of an executed Bond Purchase Agreement conflicts with the terms of this Agreement, in which case the terms of the Bond Purchase Agreement shall have precedence.

This letter agreement may be executed in any number of counterparts, each of which shall be an original and all of which, when taken together, shall constitute one agreement. Delivery of an executed counterpart of a signature page of this letter agreement by facsimile transmission shall be effective as delivery of a manually executed counterpart of this letter agreement. The invalidity or unenforceability of any provision of this agreement will not affect the validity or enforceability of any other provisions of this agreement, which will remain in full force and effect. You and us will endeavor in good faith negotiations to replace the invalid or unenforceable provisions with valid provisions the economic effect of which comes as close as possible to that of the invalid or unenforceable provisions. This agreement is solely for the benefit of you and us, and no other person [(other than the Indemnified Persons set forth in Annex A hereto)] will acquire or have any rights by virtue of this agreement.

Please confirm that the foregoing correctly sets forth our agreement by signing and returning to Piper Sandler & Co., the enclosed original copy of this Agreement.

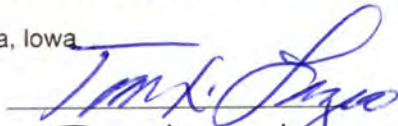
Very truly yours,

  
Timothy J. Oswald  
Managing Director

Please acknowledge your acceptance by indicating below:

City of Ottumwa, Iowa

Signature



Name

Tom X. Lazio

Title

Mayor

Date on which this letter is executed by the Issuer:

Dec 1, 2020

Acknowledgement of Approval of Engagement Agreement & Annex A therein



## Schedule A – Maximum Fees

### Underwriter

All fees are calculated based on the gross initial offering proceeds.

For issues up to \$4M in size

If the rating is "Aa3" or higher, the maximum fee shall be 1.3%

If the rating is "A3-" to "A1", the maximum fee shall be 1.4%

If the rating is "Baa1" or lower, or not rated, the maximum fee shall be 1.6%

For issues in excess of \$4M, use the above schedule and lower the fee by 0.1%

### Placement Agent

For issues up to \$4M in size, 1.2% of the gross proceeds of the loan placed; for issues in excess of \$4M in size, 1% of the gross proceeds of the loan placed

## Annex A

You agree to (i) indemnify and hold harmless us, our affiliates (within the meaning of the Securities Act of 1933), and each of our respective partners, directors, officers, agents, consultants, employees and controlling persons (within the meaning of the Securities Act of 1933) (each of Piper Sandler and such other person or entity is hereinafter referred to as an "Indemnified Person"), from and against any losses, claims, damages, liabilities and expenses, joint or several, and all actions, inquiries, proceedings and investigations in respect thereof, to which any Indemnified Person may become subject arising out of or in connection with our engagement or any matter referred to in the agreement to which this Annex A is attached and of which this Annex A forms a part (the "Agreement"), regardless of whether any of such Indemnified Persons is a party thereto, and (ii) periodically reimburse an Indemnified Person for such person's legal and other expenses as may be incurred in connection with investigating, preparing, defending, paying, settling or compromising any such action, inquiry, proceeding or investigation, whether or not such action, inquiry, proceeding or investigation is initiated or brought by you, your creditors or stockholders, or any other person. You are not responsible under clause (i) of the foregoing sentence for any losses, claims, damages, liabilities or expenses to the extent that such loss, claim, damage, liability or expense has been finally judicially determined to have resulted primarily and directly from actions taken or omitted to be taken by such Indemnified Person due to such person's gross negligence or willful misconduct. To the extent that any prior payment you made to an Indemnified Person is determined to have been improper by reason of such Indemnified Person's gross negligence or willful misconduct, such Indemnified Person will promptly pay you such amount.

If the indemnity or reimbursement referred to above is, for any reason whatsoever, unenforceable, unavailable or otherwise insufficient to hold each Indemnified Person harmless, you agree to pay to or on behalf of each Indemnified Person contributions for losses, claims, damages, liabilities or expenses so that each Indemnified Person ultimately bears only a portion of such losses, claims, damages, liabilities or expenses as is appropriate (i) to reflect the relative benefits received by each such Indemnified Person, respectively, on the one hand and you and your stockholders on the other hand in connection with the Transaction or Sale, or (ii) if the allocation on that basis is not permitted by applicable law, to reflect not only the relative benefits referred to in clause (i) above, but also the relative fault of each such Indemnified Person, respectively, and you as well as any other relevant equitable considerations; provided, however, that in no event will the aggregate contribution of all Indemnified Persons to all losses, claims, expenses, damages, liabilities or expenses in connection with any Transaction or Sale exceed the amount of the fee actually received by us pursuant to the Agreement. The respective relative benefits received by us and you in connection with any Transaction or Sale will be deemed to be in the same proportion as the aggregate fee paid or proposed to be paid to Piper Sandler in connection with the Transaction or Sale bears to the aggregate consideration paid or proposed to be paid in the Transaction or Sale, whether or not consummated.

Promptly after its receipt of notice of the commencement of any action or proceeding, any Indemnified Person will, if a claim in respect thereof is to be made against you pursuant to this letter, notify you in writing of the commencement thereof; but omission so to notify you will not relieve you from any liability which you may have to any Indemnified Person, except your obligation to indemnify for losses, claims, damages, liabilities or expenses to the extent that you suffer actual prejudice as a result of such failure, but will not relieve you from your obligation to provide reimbursement of expenses and any liability which you may have to an Indemnified Person otherwise than hereunder. If you so elect, you may assume the defense of such action or proceeding in a timely manner, including the employment of counsel (reasonably satisfactory to us) and payment of expenses, provided you permit an Indemnified Person and counsel retained by an Indemnified Person at its expense to participate in such defense. Notwithstanding the foregoing, in the event (i) you fail promptly to assume the defense and employ counsel reasonably satisfactory to us, or (ii) the Indemnified Person has been advised by counsel that there exist actual or potential conflicting interests between you or your counsel and such Indemnified Person, an Indemnified Person may employ separate counsel (in addition to any local counsel) to represent or defend such Indemnified Person in such action or proceeding, and you agree to pay the fees and disbursements of such separate counsel as incurred; provided however, that you will not, in connection with any one such action or proceeding, or separate but substantially similar actions or proceedings arising out of the same general allegations, be liable for fees and expenses of more than one separate firm of attorneys (in addition to any local counsel).

You will not, without our prior written consent, settle or compromise or consent to the entry of any judgment in any pending or threatened claim, action, suit or proceeding in respect of which indemnification

or contribution may be sought under the Agreement, unless such settlement, compromise or consent includes an express, complete and unconditional release of us and each other Indemnified Person from all liability and obligations arising therefrom. Without your prior written consent, which will not be unreasonably withheld, delayed or conditioned, no Indemnified Person will settle or compromise any claim for which indemnification or contribution may be sought hereunder. Notwithstanding the foregoing sentence, if at any time an Indemnified Person requests that you reimburse the Indemnified Person for fees and expenses as provided in the Agreement, you agree that you will be liable for any settlement of any proceeding effected without your prior written consent if (i) such settlement is entered into more than 30 days after receipt by you of the request for reimbursement, and (ii) you will not have reimbursed the Indemnified Person in accordance with such request prior to the date of such settlement.

You also agree that no Indemnified Person will have any liability (whether in contract, tort or otherwise) to you or your affiliates, directors, officers, employees, agents, creditors or stockholders, directly or indirectly, related to or arising out of the Agreement or the services performed thereunder, except losses, claims, damages, liabilities and expenses you incur which have been finally judicially determined to have resulted primarily and directly from actions taken or omitted to be taken by such Indemnified Person due to such person's gross negligence or willful misconduct. In no event, regardless of the legal theory advanced, will any Indemnified Person be liable for any consequential, indirect, incidental, special or punitive damages of any nature. Your indemnification, reimbursement, exculpation and contribution obligations in this Annex A will be in addition to any rights that any Indemnified Person may have at common law or otherwise.

You understand that in the event that you reimburse Piper Sandler pursuant to this Annex A for the fees and expenses of its counsel, such reimbursement will be made on the basis of counsel's generally applicable rates, which may be higher than the rates that counsel charges Piper Sandler for other matters based on arrangements that it has entered into with such counsel.


Capitalized terms used, but not defined in this Annex A, have the meanings assigned to such terms in the Agreement.

# CITY OF OTTUMWA Staff Summary

**\*\* ACTION ITEM \*\***

Council Meeting of: Dec 1, 2020

Health & Inspections  
Department

Jody Gates  
Prepared By  
Kevin C Flanagan   
Department Head

  
\_\_\_\_\_  
City Administrator Approval

AGENDA TITLE: Resolution No. 245 - 2020, a resolution setting December 15, 2020 as the date of a public hearing on the disposition of City owned property described as Lot 15 and the East One-Half (E 1/2 ) of Fourteen Foot (14) alley adjacent to Lot 15 in Hinsey & Hedrick's Addition to the City of Ottumwa, Wapello County, Iowa

\*\*\*\*\*

**\*\*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. 245 - 2020

DISCUSSION: Elliott Oil Company offered the City \$1,113.00 for a vacant lot and one half of an abandoned alley located at 1033 W. Second Street. Elliott Oil Company has a BP Service Station adjacent to this vacant lot. This resolution sets December 15, 2020 as the date of a public hearing to consider the offer.

Source of Funds: 151-3-342

Budgeted Item:  Budget Amendment Needed:

RESOLUTION No. 245 - 2020

A RESOLUTION SETTING DECEMBER 15, 2020 AS THE DATE OF A PUBLIC HEARING ON THE DISPOSITION OF CITY OWNED PROPERTY DESCRIBED AS LOT 15 AND THE EAST ONE-HALF (E ½) OF FOURTEEN FOOT (14) ALLEY ADJACENT TO LOT 15 IN HINSEY & HEDRICK'S ADDITION TO THE CITY OF OTTUMWA, WAPELLO COUNTY IOWA

WHEREAS, the City of Ottumwa, is the present title holder to the above described property; and

WHEREAS, the above described property is a vacant lot and part of an abandoned alley in a C-2 zoning district; and

WHEREAS, Elliott Oil Company offered the City \$1,113.00 for the lot.

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

That the 15<sup>th</sup> day of December 2020 at 5:30 PM in the City Council Chambers located at 105 East Third Street in the City of Ottumwa, Iowa, be and the same is hereby fixed as the time, date and place for a public hearing on the notice of intent to dispose of real property legally described above to the Elliott Oil Company for the sum of \$1,113.00 plus the cost of conveyance and the City Clerk is authorized and directed to publish notice of said public hearing as provided by law.

PASSED AND ADOPTED this 1<sup>st</sup> day of December 2020.

City of Ottumwa, Iowa

  
Tom X. Lazio, Mayor

ATTEST:

  
  
Christina Reinhard, City Clerk

## NOTICE OF PUBLIC HEARING

### TO WHOM IT MAY CONCERN:

Notice is hereby given that the City Council of the City of Ottumwa, Iowa, will hold a public hearing Tuesday, December 15, 2020 at 5:30 P.M. in City Hall in the City of Ottumwa, Iowa on its intent to dispose of real property legally described as Lot 15 and the East One-Half (E ½) of Fourteen Foot (14) alley adjacent to Lot 15 in Hinsey & Hedrick's Addition to the City of Ottumwa, Wapello County, Iowa by quit claim deed, with no abstract and the buyer paying all costs of conveyance. All persons interested in the intent to dispose of said property are invited to be present at the above time and place on the date mentioned to present their objections to, or arguments for the intent to dispose of said property.

FOR THE CITY OF OTTUMWA:  
Christina Reinhard, City Clerk

Please publish on December 8, 2020 and provide 3 proofs of publication.

**CITY OF OTTUMWA**  
**Staff Summary**

**\*\* ACTION ITEM \*\***

Council Meeting of : Dec 1, 2020

Park & Recreation  
Department

Gene Rathje  
Prepared By  
Gene Rathje  
Department Head

  
\_\_\_\_\_  
City Administrator Approval

AGENDA TITLE: Bids for the Beach Ottumwa Beverage Contract

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

RECOMMENDATION: Accept the Non-Exclusive Bid from Atlantic Bottling Company (Coca-Cola) for the Beach Beverage Contract

DISCUSSION: Bids for the Beach Ottumwa beverage contract were opened at 10 am on November 19, 2020. The bid from Mahaska Bottling Company (Pepsi) was disqualified because it was received 34 minutes late. KDP (Dr. Pepper) noted in their bid that they did not want to provide vending equipment for the concession stand, which means that the only option is Atlantic Bottling Company (Coca-Cola). The prices bid from Coca-Cola were competitive with the other companies and they do have an office on Gateway Drive. This was bid as a non-exclusive contract and KDP will still be allowed to have a vending machine in the lobby of the Beach as they have for the past 5 years. This contract with Coca-Cola will begin on January 1, 2021 and last for 5 years.

Source of Funds: Operating Budget

Budgeted Item:  Budget Amendment Needed: No

## CONTRACT

This contract made and entered into in triplicate at Ottumwa IA this 17<sup>th</sup> day of November, 2020 by and between the City of Ottumwa, IA hereinafter called the "OWNER" and Atlantic Bottling Co hereinafter called the "CONTRACTOR."

### WITNESSETH:

The Contractor hereby agrees to furnish all labor, tools, materials, transportation and equipment necessary to fulfill the contract consisting of: Beverage supplier as stated in the request for proposals and vendor's proposal included as part of this contract. Contract will begin January, 1, 2021. This is a five year contract with annual cancellation provisions.

In the following location to wit: The Beach Ottumwa, 101 Church Street, Ottumwa, Iowa

It is understood and agreed:

The "Owner" shall have the right to deduct said liquidated damages from any monies in its hands, otherwise due, or to become due, to said Contractor or to sue for and recover compensation for damages for no-performance of this contract.

The Contractor must comply with all Federal, State and Local Laws and Ordinances. In addition, all OSHA, NFPA and ADA regulations must be complied with.

Owner is exempt from Iowa State Sales Tax and Local Option Tax on materials and equipment to be incorporated in the Work. Said taxes shall not be included in the Contract Price. The Owner shall issue a tax exemption certificate to the Contractor authorizing purchase of the materials for this work without payment of sales and local option tax. If any sub-contractor will be purchasing materials or equipment to be incorporated into this work, the Contractor shall request a tax exemption certificate from the Owner, which will authorize the sub-contractor to purchase such materials without paying the sales or local option taxes.

In the event any service tax is paid by the Contractor, the Contractor shall also include in the Form 35-002, aforementioned, a listing of such services furnished which become an integral part of the project under the contract.

Upon completion of said work, the Owner agrees to pay the Contractor therefore, the prices as set out, said payment to be made upon presentation of an invoice for aforesaid improvement.

A certificate of insurance liability, bodily injury, and property damage satisfactory to the Owner, in the amount of \$300,000 for each bodily injury and \$1,000,000 per occurrence additional



insured to the certificate of insurance. Also, Worker's Compensation coverage in accordance with State of Iowa statutes must be improved.

Contractor hereby agrees to and shall defend, indemnify and save harmless the Owner and any jurisdiction or agency issuing permits for any work included in the improvement, their officers, agents and representatives from all suits, actions, loss, damage, expense, cost, or claims of any by any person or property arising out of the work done, whether such injuries to person or damage to property are due or claim to be due to any negligence of the Owner, it's employees or agents or any other person, in fulfillment of the Contract under the terms of this agreement, or on account of any act or omission by the Contractor or his agents, or from any claims or amounts arising or recovered under Worker's Compensation laws or any other law, by-laws, ordinance or order of decree.

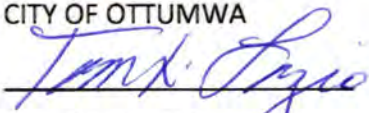
Bid form, Request for Bids, Work Required, Specifications. Documents and your detailed proposal automatically become a part of the contract and to the same effect as if each of them has been set forth in compliance detail herein.

Contractor shall, at the option of the Owner defend the Owner with appropriate counsel and shall further bear all costs and expenses, including the expense of counsel, in defense of any suit arising hereunder.

Contractor will insure a drug free environment in accordance with Federal regulations.

IN WITNESS WHEREOF, this Contract has been executed in triplicate on the first herein written.

CITY OF OTTUMWA

  
Tom X Lazio, Mayor

ATTEST:

  
Chris Reinhard, City Clerk

Atlantic Bottling Company

Contractor

By: 

Address: 2900 Plainview Rd

Walcott, IA 52773

# Atlantic Coca-Cola Bottling Company Beverage Proposal

## The Beach Ottumwa

November 17th, 2020

Thank you for the opportunity to be the beverage provider for The Beach Ottumwa. Atlantic Coca-Cola Bottling Company is locally owned and operated and has been serving the Iowa heartland since 1909. We believe this proposal will demonstrate that Atlantic Bottling Company is best positioned to be your long-term beverage partner encompassing experienced local management, the world's most powerful trademark and brand portfolio, responsive service, and financial benefit.

Atlantic Bottling is proud to be the beverage provider of several of properties that demonstrate our ability to serve large customers with the highest quality services. Some examples of those partners are below:

- City of Bettendorf
- City of Moline
- City of East Moline
- University of Iowa & University of Iowa Athletics

### Experience:

We have a highly experienced team within our Quad Cities/Ottumwa facilities that would be sure that The Beach Ottumwa receives the customer service they deserve!

Names/Titles of Account Team:

<u>Title</u>	<u>Name</u>	<u>Years of Service</u>
Regional Director FSOP	Cale Bral	9 Years
QC/Ottumwa Senior TSM	Brent Klinkenberg	2 Years
Ottumwa TSM	Josh Stockdall	6 Years
QC/Ottumwa Dist. Manager	John Davis	22 Years
Field Service Supervisor	Robert Cox	17 Years

As stated above Atlantic Bottling has been proudly serving Iowa since 1909. We are family owned and local bottler that is proud to put the customer first. We feel that servicing the customer is the most important thing we can do as a beverage provider. We have the strongest brand that will be listed in this proposal, we have the strongest highly experienced team, and we combine that with our best in class service.



### **Equipment:**

Atlantic Bottling shall provide all fountain, coolers, and venders at no cost to The Beach Ottumwa.

1. **Fountain Units:** (2) Ice Combo 8 valve counter-top units for BIB fountain service with built in ice dispensing function. Fountain units provide 3oz per second product flow
2. **BIB system:** 8 pumps per system, per 8 valve unit.
3. **BIB storage racks:** Rack sizes vary, dependent on volume and backstock.
4. **Regulator kits:** each regulator made up with (1) primary gauge for CO2 tank pressure and (1) gauge for CO2 BIB pressure.
5. **Vending machines:** Model RVCC 660 (72"x37"x34") Venders complete with 8 flavor selections and bill validator.
6. **Stand up coolers:** 2 Door Cooler GDM45 (79"x51"x29")  
1 Door Cooler GDM26 (79"x30"x30")

### **Service Policies:**

Atlantic Bottling shall provide repair service at no cost for all regular service of Coca-Cola owned equipment. Mechanical service is available (7) days per week.

### **Return Policy:**

Atlantic Bottling shall credit all unopened BIB's and Full Cases that are within 30 Days of Expiration.

### **Delivery Schedule:**

Product delivery frequencies shall be scheduled on a weekly basis unless case sales volume at a particular location warrants more frequent deliveries.

### **Merchandise:**

Atlantic Bottling shall provide Menu Boards and Umbrellas as needed. Atlantic Bottling shall provide \$500 annually (\$2500 term) per location, for Coca Cola Branded items and merchandise.

### **Pricing:**

Atlantic Bottling featured pricing attached. Pricing will remain consistent through 12/31/2021, at that time pricing will increase annually for the remainder of the term. Increase to be no more than 5% in an agreement year.

## Featured Coca-Cola Pricing: The Beach Ottumwa

**Carbonated 20oz Bottles - \$19.00**  
**24 Units Per Case - \$0.79 per bottle**

- 115001 Coca-Cola Classic
- 121766 Coca-Cola Zero
- 115002 Diet Coke
- 115004 Sprite
- 120460 Sprite Zero
- 102736 Barq's Root Beer
- 116710 Cherry Coke
- 125524 Cherry Coke Zero
- 116630 Vanilla Coke
- 117132 Fanta Orange
- 800063 Fanta Pineapple
- 119389 Fanta Strawberry
- 134599 Mello Yello
- 150374 MM Lemonade
- 150378 MM Pink Lemonade
- 125331 Pibb Xtra



**PowerAde 20oz Bottles - \$19.00**  
**24 Units Per Case - \$0.79 per bottle**

- 101728 Mountain Blast (24x1)
- 102752 Fruit Punch (24x1)
- 117687 Orange (24x1)
- 125622 Grape (8x3)
- 125681 Lemon-Lime (8x3)
- 130470 Zero Grape (8x3)
- 137799 Zero Fruit Punch (8x3)
- 130471 Zero Mixed Berry (8x3)



**Minute Maid 12oz Bottles - \$22.79**  
**24 Units Per Case - \$0.95 per bottle**

- 154898 Orange Juice
- 154910 Tropical Blend
- 154900 Apple Juice
- 154915 Cranberry Grape
- 154914 Cranapple Raspberry

**Gold Peak Tea 15.5oz Bottles - \$15.15**  
**12 Units Per Case - \$1.26 per bottle**

- 135333 Sweetened Tea
- 135337 Unsweetened
- 135336 Green Tea
- 135334 Diet
- 152013 Extra Sweet
- 151695 Peach
- 151694 Raspberry
- 152857 Slightly Sweet Tea



**BodyArmor 16oz Bottles - \$17.50**  
**12 Units Per Case - \$1.46 per bottle**

- 156109 Mixed Berry
- 156110 Orange Mango
- 156111 Strawberry Banana
- 156112 Fruit Punch
- 156113 Grape
- 156114 Tropical Punch
- 156115 Blackout Berry
- 156117 Watermelon Strawberry
- 156118 Pineapple Coconut
- 156346 Berry Lemonade
- 0 Gold Berry



**Dasani 20oz Bottles - \$11.60**  
**24 Units Per Case - \$0.48 per bottle**

- 134898 Dasani



## FEATURED COCA COLA PRICING - THE BEACH OTTUMWA

### 5 Gallon Bag-In-Box (BIB)



\$78.40	.12 per oz	Coca Cola Classic
\$78.40	.12 per oz	Diet Coke
\$78.40	.12 per oz	Sprite

### 2.5 Gallon Bag-In-Box (BIB)



\$41.45	.13 per oz	Coke ZERO
\$41.45	.13 per oz	Cherry Coke
\$41.45	.13 per oz	CF Diet Coke
\$41.45	.13 per oz	Sprite Zero
\$41.45	.13 per oz	Mello Yello
\$41.45	.13 per oz	Fanta Orange
\$41.45	.13 per oz	Fanta Cherry
\$41.45	.13 per oz	Pibb Extra
\$41.45	.13 per oz	Barq's Root Beer

### 2.5 Gallon Bag-In-Box (BIB)



\$41.45	.13 per oz	Hi-C Orange
\$41.45	.13 per oz	Hi-C Pink Lemonade
\$41.45	.13 per oz	Hi-C Fruit Punch

### 2.5 Gallon Bag-In-Box (BIB)



\$41.45	.13 per oz	Fruit Punch
\$41.45	.13 per oz	Mountain Blast

### 2.5 Gallon Bag-In-Box (BIB)



\$41.45	.13 per oz	MM Lemonade
\$41.45	.13 per oz	MM Lite Lemonade
\$93.20	.29 per oz	MM Orange Juice
\$90.09	.28 per oz	MM Apple Juice
\$94.06	.29 per oz	MM Cranberry
\$90.05	.28 per oz	MM Pineapple Juice
\$86.49	.27 per oz	SS Orange Juice 35%
\$88.63	.28 per oz	SS Bloody Mary Mix
\$50.32	.16 per oz	SS Sour

### 2.5 Gallon Bag-In-Box (BIB)



\$41.45	.13 per oz	GP Sweet Tea
\$43.20	.13 per oz	GP Green Tea
\$41.45	.13 per oz	GP Raspberry
\$41.45	.13 per oz	GP Unsweet Black Tea
\$40.15	.12 per oz	Fuze Tea Unsweet
\$41.45	.13 per oz	Fuze Tea Raspberry

### 2.5 Gallon Bag-In-Box (BIB)



\$43.20	.13 per oz	Vitamin Water XXX
\$43.20	.13 per oz	Vitamin Water Revive
\$43.20	.13 per oz	Vitamin Water Essential
\$43.20	.13 per oz	Vitamin Water Squeezed ZERO

### 2.5 Gallon Bag-In-Box (BIB)



\$41.45	.13 per oz	Barrilitos Mango Lime
\$43.20	.13 per oz	Barrilitos Strawberry Hibiscus
\$43.20	.13 per oz	Dasani Sparkling Black Cherry
\$41.45	.13 per oz	Fresca

### 2.5 Gallon Bag-In-Box (BIB)



\$54.98	.17 per oz	Full Throttle Twisted - ENERGY
\$41.45	.13 per oz	Seagram's Tonic Water

### Cups & Lids - Dual Wax Logo

#### CO2 Cylinders

#### Can Bag/Can Box

\$60.92	12oz Cups (2000 per case)
\$47.19	16oz Cups (1000 per case)
\$59.36	24oz Cups (1000 per case)
\$50.05	32oz Cups (480 per case)
\$47.24	12/16/24oz Lids (2000 per case)
\$34.44	32oz Lids (960 per case)
\$25.20	Co2 Cylinder (+\$75 Deposit)
\$6.00	Can Bags (Sold in 10's)
\$10.00	Can Box



**ATLANTIC BOTTLING**  
*Company*

\*prices include \$2.00 per Gallon Off-Invoice Rebate

# The Proposal

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- **KDP is seeking a 5 year “non-exclusive” agreement with The Beach, Ottumwa.**
  - This would be an non-exclusive agreement, meaning The Beach would carry KDP’s brands along with an competitors brands.
  - We are offering fixed pricing, which you will see on page 12 and 13.
- **KDP will not be interested in providing fountain equipment but would be would provide bibs if competitor allows you to have on their equipment.**
  - Available flavors include Dr. Pepper, Diet Dr. Pepper, Sunkist Orange, IBC Rootbeer, 7up, Hawaiian Punch, & Hawaiian Punch Lemonade

# The Proposal – Vending

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- **KDP would offer The Beach the opportunity to self-fill vending machines, if you were to decide to self-fill it would net substantially more cash flow from the vending equipment.**
  - What does this mean?
    - ✓ The Beach could offer a value to it's customers and still profit more than most companies commission plans.
- **KDP could put a second lock inside the machine, which would allow someone to fill the machine without accessing the money.**
  - This way staff could fill the machine and then a member of management could be responsible for collecting the cash.
- **If The Beach is not interested in self-fill option, KDP would offer full service vending with a commission rate of 20% of profits.**

# The Proposal – Pricing

## PRICING PER LIFE OF AGREEMENT

Teas/Drinks	Package	Units per Case	YEAR 1-2		YEAR 3-4		YEAR 5	
			Case Price	Unit Price	Case Price	Unit Price	Case Price	Unit Price
Snapple Premium Tea's/Drinks	16oz. PET Bottle	12	\$ 10.00	\$ 0.83	\$ 10.30	\$ 0.86	\$ 10.60	\$ 0.88
Straight Up Tea	18.5oz PET Bottle	12	\$ 10.00	\$ 0.83	\$ 10.30	\$ 0.86	\$ 10.60	\$ 0.88

Enhanced Water/Juice/Coffee	Package	Units per Case	YEAR 1-2		YEAR 3-4		YEAR 5	
			Case Price	Unit Price	Case Price	Unit Price	Case Price	Unit Price
Bai (Drinks/Teas/Cocofusions)	18oz PET Bottle	12	\$ 16.00	\$ 1.33	\$ 16.50	\$ 1.38	\$ 17.00	\$ 1.42
Bai Bubbles	11.5oz Can	12	\$ 15.00	\$ 1.25	\$ 15.50	\$ 1.29	\$ 16.00	\$ 1.33
Core Organics	18oz PET Bottle	12	\$ 19.00	\$ 1.58	\$ 19.50	\$ 1.63	\$ 20.00	\$ 1.67
Peet's Iced Espresso	8oz Can	12	\$ 18.00	\$ 1.50	\$ 18.50	\$ 1.54	\$ 19.00	\$ 1.58

Water	Package	Units per Case	YEAR 1-2		YEAR 3-4		YEAR 5	
			Case Price	Unit Price	Case Price	Unit Price	Case Price	Unit Price
Deja Blue Purified Water	20oz. PET Bottle	24	\$ 9.00	\$ 0.38	\$ 9.50	\$ 0.40	\$ 10.00	\$ 0.42
Core Hydration	20oz. PET Bottle	24	\$ 24.00	\$ 1.00	\$ 25.00	\$ 1.04	\$ 26.00	\$ 1.08
Core Hydration	24oz. PET Bottle	24	\$ 26.00	\$ 1.08	\$ 26.75	\$ 1.11	\$ 27.50	\$ 1.15
Core Hydration	30.4oz. PET Bottle	12	\$ 15.25	\$ 1.27	\$ 15.75	\$ 1.31	\$ 16.25	\$ 1.35
Evian	500ML PET Bottle	24	\$ 22.50	\$ 0.94	\$ 23.00	\$ 0.96	\$ 23.50	\$ 0.98
Evian	750ML PET Bottle	12	\$ 18.00	\$ 1.50	\$ 18.50	\$ 1.54	\$ 19.00	\$ 1.58

Any product or package not listed will be offered at a competitive market price.



# The Proposal – Pricing Continued

## PRICING PER LIFE OF AGREEMENT

Energy	Package	Units per Case	YEAR 1-2		YEAR 3-4		YEAR 5	
			Case Price	Unit Price	Case Price	Unit Price	Case Price	Unit Price
Adrenaline Shoc	16oz Can	12	\$ 17.00	\$ 1.42	\$ 17.50	\$ 1.46	\$ 18.00	\$ 1.50
Xyience Energy	16oz Can	12	\$ 15.00	\$ 1.25	\$ 15.50	\$ 1.29	\$ 16.00	\$ 1.33
Venom \$0.99 PP Cans	16oz Can	24	\$ 14.50	\$ 0.60	\$ 15.00	\$ 0.63	\$ 15.50	\$ 0.65
Hydrive Energy Water	16oz. PET Bottle	12	\$ 14.00	\$ 1.17	\$ 14.40	\$ 1.20	\$ 14.80	\$ 1.23

Carbonated Soft Drinks	Package	Units per Case	YEAR 1-2		YEAR 3-4		YEAR 5	
			Case Price	Unit Price	Case Price	Unit Price	Case Price	Unit Price
Carbonated Soft Drinks	20oz PET Bottle	24	\$ 18.00	\$ 0.75	\$ 18.50	\$ 0.77	\$ 19.00	\$ 0.79
Postmix BIB 2.5 Gal	BIB 2.5-Gallon	1	\$ 43.08	\$ 43.08	\$ 44.37	\$ 44.37	\$ 45.70	\$ 45.70
Postmix BIB 3 Gal	BIB 3-Gallon	1	\$ 51.69	\$ 51.69	\$ 53.25	\$ 53.25	\$ 54.85	\$ 54.85
Postmix BIB 5 Gal	BIB 5-Gallon	1	\$ 70.00	\$ 70.00	\$ 72.00	\$ 72.00	\$ 74.00	\$ 74.00

Any product or package not listed will be offered at a competitive market price.

**Equipment**



TM

## Equipment

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- **KDP can provide various types of equipment to meet your needs.**
  - We have a wide range of 1 or 2 door coolers available in different heights.
  - Again we are not interested in providing fountain equipment.



## Policies

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### ● KDP service policy

- Equipment service is requested by phone or email to our service department, which will then be dispatched to the service rep for the Ottumwa branch. Service response time can vary from same day to 2 days depending on amount of calls in the system.

### ● KDP return policy

- Any product delivered damage or out of code may be returned if notified within a week of delivery. Product left over at the end of season can be picked up if there is a full case in its original packaging and has at least 5 weeks of freshness left on it.

### ● KDP delivery schedule

- If an agreement is made we will work with you to schedule a delivery day and time that works for both of us. Special deliveries can be made or picked up from the warehouse, response time will vary based on day, time, and availability of staff. We will make our best effort to accommodate you.

### ● Merchandise available

- KDP can provide up to six umbrellas in year 1 and year 3.
- KDP can provide up to two menu boards.

## Closing Thoughts



TM

## Closing Thoughts

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- Our goal with this proposal and all of our business relations is to form partnerships. We want to grow with you and become a valuable asset. A partnership between KDP and The Beach Ottumwa, would be beneficial for both parties. We at KDP pride ourselves on developing and innovating different categories, you will notice we are very strong in the “Better Choices” segment.
- We want to form an agreement where both parties can be just as satisfied in year 5, as year 1. We do not wish to sign a contract and move on, we want to be able to assist throughout this agreement.
- If you have any questions or concerns regarding this proposal, please feel free to reach out to me at any time.

*Thank you,*

*Dustin Reuter*

Iowa Area Immediate Consumption Mgr

515-537-3510

dustin.reuter@kdrp.com

*Matt Rose*  
*Branch Manager*  
*11-17-20*

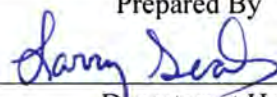
CITY OF OTTUMWA

Staff Summary

**\*\* ACTION ITEM \*\***

Council Meeting of: December 1, 2020

Engineering Department  
Department

Phillip Burgmeier  
Prepared By  
  
Department Head

  
City Administrator Approval

AGENDA TITLE: Approving the Professional Services Agreement for Engineering Services between HDR Engineering Inc. and the City of Ottumwa for the WPCF Aeration Study.

\*\*\*\*\*

RECOMMENDATION: Approve the Professional Services Agreement.

DISCUSSION: In July of 2018 the Water Pollution Control Facility switched to a BOD only operation mode. Since switching the WPCF crew has adjusted existing aeration equipment and pumping rates to optimize operations. This has resulted in significant cost savings by reducing the amount of electricity used. These operational changes have gone about as far as they can within the limitations of the existing equipment setup.

HDR Engineering has been our Plant Engineer since 2016. They consulted during the operational change and have a thorough understanding of the operations of the plant. Under this agreement HDR will assess existing equipment and controls, develop a strategy for dissolved oxygen control that effectively optimizes treatment, prepare an opinion of cost, calculate a payback period, and provide recommendations for field testing to verify the study's conclusions.

This is a \$10,187.00 not to exceed contract.

WPCF has budgeted \$15,000 for Engineering Services in FY-2021. None of the funds have been spent.

Source of Funds: Sewer Fund Balance

Budgeted Item: Yes

Budget Amendment Needed: No

## **TASK ORDER**

This Task Order pertains to an Agreement by and between the Ottumwa, Iowa (City) Wastewater Treatment Plant, ("OWNER or CITY"), and HDR Engineering, Inc. ("ENGINEER or HDR"), dated January 19, 2016, ("the Agreement"). ENGINEER shall perform project services as provided in the Agreement. This Task Order shall not be binding until it has been properly signed by both parties. Upon execution, this Task Order shall supplement the Agreement as it pertains to the project described below.

### **TASK ORDER NUMBER: 8.0**

**PROJECT NAME:** Water Pollution Control Facility – Dissolved Oxygen (DO) Control Study for Activated Sludge Aeration System

**PART 1.0 PROJECT DESCRIPTION:** The City is considering implementation of a strategy and control system including devices and instrumentation for the optimization of dissolved oxygen (DO) in the activated sludge system and aerobic digester tanks. A study is needed to assess the aeration equipment already in place, develop a strategy for control of DO, make recommendations for modifications and the type of instrumentation and control devices to install, determine the payback period and make recommendations for implementation of the DO Control System.

**PART 2.0 SCOPE OF SERVICES TO BE PERFORMED BY ENGINEER:** See Exhibit A.

**PART 3.0 OWNERS RESPONSIBILITIES:**

Owner will provide the requested information on the WPCF operations, attend and host workshops, and provide timely comments on all deliverables.

**PART 4.0 PERIOD OF SERVICE:**

The Period of Service is based on HDR's receipt of the OWNER's authorization to proceed by ~~December~~ 15, 2020.

Activity	Task Completed By
Task Series 100,200,300,400, 500	February 1, 2021

**PART 5.0 ENGINEER'S FEE:**

The total not to exceed fee for completion of ENGINEER's scope of service is \$10,187.00 to be invoiced on an hourly basis plus direct expenses per the 2021 HDR Rate Schedule. If a change is required, a modification describing the revised scope, fee, and project deliverables will be prepared and submitted to OWNER for approval.

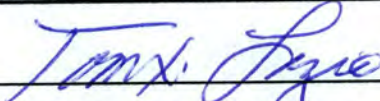
**PART 6.0 OTHER:** None



This Task Order is executed this 1st day of December, 2020.

**CITY OF OTTUMWA WASTEWATER TREATMENT FACILITY**

"OWNER"

BY: 

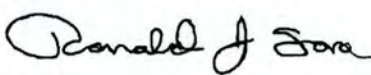
NAME: Tom X. Lazio

TITLE: Mayor

ADDRESS: 2222 South Emma Street  
Ottumwa, Iowa 52501

**HDR ENGINEERING, INC**

"ENGINEER"

BY; 

NAME: Ronald J. Sova, P.E.

TITLE: Sr. Vice President

ADDRESS: 1917 S. 67th St.  
Omaha, NE, 68106

## General

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The City of Ottumwa Wastewater Treatment Plant (WWTP) utilizes a four-pass Vertical Loop Reactor (VLR), which is an aerobic suspended growth activated sludge system, to provide secondary treatment. Aerobic Digester Tanks are used to reduce volatile solids in the waste activated sludge from the VLR activated sludge system. Air is supplied by a dual aeration system consisting of coarse bubble diffused air beneath the horizontal baffle and disc aerators at the surface of the aeration tank. Two 400 horsepower (hp) Turblex blowers each with VFDs provide oxygen to the VLR aeration basins through the coarse bubble diffusers. These blowers are also used to provide oxygen to the aerobic digester tanks through coarse bubble diffusers.

The City is considering implementation of a strategy and control system including devices and instrumentation for the optimization of dissolved oxygen (DO) in the activated sludge system and aerobic digester tanks. A study is needed to assess the aeration equipment already in place, develop a strategy for control of DO, make recommendations for modifications and the type of instrumentation and control devices to install, determine the payback period of DO control system and make recommendations for implementation of the DO Control System.

Refer to Exhibit B Man-hours and Cost and Project Schedule for related information.

## Scope of Services

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The scope of services for the Activated Sludge DO Control Study includes the following:

- Assess existing aeration equipment and controls through a site visit and review of shop drawings and other reports
- Determine required DO concentrations through the VLR Activated Sludge Basins and Aerobic Digester Tanks that optimizes treatment.
- Develop a strategy for DO control and recommend instrumentation and control devices needed to make the DO control strategy effective.
- Prepare an Engineers Opinion of Probable Cost for the Recommended DO Control System.
- Estimate the savings in aeration power costs, highlight the treatment performance benefits, and calculate the payback period for a DO Control System.
- Make recommendations for any field testing to verify the conclusions of the study.

The following work plan task descriptions address these items.

## **Work Plan Tasks**

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HDR will work with the city staff throughout the project to get input regarding operational considerations, consensus, issues and objectives for the project. Specific tasks include:

### ***TASK SERIES 100 - PROJECT INITIATION/BACKGROUND DATA***

#### **Task 110 – Management Plan/Initiation Meeting**

- Project Manual - A project manual will be developed to present procedures, contacts and responsibilities for the project.
- Initiation - A meeting will be held with key HDR personnel and city staff to discuss the scope, goals and proposed schedule, and brainstorm the issues to clarify and establish direction for the individual tasks.

#### **Task 120 – Background Data**

HDR will compile and review background data required, including such items as:

- VLR and Aerobic Digester Operating Data
- Aeration System Operating Data
- Aeration System Maintenance Information
- Aeration System Equipment replacement and
- Aeration System Construction Drawings and Shop Drawings

#### **Task 130 – Progress Meetings**

HDR will conduct monthly progress meetings. The meeting will be conducted by teleconference or video conference.

#### **Deliverables**

- Meeting agenda and minute
- Action item summary
- Monthly status reports, Monthly status reports address additional scope items and schedule impacts.

### ***TASK SERIES 200 – ASSESS EXISTING AERATION SYSTEM EQUIPMENT AND CONTROLS***

Through interviews, site visits, and review of construction drawings, and shop drawings assess the existing aeration system.

#### **Task 210 – Staff Interviews and Site Visit**

- Review with the City's operations and maintenance staff how the existing aeration system is being operated and maintained including items such as current operations responsibilities and protocols, operational modes, instrumentation, possible flexibility improvements, and maintenance issues.

### **Task 220 – Review Construction Drawings, Shop Drawings and Other Information**

- In conjunction with the Site Visit review the construction drawings, shop drawings, and other available information to develop an inventory of the existing aeration system equipment, instrumentation and controls.

#### **Deliverables**

- Include Summary of Existing Conditions in the TM prepared under Task 500.

### ***TASK SERIES 300 – DETERMINE RECOMMENDED DO CONCENTRATIONS AT STAGES THROUGH THE VLR BASINS AND IN THE AEROBIC DIGESTER TANKS***

This task will involve determining DO concentrations and variations in DO concentrations with changing flows and loads that reduces aeration power requirements yet optimizes treatment through the existing VLR Basins and Aerobic Digester.

### **Task 310 – Review Permit Requirements and VLR Operational Data**

- Through a review of the permit requirements and discussions with City Operation Staff, discuss approaches that could be used to reduce aeration system requirements, while meeting treatment requirements.

### **Task 320 – Model Aeration, DO and Treatment and Recommend additional Instrumentation and Control Devices**

- Using the BioWin Model developed by HDR during preparation of the Facility Plan to Model the Activated Sludge System and determine the DO concentrations required through the VLR basins to get the best treatment performance while minimizing DO.
- Other current operating parameters such as SRT/MLSS, temperature, flows/loads, etc will be used in the BioWin model to determine optimal DO Concentrations.
- Review mixing and aeration requirements in the Aerobic Digester Tanks.

### **Task 330 – Instrumentation and Control Devices**

- Develop a list of the type of instrumentation and control devices recommended for DO Control.

#### **Deliverables**

- Include Summary of Modeling Results and Recommendations for DO Concentrations in the TM prepared under Task 500.

### ***TASK SERIES 400 – PREPARE COST ESTIMATE AND PAYBACK PERIOD***

This task series will determine estimated total project costs for implementation of the recommended DO Control Strategy, determine the savings in energy costs of the aeration system, and calculate the payback period.

### **Task 410 – Total Estimate Project Cost**

- Utilizing the equipment list developed for the DO Control Strategy, prepare an Engineers Estimate of Probable Total Project Cost.

### **Task 420 – Savings in Annual Energy Costs**

- Estimate the Annual Energy Costs of the aeration system under existing operational procedures.
- Estimate the energy savings of the aeration system with the recommended DO Control Strategy implemented.

### **Task 430 – Payback Period and Other Benefits**

- Using the Total Estimate Project Cost calculate the simple payback period by dividing it by the estimated savings in energy costs with the DO control strategy implemented.
- Develop a list of other non-economical benefits of the DO control strategy, such as improved treatment performance, sludge settleability, nitrogen removal, etc.

### **Deliverables**

- Include estimated capital costs, energy costs and payback results in TM Prepared Under Task 500

### ***TASK SERIES 500 – PREPARE TECHNICAL MEMORANDUM (TM)***

This task will involve the preparation of a TM that summarizes the findings, recommendations and costs from Tasks 200 – 400 as indicated below.

### **Task 510 – Summarize Existing Conditions**

- Inventory of existing Aeration Equipment.
- Existing DO process control.
- Existing operational issues

### **Task 520 – Recommended Concentrations of DO**

- Summarize Permit Requirements
- BioWin Modeling Parameters Summary.
- Results of BioWin Modeling for Recommended DO Concentrations through VLR.
- Summary of Mixing and DO requirements for the Aerobic Digester Tanks.
- Description of Control Strategy and Instrumentation and Control Devices.

### **Task 530 – Cost Estimate**

- Estimate of total probable project cost.
- Energy Cost Savings.
- Payback Period

### **Task 540 – Recommended Field Testing**

- Discuss possible field testing to verify conclusions.

### **Deliverables**

- Aeration DO Control Strategy TM

## **Assumptions**

The Scope of Work defined above and outlined in this Exhibit does not include the following:

1. Sampling and testing of wastewater parameters
2. Field testing for analysis of existing aeration system efficiency. Efficiencies if used will be based on typical industry standards for the type of equipment used.

**CITY OF OTTUMWA**  
Staff Summary

**\*\* ACTION ITEM \*\***

Council Meeting of: Dec 1, 2020

Airport  
Department

Chris Cobler  
Prepared By  
Phil Rath  
Department Head

  
\_\_\_\_\_  
City Administrator Approval

AGENDA TITLE: Resolution # 247-2020 A resolution authorizing the mayor to sign the Airport Capital Improvement Program (ACIP) data sheets and related documents, and authorize staff to submit the data sheets and related documents to the Iowa DOT then to the FAA for the fiscal years 2022-2028

\*\*\*\*\*

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

RECOMMENDATION: Approve and adopt resolution # 247-2020

DISCUSSION: The city must submit an annual Airport Improvement plan to the Iowa DOT and then sent to the FAA. The plan serves as the pre-application for the FAA's grant program. The updated project plan includes:

- \* Apron Improvements 2022
- \* Taxiway A (LED Lighting) 2023
- \* 3 - Box Hanger Construction 2024
- \* Rebuild Terminal Avenue (Airport Entrance Road) 2026
- \* Snow Removal Equipment Acquisition 2028

The following information is included in the plan with the amounts of requested dollars and local match for each project. This has been approved by the Airport Advisory Board.

**RESOLUTION # 247-2020**

**A RESOLUTION APPROVING THE MAYOR TO SIGN THE AIRPORT CAPITAL IMPROVEMENT PROGRAM (ACIP) DATA SHEETS AND RELATED DOCUMENTS, AND AUTHORIZE STAFF TO SUBMIT THE DATA SHEETS AND RELATED DOCUMENTS TO THE IOWA DOT AND FAA.**

WHEREAS, The City Council of the City of Ottumwa, Iowa will allow Mayor to sign (ACIP) documents for submittal to the Iowa DOT then to the FAA.

WHEREAS, Eligible projects have been identified at the Ottumwa Regional Airport for the years of 2022- 2028.

WHEREAS, The plan includes: Data sheets with project description, amount of requested dollars, with local match required for each project.


NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF OTTUMWA, IOWA. THAT; The Mayor is allowed to sign the Airport Capital Improvement Program data sheets and related documents for the fiscal years of 2022-2028.

PASSED AND ADOPTED this December1, 2020

City of Ottumwa, Iowa

  
\_\_\_\_\_  
Tom Lazio Mayor

ATTEST:

  
\_\_\_\_\_  
Christina Reinhard, City Clerk



**FEDERAL AIRPORT IMPROVEMENT PROGRAM (AIP)  
PREAPPLICATION FEDERAL FISCAL YEAR 2022  
CHECKLIST**

**Please attach the following documents with your application.**

- Sponsor Identification Sheet for the Airport (No Change from Previous)
- Capital Improvement Program (CIP) Data Sheet (one for each project listed in the first three years of the CIP) and detailed cost estimate for each data sheet
- Five-Year CIP
- Long-Range Needs Assessment
- Verification of an updated airport layout plan (ALP) (when applying for new construction of buildings or airfield expansion)
- Verification of completed environmental processing in accordance with National Environmental Policy Act of 1969
- Verification of completed land acquisition or signed purchase agreement
- Verification of pavement maintenance program (when applying for pavement preservation or reconstruction)
- If requesting federal assistance for snow removal equipment, please include an inventory of the existing equipment and calculations based on Chapters 4 and 5 of the Airport Winter Safety and Operations Advisory Circular (AC) 150/5200-30 and the Airport Snow and Ice Control Equipment AC 150/5220-20 showing the minimum equipment needed, along with the Airport Capital Improvement Plan (ACIP) Data Sheet, include a copy of a completed Federal Aviation Administration's snow removal equipment spreadsheet.
- If requesting federal assistance for general aviation apron expansion, include a copy of a completed FAA apron design spreadsheet.
- If requesting pavement reconstruction, submit an engineering report showing the need for the reconstruction as part of the CIP justification.
- For revenue-producing facilities (i.e., fueling facilities and hangars), please submit:
  - 1) A statement that airside development needs are met or include a financial plan to fund airside needs over the next three years.
  - 2) A statement that runway approach surfaces are clear of obstructions (the FAA Airport 5010 should show at least a 20:1 clear approach).
  - 3) Justification for the project.
- System for Award Management (SAM) registration is up to date ([www.sam.gov](http://www.sam.gov))

Please e-mail this form with supporting documents identified in the checklist to [shane.wright@iowadot.us](mailto:shane.wright@iowadot.us).

Attn.: Program Manager  
Aviation Bureau  
Iowa Department of Transportation  
800 Lincoln Way  
Ames, IA 50010

E-mail: [shane.wright@iowadot.us](mailto:shane.wright@iowadot.us)  
FAX: 515-233-7983  
Phone: 515-239-1048



**Ottumwa Regional Airport (OTM)  
3-Box Hangar Construction  
AIP 3-19-0073-xx**

FY 24-Federal Fiscal Year Starting October 1, 2023

Item No.	Description	Estimated Quantity	Units	Unit Price	Amount
1	Mobilization and Safety Plan	1	LS	\$ 55,000.00	\$ 55,000.00
2	Subgrade Preparation	1,370	SY	\$ 5.00	\$ 6,850.00
3	Aggregate Base Course	1,370	SY	\$ 10.00	\$ 13,700.00
4	6" PCC	1,370	SY	\$ 58.00	\$ 79,460.00
5	T-Hangar Expansion	1	LS	\$ 270,000.00	\$ 270,000.00
<b>TOTAL CONSTRUCTION COST ESTIMATE BASE BID</b>					<b>\$ 425,010.00</b>

A	Engineering and Administration	\$ 88,820.00
	Project Total	\$ 513,830.00

# FEDERAL AVIATION ADMINISTRATION

CAPITAL IMPROVEMENT PROGRAM (CIP)  
AIRPORTS DIVISION - CENTRAL REGION

# CIP DATA SHEET

SEE INSTRUCTIONS TO COMPLETE THIS INFORMATION			
<b>Airport Name, LOCID, City, State:</b>	Ottumwa Regional, OTM, Ottumwa, Iowa		
<b>AIP Project Type:</b>	T-Hangar Expansion		
<b>Local Priority:</b>	1 - Very High	<b>Federal Share:</b>	\$ 462,447
<b>FFY Requested:</b>	2023	<b>State Share:</b>	<a href="#">Click here to enter text</a>
<b>Provide Detailed Project Scope and Justification Below. You must attach a sketch/drawing that clearly identifies the scope of the project.</b>		<b>Local Share:</b>	\$51,383
		<b>Total Project Cost:</b>	\$ 513,830
<p><b>Project Description:</b> Expand existing 6-Stall T-hangar with six additional stalls</p> <p><b>Justification:</b> Airport has a waiting list for hangar space. This project provides more revenue for Ottumwa Airport to enhance self sufficiency.</p> <p><b>Current Pavement Management Report Date:</b> 04/2016</p> <p><b>NEPA Categorical Exclusion:</b> Project is categorically excluded per 5-6.4e.</p> <p><b>Approaches are clear according to 150/5300-13 Airport Design and Order 8260.3 TERPS.</b></p> <p><b>Land Ownership:</b> Sponsor maintains property interest as depicted within the property table on the Exhibit A property map dated 3/24/2015.</p> <p><b>Airside development needs are met and no airside needs are anticipated over next three years.</b></p>			
			
<b>SPONSOR SIGNATURE BLOCK</b>			
<b>Signature:</b>		<b>Date:</b>	<a href="#">Click here to enter text</a> 11-30-20
<b>Printed Name:</b>	Chris Cobler	<b>Title:</b>	Airport Supervisor
<b>Phone Number:</b>	641-683-0619	<b>Email:</b>	airport@ci.ottumwa.ia.us



**FIVE-YEAR AIRPORT  
CAPITAL IMPROVEMENT PROGRAM (CIP)**  
Attach additional sheets if necessary.

Airport name, LOCID, city, state Ottumwa Regional, OTM, Ottumwa, Iowa

Prepared by City of Ottumwa

Sponsor's email airport@ci.ottumwa.ia.us

Date prepared 11/20/2020

Sponsor's signature \_\_\_\_\_

Sponsor's phone (641) 683-0619

Printed name Tom Lazio

FY	Detailed project/scope description	Funding source	Total estimated cost
2022	Apron Improvements	Federal \$ State \$297,500 Local \$52,500 Total \$350,000	
2023	Taxiway A MITL (LED Lighting)	Federal \$ State \$ 281,180 Local \$ 49,620 Total \$ 330,800	
2024	T-Hangar Expansion	Federal \$462,447 State \$0 Local \$51,383 Total \$513,830	
2026	Rebuild Terminal Avenue (Airport Entrance)	Federal \$975,456 State \$ Local \$108,384 Total \$1,083,840	
2028	Snow Removal Equipment Acquisition	Federal \$ 274,680 State \$ Local \$ 30,520 Total \$ 305,200	



**LONG-RANGE NEEDS ASSESSMENT  
YEARS SIX TO 20**

Attach additional sheets if necessary.

Airport name Ottumwa Regional

Estimated FY	Description of project	Funding source	Total estimated cost
2029	Terminal Area Pavement Improvements	Federal State Local Total	\$2,024,010 \$ \$224,890 \$2,248,900
2030	Terminal Area Expansion-Taxilane Construction	Federal State Local Total	\$799,254 \$ \$88,806 \$888,060
2034	Grading and Paving Runway End 13 400' Extension	Federal State Local Total	\$3,546,900 \$ \$394,100 \$3,941,000
2036	Parallel Taxiway Extension to End 13	Federal State Local Total	\$2,364,597 \$ \$262,733 \$2,627,330
		Federal State Local Total	\$ \$ \$ \$
		Federal State Local Total	\$ \$ \$ \$

# Item No. H.-2.

City of Ottumwa  
Staff Summary

Council Meeting of: December 1, 2020

Item No. 249-2020

Finance Department  
Department

Kala Mulder

Prepared By

Department Head

City Administrator

Agenda Title: Resolution No. 249-2020 Authorizing the Partial Redemption of Outstanding Sewer Revenue Capital Loan Notes, Series 2010, dated January 27, 2010.

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Purpose: Authorizing the Partial Redemption of Outstanding Sewer Revenue Capital Loan Notes, Series 2010, dated January 27, 2010.

Recommendation: Pass and Adopt Resolution No. 24-2020.

Discussion: At the November 17<sup>th</sup>, 2020 Board Meeting, Ottumwa Water & Hydro approved paying their portion of the outstanding Sewer Revenue Capital Loan Notes dated January 27, 2010, in the principal amount of \$330,000. The City of Ottumwa has provided Iowa Finance Authority written notice and they have consented to the redemption and waived the redemption provisions.

**ITEMS TO INCLUDE ON AGENDA**

**CITY OF OTTUMWA, IOWA**

Sewer Revenue Capital Loan Notes, Series 2010

- Resolution Authorizing the Partial Redemption of Outstanding Sewer Revenue Capital Loan Notes, Series 2010, dated January 27, 2010.

NOTICE MUST BE GIVEN PURSUANT TO IOWA CODE  
CHAPTER 21 AND THE LOCAL RULES OF THE CITY.

December 1, 2020

The City Council of the City of Ottumwa, State of Iowa, met in regular session, in the Council Chambers, City Hall, 105 East 3rd Street, Ottumwa, Iowa, at 5:30 P.M., on the above date. There were present Mayor Lazio, in the chair, and the following named Council Members:

:

Marc Roe, Skip Stevens, Bob Meyers, Holly Berg, Matt Dalbey

Absent: None

Vacant: None

\* \* \* \* \*

Council Member Roe introduced the following Resolution entitled "A RESOLUTION AUTHORIZING THE PARTIAL REDEMPTION OF OUTSTANDING SEWER REVENUE CAPITAL LOAN NOTES, SERIES 2010, OF THE CITY OF OTTUMWA, STATE OF IOWA, DATED JANUARY 27, 2010" and moved its adoption. Council Member Meyers seconded the motion to adopt. The roll was called and the vote was,

AYES: Marc Roe, Skip Stevens, Bob Meyers, Holly Berg, Matt Dalbey

---

NAYS: None

Whereupon, the Mayor declared the resolution duly adopted as follows:

RESOLUTION AUTHORIZING THE PARTIAL REDEMPTION  
OF OUTSTANDING SEWER REVENUE CAPITAL LOAN  
NOTES, SERIES 2010, OF THE CITY OF OTTUMWA, STATE  
OF IOWA, DATED JANUARY 27, 2010

WHEREAS, the City did by resolution dated January 11, 2010, authorize the issuance of a \$5,426,000 (in addition to a forgivable loan note in the amount of \$2,000,000) Sewer Revenue Capital Loan Note, Series 2010, (the "Note") dated January 27, 2010; and

WHEREAS, the Note is redeemable on any date upon receipt of written consent of the Iowa Finance Authority as provided in the resolution authorizing the issuance of the Note; and

WHEREAS, it is deemed necessary and advisable that \$330,000 be so redeemed on or after December 1, 2020, and the Iowa Finance Authority has consented to the redemption and waived the redemption provisions such that no notice of redemption is necessary.



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

Section 1. That outstanding Sewer Revenue Capital Loan Notes dated January 27, 2010, in the principal amount of \$330,000, be and the same are hereby redeemed on or after December 1, 2020.

Section 2. The City Treasurer is hereby authorized and directed to cause to be deposited in a separate fund such sum as is sufficient to pay all principal and interest on the redeemed portion of the Note to the date of redemption.

PASSED AND APPROVED this 1<sup>st</sup> day of December, 2020.

  
\_\_\_\_\_  
Mayor

ATTEST:  
  
  
\_\_\_\_\_  
City Clerk

CERTIFICATE

STATE OF IOWA )  
 ) SS  
COUNTY OF WAPELLO )

I, the undersigned City Clerk of the City of Ottumwa, State of Iowa, do hereby certify that attached is a true and complete copy of the portion of the records of the City showing proceedings of the Council, and the same is a true and complete copy of the action taken by the Council with respect to the matter at the meeting held on the date indicated in the attachment, which proceedings remain in full force and effect, and have not been amended or rescinded in any way; that meeting and all action thereat was duly and publicly held in accordance with a notice of meeting and tentative agenda, a copy of which was timely served on each member of the Council and posted on a bulletin board or other prominent place easily accessible to the public and clearly designated for that purpose at the principal office of the Council pursuant to the local rules of the Council and the provisions of Chapter 21, Code of Iowa, upon reasonable advance notice to the public and media at least twenty-four hours prior to the commencement of the meeting as required by law and with members of the public present in attendance; I further certify that the individuals named therein were on the date thereof duly and lawfully possessed of their respective City offices as indicated therein, that no Council vacancy existed except as may be stated in the proceedings, and that no controversy or litigation is pending, prayed or threatened involving the incorporation, organization, existence or boundaries of the City or the right of the individuals named therein as officers to their respective positions.

WITNESS my hand and the seal of the Council hereto affixed this 2nd day of December, 2020.

Christa Reinhard  
City Clerk, City of Ottumwa, State of Iowa

(SEAL)

City of Ottumwa  
Staff Summary


Council Meeting of: December 1, 2020

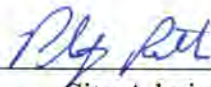
Item No. 250-2020

Finance Department  
Department

Kala Mulder

Prepared By

  
Department Head

  
City Administrator

Agenda Title: Resolution No. 250-2020 Set December 15, 2020 at 5:30 p.m. for Public Hearing on the proposed authorization of a Loan Agreement and the Issuance of not to exceed \$6,000,000 General Obligation Capital Loan Notes of the City (for essential corporate purposes) and the hearing on the issuance thereof.

---

Purpose: The City Council is required to hold a public hearing on the proposed authorization of a Loan Agreement and the Issuance of not to exceed \$6,000,000 General Obligation Capital Loan Notes of the City (for essential corporate purposes) and the hearing on the issuance thereof. December 15, 2020 will be the public hearing date.

Recommendation: Pass and Adopt Resolution No. 250-2020.

Discussion: A public hearing is required by law prior to the issuance of G.O. Debt. We're asking the Council to take additional action for the authorization of a Loan Agreement and the issuance of not to exceed \$6,000,000 General Obligation Capital Loan Notes. The debt will be for essential corporate purposes, to provide funds to pay the costs of equipping the police and fire departments; the acquisition, restoration, or demolition of abandoned, dilapidated, or dangerous buildings, structures or properties; the construction, reconstruction, and repairing of any street and levee improvements, the acquisition, installation, and repair of sidewalks, storm sewers, sanitary sewers, water service lines, street lighting, and traffic control devices, including the acquisition of any real estate needed for any of the foregoing purposes and the removal or replacement of dead or diseased trees; the reconstruction extension and improvement of the airport; the rehabilitation and improvements of City parks, including facilities, equipment and improvements commonly found in City parks; and refinancing and refunding certain outstanding indebtedness of the City, including the Taxable General Obligation Bonds, Series 2011 dated October 19, 2011. Principal and interest on the proposed Loan Agreement will be payable from the Debt Service Fund.

## **ITEMS TO INCLUDE ON AGENDA**

### **CITY OF OTTUMWA, IOWA**

Not to Exceed \$6,000,000 General Obligation Capital Loan Notes (ECP-1)

- Resolution fixing date for a meeting on the proposition to authorize a Loan Agreement and the issuance of Notes to evidence the obligations of the City thereunder.

NOTICE MUST BE GIVEN PURSUANT TO IOWA CODE  
CHAPTER 21 AND THE LOCAL RULES OF THE CITY.

December 1, 2020

The City Council of the City of Ottumwa, State of Iowa, met in regular session, in the Council Chambers, City Hall, 105 East 3<sup>rd</sup> Street, Ottumwa, Iowa, at 5:30 P.M., on the above date. There were present Mayor Lazio, in the chair, and the following named Council Members:

Marc Roe, Skip Stevens, Bob Meyers, Holly Berg, Matt Dalbey

Absent: None

Vacant: None

\* \* \* \* \*

Council Member Dalbey introduced the following Resolution entitled "RESOLUTION FIXING DATE FOR A MEETING ON THE AUTHORIZATION OF A LOAN AGREEMENT AND THE ISSUANCE OF NOT TO EXCEED \$6,000,000 GENERAL OBLIGATION CAPITAL LOAN NOTES OF THE CITY OF OTTUMWA, STATE OF IOWA (FOR ESSENTIAL CORPORATE PURPOSES), AND PROVIDING FOR PUBLICATION OF NOTICE THEREOF", and moved that the same be adopted. Council Member Roe seconded the motion to adopt. The roll was called and the vote was,

AYES: Marc Roe, Skip Stevens, Bob Meyers, Holly Berg, Matt Dalbey

---

NAYS: None

Whereupon, the Mayor declared the resolution duly adopted as follows:

RESOLUTION FIXING DATE FOR A MEETING ON THE AUTHORIZATION OF A LOAN AGREEMENT AND THE ISSUANCE OF NOT TO EXCEED \$6,000,000 GENERAL OBLIGATION CAPITAL LOAN NOTES OF THE CITY OF OTTUMWA, STATE OF IOWA (FOR ESSENTIAL CORPORATE PURPOSES), AND PROVIDING FOR PUBLICATION OF NOTICE THEREOF

WHEREAS, it is deemed necessary and advisable that the City of Ottumwa, State of Iowa, should provide for the authorization of a Loan Agreement and issuance of General Obligation Capital Loan Notes, to the amount of not to exceed \$6,000,000, as authorized by Sections 384.24A and 384.25, of the Code of Iowa, for the purpose of providing funds to pay costs of carrying out essential corporate purpose project(s) as hereinafter described; and

WHEREAS, the Loan Agreement and Notes shall be payable from the Debt Service Fund; and

WHEREAS, before a Loan Agreement may be authorized and General Obligation Capital Loan Notes, issued to evidence the obligation of the City thereunder, it is necessary to comply with the provisions of the Code of Iowa, as amended, and to publish a notice of the proposal and of the time and place of the meeting at which the Council proposes to take action for the authorization of the Loan Agreement and Notes and to receive oral and/or written objections from any resident or property owner of the City to such action.

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

Section 1. That this Council meet in the Council Chambers, City Hall, 105 East 3rd Street, Ottumwa, Iowa, at 5:30 P.M., on the 15<sup>th</sup> day of December, 2020, for the purpose of taking action on the matter of the authorization of a Loan Agreement and issuance of not to exceed \$6,000,000 General Obligation Capital Loan Notes, for essential corporate purposes, the proceeds of which notes will be used to provide funds to pay the costs of equipping the police and fire departments; the acquisition, restoration, or demolition of abandoned, dilapidated, or dangerous buildings, structures or properties; the construction, reconstruction, and repairing of any street and levee improvements, the acquisition, installation, and repair of sidewalks, storm sewers, sanitary sewers, water service lines, street lighting, and traffic control devices, including the acquisition of any real estate needed for any of the foregoing purposes and the removal or replacement of dead or diseased trees; the reconstruction extension and improvement of the airport; the rehabilitation and improvements of City parks, including facilities, equipment and improvements commonly found in City parks; and refinancing and refunding certain outstanding indebtedness of the City, including the Taxable General Obligation Bonds, Series 2011 dated October 19, 2011.

Section 2. To the extent any of the projects or activities described in this resolution may be reasonably construed to be included in more than one classification under Division III of Chapter 384 of the Code of Iowa, the Council hereby elects the "essential corporate purpose" classification and procedure with respect to each such project or activity, pursuant to Section 384.28 of the Code of Iowa.

Section 3. The Clerk is authorized and directed to proceed on behalf of the City with the negotiation of terms of a Loan Agreement and the issuance of General Obligation Capital Loan Notes, evidencing the City's obligations to a principal amount of not to exceed \$6,000,000, to select a date for the final approval thereof, to cause to be prepared such notice and sale information as may appear appropriate, to publish and distribute the same on behalf of the City and this Council and otherwise to take all action necessary to permit the completion of a loan on a basis favorable to the City and acceptable to the Council.

Section 4. That the Clerk is hereby directed to cause at least one publication to be made of a notice of the meeting, in a legal newspaper, printed wholly in the English language, published at least once weekly, and having general circulation in the City. The publication to be not less than four clear days nor more than twenty days before the date of the public meeting on the issuance of the Notes.

Section 5. The notice of the proposed action to issue notes shall be in substantially the following form:

(To be published on or before December 4, 2020)

NOTICE OF MEETING OF THE CITY COUNCIL OF THE  
CITY OF OTTUMWA, STATE OF IOWA, ON THE MATTER  
OF THE PROPOSED AUTHORIZATION OF A LOAN  
AGREEMENT AND THE ISSUANCE OF NOT TO EXCEED  
\$6,000,000 GENERAL OBLIGATION CAPITAL LOAN NOTES  
OF THE CITY (FOR ESSENTIAL CORPORATE PURPOSES),  
AND THE HEARING ON THE ISSUANCE THEREOF

PUBLIC NOTICE is hereby given that the City Council of the City of Ottumwa, State of Iowa, will hold a public hearing on the 15<sup>th</sup> day of December, 2020, at 5:30 P.M., in the Council Chambers, City Hall, 105 East 3rd Street, Ottumwa, Iowa, at which meeting the Council proposes to take additional action for the authorization of a Loan Agreement and the issuance of not to exceed \$6,000,000 General Obligation Capital Loan Notes, for essential corporate purposes, to provide funds to pay the costs of equipping the police and fire departments; the acquisition, restoration, or demolition of abandoned, dilapidated, or dangerous buildings, structures or properties; the construction, reconstruction, and repairing of any street and levee improvements, the acquisition, installation, and repair of sidewalks, storm sewers, sanitary sewers, water service lines, street lighting, and traffic control devices, including the acquisition of any real estate needed for any of the foregoing purposes and the removal or replacement of dead or diseased trees; the reconstruction extension and improvement of the airport; the rehabilitation and improvements of City parks, including facilities, equipment and improvements commonly found in City parks; and refinancing and refunding certain outstanding indebtedness of the City, including the Taxable General Obligation Bonds, Series 2011 dated October 19, 2011. Principal and interest on the proposed Loan Agreement will be payable from the Debt Service Fund.

At the above meeting the Council shall receive oral or written objections from any resident or property owner of the City to the above action. After all objections have been received and considered, the Council will at the meeting or at any adjournment thereof, take additional action for the authorization of a Loan Agreement and the issuance of the Notes to evidence the obligation of the City thereunder or will abandon the proposal to issue said Notes.

This notice is given by order of the City Council of the City of Ottumwa, State of Iowa, as provided by Sections 384.24A and 384.25 of the Code of Iowa.



Dated this 3rd day of December, 2020.

Christa Reinhard  
City Clerk, City of Ottumwa, State of Iowa

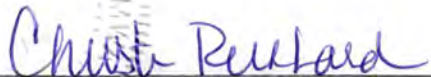
(End of Notice)

PASSED AND APPROVED this 1<sup>st</sup> day of December, 2020.

  
\_\_\_\_\_  
Mayor

ATTEST:



  
\_\_\_\_\_  
City Clerk

CERTIFICATE

STATE OF IOWA

)

) SS

COUNTY OF WAPELLO

)

I, the undersigned City Clerk of the City of Ottumwa, State of Iowa, do hereby certify that attached is a true and complete copy of the portion of the records of the City showing proceedings of the Council, and the same is a true and complete copy of the action taken by the Council with respect to the matter at the meeting held on the date indicated in the attachment, which proceedings remain in full force and effect, and have not been amended or rescinded in any way; that meeting and all action thereat was duly and publicly held in accordance with a notice of meeting and tentative agenda, a copy of which was timely served on each member of the Council and posted on a bulletin board or other prominent place easily accessible to the public and clearly designated for that purpose at the principal office of the Council pursuant to the local rules of the Council and the provisions of Chapter 21, Code of Iowa, upon reasonable advance notice to the public and media at least twenty-four hours prior to the commencement of the meeting as required by law and with members of the public present in attendance; I further certify that the individuals named therein were on the date thereof duly and lawfully possessed of their respective City offices as indicated therein, that no Council vacancy existed except as may be stated in the proceedings, and that no controversy or litigation is pending, prayed or threatened involving the incorporation, organization, existence or boundaries of the City or the right of the individuals named therein as officers to their respective positions.

WITNESS my hand and the seal of the Council hereto affixed this 2nd day of December, 2020.

Christine Reinhard  
City Clerk, City of Ottumwa, State of Iowa



CERTIFICATE

STATE OF IOWA )  
 ) SS  
COUNTY OF WAPELLO )

I, the undersigned, do hereby certify that I am now and was at the times hereinafter mentioned, the duly qualified and acting Clerk of the City of Ottumwa, in the County of Wapello, State of Iowa, and that as such Clerk and by full authority from the Council of the City, I have caused a

NOTICE OF PUBLIC HEARING  
(Not to Exceed \$6,000,000 General Obligation Capital Loan Notes) (ECP-1)

of which the clipping annexed to the publisher's affidavit hereto attached is in words and figures a correct and complete copy, to be published as required by law in the "Ottumwa Courier", a legal newspaper published at least once weekly, printed wholly in the English language, published regularly and mailed through the post office of current entry for more than two years and which has had for more than two years a bona fide paid circulation recognized by the postal laws of the United States, and has a general circulation in the City, and that the Notice was published in all of the issues thereof published and circulated on the following date:

\_\_\_\_\_, 2020.

WITNESS my official signature this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

\_\_\_\_\_  
City Clerk, City of Ottumwa, State of Iowa

(SEAL)

NOTICE OF MEETING OF THE CITY COUNCIL OF THE  
CITY OF OTTUMWA, STATE OF IOWA, ON THE MATTER  
OF THE PROPOSED AUTHORIZATION OF A LOAN  
AGREEMENT AND THE ISSUANCE OF NOT TO EXCEED  
\$6,000,000 GENERAL OBLIGATION CAPITAL LOAN NOTES  
OF THE CITY (FOR ESSENTIAL CORPORATE PURPOSES),  
AND THE HEARING ON THE ISSUANCE THEREOF

PUBLIC NOTICE is hereby given that the City Council of the City of Ottumwa, State of Iowa, will hold a public hearing on the 15<sup>th</sup> day of December, 2020, at 5:30 P.M., in the Council Chambers, City Hall, 105 East 3rd Street, Ottumwa, Iowa, at which meeting the Council proposes to take additional action for the authorization of a Loan Agreement and the issuance of not to exceed \$6,000,000 General Obligation Capital Loan Notes, for essential corporate purposes, to provide funds to pay the costs of equipping the police and fire departments; the acquisition, restoration, or demolition of abandoned, dilapidated, or dangerous buildings, structures or properties; the construction, reconstruction, and repairing of any street and levee improvements, the acquisition, installation, and repair of sidewalks, storm sewers, sanitary sewers, water service lines, street lighting, and traffic control devices, including the acquisition of any real estate needed for any of the foregoing purposes and the removal or replacement of dead or diseased trees; the reconstruction extension and improvement of the airport; the rehabilitation and improvements of City parks, including facilities, equipment and improvements commonly found in City parks; and refinancing and refunding certain outstanding indebtedness of the City, including the Taxable General Obligation Bonds, Series 2011 dated October 19, 2011. Principal and interest on the proposed Loan Agreement will be payable from the Debt Service Fund.

At the above meeting the Council shall receive oral or written objections from any resident or property owner of the City to the above action. After all objections have been received and considered, the Council will at the meeting or at any adjournment thereof, take additional action for the authorization of a Loan Agreement and the issuance of the Notes to evidence the obligation of the City thereunder or will abandon the proposal to issue said Notes.

This notice is given by order of the City Council of the City of Ottumwa, State of Iowa, as provided by Sections 384.24A and 384.25 of the Code of Iowa.

Dated this 3rd day of December, 2020.

Christina Reinhard

---

City Clerk, City of Ottumwa, State of Iowa

(End of Notice)

City of Ottumwa  
Staff Summary

Council Meeting of: December 1, 2020

Item No. 251-2020

Finance Department  
Department

Kala Mulder

Prepared By

Department Head

Ry. Bell  
City Administrator

Agenda Title: Resolution No. 251-2020 Set December 15, 2020 at 5:30 p.m. for Public Hearing on the proposed authorization of a Loan Agreement and the Issuance of not to exceed \$700,000 General Obligation Capital Loan Notes of the City (for essential corporate purposes) and the hearing on the issuance thereof.

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Purpose: The City Council is required to hold a public hearing on the proposed authorization of a Loan Agreement and the Issuance of not to exceed \$700,000 General Obligation Capital Loan Notes of the City (for essential corporate purposes) and the hearing on the issuance thereof. December 15, 2020 will be the public hearing date.

Recommendation: Pass and Adopt Resolution No. 251-2020.

Discussion: A public hearing is required by law prior to the issuance of G.O. Debt. We're asking the Council to take additional action for the authorization of a Loan Agreement and the issuance of not to exceed \$700,000 General Obligation Capital Loan Notes. This is for general corporate purposes, bearing interest at a rate of not to exceed nine (9) per centum per annum, the Notes to be issued to provide funds to pay the costs of funding projects necessary for the operation of the City or for the health and welfare of citizens, including funding for Façade and Roof grants; grant matches for economic development or other city projects; and the Healthy Neighbors Program; equipping the parks department; and improvements and renovations to the Bridge View Center. Principal and interest on the proposed Loan Agreement will be payable from the Debt Service Fund.

**ITEMS TO INCLUDE ON AGENDA**

**CITY OF OTTUMWA, IOWA**

Not to exceed \$700,000 General Obligation Capital Loan Notes (GCP-2)

- Resolution fixing date for a meeting on the proposition to authorize a Loan Agreement and the issuance of Notes to evidence the obligations of the City thereunder.

NOTICE MUST BE GIVEN PURSUANT TO IOWA CODE  
CHAPTER 21 AND THE LOCAL RULES OF THE CITY.

December 1, 2020

The City Council of the City of Ottumwa, State of Iowa, met in regular session, in the Council Chambers, City Hall, 105 East 3rd Street, Ottumwa, Iowa, at 5:30 P.M., on the above date. There were present Mayor Lazio, in the chair, and the following named Council Members:

Marc Roe, Skip Stevens, Bob Meyers, Holly Berg, Matt Dalbey

Absent: None

Vacant: None

\* \* \* \* \*



Council Member Meyers introduced the following Resolution entitled "RESOLUTION FIXING DATE FOR A MEETING ON THE AUTHORIZATION OF A LOAN AGREEMENT AND THE ISSUANCE OF NOT TO EXCEED \$700,000 GENERAL OBLIGATION CAPITAL LOAN NOTES OF THE CITY OF OTTUMWA, STATE OF IOWA (FOR GENERAL CORPORATE PURPOSES), AND PROVIDING FOR PUBLICATION OF NOTICE THEREOF", and moved that the same be adopted. Council Member Berg seconded the motion to adopt. The roll was called and the vote was,

AYES: Marc Roe, Skip Stevens, Bob Meyers, Holly Berg, Matt Dalbey

---

NAYS: None

Whereupon, the Mayor declared the resolution duly adopted as follows:

RESOLUTION FIXING DATE FOR A MEETING ON THE AUTHORIZATION OF A LOAN AGREEMENT AND THE ISSUANCE OF NOT TO EXCEED \$700,000 GENERAL OBLIGATION CAPITAL LOAN NOTES OF THE CITY OF OTTUMWA, STATE OF IOWA (FOR GENERAL CORPORATE PURPOSES), AND PROVIDING FOR PUBLICATION OF NOTICE THEREOF

WHEREAS, it is deemed necessary and advisable that the City of Ottumwa, State of Iowa, should provide for the authorization of a Loan Agreement and issuance of General Obligation Capital Loan Notes, to the amount of not to exceed \$700,000, as authorized by Sections 384.24A and 384.26, of the Code of Iowa, for the purpose of providing funds to pay costs of carrying out general corporate purpose project(s) as hereinafter described; and

WHEREAS, the Loan Agreement and Notes shall be payable from the Debt Service Fund; and

WHEREAS, the Issuer has a population of more than 5,000 but not more than 75,000, and the Notes for these purposes do not exceed \$700,000; and

WHEREAS, before a Loan Agreement may be authorized and General Obligation Capital Loan Notes, issued to evidence the obligation of the City thereunder, it is necessary to comply with the provisions of the Code of Iowa, as amended, and to publish a notice of the proposal and of the time and place of the meeting at which the Council proposes to take action for the authorization of the Loan Agreement and Notes and to receive oral and/or written objections from any resident or property owner of the City to such action; and

WHEREAS, before the Notes may be issued, it is necessary to comply with the provisions of Chapter 384 of the Code of Iowa, and to publish a notice of the proposal to issue such Notes and the right to petition for an election.

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

Section 1. That this Council meet in the Council Chambers, City Hall, 105 East 3rd Street, Ottumwa, Iowa, at 5:30 P.M., on the 15th day of December, 2020, for the purpose of taking action on the matter of the authorization of a Loan Agreement and issuance of not to exceed \$700,000 General Obligation Capital Loan Notes, for general corporate purposes, the proceeds of which notes will be used to provide funds to pay the costs of funding projects necessary for the operation of the City or for the health and welfare of citizens, including funding for Façade and Roof grants; grant matches for economic development or other city projects; and the Healthy Neighbors Program; equipping the parks department; and improvements and renovations to the Bridge View Center.

Section 2. and shall bear interest at a rate not exceeding the maximum specified in the attached notice.

Section 3. The Clerk is authorized and directed to proceed on behalf of the City with the negotiation of terms of a Loan Agreement and the issuance of General Obligation Capital Loan Notes, evidencing the City's obligations to a principal amount of not to exceed \$700,000, to select a date for the final approval thereof, to cause to be prepared such notice and sale information as may appear appropriate, to publish and distribute the same on behalf of the City and this Council and otherwise to take all action necessary to permit the completion of a loan on a basis favorable to the City and acceptable to the Council.

Section 4. That the Clerk is hereby directed to cause at least one publication to be made of a notice of the meeting, in a legal newspaper, printed wholly in the English language, published at least once weekly, and having general circulation in the City. The publication to be not less than ten clear days nor more than twenty days before the date of the public meeting on the issuance of the Notes.

Section 5. The notice of the proposed action to issue notes shall be in substantially the following form:

(To be published on or before: December 4, 2020)

NOTICE OF MEETING OF THE CITY COUNCIL OF THE CITY OF OTTUMWA, STATE OF IOWA, ON THE MATTER OF THE PROPOSED AUTHORIZATION OF A LOAN AGREEMENT AND THE ISSUANCE OF NOT TO EXCEED \$700,000 GENERAL OBLIGATION CAPITAL LOAN NOTES OF THE CITY (FOR GENERAL CORPORATE PURPOSES), AND THE HEARING ON THE ISSUANCE THEREOF

PUBLIC NOTICE is hereby given that the City Council of the City of Ottumwa, State of Iowa, will hold a public hearing on the 15th day of December, 2020, at 5:30 P.M., in the Council Chambers, City Hall, 105 East 3rd Street, Ottumwa, Iowa, at which meeting the Council proposes to take additional action for the authorization of a Loan Agreement and the issuance of not to exceed \$700,000 General Obligation Capital Loan Notes, for general corporate purposes, bearing interest at a rate of not to exceed nine (9) per centum per annum, the Notes to be issued to provide funds to pay the costs of funding projects necessary for the operation of the City or for the health and welfare of citizens, including funding for Façade and Roof grants; grant matches for economic development or other city projects; and the Healthy Neighbors Program; equipping the parks department; and improvements and renovations to the Bridge View Center. Principal and interest on the proposed Loan Agreement will be payable from the Debt Service Fund.

At any time before the date of the meeting, a petition, asking that the question of issuing such Notes be submitted to the legal voters of the City, may be filed with the Clerk of the City in the manner provided by Section 362.4 of the Code of Iowa, pursuant to the provisions of Sections 384.24A and 384.26 of the Code of Iowa.

At the above meeting the Council shall receive oral or written objections from any resident or property owner of the City to the above action. After all objections have been received and considered, the Council will at the meeting or at any adjournment thereof, take additional action for the authorization of a Loan Agreement and the issuance of the Notes to evidence the obligation of the City thereunder or will abandon the proposal to issue said Notes.

This notice is given by order of the City Council of the City of Ottumwa, State of Iowa, as provided by Sections 384.24A and 384.26 of the Code of Iowa.

Dated this 3rd day of December, 2020.



Christine Reinhard  
City Clerk, City of Ottumwa, State of Iowa

(End of Notice)

PASSED AND APPROVED this 1st day of December, 2020.

  
\_\_\_\_\_  
Mayor

ATTEST:

  
  
\_\_\_\_\_  
City Clerk

CERTIFICATE

STATE OF IOWA

)

) SS

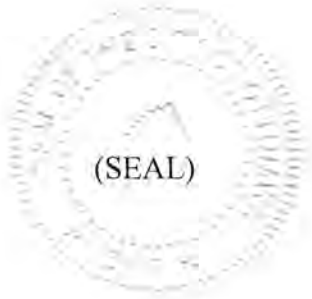
COUNTY OF WAPELLO

)

I, the undersigned City Clerk of the City of Ottumwa, State of Iowa, do hereby certify that attached is a true and complete copy of the portion of the records of the City showing proceedings of the Council, and the same is a true and complete copy of the action taken by the Council with respect to the matter at the meeting held on the date indicated in the attachment, which proceedings remain in full force and effect, and have not been amended or rescinded in any way; that meeting and all action thereat was duly and publicly held in accordance with a notice of meeting and tentative agenda, a copy of which was timely served on each member of the Council and posted on a bulletin board or other prominent place easily accessible to the public and clearly designated for that purpose at the principal office of the Council pursuant to the local rules of the Council and the provisions of Chapter 21, Code of Iowa, upon reasonable advance notice to the public and media at least twenty-four hours prior to the commencement of the meeting as required by law and with members of the public present in attendance; I further certify that the individuals named therein were on the date thereof duly and lawfully possessed of their respective City offices as indicated therein, that no Council vacancy existed except as may be stated in the proceedings, and that no controversy or litigation is pending, prayed or threatened involving the incorporation, organization, existence or boundaries of the City or the right of the individuals named therein as officers to their respective positions.

WITNESS my hand and the seal of the Council hereto affixed this 2nd day of December, 2020.

Christina Reinhard  
City Clerk, City of Ottumwa, State of Iowa



CERTIFICATE

STATE OF IOWA )  
 ) SS  
COUNTY OF WAPELLO )

I, the undersigned, do hereby certify that I am now and was at the times hereinafter mentioned, the duly qualified and acting Clerk of the City of Ottumwa, in the County of Wapello, State of Iowa, and that as such Clerk and by full authority from the Council of the City, I have caused a

NOTICE OF PUBLIC HEARING  
(Not To Exceed \$700,000 General Obligation Capital Loan Notes) (GCP-2)

of which the clipping annexed to the publisher's affidavit hereto attached is in words and figures a correct and complete copy, to be published as required by law in the "Ottumwa Courier", a legal newspaper published at least once weekly, printed wholly in the English language, published regularly and mailed through the post office of current entry for more than two years and which has had for more than two years a bona fide paid circulation recognized by the postal laws of the United States, and has a general circulation in the City, and that the Notice was published in all of the issues thereof published and circulated on the following date:

\_\_\_\_\_, 2020.

WITNESS my official signature this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

\_\_\_\_\_  
City Clerk, City of Ottumwa, State of Iowa

(SEAL)

NOTICE OF MEETING OF THE CITY COUNCIL OF THE  
CITY OF OTTUMWA, STATE OF IOWA, ON THE MATTER  
OF THE PROPOSED AUTHORIZATION OF A LOAN  
AGREEMENT AND THE ISSUANCE OF NOT TO EXCEED  
\$700,000 GENERAL OBLIGATION CAPITAL LOAN NOTES  
OF THE CITY (FOR GENERAL CORPORATE PURPOSES),  
AND THE HEARING ON THE ISSUANCE THEREOF

PUBLIC NOTICE is hereby given that the City Council of the City of Ottumwa, State of Iowa, will hold a public hearing on the 15th day of December, 2020, at 5:30 P.M., in the Council Chambers, City Hall, 105 East 3rd Street, Ottumwa, Iowa, at which meeting the Council proposes to take additional action for the authorization of a Loan Agreement and the issuance of not to exceed \$700,000 General Obligation Capital Loan Notes, for general corporate purposes, bearing interest at a rate of not to exceed nine (9) per centum per annum, the Notes to be issued to provide funds to pay the costs of funding projects necessary for the operation of the City or for the health and welfare of citizens, including funding for Façade and Roof grants; grant matches for economic development or other city projects; and the Healthy Neighbors Program; equipping the parks department; and improvements and renovations to the Bridge View Center. Principal and interest on the proposed Loan Agreement will be payable from the Debt Service Fund.

At any time before the date of the meeting, a petition, asking that the question of issuing such Notes be submitted to the legal voters of the City, may be filed with the Clerk of the City in the manner provided by Section 362.4 of the Code of Iowa, pursuant to the provisions of Sections 384.24A and 384.26 of the Code of Iowa.

At the above meeting the Council shall receive oral or written objections from any resident or property owner of the City to the above action. After all objections have been received and considered, the Council will at the meeting or at any adjournment thereof, take additional action for the authorization of a Loan Agreement and the issuance of the Notes to evidence the obligation of the City thereunder or will abandon the proposal to issue said Notes.

This notice is given by order of the City Council of the City of Ottumwa, State of Iowa, as provided by Sections 384.24A and 384.26 of the Code of Iowa.

Dated this 3rd day of December, 2020.

Christina Reinhard

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City Clerk, City of Ottumwa, State of Iowa

(End of Notice)

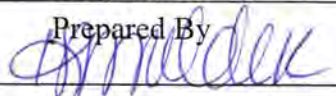


City of Ottumwa  
Staff Summary

Council Meeting of: December 1, 2020

Item No. 252-2020

Finance Department  
Department

Kala Mulder  
Prepared By  
  
Department Head

  
City Administrator

Agenda Title: Resolution No. 252-2020 Set December 15, 2020 at 5:30 p.m. for Public Hearing on the proposed authorization of a Loan Agreement and the Issuance of not to exceed \$700,000 General Obligation Capital Loan Notes of the City (for essential corporate purposes) and the hearing on the issuance thereof.

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Purpose: The City Council is required to hold a public hearing on the proposed authorization of a Loan Agreement and the Issuance of not to exceed \$700,000 General Obligation Capital Loan Notes of the City (for essential corporate purposes) and the hearing on the issuance thereof. December 15, 2020 will be the public hearing date.

Recommendation: Pass and Adopt Resolution No. 252-2020.

Discussion: A public hearing is required by law prior to the issuance of G.O. Debt. We're asking the Council to take additional action for the authorization of a Loan Agreement and the issuance of not to exceed \$700,000 General Obligation Capital Loan Notes. This is for general corporate purposes, bearing interest at a rate of not to exceed nine (9) per centum per annum, the Notes to be issued to provide funds to pay the costs of the construction, reconstruction, enlargement, improvement and equipping of city hall, fire stations, police stations, and swimming pools and recreational areas, including the Ottumwa Beach. Principal and interest on the proposed Loan Agreement will be payable from the Debt Service Fund.

**ITEMS TO INCLUDE ON AGENDA**

**CITY OF OTTUMWA, IOWA**

Not to exceed \$700,000 General Obligation Capital Loan Notes (GCP-3)

- Resolution fixing date for a meeting on the proposition to authorize a Loan Agreement and the issuance of Notes to evidence the obligations of the City thereunder.

NOTICE MUST BE GIVEN PURSUANT TO IOWA CODE  
CHAPTER 21 AND THE LOCAL RULES OF THE CITY.

December 1, 2020

The City Council of the City of Ottumwa, State of Iowa, met in regular session, in the Council Chambers, City Hall, 105 East 3rd Street, Ottumwa, Iowa, at 5:30 P.M., on the above date. There were present Mayor Lazio, in the chair, and the following named Council Members:

Marc Roe, Skip Stevens, Bob Meyers, Holly Berg, Matt Dalbey

Absent: None

Vacant: None

\* \* \* \* \*

Council Member Roe introduced the following Resolution entitled "RESOLUTION FIXING DATE FOR A MEETING ON THE AUTHORIZATION OF A LOAN AGREEMENT AND THE ISSUANCE OF NOT TO EXCEED \$700,000 GENERAL OBLIGATION CAPITAL LOAN NOTES OF THE CITY OF OTTUMWA, STATE OF IOWA (FOR GENERAL CORPORATE PURPOSES), AND PROVIDING FOR PUBLICATION OF NOTICE THEREOF", and moved that the same be adopted. Council Member Dalbey seconded the motion to adopt. The roll was called and the vote was,

AYES: Marc Roe, Skip Stevens, Bob Meyers, Holly Berg, Matt Dalbey

---

NAYS: None

Whereupon, the Mayor declared the resolution duly adopted as follows:

RESOLUTION FIXING DATE FOR A MEETING ON THE AUTHORIZATION OF A LOAN AGREEMENT AND THE ISSUANCE OF NOT TO EXCEED \$700,000 GENERAL OBLIGATION CAPITAL LOAN NOTES OF THE CITY OF OTTUMWA, STATE OF IOWA (FOR GENERAL CORPORATE PURPOSES), AND PROVIDING FOR PUBLICATION OF NOTICE THEREOF

WHEREAS, it is deemed necessary and advisable that the City of Ottumwa, State of Iowa, should provide for the authorization of a Loan Agreement and issuance of General Obligation Capital Loan Notes, to the amount of not to exceed \$700,000, as authorized by Sections 384.24A and 384.26, of the Code of Iowa, for the purpose of providing funds to pay costs of carrying out general corporate purpose project(s) as hereinafter described; and

WHEREAS, the Loan Agreement and Notes shall be payable from the Debt Service Fund; and

WHEREAS, the Issuer has a population of more than 5,000 but not more than 75,000, and the Notes for these purposes do not exceed \$700,000; and

WHEREAS, before a Loan Agreement may be authorized and General Obligation Capital Loan Notes, issued to evidence the obligation of the City thereunder, it is necessary to comply with the provisions of the Code of Iowa, as amended, and to publish a notice of the proposal and of the time and place of the meeting at which the Council proposes to take action for the authorization of the Loan Agreement and Notes and to receive oral and/or written objections from any resident or property owner of the City to such action; and

WHEREAS, before the Notes may be issued, it is necessary to comply with the provisions of Chapter 384 of the Code of Iowa, and to publish a notice of the proposal to issue such Notes and the right to petition for an election.

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

Section 1. That this Council meet in the Council Chambers, City Hall, 105 East 3rd Street, Ottumwa, Iowa, at 5:30 P.M., on the 15th day of December, 2020, for the purpose of taking action on the matter of the authorization of a Loan Agreement and issuance of not to exceed \$700,000 General Obligation Capital Loan Notes, for general corporate purposes, the proceeds of which notes will be used to provide funds to pay the costs of the construction, reconstruction, enlargement, improvement and equipping of city hall, fire stations, police stations, and swimming pools and recreational areas, including the Ottumwa Beach.

Section 2. and shall bear interest at a rate not exceeding the maximum specified in the attached notice.

Section 3. The Clerk is authorized and directed to proceed on behalf of the City with the negotiation of terms of a Loan Agreement and the issuance of General Obligation Capital Loan Notes, evidencing the City's obligations to a principal amount of not to exceed \$700,000, to select a date for the final approval thereof, to cause to be prepared such notice and sale information as may appear appropriate, to publish and distribute the same on behalf of the City and this Council and otherwise to take all action necessary to permit the completion of a loan on a basis favorable to the City and acceptable to the Council.

Section 4. That the Clerk is hereby directed to cause at least one publication to be made of a notice of the meeting, in a legal newspaper, printed wholly in the English language, published at least once weekly, and having general circulation in the City. The publication to be not less than ten clear days nor more than twenty days before the date of the public meeting on the issuance of the Notes.

Section 5. The notice of the proposed action to issue notes shall be in substantially the following form:

(To be published on or before: December 4, 2020)

NOTICE OF MEETING OF THE CITY COUNCIL OF THE  
CITY OF OTTUMWA, STATE OF IOWA, ON THE MATTER  
OF THE PROPOSED AUTHORIZATION OF A LOAN  
AGREEMENT AND THE ISSUANCE OF NOT TO EXCEED  
\$700,000 GENERAL OBLIGATION CAPITAL LOAN NOTES  
OF THE CITY (FOR GENERAL CORPORATE PURPOSES),  
AND THE HEARING ON THE ISSUANCE THEREOF


PUBLIC NOTICE is hereby given that the City Council of the City of Ottumwa, State of Iowa, will hold a public hearing on the 15th day of December, 2020, at 5:30 P.M., in the Council Chambers, City Hall, 105 East 3rd Street, Ottumwa, Iowa, at which meeting the Council proposes to take additional action for the authorization of a Loan Agreement and the issuance of not to exceed \$700,000 General Obligation Capital Loan Notes, for general corporate purposes, bearing interest at a rate of not to exceed nine (9) per centum per annum, the Notes to be issued to provide funds to pay the costs of the construction, reconstruction, enlargement, improvement and equipping of city hall, fire stations, police stations, and swimming pools and recreational areas, including the Ottumwa Beach. Principal and interest on the proposed Loan Agreement will be payable from the Debt Service Fund.

At any time before the date of the meeting, a petition, asking that the question of issuing such Notes be submitted to the legal voters of the City, may be filed with the Clerk of the City in the manner provided by Section 362.4 of the Code of Iowa, pursuant to the provisions of Sections 384.24A and 384.26 of the Code of Iowa.

At the above meeting the Council shall receive oral or written objections from any resident or property owner of the City to the above action. After all objections have been received and considered, the Council will at the meeting or at any adjournment thereof, take additional action for the authorization of a Loan Agreement and the issuance of the Notes to evidence the obligation of the City thereunder or will abandon the proposal to issue said Notes.

This notice is given by order of the City Council of the City of Ottumwa, State of Iowa, as provided by Sections 384.24A and 384.26 of the Code of Iowa.

Dated this 3rd day of December, 2020.

  
\_\_\_\_\_  
City Clerk, City of Ottumwa, State of Iowa


(End of Notice)

PASSED AND APPROVED this 1st day of December, 2020.

  
\_\_\_\_\_  
Mayor



ATTEST:

  
\_\_\_\_\_  
City Clerk



CERTIFICATE

STATE OF IOWA

)

) SS

COUNTY OF WAPELLO

)

I, the undersigned City Clerk of the City of Ottumwa, State of Iowa, do hereby certify that attached is a true and complete copy of the portion of the records of the City showing proceedings of the Council, and the same is a true and complete copy of the action taken by the Council with respect to the matter at the meeting held on the date indicated in the attachment, which proceedings remain in full force and effect, and have not been amended or rescinded in any way; that meeting and all action thereat was duly and publicly held in accordance with a notice of meeting and tentative agenda, a copy of which was timely served on each member of the Council and posted on a bulletin board or other prominent place easily accessible to the public and clearly designated for that purpose at the principal office of the Council pursuant to the local rules of the Council and the provisions of Chapter 21, Code of Iowa, upon reasonable advance notice to the public and media at least twenty-four hours prior to the commencement of the meeting as required by law and with members of the public present in attendance; I further certify that the individuals named therein were on the date thereof duly and lawfully possessed of their respective City offices as indicated therein, that no Council vacancy existed except as may be stated in the proceedings, and that no controversy or litigation is pending, prayed or threatened involving the incorporation, organization, existence or boundaries of the City or the right of the individuals named therein as officers to their respective positions.

WITNESS my hand and the seal of the Council hereto affixed this 2nd day of December, 2020.

Christina Reinhard  
City Clerk, City of Ottumwa, State of Iowa



CERTIFICATE

STATE OF IOWA )  
 ) SS  
COUNTY OF WAPELLO )

I, the undersigned, do hereby certify that I am now and was at the times hereinafter mentioned, the duly qualified and acting Clerk of the City of Ottumwa, in the County of Wapello, State of Iowa, and that as such Clerk and by full authority from the Council of the City, I have caused a

NOTICE OF PUBLIC HEARING  
(Not To Exceed \$700,000 General Obligation Capital Loan Notes) (GCP-3)

of which the clipping annexed to the publisher's affidavit hereto attached is in words and figures a correct and complete copy, to be published as required by law in the "Ottumwa Courier", a legal newspaper published at least once weekly, printed wholly in the English language, published regularly and mailed through the post office of current entry for more than two years and which has had for more than two years a bona fide paid circulation recognized by the postal laws of the United States, and has a general circulation in the City, and that the Notice was published in all of the issues thereof published and circulated on the following date:

\_\_\_\_\_, 2020.

WITNESS my official signature this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

\_\_\_\_\_  
City Clerk, City of Ottumwa, State of Iowa

(SEAL)

NOTICE OF MEETING OF THE CITY COUNCIL OF THE  
CITY OF OTTUMWA, STATE OF IOWA, ON THE MATTER  
OF THE PROPOSED AUTHORIZATION OF A LOAN  
AGREEMENT AND THE ISSUANCE OF NOT TO EXCEED  
\$700,000 GENERAL OBLIGATION CAPITAL LOAN NOTES  
OF THE CITY (FOR GENERAL CORPORATE PURPOSES),  
AND THE HEARING ON THE ISSUANCE THEREOF

PUBLIC NOTICE is hereby given that the City Council of the City of Ottumwa, State of Iowa, will hold a public hearing on the 15th day of December, 2020, at 5:30 P.M., in the Council Chambers, City Hall, 105 East 3rd Street, Ottumwa, Iowa, at which meeting the Council proposes to take additional action for the authorization of a Loan Agreement and the issuance of not to exceed \$700,000 General Obligation Capital Loan Notes, for general corporate purposes, bearing interest at a rate of not to exceed nine (9) per centum per annum, the Notes to be issued to provide funds to pay the costs of the construction, reconstruction, enlargement, improvement and equipping of city hall, fire stations, police stations, and swimming pools and recreational areas, including the Ottumwa Beach. Principal and interest on the proposed Loan Agreement will be payable from the Debt Service Fund.

At any time before the date of the meeting, a petition, asking that the question of issuing such Notes be submitted to the legal voters of the City, may be filed with the Clerk of the City in the manner provided by Section 362.4 of the Code of Iowa, pursuant to the provisions of Sections 384.24A and 384.26 of the Code of Iowa.

At the above meeting the Council shall receive oral or written objections from any resident or property owner of the City to the above action. After all objections have been received and considered, the Council will at the meeting or at any adjournment thereof, take additional action for the authorization of a Loan Agreement and the issuance of the Notes to evidence the obligation of the City thereunder or will abandon the proposal to issue said Notes.

This notice is given by order of the City Council of the City of Ottumwa, State of Iowa, as provided by Sections 384.24A and 384.26 of the Code of Iowa.

Dated this 3rd day of December, 2020.

Christina Reinhard

---

City Clerk, City of Ottumwa, State of Iowa

(End of Notice)

2020 NOV 24 PM 12:00

# CITY OF OTTUMWA Staff Summary

**\*\* ACTION ITEM \*\***

Council Meeting of : Dec 1, 2020

Philip Rath

Prepared By

Administration

Department

Department Head

City Administrator Approval

AGENDA TITLE: Resolution No. 257-2020 - a resolution to adopt the Executive Summary prepared following the 2020 Leadership / Goal Setting / Strategic Planning Work Session for the City of Ottumwa, Iowa

\*\*\*\*\*

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

RECOMMENDATION: Pass and adopt Resolution 257-2020

DISCUSSION: On November 14, 2020 the City Council and senior level staff met for a work session to identify goals and conduct a strategic planning session for the next two years (2021 and 2022). The results of this session were formulated into an Executive Summary, which is attached for review and pending adoption by the City Council. This document would set the path forward for city staff in navigating city services for this period.

Source of Funds:

Budgeted Item:

Budget Amendment Needed:

**RESOLUTION NO. 257-2020**

**RESOLUTION ADOPTING THE EXECUTIVE SUMMARY PREPARED FOLLOWING THE 2020 LEADERSHIP / GOAL SETTING / STRATEGIC PLANNING WORK SESSION FOR THE CITY OF OTTUMWA, IOWA**

**WHEREAS**, planning and goal setting provide a best practice for efficient and effective delivery of services for a community; and

**WHEREAS**, on November 14, 2020 the City Council and senior level staff for the City of Ottumwa participated in a retreat focused on goal setting and strategic planning for calendar years 2021 and 2022; and

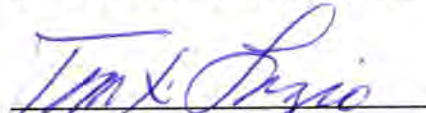
**WHEREAS**, an Executive Summary highlighting the events of the retreat and the subsequent findings was developed.

**NOW, THEREFORE, BE IT RESOLVED, BY THE CITY COUNCIL OF THE CITY OF OTTUMWA, IOWA**, that the attached Executive Summary from the 2020 Leadership / Goal Setting / Strategic Planning Work Session is hereby adopted reflecting the goals and objectives of the City Council for fiscal years 2021 and 2022.

**BE IT FURTHER RESOLVED**, the City Administrator is charged with developing an action plan which city staff and elected officials are charged with working collaboratively to implement in an effort to complete the goals identified in the stated Executive Summary.

APPROVED, PASSED AND ADOPTED, this 1<sup>st</sup> day of December, 2020.

CITY OF OTTUMWA, IOWA

  
Tom X. Lazio, Mayor

ATTEST:

  
Christina Reinhard, City Clerk

**CITY OF OTTUMWA, IOWA**

**2020 LEADERSHIP - GOAL SETTING –**

**STRATEGIC PLANNING WORK SESSION**

**EXECUTIVE SUMMARY**



**Executive Summary Written by  
Elizabeth Hansen, President**

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**CITY OF OTTUMWA, IA  
2020 LEADERSHIP – GOAL SETTING – PLANNING WORK SESSION**

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**CITY OF OTTUMWA, IA**  
**2020 LEADERSHIP – GOAL SETTING – PLANNING WORK SESSION**

**I. INTRODUCTION**

The City Council of the City of Ottumwa held a Leadership – Goal Setting – Strategic Planning Work Session on November 14, 2020. The work session was held at the Bridge View Center. The work session was facilitated by Elizabeth Hansen, president of Midwest Municipal Consulting, LLC of Ankeny, Iowa.

Participants at all or part of the session were:

Tom Lazio	Mayor
Holly Berg	Council Member
Matt Dalbey	Council Member
Bob Meyers	Council Member
Marc Roe	Council Member
Skip Stevens	Council Member
Philip Rath	City Administrator
Chris Reinhard	City Clerk
Kala Mulder	Director of Finance
Gene Rathje	Director of Parks and Recreation
Kevin Flanagan	Director of Planning and Zoning
Tony Miller	Fire Chief
Chad Farrington	Police Chief

The primary objectives of the session were:

- 1) To provide the opportunity for all members of the City's leadership team to be part of the planning process
- 2) To enhance communication and develop renewed team spirit among the participants
- 3) To review progress being made by the City
- 4) To discuss changes that are likely to impact the City
- 5) To develop consensus on issues and opportunities facing the City (one to three-year perspective)



- 6) To develop an updated goals program for the City (one to three-year perspective)
- 7) To review the roles of the City's leadership team
- 8) To be an educational and enjoyable day

This report summarizes the results of the session and includes recommendations for follow-up actions to be taken.

## **II. INTRODUCTORY REMARKS**

Mayor Tom Lazio opened the goal setting – strategic planning work session stating his appreciation for all who are present to be part of the process. He stated it is important to have staff in attendance as they are important and critical parts of the team. He used a football analogy and stressed that all in the team need to know what direction they are going and that is the only way to be successful. He also listed several new folks in leadership positions in the city and community-wide. The Mayor then turned the meeting over to facilitator, Elizabeth Hansen.

## **III. COMMUNICATION ENHANCEMENT**

After introductory remarks were made, the facilitator reviewed the agenda, and went over some ground rules. She then explained the importance of having a goal setting – strategic planning session and indicated that one of the primary objectives of the retreat was to enhance communication among the participants. The first activity began the communication process by providing participants the opportunity to share backgrounds, perspectives on the greatest challenges facing the City, and expectations for the session.

The facilitator pointed out that there is passion, dedication, loyalty, and skills among the group; that they are serving for all the right reasons.

Many of the challenges cited were incorporated into later discussions on issues and opportunities facing the City. The refreshment breaks, meals, and group discussion and action planning provided additional opportunities to further enhance communication.

**See Attachment A for the  
Greatest Challenges Facing the City  
and Expectations for the Session**

## **IV. REVIEW OF PROGRESS BEING MADE**

The next activity focused on a review of progress being made by the City over the last year or two. It was agreed that significant progress has been made in several areas. Participants agreed there have been numerous successes. The facilitator suggested review and celebration of these accomplishments by including the comprehensive list in an upcoming City newsletter, on the City's website, continuous social media posts and/or in the local newspaper.

**See Attachment B for the Review  
of Fiscal Years 2019 and 2020**

**V. CHANGES THAT HAVE, AND ARE EXPECTED TO, IMPACT THE CITY:  
ISSUES AND OPPORTUNITIES FACING THE CITY**

Participants discussed significant changes that have impacted the City over the past five years, and those anticipated changes that are expected to impact the City in the next five years.

**See Attachment C for the Review  
of Progress being made by the City**

**VI. UPDATING THE CITY'S GOALS: POTENTIAL SOLUTIONS**

Participants identified several issues and opportunities facing the City from a one to three-year perspective. The listing provided a fresh update and consensus on issues, both external and internal, to be addressed by the City.

**See Attachment D for a Listing of Issues  
Facing the City**

**VII. THE GOALS PROGRAM**

The identified issues and opportunities were then converted into a proposed goals program for the City. The proposed goals program needs to be further discussed and refined, agreed-upon, and then implemented.

**See Attachment E for the Proposed  
Goals Program for Fiscal Years 2021 & 2022**

**VIII. PRELIMINARY ACTION PLANS TO ACHIEVE THE GOALS**

The facilitator expressed the importance of developing an action plan for the highest priorities. City Administrator, Philip Rath will oversee the further development of action plans to address each of the goals. He will present the action plan to the Council in a separate report for consideration and approval.

**IX. ROLES AND RESPONSIBILITIES**

In the respect of time, the facilitator referred the participants to review the major roles and responsibilities of the City Council, individual council members, the Mayor, City Administrator, Department Heads, City employees and citizens.

**See Attachment F for the Listing  
of Major Roles and Responsibilities**

**X. CLOSING REMARKS**

The session concluded with the facilitator challenging the participants to make a positive impact in their leadership roles. She pointed out the inter-dependency of the City Council and staff, and the need to be mission and goal driven. The facilitator thanked the participants and wished them well in their tenure serving Ottumwa.

## **XI. RECOMMENDED FOLLOW-UP ACTIONS**

It was agreed that considerable progress was made at the work session and that follow-up actions are needed.

The recommended sequence of actions is:

- 1) The City Administrator reviews the Executive Summary of the session
- 2) The City Administrator fine-tunes the prioritized issues and the suggested goals program
- 3) The City Administrator reviews the Executive Summary with the City Council
- 4) The City Council acts on the proposed goals program, including the action plan
- 5) Action plan is developed for each goal under the direction of the City Administrator
- 6) The City Council and City Administrator monitor progress on achievements of the goals regularly
- 7) A follow-up work session be scheduled in two years to evaluate progress and update the goals program



## Attachment A

# CHALLENGES FACING THE CITY AND EXPECTATIONS FOR THE WORK SESSION

(From the Enhancing Communication Worksheet)

## CHALLENGES

- 1) Capital Infrastructure
- 2) COVID
- 3) Housing Stock
- 4) Economic development – including recruitment and retention
- 5) Finances – structural deficit
- 6) Generational Poverty
- 7) Nuisances – neglected and dilapidated properties
- 8) Operational Silos (Budget and Communication)
- 9) Population Loss
- 10) Public By-In, Perception and Relations

## EXPECTATIONS

- 1) Better Communication
- 2) Gain a better understanding of how everything works moving forward
- 3) Have a game plan
- 4) Work as a team
- 5) Working from the same page



## Attachment B

# REVIEW OF PROGRESS BEING MADE BY THE CITY: WHAT IS WORKING WELL?

## THE SUCCESSES

### Project/improvement

Progress on sewer separation project
Improvements to Beach Ottumwa
Replacement of bridges and major streets/roadways (Milner Street) (Jefferson Street)
Pedestrian Trail System
Continued street maintenance / Using LOST/RUT funds
Roundabouts added to Richmond and Wapello
Replacement of Blackhawk Boat Ramp
CDBG Upper Story Housing Project (added housing units downtown)
Chad Carlson moved to Street Superintendent
Continued implementation of IDNR Administrative Consent Orders (25 yr. schedule)
Davis Street culvert
Implementing a Facility Maintenance Program – improvements to facilities, buildings and grounds
Greater Ottumwa Park – campground
Phillip Burgmeier moved to manage Water Pollution Control
Quiet zones - No train horns
Nuisance abatement of dilapidated properties
Jefferson Street parking lot
Canteen Alley

### Finance

Hired new Finance Director
Implementing Priority Based Budgeting (PBB)
Implementing Human Capital Management (KRONOS) system
Merged with Region 10-15 for Transportation services / Closed Ottumwa Transportation Authority (OTA)
Contracted with MJB & A to review benefits and advise on future insurance options
Hired a Risk Manager
Improved financial reporting to council
Restructuring debt loads to lower interest rates / Refinancing SRF debt
Tina Jaegers hired as City Accountant
Adopting sewer rate increases
Bi—annual CIP streets program
Completed 2021 budget process with new Finance Director, tackling many significant fiscal challenges successfully for first phase of recovery process
Established new parks foundation
Finished process for new program interconnectivity with Planning Department and Finance Department providing for online billing and permit access to citizens
Identified significant revenue sources within city funds to ensure financial accuracy with our partners
Maintain coverage ratio (general fund balance) around 25%
New Finance Team
Opportunity to adjust levy for citizens and different allocation within other levies
Projecting financial position for future fiscal cycles
Success in obtaining additional funding from State/Federal grants, Legacy, JBS/Plumrose

## **Economic Development**

Airport Improvements - Runway 13/31 extension
Business in-fill (Main St. dist.) (Target building)
Completing the comprehensive plan
Planning processes and program for River development initiative and HWY 149 Exit Annexation development submitting BUILD Grant
Attempting to attract a new hotel – Bridge View Center (BVC)
Certified Site completion for Industrial Park
Establishment of Great Ottumwa Partners in Progress (GOpIP)
JBS continues to hire personnel, increased wages and help expand childcare
Razed the St. Joe's Hospital and prepped for development of town homes
Available Wastewater Capacity – 5 MGD, 6000# BOD
Available Water Treatment Plant Capacity 2.8 MGD
Business retention and expansion
Completion of rail-port study
Completion of target market industry analysis
Development of Historic Preservation districts
Finalist for Iowa Great Places designation
Hobby-Lobby incentive
Housing Issue Progress / Created Rippling Waters
Improvements to sport fields/structures
Indian Hills Community College – continue partnering with local businesses
John Deere – continue expansion and promoting economic base and support their initiatives to give back to the community
Maintain Ottumwa as the regional hub for events
More emphasis on city-wide development
Partnered with other entities to form ONE Ottumwa
Partnering with Legacy to help finance projects
Partnership/collaboration with existing industry/commercial businesses
Partnership/collaboration with Ottumwa Community School District
Possible upcoming inside sports facility
River front growth
Main Street – downtown streetscape
HWY 149 North – Tractor Supply proposal, improving traffic due to accidents

## **City Operations/Human Resources/Policies**

Contracting out legal services - Segregating Legal and HR functions
Library improved accessibility to resources – Hot spots
Library expanded education opportunities for children
Hired new City Administrator – consistency and new vision – much needed structure
New Human Resource Team
Follow / Be held to “chain of command” structure
Added a new city policy on hiring laid off employees – updated personnel policies
Consistent policy explanations
Increase in pay for Public Safety
Hired new City Clerk
Hired new Planning Director
Ottumwa Community Parks are well above the national standards
Providing more community and council updates through social media
Succession planning
Updated website – easier for citizens to use
Updating the entire policy and procedure for OPD
Updating the policy and procedures of the Accident Review Committee / Board

## Public Safety

Hired new police chief
Stabilization of Police force / scheduling changes
Maintain SRO's in school district
Purchase new FD equipment (boat)
Regional Haz-Mat team OFD added 2 counties to the Southeast Iowa Response Group (SIRG)
ADA Transition Plan (city-wide program, 10 year plan)
Better hiring contract with OPD to retain officers who used city funding for academy training
County seat – shared facility with sheriff's department
Downtown – 2-way streets
EMS services provided by the hospital
Examine volunteer fire protection
Joint training
Police Chief meeting with community members re: social justice concerns
Police officers certified in CIT/De-escalation training
Public Relations / Education through Active Shooter Training Program
Public Relations / Education through Citizen Police Academy
Review of need equipment in Public Safety
Signage Retro-reflectometer and Pavement Management Program (city-wide)



**Attachment C**

**CHANGES THAT HAVE IMPACTED AND ARE EXPECTED TO IMPACT THE CITY:  
ISSUES AND OPPORTUNITIES**

**WHAT IS NOT WORKING WELL?**

**WHAT IS THE CITY CURRENTLY DOING THAT IT SHOULD NOT BE DOING?**

The following were identified as issues, concerns, trends, and opportunities that may affect future City services, policies, finances, or operations:

Item
Increasing structural deficit / Maintaining a positive cash position in a time when we are struck with COVID, diminishing property tax revenues, and increasing expenses
Affordable housing / Aging housing inventory and no new developers coming in to build new housing
Aging infrastructure – roads / buildings / vehicles (fire truck)
Communication is not where it should be (Lacking with partner organizations) (Staff not following a chain of command)
Departmental Silos – Money and Information
Economic development is sluggish
Quality of life amenities are losing money at a fast pace (BVC, Beach)
Code Enforcement
Communicating with immigrant populations – language and/or cultural barriers
Continued reduction in commercial property tax backfill
Council is not following Staff recommendations – leads to frustration across the entire spectrum and low morale
Generational poverty
Personnel costs – affordability of benefit packages
Population decrease
Quincy Place Mall area and old Target store building opportunity
Staff turnover, aging staff, succession planning
Accountability is almost non-existent in a few departments
Annexation Plan (Areas)
GIS system city-wide
Gossip and misinformation both internally and externally
Increase access to broadband
Increased drug use
Increased mental health crisis
Lasting pandemic financial issues, especially BVC, road use tax, etc.
Negativity within City staff and the community
No franchise fee / tax
Not following policies and procedures
React to the council as individuals... rather than as a team
React too quickly to complaints from a single or minority complaint
Retail and industrial business sectors stagnant or in decline. Fewer job opportunities
Rising costs / taxes associated with the sewer separation project
Transparency in all activities
Unclear direction of Human Resources
Need consistent policies for all departments
Downsizing of staff – less efficient services
Need adequate and affordable childcare



**Attachment D**

**SIGNIFICANT INITIATIVES OR PROGRAMS (SOLUTIONS) -  
WHAT IS THE CITY NOT DOING  
THAT IT SHOULD BE DOING?**

	<b>Item (What is the solution to an issue?)</b>	<b>New Initiative (Action Needed) Or On-Going</b>
1.	Develop / provide more affordable housing / Provide more incentives to developers for single family housing / Rural 360	On-going
2.	Improve cooperation with community partners / Work with Economic Development partners to develop incentive policy (GOPiP) (Indian Hills Community College)	New
3.	Create multi-year budgeting and Capital Planning / Use Priority Budgeting	New
4.	Establish new Revenues (Storm Water, Sewer, Franchise Fees) CSO Additional Contribution	New
5.	Leverage grant opportunities that would increase the buying power for infrastructure / economic development costs (SAFER Grant – 3 FFs) (AFG – OFD equip)	On-going
6.	Modify CBA's and personnel costs (wage and benefit packages)	On-going
7.	City must grow its way out of current fiscal challenges, austerity alone will not solve problems (cannot over promise on development agreements – need to capture increased valuation as soon as possible)	New
8.	Provide improved internet in the City/Increase fiber access and market to business and industry	New
9.	Construct a hotel on BVC site to draw business to the facility	On-going
10.	Draft downtown development policy to ensure new development fit within the fabric of the area	New
11.	Establish a Positive Attitude/Communication – Taking the WINS	On-going
12.	Incentivize re-use / development of vacant structures	On-going
13.	Marketing / tax efforts that will bring small manufacturing and small business / retail to the community (New or increase jobs)	#2 Above
14.	Add Public Information Officer back – Public Relations for the city	New
15.	Chip away at derelict houses	On-going
16.	Consider early retirement program to reduce long-term costs	New
17.	Conversion of multi-family homes back into single family (provide incentive)	New
18.	Create policies / incentives for in-fill development to increase tax base	New
19.	Develop facilities and programming for parks and recreation, as well as other quality of life improvements such as community center downtown	New
20.	Develop written department responsibilities	On-going
21.	Eliminate jobs by attrition	On-going
22.	Employee recognition program	New
23.	Hire an aggressive Economic Development Director	New
24.	Include departments in a timely manner as needed for specific projects	On-going
25.	Implement laser fiche program across all city departments (instead of each department / floor saving files their own way)	New
26.	Outline protocol for scheduling inter-department projects	New
27.	Reinvent Ottumwa to create a compelling future	On-going
28.	Renegotiate BVC contract that is more incentivizing to Venuworks to perform	On-going

29.	Review adding ambulance service to OFD	New
30.	Review permit fees to ensure they are appropriately priced for the cost of city staff / time	On-going
31.	Strengthen animal welfare ordinance	On-going
32.	Update job descriptions	On-going
33.	Review of all contracts with our partners, potential renegotiations	New
34.	Review staffing levels for all departments and compensation study	New
35.	Bring back Human Rights Commission	New
36.	Expand regular meeting with community partners and departments	On-going
37.	Update Communications Policy	New
38.	Implement a Youth in Government Program	New



**Attachment E**

**THE CITY'S GOALS PROGRAM  
FOR FISCAL YEARS 2021 and 2022**

**THE CITY'S ON-GOING PRIORITIES  
FOR FISCAL YEARS 2021 and 2022**

**ON-GOING PRIORITIES**

1.	Develop / provide more affordable housing / Provide more incentives to developers for single family housing / Rural 360
2.	Leverage grant opportunities that would increase the buying power for infrastructure / economic development costs (SAFER Grant – 3 FFs) (AFG – OFD equip)
3.	Modify CBA's and personnel costs (wage and benefit packages)
4.	Construct a hotel on BVC site to draw business to the facility
5.	Establish a Positive Attitude/Communication – Taking the WINS
6.	Incentivize re-use / development of vacant structures
7.	Chip away at derelict houses
8.	Develop written department responsibilities
9.	Eliminate jobs by attrition
10.	Include departments in a timely manner as needed for specific projects
11.	Reinvent Ottumwa to create a compelling future
12.	Renegotiate BVC contract that is more incentivizing to Venuworks to perform
13.	Review permit fees to ensure they are appropriately priced for the cost of city staff / time
14.	Strengthen animal welfare ordinance
15.	Update job descriptions
16.	Expand regular meeting with community partners and departments

**THE CITY'S PROPOSED NEW INITIATIVES  
FISCAL YEARS 2021 and 2022**

# of VOTES			
Rank	Combined	E/S	
			E = Elected Official      S = Staff
1	9	3/6	Create multi-year budgeting and Capital Planning / Use Priority Budgeting
T-2	7	3/4	Improve cooperation with community partners / Work with Economic Development partners to develop incentive policy (GOPiP) (Indian Hills Community College). Marketing / tax efforts that will bring small manufacturing and small business / retail to the community (New or increase jobs)
T-2	7	3/4	Establish new Revenues (Storm Water / Franchise Fees) CSO Additional Contribution
4	6	3/3	City must grow its way out of current fiscal challenges, austerity alone will not solve problems (cannot over promise on development agreements – need to capture increased valuation as soon as possible)
5	4	4/0	Create policies / incentives for in-fill development to increase tax base

6	4	3/1	Provide improved internet in the City/Increase fiber access and market to business and industry
T-7	4	2/2	Review all contracts with partners for potential re-negotiations
T-7	4	2/2	Update Communications Policy
9	4	0/4	Review staffing levels for all departments and compensation study
10	3	2/1	Review adding ambulance service to OFD
11	3	1/2	Develop facilities and programming for parks and recreation, as well as other quality of life improvements such as community center downtown
12	2	2/0	Outline protocol for scheduling inter-department projects
T-13	2	0/2	Consider early retirement program to reduce long-term costs
T-13	2	0/2	Hire an aggressive Economic Development Director
T-15	1	1/0	Draft downtown development policy to ensure new development fit within the fabric of the area
T-15	1	1/0	Bring back Human Rights Commission
T-17	1	0/1	Employee recognition program
T-17	1	0/1	Implement laser fiche program across all city departments (instead of each department / floor saving files their own way
T-19	0	0/0	Add Public Information Officer back – PR for the city
T-19	0	0/0	Implement a Youth in Government Program

**Attachment F**

**ROLES AND RESPONSIBILITIES  
OF THE CITY COUNCIL**

**MOST SIGNIFICANT**

1. To provide leadership, direction, and long-range planning for the City
2. To determine policy for the City
3. To hire and monitor the performance of the City Administrator (who manages City operations)
4. To adopt an annual budget for the City
5. To represent the collective best interests of the City and the citizens of the City
6. Determine vision, values and set the "tone" for the City

**ROLES AND RESPONSIBILITIES  
OF INDIVIDUAL COUNCIL MEMBERS**

**MOST SIGNIFICANT**

1. To represent the citizens and be accessible to them
2. To make leadership and policy decisions for the greater good of the City
3. To be prepared for, and participate in, council meetings
4. To act professionally and listen respectfully to other council members, staff, and citizens
5. To share information and communicate openly with the City Administrator and other council members
6. Listeners, educators, promoters, supporters

**ROLES AND RESPONSIBILITIES  
OF THE MAYOR**

**MOST SIGNIFICANT**

1. To conduct orderly and effective City council meetings
2. To represent the City at public functions
3. To facilitate discussions on agenda items and help resolve conflict among council members
4. To make advisory committee appointments
5. To sign the City's legal documents
6. To also function as a council member

**ROLES AND RESPONSIBILITIES  
OF THE CITY  
ADMINISTRATOR/MANAGER**

**MOST SIGNIFICANT**

1. To prepare and provide information for the council, make policy recommendations based on the information, and implement adopted policies
2. To be a liaison between the council and staff
3. To provide leadership and foster a positive work environment for the City's employees
4. To develop and administer the City's annual budget
5. To recommend the appointment of and terminate (when necessary) City employees
6. Mediates and resolves conflicts, negotiator, timer, educator, evaluator, and cutter

**ROLES AND RESPONSIBILITIES  
OF DEPARTMENT HEADS**

**MOST SIGNIFICANT**

1. To provide leadership and goals for their departments
2. To manage the day-to-day quality operations of their departments
3. Analyze issues, evaluate services, and develop professional recommendations as experts
4. To prepare and administer the department's annual budget
5. To communicate and cooperate with other entities in the City
6. To keep the City Administrator and department staff informed
7. To provide training and development opportunities for department employees
8. To recommend new hires to the City Administrator
9. Researchers, planners, preparers, cutters, shock absorbers

**ROLES AND RESPONSIBILITIES  
OF ALL CITY EMPLOYEES AND CITY  
OFFICIALS**

**MOST SIGNIFICANT**

1. To understand the relationship between the Mayor, Council, Administration and Staff
2. To act in accordance with defined roles
3. To have a positive attitude towards their job and when dealing with the public
4. To be team players
5. To be fiscally responsible
6. To be a positive representative and ambassador of the City
7. To have a strong work ethic
8. To be receptive to, and participate in, training and development opportunities
9. To be innovative problem solvers



## **ROLES AND RESPONSIBILITIES OF THE CITIZENS**

### **MOST SIGNIFICANT**

1. To vote in City elections
2. To provide fiscal support for City services and operations; I. E., to pay their taxes
3. To keep informed on issues that affect the City and to communicate their concerns to the City's elected officials and staff
4. To be involved in community affairs
5. To be positive contributors to the community

