



[CITY OF]

OTTUMWA

TENTATIVE AGENDA
OTTUMWA CITY COUNCIL

REGULAR MEETING NO. 12
Council Chambers, City Hall

April 20, 2021
5:30 O'Clock P.M.

PLEDGE OF ALLEGIANCE

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

B. CONSENT AGENDA:

1. Minutes from Regular Meeting No. 11 on April 6, 2021 as presented.
2. Acknowledgement of March financial report and payment of bills as submitted by the Finance Department.
3. Proclamation of Arbor Day on April 30, 2021.
4. Recommend re-appointment of Rick McFarland to the Planning and Zoning Commission, term to expire 4/1/2026 and appointment of Brian Hammack to the Airport Advisory Board, term to expire 10/1/2022 due to a vacancy.
5. Civil Service Commission Eligibility List for April 14, 2021 – Communication Specialist Entrance.
6. Approve the appointment of Brandie Headrick to the full-time position of Communication Specialist for the Ottumwa Police Department effective April 20, 2021.
7. Approve the upgrade and implementation of software changes to the department's in-house computer system (CIS) as required by the Iowa Department of Public Safety in the amount of \$14,100.
8. Approve a conflict of interest waiver for Ahlers & Cooney, P.C. between the City of Ottumwa and Indian Hills Community College in order to draft an airport usage agreement between the two partners.
9. Resolution No. 82-2021, setting May 18, 2021 as the date of a Public Hearing on the disposition of City owned property located at 510 N. Market Street.
10. Beer and/or liquor applications for: Kariden Wine Company, 620 Church St.; Manny Martinez, temporary license 5/8/2021 at 219 Fox Sauk Rd.; all applications pending final inspections.

C. APPROVAL OF AGENDA

D. ADMINISTRATORS REPORT TO COUNCIL AND CITIZENS:

1. Introduction of Barb Codjoe – HR Director
2. EMA update from Tim Richmond
3. Reminder of Work Session on 4/27/2021 – Code Compliance & Nuisance Enforcement

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. Bid report and Contract award for asbestos removal at 815 Allison, 1214 W. Highland and 2433 E. Main Street, Ottumwa, Iowa.

RECOMMENDATION: Accept bid and award the contract to Dan Laursen in the amount of \$13,500.

G. PUBLIC HEARING:

1. This is the time, place and date set for a public hearing on proposed Ordinance No. 3181-2021, amending the Code of Ordinances by changing the zoning classification on property located at 105 South Vine Street in the City of Ottumwa, Wapello County, Iowa from C-3 Commercial Mixed-Use District to C-2 Community Commercial District.

- A. Open the public hearing.
- B. Close the public hearing.
- C. Ordinance No. 3181-2021, amending the Code of Ordinances by changing the zoning classification on certain property located at 105 South Vine Street in the City of Ottumwa, Wapello County, Iowa from C-3 Commercial Mixed-Use District to C-2 Community Commercial District.

RECOMMENDATION: Pass the first consideration of Ordinance No. 3181-2021.

H. RESOLUTIONS:

1. Resolution No. 84-2021, approving the agreement between the City of Ottumwa and Calhoun-Burns and Associates, Inc. for Professional Engineering Services to conduct the 2021-22 Biennial Bridge Inspections and Load Rating.

RECOMMENDATION: Pass and adopt Resolution No. 84-2021.

2. Resolution No. 86-2021, authorizing the Planning Department to pursue a State Historical Society of Iowa Historic Resource Development Program Grant and authorizing the Mayor to sign the Grant Application.

RECOMMENDATION: Pass and adopt Resolution No. 86-2021.

I. ORDINANCES:

J. PUBLIC FORUM:

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

K. PETITIONS AND COMMUNICATIONS

ADJOURN

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



[CITY OF]
O T T U M W A

FAX COVER SHEET

City of Ottumwa

DATE: 4/16/21 TIME: 9:00 AM NO. OF PAGES 3
(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 #12 to be held on
4/20/2021 at 5:30 P.M.

*** FAX MULTI TX REPORT ***

JOB NO. 3335
DEPT. ID 4717
PGS. 3

TX INCOMPLETE -----

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Ottumwa Courier

KTVO

Tom FM



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JOB NO. 3335
DEPT. ID 4717
ST. TIME 04/16 08:50
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FAX NO: _____

FROM: Christina Reinhard

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

MEMO: Tentative Agenda for the Regular City Council Meeting #12 to be held on 4/20/2021 at 5:30 P.M.

REGULAR MEETING NO. 11
Council Chambers, City Hall

April 6, 2021
5:30 O'Clock P.M.

The meeting convened at 5:36 P.M.

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

Meyers moved, seconded by Berg to approve the following consent agenda items: Mins. from Regular Mtg. No. 9 on Mar 16, 2021 and Special Mtg. No. 10 on Mar 30, 2021 as presented; Civil Service Commission Eligibility List for Mar 25, 2021 – Police Officer Entrance; Approve appointment of Barbara Codjoe to full-time Dir. of Human Resources effective on or before April 12, 2021; Approve appointment of Rodney ReQuena to full-time Police Officer effective on or about April 19, 2021; Approve appointment of Chase Crandall to probationary firefighter; Approve pymt. to Computer Information Systems, Inc. in the amount of \$19,831 for a one-year License Ren. & Maint. Agt. for the Police Dept. in-house computer software; Approve replacement of Air Conditioning and Furnace Units in the Public Works Bldg. for \$14,000; Consideration of Ack./Settlement Agt. between City of Ottumwa and MAD JuSTus LLC d/b/a Mad Ave. Quick Shop (405 S. Madison St.); Consideration of Ack./Settlement Agt. between City of Ottumwa and Casey's Marketing Company d/b/a Casey's Gen. Store #2208 (1603 W. Second); Consideration of Ack./Settlement Agt. between City of Ottumwa and Hy-Vee, Inc. d/b/a Hy-Vee Gas #1 (1027 N. Quincy); Approve Salvage Dealer's License renewals for: Rosenman's Inc., 902 E. Main St.; Karz Salvage LLC, 430 N. Forrest Ave.; Courtney Car Crushing & Scrap, 825 Hayne St.; Alter Metal Recycling, 404 N. Forrest Ave.; all applications pending final inspections; Res. No. 79-2021, auth. renewal and admin. services agt. with Wellmark Blue Cross and Blue Shield of IA for hlth. and dental ins., for July 1, 2021 through June 30, 2022; Avesis, a Guardian Comp., for vision ins., for July 1, 2021 through June 30, 2022; and Symetra Life Insurance Comp. for life ins., for July 1, 2021 through June 30, 2023; Res. No. 80-2021, auth. all budgeted trsfrs. for FY 2021 as presented by the Finance Dept.; Beer and/or liquor applications for: Pizza Hut 1, 1247 Theater Dr.; Las Palmas Bar & Grill, Inc., 321 E. Second St.; all applications pending final inspections; Consideration of Ack./Settlement Agt. between City of Ottumwa and Elliott Oil Comp. d/b/a BP (720 Richmond). All ayes.

Roe moved, seconded by Meyers to approve the agenda as presented with the removal of Item G-9, Ord. No. 3181-2021, that will be presented during the next regularly scheduled mtg., to be held April 20, 2021. All ayes.

City Admin. Rath reported Make Ottumwa Shine will be held May 16-22; would like to hold work session on April 27 to discuss code enforcement.

He also reported meeting with a group of citizens twice a month, discussing bringing back a local Human Rights Commission. This group wants to have a positive effect on the community; like to bring something before council in June.

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 authorize City staff to work with Anderson, Larkin & CO on the FY21 audit. All ayes.

This was the time, place and date set for a public hearing approving the plans, specs., form of contract and est. cost for the Rehabilitate Runway 4/22 for the Ottumwa Reg. Airport Project. Airport Mgr. Cobler

reported this project will be completely funded by the FAA, which explains the quick turnaround. Bid opening will be 4/27/2021. No objections were recd. Meyers moved, seconded by Dalbey to close the public hearing. All ayes.

Meyers moved, seconded by Roe that Res. No. 67-2021, approving the plans, specs., form of contract and est. cost for the Rehabilitate Runway 4/22 for the Ottumwa Reg. Airport Project, be passed and adopted. All ayes.

This was the time, place and date set for a public hearing on the option to consider a Renewal of Lease Agt. between the City of Ottumwa and IA Dept. of Admin. Services for the CASA Program and lease of office space in City Hall bldg. located at 105 E. Third St. The IA Dept. of Inspections and Appeals, Child Advocacy Brd. and the CASA Program has been operating out of rooms 300 and 301 at City Hall. Rent was increased to \$224/month to reflect a cost of living adjustment since the previous Agt. The lease runs from July 1, 2021 through June 30, 2024. No objections were recd. Dalbey moved, seconded by Berg to close the public hearing. All ayes.

Meyers moved, seconded by Roe that Res. No. 68-2021, approving the Renewal of Lease Agt. between the City of Ottumwa and IA Dept. of Admin. Services for the IA Dept. of Inspections and Appeals, Child Advocacy Brd. and the CASA Program and auth. the Mayor to sign, be passed and adopted. All ayes.

This was the time, place and date set for a public hearing approving the plans, specs., form of contract and est. cost for the 2021 Sidewalk Drop and Detectable Warning Installation Program. PW Dir. Seals reported this is the 10th contract for this program; completion of these sidewalk drops and detectable warnings will be a step towards compliance with the ADA Transition Plan that was approved by Council on 8/7/2012. The City owned and maintained intersections are one portion of the ADA requirements. The overall project was est. at \$1,280,000 and is budgeted for \$120,000 each yr. until complete. Total cost to date \$962,695.78. No objections were recd. Dalbey moved, seconded by Roe to close the public hearing. All ayes.

Berg moved, seconded by Roe that Res. No. 72-2021, approving the plans, specs., form of contract and est. cost for the 2021 Sidewalk Drop and Detectable Warning Installation Program, be passed and adopted. All ayes.

This was the time, place and date set for a public hearing approving the plans, specs., form of contract and est. cost for the 2021 Catch Basin Replacement Program. PW Dir. Seals reported this is our annual catch basin project and will reconstruct and raise catch basin wells with new grates as indicated in plans and specs. Budgeted amount \$50,000. No objections were recd. Roe moved, seconded by Dalbey to close the public hearing. All ayes.

Meyers moved, seconded by Dalbey that Res. No. 73-2021, approving the plans, specs., form of contract and est. cost for the 2021 Catch Basin Replacement Program, be passed and adopted. All ayes.

This was the time, place and date set for a public hearing approving the plans, specs., form of contract and est. cost for the 2021 Sanitary Utility Access Program. PW Dir. Seals reported this annual project places sanitary utility access in existing sanitary sewer lines and associated patch work. Manholes will be placed at locations that have either limited access points or problem areas prone to plugging causing increased cleaning maint. No objections were recd. Dalbey moved, seconded by Berg to close the public hearing. All ayes.

Roe moved, seconded by Berg that Res. No. 74-2021, approving the plans, specs., form of contract and est. cost for the 2021 Sanitary Utility Access Program, be passed and adopted. All ayes.

This was the time, place and date set for a public hearing approving the plans, specs., form of contract and est. cost for the River Wall Extension Project. PW Dir. Seals reported this project will raise the north side river wall between the Hydro Dam and Wapello St. Bridge by one foot. This project is necessary for the river wall to meet FEMA's freeboard requirements. The length of the wall is 1,350 LF. No objections were recd. Dalbey moved, seconded by Meyers to close the public hearing. All ayes.

Meyers moved, seconded by Dalbey that Res. No. 75-2021, approving the plans, specs., form of contract and est. cost for the River Wall Extension Project, be passed and adopted. All ayes.

This was the time, place and date set for a public hearing on the matter, the Ottumwa City Council finds that based upon evidence submitted by the City Attorney's Office, on Feb. 3, 2021, an employee of BW Gas & Convenience Retail d/b/a Yesway #1030, committed a violation of IA Code section 453A.2(1), by selling, giving, or otherwise supplying any tobacco, tobacco products, alternative nicotine products, vapor products, or cigarettes to any person under twenty-one yrs. of age and that this was a first violation of this statute. Attorney Stone reported on this item. No objections were recd. Meyers moved, seconded by Dalbey to close the public hearing. All ayes.

Roe moved, seconded by Dalbey that Res. No. 81-2021, order assessing penalty, 1st Violation, to BW Gas & Convenience Retail d/b/a Yesway #1030, to remit three hundred dollars (\$300.00) to the City on or before May 6, 2021 (30 days from the date of this Order), for the first violation of IA Code section 453A.2(1); failure to pay the civil penalty by this date shall automatically result in the suspension of the cigarette permit for a period of fourteen (14) days in addition to the \$300 fine. All ayes.

Dalbey moved, seconded by Berg that Res. No. 69-2021, removing a special assessment for delinquent sewer fees applied to 1653 S. Milner St on Res. No. 107-2020, be passed and adopted. \$577.87 in delinquent sewer fees will be removed from property taxes. All ayes.

Roe moved, seconded by Berg that Res. No. 70-2021, removing a special assessment for delinquent refuse fees applied to 1653 S. Milner St. on Res. No. 108-2020, be passed and adopted. \$274.09 in delinquent refuse fees will be removed from property taxes. All ayes.

Meyers moved, seconded by Roe that Res. No. 71-2021, addressing a Notice of Assignment of Contract Funds and Auth. the Mayor to sign Letter of Ack. on the Johnson Ave. Reconstruction Project, be passed and adopted. PW Dir. Seals reported this contract was awarded to Pillar, Inc., in the amount of \$109,935.20 on Feb. 16, 2021; a letter from Northern Escrow, Inc. was recd requesting assignment of contract funds due Pillar, Inc. for work completed on said project. All ayes.

Dalbey moved, seconded by Meyers that Res. No. 76-2021, award the contract for the 2021 RFP#3, Eisenhower Pedestrian Bridge Repair to Boulder Contracting, LLC of Grundy Center, IA, in the amount of \$85,500, be passed and adopted. PW Dir. Seals reported three bids were recd on Mar. 24, 2021; question asked if this is solely a city obligation or if the Ottumwa School District was able to assist. Seals stated, the school didn't feel like this was part of their capital responsibility. Vote Taken Ayes: Meyers, Berg, Dalbey, Stevens. Nays: Roe. Motion carried 4-1.

Dalbey moved, seconded by Berg that Res. No. 77-2021, approving the Pro. Services Agt. between City of Ottumwa and Willett Hofmann & Assoc., Inc. for the 2021 City Hall Improvements Project and authorize the Mayor to sign the Agt., be passed and adopted. PW Dir. Seals reported Willett Hofmann &

Assoc., Inc. will provide architectural and engineering services in assoc. with City Hall Improvements Project. The scope of work initially includes schematic design to evaluate HVAC options and the impact to City Hall interior finishes and operations. A review committee was est. consisting of four staff members along with Councilman Roe. Responses recd from 16 different firms on 2/25/21; narrowed down to 3 firms for interview based upon scores from the review committee. The various options and cost opinions will be presented to the City Council by representatives of Willett Hofmann at a June 2021 mtg. so a formal direction can be decided. Compensation is \$42,500 to complete the schematic design. Council person Berg asked if this firm is in the Technical Advisory Network through State Historical Society; to apply for architectural design work grants, the architects must be in the network. All ayes.

Roe moved, seconded by Dalbey that Res No. 78-2021, approving Change Order No. 1 and accepting the work as final and complete for the Fox Sauk & North Court Intersection Project, be passed and adopted. PW Dir. Seals reported CO#1 decreases contract by \$7,522.50 for qty adj., total contract sum \$143,572.50. USDA Rural Business Development Grant recd. for \$142,347. All ayes.

Mayor Lazio inquired if anyone from the audience wished to address an item not on the agenda. John Fenner, 407 Elmdale Ave. discussed the lack of a men's shelter in Ottumwa. My son has been in/out of jail due to addiction problems; needs someplace to go during his transition out of jail; local, state, federal assistance – not sure where to go for help.

Councilman Roe brought up Senate Bill 587, which could be damaging to cities and counties as it takes local control away from them as it relates to commercial and industrial property tax replacement pymts. and other specified tax provisions; urge anyone listening to write a letter to your state senator or rep. opposing this bill.

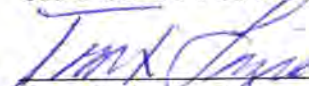
There being no further business, Roe moved, seconded by Dalbey that the meeting adjourn. All ayes.

Adjournment was at 6:22 P.M.

ATTEST:


Christina Reinhard, City Clerk

CITY OF OTTUMWA, IOWA


Tom X. Lazio, Mayor

Item No. B.-2.

**CITY OF OTTUMWA
VENDOR PAYMENT REPORT
MARCH, 2021**

| Vendor # | Vendor Name | Check # | Check Date | Amount | Reason |
|----------|---------------------------|---------|------------|------------|---------------------------|
| 00198 | ABC PEST CONTROL INC. | 209999 | 3/12/2021 | 42.95 | BLDG MAINT & REPAIR |
| 00320 | ACCO | 210000 | 3/12/2021 | 658.95 | EQUIP REPAIR |
| 00690 | AFLAC | 210124 | 3/19/2021 | 1,705.00 | AFLAC DEDUCTION PAYABLE |
| 00800 | AHLERS & COONEY P.C. | 210001 | 3/12/2021 | 53,494.07 | BOND ISSUE COSTS |
| 00855 | AIRGAS USA LLC | 210002 | 3/12/2021 | 175.23 | SUSTENANCE SUPPLIES |
| 01296A | ALIG PLUMBING | 209918 | 3/5/2021 | 770.00 | OTHER SMALL CAPITAL |
| 01700 | ALLIANT ENERGY/IPL | 210004 | 3/12/2021 | 80,287.26 | ELECTRIC |
| 02080 | ALTORFER INC. | 210146 | 3/26/2021 | 6,457.88 | VHCL MTCE SUPPLIES |
| 02592 | AMERICAN BOTTLING COMPANY | 210005 | 3/12/2021 | 160.50 | CONCESSION - RESALE |
| 04171 | ARCHANGEL SERVICES, LLC | 209921 | 3/5/2021 | 38,492.35 | AVIATION FUEL |
| 04995 | APWA | 209922 | 3/5/2021 | 720.00 | DUES & MEMBERSHIPS |
| 05668 | A-TEC RECYCLING INC | 210147 | 3/26/2021 | 1,185.98 | HAZARDOUS WASTE DISPOSAL |
| 05681 | ATLANTIC BOTTLING COMPANY | 210148 | 3/26/2021 | 127.75 | CONCESSION - RESALE |
| 05687 | AT&T MOBILITY | 209923 | 3/5/2021 | 1,696.99 | TELEPHONE/IT |
| 05694 | AUTOMATIC SYSTEMS CO. | 210007 | 3/12/2021 | 2,152.75 | OPERATING SUPPLIES |
| 05700 | ATOMIC TERMITE & PEST | 210008 | 3/12/2021 | 250.00 | OPERATING SUPPLIES |
| 05860 | AUTOZONE INC | 210009 | 3/12/2021 | 367.65 | VHCL MTCE SUPPLIES |
| 06478 | BAILEY OFFICE EQUIPMENT | 210011 | 3/12/2021 | 2,094.20 | OFFICE SUPPLIES |
| 06740 | JANICE BAIN | 210012 | 3/12/2021 | 86.81 | TRAINING |
| 07648 | MARK J BECKER & ASSOC LLC | 210013 | 3/12/2021 | 2,517.68 | OTHER PROF SERV |
| 09352 | BLACKSTONE PUBLISHING | 210149 | 3/26/2021 | 134.99 | LIBRARY MAT-GRUBB ESTATE |
| 09360 | BLACK'S TIRE COMPANY LLC | 210150 | 3/26/2021 | 22.50 | VHCL MTCE SUPPLIES |
| 09515 | BLOOMFIELD COMMUNICATIONS | 210014 | 3/12/2021 | 59.23 | TELEPHONE/IT |
| 09522 | WELLMARK BC & BS OF IOWA | 210151 | 3/26/2021 | 19,651.20 | MEDICARE PREMIUMS |
| 09590 | WILFRED BOETTCHER | 209925 | 3/5/2021 | 83.60 | RETIREE CONTRIBUTIONS |
| 11496 | BRIDGE CITY SANITATION LL | 210015 | 3/12/2021 | 142,423.03 | OTHER PROF SERV |
| 12056 | TRAVIS BROWN | 210016 | 3/12/2021 | 59.62 | TRAINING |
| 12500 | BUB'S TREE CARE | 210154 | 3/26/2021 | 6,700.00 | TREE TRIMMING |
| 13610 | C-FAB LLC | 210018 | 3/12/2021 | 1,088.45 | VHCL MTCE SUPPLIES |
| 13646 | CALHOUN-BURNS & ASSOC INC | 210019 | 3/12/2021 | 1,965.00 | ENGINEERING |
| 15760 | CARROLL CONSTRUCTION SUPP | 210020 | 3/12/2021 | 623.27 | TOOLS & SMALL EQUIP |
| 15788 | CATERPILLAR GOLBAL SERVIC | 209927 | 3/5/2021 | 4,240.46 | VHCL MTCE SUPPLIES |
| 16265 | CENTER POINT LARGE PRINT | 210021 | 3/12/2021 | 85.08 | LIBRARY MAT.-JAMES ESTATE |
| 16300 | CENTRAL IOWA FASTENERS | 209928 | 3/5/2021 | 447.01 | MISCELLANEOUS |
| 16402 | CENTURYLINK | 209930 | 3/5/2021 | 4,382.55 | TELEPHONE/IT |
| 16403 | CENTURYLINK | 210128 | 3/19/2021 | 402.94 | TELEPHONE/IT |
| 17620 | CINTAS CORPORATION | 210157 | 3/26/2021 | 59.69 | SUSTENANCE SUPPLIES |
| 17690 | CITYBLUE TECHNOLOGIES LLC | 210023 | 3/12/2021 | 126.69 | OFFICE SUPPLIES |
| 17825 | CITY OF OTTUMWA, CEMETERY | 210158 | 3/26/2021 | 564.00 | CASH INVESTED PASSBK SVNG |
| 18977 | COLE-PARMER INSTRUMENT CO | 210024 | 3/12/2021 | 199.15 | LAB SUPPLIES |
| 18980 | COLLECTION SERVICES | 210129 | 3/19/2021 | 4,632.86 | CHILD SUPPORT PAYABLE |
| 21816 | CREATIVE PRODUCT SOURCING | 210159 | 3/26/2021 | 138.95 | OPERATING SUPPLIES |
| 21823 | CREDIT BUREAU SERVICES | 210160 | 3/26/2021 | 240.00 | OTHER PROF SERV |
| 21825 | CREDIT UNION | 210130 | 3/19/2021 | 36,122.84 | CREDIT UNION PAYABLE |
| 21842 | CRESCENT ELECTRIC SUP CO | 209936 | 3/5/2021 | 195.02 | RAMP MAINT & REPAIR |
| 22203 | MARK & PHYLLIS CULLINAN | 210161 | 3/26/2021 | 130.22 | STREET MAINT SUPPLIES |
| 22608 | DANI'S AUTO SUPPLY LLC | 209938 | 3/5/2021 | 3,402.52 | VHCL MTCE SUPPLIES |
| 24330 | DERANS TOWING SERVICE | 209939 | 3/5/2021 | 350.00 | MISC CONTRACT WORK |
| 24580 | DEZURIK INC BIN# 135058 | 210163 | 3/26/2021 | 1,285.02 | CAPITAL IMPROVEMENTS |
| 25390 | R. D. DRENKOW & CO INC | 210131 | 3/19/2021 | 4,417.04 | R.D. DRENKOW/FLEX PAY |

**CITY OF OTTUMWA
VENDOR PAYMENT REPORT
MARCH, 2021**

| Vendor # | Vendor Name | Check # | Check Date | Amount | Reason |
|----------|---------------------------|---------|------------|------------|---------------------------|
| 25593 | DXP ENTERPRISES, INC. | 210164 | 3/26/2021 | 589.29 | VHCL MTCE SUPPLIES |
| 26640 | ECOSYSTEMS INC | 210132 | 3/19/2021 | 21,397.50 | SLUDGE HAULING |
| 27010 | ELECTRICAL ENGINEERING & | 210027 | 3/12/2021 | 797.49 | BLDG MAINT & REPAIR |
| 27272 | ELLIOTT BULK SERVICES LLC | 210166 | 3/26/2021 | 5,927.44 | IOWA FUEL TAX |
| 27280 | ELLIOTT OIL COMPANY | 210029 | 3/12/2021 | 52.23 | VHCL-FUEL |
| 27480 | EMAJNT ENTERPRISES LLC | 210030 | 3/12/2021 | 1,188.00 | OPERATING SUPPLIES |
| 27784 | ENVIRONMENTAL PRODUCTS & | 209942 | 3/5/2021 | 800.97 | VHCL MTCE SUPPLIES |
| 28449 | EVORA CONSULTING, LTD | 210031 | 3/12/2021 | 7,915.00 | ENGINEERING |
| 29300 | FASTENAL COMPANY | 210032 | 3/12/2021 | 2,232.68 | VHCL MTCE SUPPLIES |
| 30120 | FIRE SERVICE TRAINING | 210033 | 3/12/2021 | 50.00 | TRAINING |
| 30560 | FISHER SCIENTIFIC | 210034 | 3/12/2021 | 23.32 | LAB SUPPLIES |
| 30631 | KEVIN FLANAGAN | 210133 | 3/19/2021 | 198.80 | TRAVEL & CONFERENCE |
| 31302A | FRASE COMPANY LUMBER | 210168 | 3/26/2021 | 426.31 | OPERATING SUPPLIES |
| 31366 | FRIENDS OF THE GRIMES | 210036 | 3/12/2021 | 225.00 | CONTRACTUAL SERVICES |
| 31454 | GPM | 210037 | 3/12/2021 | 7,173.00 | OTHER CAPITAL EQUIP |
| 31459 | GRP & ASSOCIATES | 210038 | 3/12/2021 | 97.00 | HAZARDOUS WASTE DISPOSAL |
| 31682A | GALLS, LLC | 210169 | 3/26/2021 | 5,611.90 | SUSTENANCE SUPPLIES |
| 31797 | GARDEN & ASSOCIATES LTD | 209944 | 3/5/2021 | 8,092.32 | ENGINEERING |
| 31847 | KRISTA GARR | 209945 | 3/5/2021 | 30.00 | PARKING VIOLATION FINES |
| 32050 | JODY GATES | 209946 | 3/5/2021 | 83.60 | RETIREE CONTRIBUTIONS |
| 33385 | GRAINGER | 210170 | 3/26/2021 | 1,357.84 | OPERATING SUPPLIES |
| 33635 | GREAT WESTERN SUPPLY CO | 210041 | 3/12/2021 | 393.04 | OPERATING SUPPLIES |
| 33765 | GRIMES ASPHALT & PAVING | 210171 | 3/26/2021 | 982.58 | STREET MAINT SUPPLIES |
| 34332 | HDR ENGINEERING, INC. | 209948 | 3/5/2021 | 10,115.00 | ENGINEERING |
| 34480 | HACH COMPANY | 210172 | 3/26/2021 | 759.72 | LAB SUPPLIES |
| 34900 | HAMILTON PRODUCE COMPANY | 210043 | 3/12/2021 | 2,676.27 | NATURAL/PROPANE GAS |
| 34966 | HARDY DIAGNOSTICS | 210044 | 3/12/2021 | 387.15 | LAB SUPPLIES |
| 36074 | HAWKEYE ENVIRONMENTAL | 210045 | 3/12/2021 | 1,025.00 | CONTRACTUAL SERVICES |
| 36083 | HAWKEYE TRUCK EQUIPMENT | 209949 | 3/5/2021 | 8,435.00 | VHCL MTCE SUPPLIES |
| 36302 | HEARTLAND HUMANE SOCIETY | 210047 | 3/12/2021 | 280.00 | OTHER PROF SERV |
| 36850 | HELMUTH REPAIR, INC. | 210173 | 3/26/2021 | 99.18 | OPERATING SUPPLIES |
| 37476 | HILL PRODUCTIONS & MEDIA | 210048 | 3/12/2021 | 36.60 | ADVERT/LEGAL PUBL |
| 37560 | HINDMAN PERSON HEATING | 210049 | 3/12/2021 | 1,532.00 | BLDG MAINT & REPAIR |
| 39185 | HUMANA INSURANCE CO | 210050 | 3/12/2021 | 24,598.00 | MEDICARE PREMIUMS |
| 39438 | HY-VEE ACCOUNTS RECEIVABL | 210134 | 3/19/2021 | 19.98 | SUSTENANCE SUPPLIES |
| 40054 | IASRO | 210051 | 3/12/2021 | 600.00 | MISCELLANEOUS |
| 40078 | ICAP | 209997 | 3/8/2021 | 514,291.00 | GEN LIABIL INSURANCE |
| 41480 | ICMA RETIREMENT TRUST 457 | 210135 | 3/19/2021 | 2,141.52 | ICMA DEF COMP PAYABLE |
| 41504A | IMFOA | 209951 | 3/5/2021 | 125.00 | DUES & MEMBERSHIPS |
| 41505A | IMWCA | 210174 | 3/26/2021 | 4,145.25 | FIRE W/C 411 CLAIMS |
| 41600 | IDEAL READY MIX | 210175 | 3/26/2021 | 452.00 | STREET MAINT SUPPLIES |
| 41920A | INDUSTRIAL CHEMICAL | 209952 | 3/5/2021 | 81.00 | MISC CONTRACT WORK |
| 42090 | INFOMAX OFF SYSTEMS INC | 210052 | 3/12/2021 | 12,625.89 | OFFICE EQUIPMENT |
| 42160 | INGRAM LIBRARY SERVICES | 210053 | 3/12/2021 | 3,005.78 | LIBRARY MAT.-JAMES ESTATE |
| 43265 | INTERSTATE BATTERY | 210054 | 3/12/2021 | 608.75 | VHCL MTCE SUPPLIES |
| 43280 | INTOXIMETERS INC | 209955 | 3/5/2021 | 115.00 | TOOLS & SMALL EQUIP |
| 43290 | IAMU | 209956 | 3/5/2021 | 450.00 | DUES & MEMBERSHIPS |
| 43375 | IOWA CHAPTER OF IAPMO | 210055 | 3/12/2021 | 75.00 | DUES & MEMBERSHIPS |
| 43388 | IOWA CIVIL CONTRACTING,IN | 209957 | 3/5/2021 | 42,528.91 | CONTRACTUAL SERVICES |
| 43465 | IOWA COMMUNITIES ASSURANC | 210241 | 3/26/2021 | 15,424.00 | GEN LIABIL INSURANCE |

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| Vendor # | Vendor Name | Check # | Check Date | Amount | Reason |
|----------|---------------------------|---------|------------|------------|---------------------------|
| 43518 | IA DEPT INSPEC & APPEALS | 210056 | 3/12/2021 | 150.00 | PERMITS |
| 43835 | IOWA HISTORY JOURNAL | 210057 | 3/12/2021 | 35.95 | LIBRARY MAT.-JAMES ESTATE |
| 43976 | IOWA MUNICIPAL FINANCE | 210058 | 3/12/2021 | 50.00 | DUES & MEMBERSHIPS |
| 43999 | IOWA ONE CALL | 209958 | 3/5/2021 | 105.30 | TELEPHONE/IT |
| 44037 | IOWA PRISON INDUSTRIES | 210136 | 3/19/2021 | 2,506.63 | PROGRAM SUPPLIES |
| 45044 | JEO CONSULTING GROUP, INC | 210180 | 3/26/2021 | 8,500.00 | ENGINEERING |
| 45057 | J & J MOWING | 210059 | 3/12/2021 | 2,320.00 | CONTRACTUAL SERVICES |
| 48769 | KEYSTONE LABORATORIES INC | 210182 | 3/26/2021 | 438.40 | LAB SUPPLIES |
| 48809 | KIESLER'S POLICE SUPPLY, | 210060 | 3/12/2021 | 1,347.00 | TOOLS & SMALL EQUIP |
| 49042 | KIRKHAM MICHAEL | 210184 | 3/26/2021 | 34,037.92 | CAPITAL IMPROVEMENTS |
| 49048 | MICHAEL KIRKHAM & | 210061 | 3/12/2021 | 3,120.00 | ENGINEERING |
| 49511 | KNOX | 210185 | 3/26/2021 | 79.00 | OPERATING SUPPLIES |
| 49804D | KRONOS | 210062 | 3/12/2021 | 4,954.94 | TECHNOLOGY SERVICES |
| 50305A | KYOU | 210063 | 3/12/2021 | 1,100.00 | EMPLOYEE RECRUITMENT |
| 50620 | LANGMAN CONSTRUCTION, INC | 210117 | 3/12/2021 | 138,416.49 | UTILITY SYSTEM |
| 51417 | LEGACY FIRE APPARATUS | 210064 | 3/12/2021 | 1,087.80 | SUSTENANCE SUPPLIES |
| 51969 | LIBERTY TIRE SERVICES LLC | 210065 | 3/12/2021 | 2,296.33 | TIRE DISPOSAL |
| 52254 | LISCO | 210066 | 3/12/2021 | 270.00 | TECHNOLOGY SERVICES |
| 52990 | LOKTRONICS SECURITY CORP | 210067 | 3/12/2021 | 31.01 | VHCL MTCE SUPPLIES |
| 53691A | MACQUEEN EQUIPMENT, LLC | 210186 | 3/26/2021 | 387.94 | VHCL MTCE SUPPLIES |
| 54181 | MAHER PLUMBING & HEATING | 210187 | 3/26/2021 | 2,376.00 | OTHER PROF SERV |
| 54390 | MANATT'S INC | 210188 | 3/26/2021 | 601.60 | STREET MAINT SUPPLIES |
| 55130 | MARTIN'S FLAG COMPANY,LLC | 210068 | 3/12/2021 | 181.40 | OPERATING SUPPLIES |
| 55311 | MASSMUTUAL RETIREMENT SER | 210137 | 3/19/2021 | 700.00 | HARTFORD DEF COMP PAYABLE |
| 56642 | MCGOWEN, HURST, CLARK & | 210069 | 3/12/2021 | 3,000.00 | OTHER PROF SERV |
| 57195 | MCMASTER-CARR | 209963 | 3/5/2021 | 110.16 | OPERATING SUPPLIES |
| 57385 | MENARDS | 210071 | 3/12/2021 | 1,254.55 | OPERATING SUPPLIES |
| 58500 | MIDAMERICAN ENERGY CO | 210073 | 3/12/2021 | 2,527.95 | NATURAL GAS |
| 58555 | MID-IOWA SOLID WASTE | 210190 | 3/26/2021 | 689.89 | VHCL MTCE SUPPLIES |
| 59382 | MIDWEST TAPE | 210191 | 3/26/2021 | 67.47 | LIBRARY MAT-GRUBB ESTATE |
| 60087 | MILLER MECHANICAL | 210074 | 3/12/2021 | 305.81 | TECHNOLOGY SERVICES |
| 60278 | MSA SAFETY SALES LLC | 210193 | 3/26/2021 | 346.49 | OPERATING SUPPLIES |
| 60610 | ZACH MIKITA | 210075 | 3/12/2021 | 147.94 | SUSTENANCE SUPPLIES |
| 60774 | MOBIL 1 LUBE EXPRESS | 210076 | 3/12/2021 | 75.00 | VHCL MTCE SUPPLIES |
| 60780 | MOBILE LOCKSMITH & ALARM, | 209964 | 3/5/2021 | 388.00 | RAMP MAINT & REPAIR |
| 62575 | MUNICIPAL FIRE & POLICE | 209965 | 3/5/2021 | 118,509.26 | FIRE RETIREMENT |
| 62580 | MUNICIPAL PIPE TOOL CO LL | 210138 | 3/19/2021 | 2,781.36 | VHCL MTCE SUPPLIES |
| 63032 | NCL OF WISCONSIN INC | 210077 | 3/12/2021 | 387.71 | LAB SUPPLIES |
| 64400 | NATIONWIDE RETIREMENT SOL | 210139 | 3/19/2021 | 3,390.00 | NRS-NATION RETIRE SOL |
| 65494 | TODD NICKEL | 209968 | 3/5/2021 | 134.81 | SUSTENANCE SUPPLIES |
| 66001 | NORRIS ASPHALT PAVING INC | 210194 | 3/26/2021 | 5,039.05 | STREET MAINT SUPPLIES |
| 66086 | NORTHERN SAFETY & INDUSTI | 210078 | 3/12/2021 | 181.74 | OPERATING SUPPLIES |
| 66561 | OFFICIAL PEST CONTROL | 209969 | 3/5/2021 | 55.00 | SUSTENANCE SUPPLIES |
| 66730 | OHARA HARDWARE | 209971 | 3/5/2021 | 660.78 | OPERATING SUPPLIES |
| 67098 | O'REILLY AUTOMOTIVE | 209998 | 3/8/2021 | 218.52 | VHCL MTCE SUPPLIES |
| 67101 | OTC BRANDS INC | 209972 | 3/5/2021 | 464.02 | PROGRAM SUPPLIES |
| 67685 | OTTUMWA AREA CONVENTION & | 210080 | 3/12/2021 | 21,634.90 | CONV & VISITOR BUREAU |
| 67759 | OTTUMWA COMMUNITY SCHOOLS | 209973 | 3/5/2021 | 1,296.80 | OFFICE SUPPLIES |
| 68000 | OTTUMWA COURIER | 210081 | 3/12/2021 | 1,603.65 | ADVERT/LEGAL PUBL |
| 68560 | OTTUMWA PRINTING, INC. | 210196 | 3/26/2021 | 668.00 | PRINTING |

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| Vendor # | Vendor Name | Check # | Check Date | Amount | Reason |
|----------|---------------------------|---------|------------|------------|---------------------------|
| 68626 | OTTUMWA SCALE SERVICE | 209974 | 3/5/2021 | 300.00 | OPERATING SUPPLIES |
| 69040 | OTTUMWA WATER AND HYDRO | 210082 | 3/12/2021 | 12,119.78 | BILLING FEES-WW |
| 69688 | DIXIE L PARKER | 209976 | 3/5/2021 | 1,400.00 | JANITORIAL |
| 70610 | PAYMENT REMITTANCE CENTER | 210200 | 3/26/2021 | 8,559.95 | TRAINING |
| 71488 | PETTY CASH/AIRPORT | 210201 | 3/26/2021 | 200.00 | IMPREST CASH |
| 71625 | PETTY CASH OTTUMWA PARK | 210202 | 3/26/2021 | 200.00 | IMPREST CASH |
| 71650 | PETTY CASH/POLICE DEPT | 210203 | 3/26/2021 | 2,000.00 | IMPREST CASH |
| 71950 | PIERCE CONST & FENCE CO L | 210083 | 3/12/2021 | 1,657.00 | GROUND MAINT & REPAIR |
| 72236 | PITNEY BOWES INC. | 210204 | 3/26/2021 | 129.18 | OFFICE SUPPLIES |
| 72238 | PURCHASE POWER | 210205 | 3/26/2021 | 478.25 | POSTAGE & SHIPPING |
| 72250 | PITNEY BOWES GLOBAL | 209977 | 3/5/2021 | 148.26 | RENTS & LEASES |
| 72879 | POLK COUNTY SHERIFF | 209978 | 3/5/2021 | 348.42 | GARNISHMENTS PAYABLE |
| 72986 | PORTZEN CONSTRUCTION INC | 210206 | 3/26/2021 | 74,605.20 | CONTRACTUAL SERVICES |
| 73125 | POSTMASTER (CEMETERY) | 210207 | 3/26/2021 | 55.00 | POSTAGE & SHIPPING |
| 73432 | PRE-APPROVED AUTO | 210208 | 3/26/2021 | 588.00 | OPERATING SUPPLIES |
| 73926 | PRODUCTIVITY PLUS ACCOUNT | 210084 | 3/12/2021 | 154.19 | VHCL MTCE SUPPLIES |
| 73960 | PROFESSIONAL COMPUTER | 210209 | 3/26/2021 | 19.98 | TECHNOLOGY SERVICES |
| 73971 | PROFESSIONAL JANITORIAL | 210085 | 3/12/2021 | 2,000.00 | JANITORIAL |
| 74626 | QUALITY SERVICES CORP | 210086 | 3/12/2021 | 2,630.61 | VHCL MTCE SUPPLIES |
| 74751 | R.G. CONSTRUCTION, LLC | 210210 | 3/26/2021 | 850.00 | MISCELLANEOUS |
| 74799 | R & R INDUSTRIES, INC. | 210087 | 3/12/2021 | 53.99 | SUSTENANCE SUPPLIES |
| 74955 | RACOM CORPORATION | 210211 | 3/26/2021 | 115.50 | OFFICE/COMP. EQUIP MAINT. |
| 76998 | RIDGWAY ELECTRIC, LLC | 210212 | 3/26/2021 | 91.32 | OPERATING SUPPLIES |
| 77196 | RIVER HILLS COMMUNITY | 210213 | 3/26/2021 | 2,887.50 | EMPLOYEE PHYSICALS/TESTS |
| 77309 | GAIL ROBERTS | 210214 | 3/26/2021 | 48.73 | OFFICE SUPPLIES |
| 77798 | ROSENBAUER AERIALS, LLC | 209980 | 3/5/2021 | 1,174.14 | VHCL MTCE SUPPLIES |
| 77965 | ROTARY CLUB OF OTTUMWA | 210089 | 3/12/2021 | 155.00 | DUES & MEMBERSHIPS |
| 77975 | ROTO-ROOTER | 210215 | 3/26/2021 | 418.50 | SANITATION |
| 78105 | ROYAL PORTABLE TOILETS | 210090 | 3/12/2021 | 291.60 | OPERATING SUPPLIES |
| 78279 | S & L ALL SEASON | 210217 | 3/26/2021 | 448.47 | EQUIP REPAIR |
| 78351 | SAFE FLEET LAW ENFORCEMEN | 210218 | 3/26/2021 | 11,359.00 | OTHER SMALL CAPITAL |
| 78708 | JOHN SANDEGREN HEATING | 210219 | 3/26/2021 | 60.00 | OPERATING SUPPLIES |
| 78718 | SANDRY FIRE SUPPLY LLC | 209981 | 3/5/2021 | 175.40 | TOOLS & SMALL EQUIP |
| 79154 | SAVE OTTUMWA WEEKLY | 210220 | 3/26/2021 | 100.00 | ADVERT/LEGAL PUBL |
| 79275 | ROBERT J SCHMIDT | 210092 | 3/12/2021 | 2,042.50 | BLDG MAINT & REPAIR |
| 79358 | SCHUMACHER ELEVATOR CO | 210093 | 3/12/2021 | 498.70 | BUILDING MAINTENANCE REPA |
| 81360 | SHERWIN WILLIAMS | 210094 | 3/12/2021 | 138.13 | LAB SUPPLIES |
| 81367 | BEN SHINN TRUCKING INC | 210221 | 3/26/2021 | 1,358.44 | STREET MAINT SUPPLIES |
| 81372 | SHIVE-HATTERY ENGINEERS | 210095 | 3/12/2021 | 2,500.00 | CONTRACTUAL SERVICES |
| 81507 | SHRED-IT USA | 210096 | 3/12/2021 | 86.56 | CONTRACTUAL SERVICES |
| 82135 | SINCLAIR TRACTOR | 210097 | 3/12/2021 | 257.28 | VHCL MTCE SUPPLIES |
| 82136 | SINCLAIR NAPA | 209982 | 3/5/2021 | 464.80 | VHCL MTCE SUPPLIES |
| 83875 | SOUTHERN IOWA CRANE, INC | 210222 | 3/26/2021 | 600.00 | OPERATING SUPPLIES |
| 83880 | SOUTHERN IOWA DIESEL, INC | 210223 | 3/26/2021 | 73.35 | VHCL MTCE SUPPLIES |
| 83920 | SOUTHERN IOWA ELECTRIC | 210098 | 3/12/2021 | 77.70 | ELECTRIC |
| 83928 | SOUTHERN IOWA MENTAL HEAL | 209983 | 3/5/2021 | 240.00 | EMPLOYEE PHYSICALS/TESTS |
| 85262 | STATE HYGIENIC LABORATORY | 210099 | 3/12/2021 | 27.00 | CONTRACTUAL SERVICES |
| 86970 | SUPREME STAFFING INC | 210224 | 3/26/2021 | 9,392.83 | CONTRACT EMPLOYEES |
| 87230 | SUTPHEN CORPORATION | 210101 | 3/12/2021 | 550,850.52 | HEAVY MOTORIZED EQUIP |
| 88000 | TEAMSTER LOCAL UNION 238 | 210141 | 3/19/2021 | 1,253.84 | POLICE UNION DUES PAYABLE |

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| Vendor # | Vendor Name | Check # | Check Date | Amount | Reason |
|----------|---------------------------|---------|------------|------------|------------------------------|
| 88345 | TESTAMERICA LABORATORIES | 210225 | 3/26/2021 | 235.45 | ENGINEERING |
| 88697 | THUMBS UP GIFTS & AWARDS | 209985 | 3/5/2021 | 180.00 | SUSTENANCE SUPPLIES |
| 88858 | TIFCO INDUSTRIES | 210142 | 3/19/2021 | 451.50 | TOOLS & SMALL EQUIP |
| 89090 | TOTAL CHOICE SHIPPING | 210226 | 3/26/2021 | 13.99 | MISCELLANEOUS |
| 89306 | TRANSIT WORKS | 210227 | 3/26/2021 | 350.00 | TECHNOLOGY SERVICES |
| 89850 | TRUCK EQUIPMENT INC | 210143 | 3/19/2021 | 1,704.07 | VHCL MTCE SUPPLIES |
| 89855 | TRUITT ABSTRACT COMPANY | 210228 | 3/26/2021 | 150.00 | CONTRACTUAL SERVICES |
| 89989 | TUMBLEWEED PRESS INC. | 209986 | 3/5/2021 | 499.00 | CONTRACTUAL SERVICES |
| 90454 | ULINE | 209987 | 3/5/2021 | 1,678.42 | TOOLS & SMALL EQUIP |
| 90846 | UPS | 210229 | 3/26/2021 | 404.28 | POSTAGE & SHIPPING |
| 90851 | UNITED SEEDS INC | 210230 | 3/26/2021 | 412.50 | GROUPS MAINT & REPAIR |
| 90861 | US CELLULAR | 210231 | 3/26/2021 | 300.21 | CONTRACTUAL SERVICES |
| 90885 | UNITYPOINT CLINIC | 210103 | 3/12/2021 | 210.00 | EMPLOYEE PHYSICALS/TESTS |
| 91835 | USA BLUE BOOK | 210104 | 3/12/2021 | 1,200.36 | LAB SUPPLIES |
| 92273 | VALLEY ENVIRONMENTAL SERV | 210105 | 3/12/2021 | 50.00 | MISC CONTRACT WORK |
| 92297 | VANDER HAAGS INC | 209989 | 3/5/2021 | 459.00 | VHCL MTCE SUPPLIES |
| 92555 | THE VAN METER COMPANY | 210106 | 3/12/2021 | 2,368.59 | OPERATING SUPPLIES |
| 92679 | VERIZON WIRELESS | 210108 | 3/12/2021 | 114.55 | TELEPHONE/IT |
| 94000 | WALMART COMMUNITY/SYNCB | 209991 | 3/5/2021 | 2,157.71 | OFFICE SUPPLIES |
| 94125 | WAPELLO COUNTY | 210109 | 3/12/2021 | 3,621.84 | DRUG TASK FORCE GRANT |
| 94704 | WAPELLO COUNTY RECORDER | 210110 | 3/12/2021 | 7.00 | RECORDING & COURT FEES |
| 94721 | WAPELLO CO SHERIFF'S OFFI | 210118 | 3/12/2021 | 3,383.86 | DRUG TASK FORCE GRANT |
| 95000 | WAPELLO COUNTY UNITED WAY | 210144 | 3/19/2021 | 26.00 | UNITED WAY DED PAYABLE |
| 95120 | WAPELLO RURAL WATER ASSC | 209992 | 3/5/2021 | 38.11 | WATER |
| 95368 | WAYNE'S TIRE | 210234 | 3/26/2021 | 672.14 | VHCL MTCE SUPPLIES |
| 95611 | WELLMARK BC & BS OF IOWA | 210120 | 3/12/2021 | 285,618.80 | GROUP HEALTH CLAIMS |
| 96741 | WILCOX EQUIPMENT | 210121 | 3/12/2021 | 139.39 | VHCL MTCE SUPPLIES |
| 97100 | LUKE WIMSATT | 210235 | 3/26/2021 | 52.00 | TRAVEL & CONFERENCE |
| 97305 | WINDSTREAM | 210236 | 3/26/2021 | 322.75 | TELEPHONE/IT |
| 97320 | WINGER COMPANIES | 210122 | 3/12/2021 | 9,436.49 | RAMP MAINT & REPAIR |
| 97334 | WINN CORP | 209995 | 3/5/2021 | 24,685.83 | STREET MAINT SUPPLIES |
| 97577 | WOODRIVER ENERGY LLC | 210239 | 3/26/2021 | 16,730.10 | NATURAL GAS |
| 98810 | ZOOBEAN INC | 209996 | 3/5/2021 | 1,216.00 | CONTRACTUAL SERVICES |
| 98820 | HEATHER ZUERCHER | 210240 | 3/26/2021 | 24.53 | TRAVEL & CONFERENCE |
| ACH | US TREASURY | | | 56,862.90 | EMPLOYERS SHARE OF FICA |
| ACH | US TREASURY | | | 58,089.93 | EMPLOYERS SHARE OF FICA |
| ACH | TREASURER STATE OF IOWA | | | 19,449.00 | EMPLOYERS SHARE OF STATE TAX |
| ACH | TREASURER STATE OF IOWA | | | 19,229.00 | EMPLOYERS SHARE OF STATE TAX |
| ACH | IPERS | | | 44,481.71 | EMPLOYERS SHARE OF IPERS |

TOTAL FOR MARCH

2,763,699.44

REPORT DATE 03/31/2021
 SYSTEM DATE 04/07/2021
 FILES ID 0

CITY OF OTTUMWA
 STATEMENT OF CHANGES IN CASH BALANCE
 AS OF 03/31/2021

PAGE 1
 TIME 11:33:03
 USER TJ

| ACCOUNT NUMBER | BEG. PERIOD | CASH | CASH | END PERIOD | OUTSTANDING | TREASURY |
|----------------------------------|-------------|------------|------------|------------|-------------|------------|
| ACCOUNT DESCRIPTION | BALANCE | DEBITS | CREDITS | BALANCE | CHECKS | BALANCE |
| TOTALS FOR FUND 001 GENERAL OPER | 3196760.04 | 1151661.41 | 1123729.51 | 3224691.94 | 34094.57 | 3258786.51 |
| TOTALS FOR FUND 002 PARKING RAMP | 37007.41 | 11943.24 | 18753.34 | 30197.31 | | 30197.31 |
| TOTALS FOR FUND 110 ROAD USE TAX | 6808243.75 | 220788.24 | 578237.93 | 6450794.06 | 2857.38 | 6453651.44 |
| TOTALS FOR FUND 112 EMPLOYEE BEN | -51560.19 | 229253.17 | 462173.00 | -284480.02 | | -284480.02 |
| TOTALS FOR FUND 119 EMERGENCY FU | | 5313.34 | 5313.34 | | | |
| TOTALS FOR FUND 121 SALES TAX 1% | 2715657.56 | 543315.30 | 26735.00 | 3232237.86 | | 3232237.86 |
| TOTALS FOR FUND 122 ***** | | | | | | |
| TOTALS FOR FUND 123 AGASSI TIF D | | | | | | |
| TOTALS FOR FUND 124 VOGEL URBAN | | | | | | |
| TOTALS FOR FUND 125 WESTGATE TIF | -103684.10 | 8722.14 | 1250.00 | -96211.96 | | -96211.96 |
| TOTALS FOR FUND 126 AIRPORT TIF | 127036.42 | 2231.22 | | 129267.64 | | 129267.64 |
| TOTALS FOR FUND 127 PENNSYLVANIA | | | | | | |
| TOTALS FOR FUND 128 WILDWOOD HWY | 59737.74 | 26058.00 | | 85795.74 | | 85795.74 |
| TOTALS FOR FUND 129 RISK MANAGEM | 1147606.83 | 43804.46 | 527883.91 | 663527.38 | | 663527.38 |
| TOTALS FOR FUND 131 AIRPORT FUND | 258330.60 | 167301.03 | 110979.31 | 314652.32 | 2476.88 | 317129.20 |
| TOTALS FOR FUND 133 LIBRARY FUND | 224578.73 | 33750.94 | 60948.66 | 197381.01 | 525.21 | 197906.22 |
| TOTALS FOR FUND 135 CEMETERY FUN | -36578.97 | 14563.72 | 29967.22 | -51982.47 | 57.08 | -51925.39 |
| TOTALS FOR FUND 137 HAZ-MAT FUND | 143795.61 | | 8363.07 | 135432.54 | | 135432.54 |
| TOTALS FOR FUND 141 2018 UPPER S | 8078.12 | | | 8078.12 | | 8078.12 |
| TOTALS FOR FUND 142 HOAP/HILP ES | | | | | | |
| 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 | 66668.43 | | 75839.26 | -9170.83 | | -9170.83 |
| TOTALS FOR FUND 147 CDBG P-2 MAS | 17628.32 | | | 17628.32 | | 17628.32 |
| TOTALS FOR FUND 148 2016 OWW CDB | | | | | | |
| TOTALS FOR FUND 151 OTHER BOND P | 1728819.92 | 629.00 | 21419.46 | 1708029.46 | 390.00 | 1708419.46 |
| TOTALS FOR FUND 162 SSMID DISTRI | 23378.12 | 1649.69 | | 25027.81 | | 25027.81 |
| TOTALS FOR FUND 167 FIRE BEQUEST | 18507.57 | 60.00 | | 18567.57 | | 18567.57 |
| TOTALS FOR FUND 169 START UP/DON | -165.20 | | | -165.20 | | -165.20 |
| TOTALS FOR FUND 171 RETIREE HEAL | 954374.61 | 193873.85 | 247655.70 | 900592.76 | | 900592.76 |
| TOTALS FOR FUND 173 LIBRARY BEQU | 98234.34 | 12443.00 | 6605.18 | 104072.16 | 757.61 | 104829.77 |
| TOTALS FOR FUND 174 COMMUNITY DE | 58483.14 | 10.00 | | 58493.14 | | 58493.14 |
| TOTALS FOR FUND 175 POLICE BEQUE | 92662.84 | 330.00 | 12142.95 | 80849.89 | 154.95 | 81004.84 |
| TOTALS FOR FUND 177 HISTORIC PRE | 339.19 | | | 339.19 | | 339.19 |
| TOTALS FOR FUND 200 DEBT SERVICE | 1585102.47 | 86046.58 | 41527.80 | 1629621.25 | | 1629621.25 |
| TOTALS FOR FUND 301 STREET PROJE | 3733070.18 | 1425.28 | 337103.18 | 3397392.28 | | 3397392.28 |
| TOTALS FOR FUND 303 AIRPORT PROJ | 295629.82 | 118.95 | | 295748.77 | | 295748.77 |
| TOTALS FOR FUND 307 SIDEWALK & C | 228360.65 | | 1345.01 | 227015.64 | | 227015.64 |
| TOTALS FOR FUND 309 PARK PROJECT | 144147.88 | 278635.04 | 455.59 | 422327.33 | | 422327.33 |
| TOTALS FOR FUND 311 LEVEE PROJEC | 534519.86 | | 13492.69 | 521027.17 | | 521027.17 |
| TOTALS FOR FUND 313 EVENT CENTER | 101954.88 | | 453.25 | 101501.63 | | 101501.63 |
| TOTALS FOR FUND 315 SEWER CONSTR | 9554917.37 | 138416.49 | 289145.32 | 9404188.54 | | 9404188.54 |
| TOTALS FOR FUND 320 WEST END FLO | | | | | | |
| TOTALS FOR FUND 501 CEMETERY MEM | 3760.00 | | | 3760.00 | | 3760.00 |
| TOTALS FOR FUND 503 CEMETERY PER | 45.00 | 619.00 | 564.00 | 100.00 | 519.00 | 619.00 |
| TOTALS FOR FUND 610 SEWER UTILIT | 3593972.04 | 530689.27 | 470045.09 | 3660616.22 | 3544.00 | 3664160.22 |
| TOTALS FOR FUND 611 SEWER SINKIN | 949664.00 | 106833.00 | | 1056497.00 | | 1056497.00 |
| TOTALS FOR FUND 612 STORM WATER | | | | | | |
| TOTALS FOR FUND 613 SEWER IMPROV | 3383336.00 | 41667.00 | | 3425003.00 | | 3425003.00 |
| TOTALS FOR FUND 670 LANDFILL FUN | 924516.15 | 198966.63 | 136419.79 | 987062.99 | 4671.51 | 991734.50 |
| TOTALS FOR FUND 671 LANDFILL RES | 1145278.00 | | | 1145278.00 | | 1145278.00 |

REPORT DATE 03/31/2021
 SYSTEM DATE 04/07/2021
 FILES ID 0

CITY OF OTTUMWA
 STATEMENT OF CHANGES IN CASH BALANCE
 AS OF 03/31/2021

PAGE 2
 TIME 11:33:03
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| ACCOUNT NUMBER | ACCOUNT DESCRIPTION | BEG. PERIOD BALANCE | CASH DEBITS | CASH CREDITS | END PERIOD BALANCE | OUTSTANDING CHECKS | TREASURY BALANCE |
|-----------------------------|---------------------|------------------------|----------------|-----------------|-----------------------|-----------------------|---------------------|
| TOTALS FOR FUND 673 | RECYCLING | 151616.84 | 51799.88 | 49160.77 | 154255.95 | 3682.46 | 157938.41 |
| TOTALS FOR FUND 690 | TRANSIT FUND | 444106.56 | 18850.29 | 2550.40 | 460406.45 | 116004.16 | 576410.61 |
| TOTALS FOR FUND 695 | 1015 TRANSIT | | | | | | |
| TOTALS FOR FUND 720 | BRIDGEVIEW E | 25336.16 | 150000.00 | | 175336.16 | | 175336.16 |
| TOTALS FOR FUND 750 | GOLF COURSE | 25111.62 | | | 25111.62 | | 25111.62 |
| TOTALS FOR FUND 810 | POOLED INVES | -42593334.51 | 13136.99 | | -42580197.52 | | -42580197.52 |
| TOTALS FOR FUND 820 | PAYROLL CLEA | 226540.63 | 999533.78 | 998060.88 | 228013.53 | 1096.76 | 229110.29 |
| TOTALS FOR FUND 840 | EQUIPMENT PU | 2309526.32 | 378800.00 | 550850.52 | 2137475.80 | | 2137475.80 |
| TOTALS FOR FUND 860 | GROUP HEALTH | 4487472.76 | 515077.53 | 393181.98 | 4609368.31 | | 4609368.31 |
| <hr/> | | | | | | | |
| TOTALS FOR ALL LISTED FUNDS | | 8854591.51 | 6178317.46 | 6602353.11 | 8430555.86 | 170831.57 | 8601387.43 |

REPORT DATE 03/31/2021
SYSTEM DATE 04/07/2021
FILES ID 0

CITY OF OTTUMWA
STATEMENT OF CHANGES IN CASH BALANCE
AS OF 03/31/2021

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TIME 11:33:03
USER TJ

SUMMARY PAGE INFORMATION

ERRORS DETECTED: 0

END OF REPORT

CITY OF OTTUMWA
Staff Summary

**** ACTION ITEM ****

Council Meeting of: Apr 20, 2021

Park & Recreation
Department

Gene Rathje
Prepared By
Gene Rathje
Department Head



City Administrator Approval

AGENDA TITLE: Arbor Day Proclamation 2021

Public hearing required if this box is checked.

RECOMMENDATION: Approve Arbor Day 2021 as April 30 and authorize the Mayor to sign.

DISCUSSION: Arbor Day is set for April 30, 2021. This proclamation was approved by the Ottumwa Parks Advisory Board at their meeting on April 13, 2021. The Arbor Day Proclamation is required for the Tree City USA application that is submitted each year in December.

Source of Funds:

Budgeted Item: Budget Amendment Needed:



ARBOR DAY PROCLAMATION

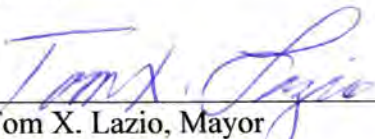
WHEREAS; Trees are a most valuable resource in Ottumwa and the State of Iowa by purifying our air and water, helping to conserve our soil and energy, creating jobs for our people, providing critical wildlife habitat, and yielding bountiful recreation; and

WHEREAS; Disease, insects, and pollutants have damaged and continue to threaten our trees, creating the need for reforestation programs and concerted public action toward ensuring the future of our city's urban forest; and

WHEREAS; This year on April 30, 2021, Arbor Day, the people of Ottumwa pay special attention to the wonderful gift that our trees represent and dedicate themselves to the continued health of our City's urban forest.

NOW, THEREFORE, I, Tom X. Lazio, Mayor, City of Ottumwa, do hereby proclaim April 30, 2021 as Arbor Day in Ottumwa, Iowa.

FURTHER, I urge the citizens of Ottumwa, Iowa, to become aware of the importance of trees to our community's well being and to participate in tree planting programs, which ensure a green environment in the decades to come.



Tom X. Lazio, Mayor

ATTEST:



Chris Reinhard, City Clerk





April 20, 2021

TO: Ottumwa City Council Members

FROM: Tom X. Lazio, Mayor

SUBJECT: APPOINTMENT TO CITY BOARDS AND/OR COMMISSIONS

Recommend re-appointment to the Planning and Zoning Commission, term to expire 04/01/2026.

Rick McFarland
433 S. Pocahontas

Recommend appointment to the Airport Advisory Board, term to expire 10/01/2022 due to a vacancy.

Brian Hammack
211 Pike Rd.

received
4-7-2021

CITY OF OTTUMWA
Biographical Data for Appointment to City Advisory Board

The information contained on this form is for the use of the Mayor and City Council in order to fill vacancies on City Advisory Boards Commissions, Committees, or Task Forces.

Biographical forms may be submitted at any time during the year; however, they will be purged January 31 of each year. If you have not been appointed to an advisory board during the preceding year, and still desire appointment, please resubmit an updated biographical form or advise in writing that the initial form is still usable.

Board, Commission, Committee, or Task Force to which appointment is desired:

Airport Advisory Board

Name: Brian Hammack Telephone: 641-799-3532

Email: (optional) brian.hammack@india

Address: 211 Pike Rd ZIP: 52501

Business: _____ Telephone: _____

Address: _____ ZIP: _____

Date Available for Appointment _____ E-Mail: _____

Present occupation: Chief Flight Instructor IHCC

Previous Employment: _____

Answer the following: (Use additional sheets if necessary)

Community Service:

(List boards, commissions, committees and organizations currently serving or have served on, offices held and in what city). None

Please list any professional or vocational licenses or certificates you hold.

Commercial Pilot
Flight Instructor
Ground Instructor

Personal:

(Have you ever worked for the City of Ottumwa?)

Yes _____ No X

(If yes, please list dates and names of departments)

Are you related to any employee or appointee of the City of Ottumwa? (If yes, please indicate name and relationship.)

Yes _____ No

Rules of law and ethics prohibit members from participating in and voting on matters in which they pay have a direct or indirect financial interest. Are you aware of any potential conflicts of interest which may develop from your occupation or financial holdings in relation to your responsibilities as a member of the advisory body to which you seek appointment). (If yes, please indicate any potential conflicts).

Yes _____ No

Are you aware of the time commitment necessary to fulfill the obligations of the advisory body to which you seek appointment?

Yes No _____

Please furnish brief written responses to the three following questions: (Use additional sheets if necessary.)

1. What is there specifically in your background, training, education, or interests which qualifies you as an appointee? *I have worked at Indian Hills for the last 8 years as a Flight Instructor.*
2. What do you see as the objectives and goals of the advisory body to which you seek appointment?
3. How would you help achieve these objectives and goals? What special qualities can you bring to the advisory body?

I hereby certify that the following information is correct to the best of my knowledge.

Brian Hammack  3/31/2021
Signature Date

You are invited to attach additional pages or submit supplemental information which you feel may assist the Mayor and City Council in their evaluation of your application.

WHEN COMPLETED MAIL ORIGINAL TO: OFFICE OF THE MAYOR
Ottumwa City Hall
105 E Third Street
Ottumwa, IA 52501

One of the goals of the City Council is to balance advisory board appointments in terms of gender and age.

The following information is desirable but not required for appointment.

Year of Birth 1973 Male Female

Number of years a city resident 5

**YOUTH BOARD
MEMBER APPLICANT ONLY**

Name of School Year

OTTUMWA CIVIL SERVICE COMMISSION

COMMUNICATION SPECIALIST – Entrance Eligibility List

1. Brandie Headrick
2. Shayleigh Dunham
3. Debra Fenton-Roe
3. Katie McConnell
5. Eleanor Arnold
6. Tami Whittom
7. Teresa Williams

Certified April 14, 2021

OTTUMWA CIVIL SERVICE COMMISSION

Ed Wilson, Chairman
Ann Youngman
Amy Gardner

CITY OF OTTUMWA
Staff Summary

**** ACTION ITEM ****

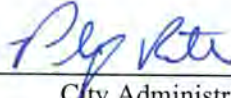
Council Meeting of: Apr 20, 2021

Police
Department

Lt. Mickey Hucks

Prepared By

Department Head



City Administrator Approval

AGENDA TITLE: Approve the appointment of Brandie Headrick to the full-time position of Communication Specialist for the Ottumwa Police Department.

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

—The Proof of Publication for each issue: Hearing must accompany Form Staff Summary. In the Proof of Publication is not attached, this item will not be placed on the agenda.

RECOMMENDATION: Approve the appointment of Brandie Headrick to the full-time position of Communication Specialist for the Ottumwa Police Department effective Apr. 20, 2021.

DISCUSSION: The appointment of Brandie Headrick will fill an opening caused by the resignation of Haley Rose. Headrick has several years experience as a communication specialist. Headrick is on the current civil service list and this position is included in the 2020/2021 Police Department budget. This appointment is pending test results.

Source of Funds: 001-111-6010

Budgeted Item: Budget Amendment Needed: No

CITY OF OTTUMWA
Staff Summary

**** ACTION ITEM ****

Council Meeting of: Apr 20, 2021

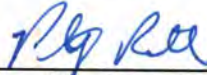
Police

Department

Lt. Mickey Hucks

Prepared By

Department Head



City Administrator Approval

AGENDA TITLE: Approve the upgrade and implementation of software changes to the department's in-house computer system (CIS) as required by the Iowa Department of Public Safety in the amount of \$14,100.

****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 the upgrade and implementation of software changes to the department's in-house computer system (CIS) in the amount of \$14,100.

DISCUSSION:

The attached invoice for \$14,100 to CIS is for the upgrade and implementation of software changes to the Ottumwa Police Department's in-house records system. This upgrade was required in order to comply with state mandated changes to the State of Iowa Uniform Crime Reporting Program and their own database upgrade. The Ottumwa Police Department is considered a subrecipient and applied for a grant through the Iowa Department of Public Safety as the grant recipient to cover the cost of these software changes and was awarded the full amount of \$14,100 with the following stipulations.

Source of Funds: 001-1-110-6727

Budgeted Item: Budget Amendment Needed: No

The grant stipulates that agencies must obtain certification by submitting three consecutive months of data with an error rate of less than four percent and then funds will be released to those agencies. CIS has completed the upgrades to our system, but the Iowa Department of Public Safety is still working on their software, therefore we should obtain certification and be able to submit an invoice to the Iowa Department of Public Safety in the amount of \$14,100 no later than September 30, 2021 for reimbursement.



U.S. DEPARTMENT OF JUSTICE

CERTIFIED STANDARD ASSURANCES

On behalf of the Applicant, and in support of this application for a grant or cooperative agreement, I certify under penalty of perjury to the U.S. Department of Justice ("Department"), that all of the following are true and correct:

(1) I have the authority to make the following representations on behalf of myself and the Applicant. I understand that these representations will be relied upon as material in any Department decision to make an award to the Applicant based on its application.

(2) I certify that the Applicant has the legal authority to apply for the federal assistance sought by the application, and that it has the institutional, managerial, and financial capability (including funds sufficient to pay any required non-federal share of project costs) to plan, manage, and complete the project described in the application properly.

(3) I assure that, throughout the period of performance for the award (if any) made by the Department based on the application--

- a. the Applicant will comply with all award requirements and all federal statutes and regulations applicable to the award;
- b. the Applicant will require all subrecipients to comply with all applicable award requirements and all applicable federal statutes and regulations; and
- c. the Applicant will maintain safeguards to address and prevent any organizational conflict of interest, and also to prohibit employees from using their positions in any manner that poses, or appears to pose, a personal or financial conflict of interest.

(4) The Applicant understands that the federal statutes and regulations applicable to the award (if any) made by the Department based on the application specifically include statutes and regulations pertaining to civil rights and nondiscrimination, and, in addition--

- a. the Applicant understands that the applicable statutes pertaining to civil rights will include section 601 of the Civil Rights Act of 1964 (42 U.S.C. § 2000d); section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794); section 901 of the Education Amendments of 1972 (20 U.S.C. § 1681); and section 303 of the Age Discrimination Act of 1975 (42 U.S.C. § 6102);
- b. the Applicant understands that the applicable statutes pertaining to nondiscrimination may include section 809(c) of Title I of the Omnibus Crime Control and Safe Streets Act of 1968 (34 U.S.C. § 10228(c)); section 1407(e) of the Victims of Crime Act of 1984 (34 U.S.C. § 20110(e)); section 299A(b) of the Juvenile Justice and Delinquency Prevention Act of 2002 (34 U.S.C. § 11182(b)); and that the grant condition set out at section 40002(b)(13) of the Violence Against Women Act (34 U.S.C. § 12291(b)(13)), which will apply to all awards made by

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the Office on Violence Against Women, also may apply to an award made otherwise;

- c. the Applicant understands that it must require any subrecipient to comply with all such applicable statutes (and associated regulations); and
- d. on behalf of the Applicant, I make the specific assurances set out in 28 C.F.R. §§ 42.105 and 42.204.

(5) The Applicant also understands that (in addition to any applicable program-specific regulations and to applicable federal regulations that pertain to civil rights and nondiscrimination) the federal regulations applicable to the award (if any) made by the Department based on the application may include, but are not limited to, 2 C.F.R. Part 2800 (the DOJ "Part 200 Uniform Requirements") and 28 C.F.R. Parts 22 (confidentiality - research and statistical information), 23 (criminal intelligence systems), 38 (regarding faith-based or religious organizations participating in federal financial assistance programs), and 46 (human subjects protection).

(6) I assure that the Applicant will assist the Department as necessary (and will require subrecipients and contractors to assist as necessary) with the Department's compliance with section 106 of the National Historic Preservation Act of 1966 (54 U.S.C. § 306108), the Archeological and Historical Preservation Act of 1974 (54 U.S.C. §§ 312501-312508), and the National Environmental Policy Act of 1969 (42 U.S.C. §§ 4321-4335), and 28 C.F.R. Parts 61 (NEPA) and 63 (floodplains and wetlands).

(7) I assure that the Applicant will give the Department and the Government Accountability Office, through any authorized representative, access to, and opportunity to examine, all paper or electronic records related to the award (if any) made by the Department based on the application.

(8) If this application is for an award from the National Institute of Justice or the Bureau of Justice Statistics pursuant to which award funds may be made available (whether by the award directly or by any subaward at any tier) to an institution of higher education (as defined at 34 U.S.C. § 10251(a)(17)), I assure that, if any award funds actually are made available to such an institution, the Applicant will require that, throughout the period of performance--

- a. each such institution comply with any requirements that are imposed on it by the First Amendment to the Constitution of the United States; and
- b. subject to par. a, each such institution comply with its own representations, if any, concerning academic freedom, freedom of inquiry and debate, research independence, and research integrity, at the institution, that are included in promotional materials, in official statements, in formal policies, in applications for grants (including this award application), for accreditation, or for licensing, or in submissions relating to such grants, accreditation, or licensing, or that otherwise are made or disseminated to students, to faculty, or to the general public.

(9) I assure that, if the Applicant is a governmental entity, with respect to the award (if any) made by the Department based on the application--

- a. it will comply with the requirements of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (42 U.S.C.

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- §§ 4601-4655), which govern the treatment of persons displaced as a result of federal and federally-assisted programs; and
- b. it will comply with requirements of 5 U.S.C. §§ 1501-1508 and 7324-7328, which limit certain political activities of State or local government employees whose principal employment is in connection with an activity financed in whole or in part by federal assistance.

(10) If the Applicant applies for and receives an award from the Office of Community Oriented Policing Services (COPS Office), I assure that as required by 34 U.S.C. § 10382(c)(11), it will, to the extent practicable and consistent with applicable law--including, but not limited to, the Indian Self-Determination and Education Assistance Act--seek, recruit, and hire qualified members of racial and ethnic minority groups and qualified women in order to further effective law enforcement by increasing their ranks within the sworn positions, as provided under 34 U.S.C. § 10382(c)(11).

(11) If the Applicant applies for and receives a DOJ award under the STOP School Violence Act program, I assure as required by 34 U.S.C. § 10552(a)(3), that it will maintain and report such data, records, and information (programmatic and financial) as DOJ may reasonably require.

I acknowledge that a materially false, fictitious, or fraudulent statement (or concealment or omission of a material fact) in this certification, or in the application that it supports, may be the subject of criminal prosecution (including under 18 U.S.C. §§ 1001 and/or 1621, and/or 34 U.S.C. §§ 10271-10273), and also may subject me and the Applicant to civil penalties and administrative remedies for false claims or otherwise (including under 31 U.S.C. §§ 3729-3730 and 3801-3812). I also acknowledge that the Department's awards, including certifications provided in connection with such awards, are subject to review by the Department, including by its Office of the Inspector General.

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U.S. DEPARTMENT OF JUSTICE

CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS; AND DRUG-FREE WORKPLACE REQUIREMENTS

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. The certifications shall be treated as a material representation of fact upon which reliance will be placed when the U.S. Department of Justice ("Department") determines to award the covered transaction, grant, or cooperative agreement.

1. LOBBYING

As required by 31 U.S.C. § 1352, as implemented by 28 C.F.R. Part 69, the Applicant certifies and assures (to the extent applicable) the following:

(a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the Applicant, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, or the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;

(b) If the Applicant's request for Federal funds is in excess of \$100,000, and any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this Federal grant or cooperative agreement, the Applicant shall complete and submit Standard Form - LLL, "Disclosure of Lobbying Activities" in accordance with its (and any DOJ awarding agency's) instructions; and

(c) The Applicant shall require that the language of this certification be included in the award documents for all subgrants and procurement contracts (and their subcontracts) funded with Federal award funds and shall ensure that any certifications or lobbying disclosures required of recipients of such subgrants and procurement contracts (or their subcontractors) are made and filed in accordance with 31 U.S.C. § 1352.

2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS

A. Pursuant to Department regulations on nonprocurement debarment and suspension implemented at 2 C.F.R. Part 2867, and to other related requirements, the Applicant certifies, with respect to prospective participants in a primary tier "covered transaction," as defined at 2 C.F.R. § 2867.20(a), that neither it nor any of its principals—

(a) is presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;

(b) has within a three-year period preceding this application been convicted of a felony criminal violation under any Federal law, or been convicted or had a civil judgment rendered against it for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, tribal, or local) transaction or private agreement or transaction;

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violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion or receiving stolen property, making false claims, or obstruction of justice, or commission of any offense indicating a lack of business integrity or business honesty that seriously and directly affects its (or its principals') present responsibility;

(c) is presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, tribal, or local) with commission of any of the offenses enumerated in paragraph (b) of this certification; and/or

(d) has within a three-year period preceding this application had one or more public transactions (Federal, State, tribal, or local) terminated for cause or default.

B. Where the Applicant is unable to certify to any of the statements in this certification, it shall attach an explanation to this application. Where the Applicant or any of its principals was convicted, within a three-year period preceding this application, of a felony criminal violation under any Federal law, the Applicant also must disclose such felony criminal conviction in writing to the Department (for OJP Applicants, to OJP at Ojpcompliancereporting@usdoj.gov; for OVW Applicants, to OVW at OVW.GFMD@usdoj.gov; or for COPS Applicants, to COPS at AskCOPSRC@usdoj.gov), unless such disclosure has already been made.

3. FEDERAL TAXES

A. If the Applicant is a corporation, it certifies either that (1) the corporation has no unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability, or (2) the corporation has provided written notice of such an unpaid tax liability (or liabilities) to the Department (for OJP Applicants, to OJP at Ojpcompliancereporting@usdoj.gov; for OVW Applicants, to OVW at OVW.GFMD@usdoj.gov; or for COPS Applicants, to COPS at AskCOPSRC@usdoj.gov).

B. Where the Applicant is unable to certify to any of the statements in this certification, it shall attach an explanation to this application.

4. DRUG-FREE WORKPLACE (GRANTEES OTHER THAN INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, as implemented at 28 C.F.R. Part 83, Subpart F, for grantees, as defined at 28 C.F.R. §§ 83.620 and 83.650:

A. The Applicant certifies and assures that it will, or will continue to, provide a drug-free workplace by—

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in its workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing an on-going drug-free awareness program to inform employees about—

- (1) The dangers of drug abuse in the workplace;
- (2) The Applicant's policy of maintaining a drug-free workplace;
- (3) Any available drug counseling, rehabilitation, and employee assistance programs; and

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- (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
- (c) Making it a requirement that each employee to be engaged in the performance of the award be given a copy of the statement required by paragraph (a);
- (d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the award, the employee will—
- (1) Abide by the terms of the statement; and
 - (2) Notify the employer in writing of the employee's conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
- (e) Notifying the Department, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title of any such convicted employee to the Department, as follows:

For COPS award recipients - COPS Office, 145 N Street, NE, Washington, DC, 20530;

For OJP and OVW award recipients - U.S. Department of Justice, Office of Justice Programs, ATTN: Control Desk, 810 7th Street, N.W., Washington, D.C. 20531.

Notice shall include the identification number(s) of each affected award;

- (f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted:
- (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
 - (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency; and
- (g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

5. COORDINATION REQUIRED UNDER PUBLIC SAFETY AND COMMUNITY POLICING PROGRAMS

As required by the Public Safety Partnership and Community Policing Act of 1994, at 34 U.S.C. § 10382(c)(5), if this application is for a COPS award, the Applicant certifies that there has been appropriate coordination with all agencies that may be affected by its award. Affected agencies may include, among others, Offices of the United States Attorneys; State, local, or tribal prosecutors; or correctional agencies.

I acknowledge that a materially false, fictitious, or fraudulent statement (or concealment or omission of a material fact) in this certification, or in the application that it supports, may be the subject of criminal prosecution (including under 18 U.S.C. §§ 1001 and/or 1621, and/or 34 U.S.C. §§ 10271-10273), and also may subject me and the Applicant to civil penalties and administrative remedies for false claims or otherwise (including under 31 U.S.C. §§ 3729-3730 and 3801-3812). I also acknowledge that the Department's awards, including certifications provided in connection with such awards, are subject to review by the Department, including by its Office of the Inspector General.

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DISCLOSURE OF LOBBYING ACTIVITIES

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352
(See reverse for public burden disclosure.)

Approved by OMB
0348-0046

| | | |
|---|---|---|
| 1. Type of Federal Action: <input type="checkbox"/> a. contract <input checked="" type="checkbox"/> b. grant c. cooperative agreement d. loan e. loan guarantee f. loan insurance | 2. Status of Federal Action: <input type="checkbox"/> a. bid/offer/application <input checked="" type="checkbox"/> b. initial award c. post-award | 3. Report Type: <input type="checkbox"/> a. initial filing <input checked="" type="checkbox"/> b. material change For Material Change Only: year _____ quarter _____ date of last report _____ |
| 4. Name and Address of Reporting Entity: <input type="checkbox"/> Prime <input checked="" type="checkbox"/> Subawardee Tier _____, if known: Congressional District, if known: | 5. If Reporting Entity in No. 4 is a Subawardee, Enter Name and Address of Prime: Iowa Department of Public Safety 215 East 7th Street Des Moines, IA 50319 Congressional District, if known: | |
| 6. Federal Department/Agency: Bureau of Justice Statistics | 7. Federal Program Name/Description: CFDA Number, if applicable: _____ | |
| 8. Federal Action Number, if known: _____ | 9. Award Amount, if known: \$ _____ | |
| 10. a. Name and Address of Lobbying Registrant <i>(if individual, last name, first name, MI):</i> None | b. Individuals Performing Services <i>(including address if different from No. 10a)</i> <i>(last name, first name, MI):</i> None | |
| 11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure. | Signature: <u><i>Thomas M. Millikin</i></u> Print Name: <u>Thomas M. Millikin</u> Title: <u>911/Records Supervisor</u> Telephone No.: <u>641 683 0628</u> Date: <u>9-22-20</u> | |
| Federal Use Only: | | Authorized for Local Reproduction Standard Form LLL (Rev. 7-97) |

INSTRUCTIONS FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a followup report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, State and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in item 4 checks "Subawardee," then enter the full name, address, city, State and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the Federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitation for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the Federal agency). Include prefixes, e.g., "RFP-DE-90-001."
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.
10. (a) Enter the full name, address, city, State and zip code of the lobbying registrant under the Lobbying Disclosure Act of 1995 engaged by the reporting entity identified in item 4 to influence the covered Federal action.

(b) Enter the full names of the individual(s) performing services, and include full address if different from 10 (a). Enter Last Name, First Name, and Middle Initial (MI).
11. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB Control Number. The valid OMB control number for this information collection is OMB No. 0348-0046. Public reporting burden for this collection of information is estimated to average 10 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, DC 20503.

DM

Kim Reynolds
Governor
Adam Gregg
Lt. Governor



Department of Public Safety

Stephan K. Bayens
Commissioner

September 21, 2020

Ottumwa Iowa Police Department
Mr. Thomas Millikin
330 W. 2nd Street
Ottumwa, IA 52501

RE: UCR Technical Specification Subaward Agreement

Dear Mr. Thomas Millikin:

Enclosed, please find the UCR Technical Specification Subaward Recipient Agreement for the National Crime Statistics Exchange (NCS-X) Award. To accept the subaward on behalf of your agency, the following documents must be signed and returned:

- (1) Subaward Recipient Agreement
- (2) Standard Assurances
- (3) Certifications Regarding Lobbying, Debarment, Suspension & other Responsibility Matters; Drug-Free Workplace Requirements; Federal Debt Status, and Nondiscrimination Status and Implementing Regulations
- (4) Disclosure of Lobbying Activities

Please contact me at loynacha@dps.state.ia.us or (515) 725-6251 with any questions.

Thanks,

A handwritten signature in black ink that reads "Tracy Loynachan".

Tracy Loynachan, UCR Program Manager
Program Services Bureau, Administrative Services Division

ADMINISTRATIVE SERVICES DIVISION • 215 EAST 7TH STREET • DES MOINES, IOWA 50319-0040 • 515-725-6230

Integrity, Fairness, Respect, Honesty, Courage, Compassion, Service

Handwritten initials in the bottom right corner, possibly "MM".

**NATIONAL CRIME STATISTICS EXCHANGE (NCS-X)
UCR TECHNICAL SPECIFICATION SUBAWARD RECIPIENT AGREEMENT**

This Subaward Recipient Agreement is effective September 21, 2020, by and between Ottumwa Iowa Police Department and the Iowa Department of Public Safety.

Purpose

The Bureau of Justice Statistics (BJS) has awarded National Crime Statistic Exchange (NCS-X) funding to federal, state, and local law enforcement agencies to improve incident-based crime reporting and national crime statistics. As part of this initiative, the Iowa Department of Public Safety (DPS) has received funding to develop a new state crime repository for award 2019-FU-CX-K014. DPS has made the unobligated balance of grant funds available to law enforcement agencies for the sole purpose of updating local agency records management systems to conform to the new Iowa UCR technical specification.

Scope of Service

The services carried out under this agreement shall be consistent with those contained in the agency UCR Technical Specification Subaward Application and approved by DPS. As stated in the application, Ottumwa Iowa Police Department shall implement changes to the local records management system (RMS) and achieve certification by the Iowa UCR program. Certification is achieved once an agency submits three consecutive months of crime data in the new technical specification with an error rate of less than four (4) percent for each month. Any changes to the agency timeline must be communicated to the UCR Program Manager. All requirements must be met no later than September 30, 2021.

Reprogramming of Funds

Reprogramming of funds is not allowable under the Subaward Recipient Agreement.

Requirement to Report Potentially Duplicative Funding

If Ottumwa Iowa Police Department currently has other active awards of federal funds, or if Ottumwa Iowa Police Department receives any other award of federal funds during the period of performance for this award, Ottumwa Iowa Police Department promptly must determine whether funds from any of those other federal awards have been, are being, or are to be used (in whole or in part) for one or more of the identical cost items for which funds are provided under this award. If so, the Ottumwa Iowa Police Department must promptly notify the DPS in writing of the potential duplication, and, if so requested by the DPS or by the BJS, must seek a budget-modification or change-of-project-scope grant adjustment notice (GAN) to eliminate any inappropriate duplication of funding.

Invoicing

Ottumwa Iowa Police Department shall invoice the Iowa Department of Public Safety once satisfying all requirements related to the Subaward Recipient Agreement, including achievement of agency certification. Ottumwa Iowa Police Department shall submit one original signed invoice along with supportive documentation to the Iowa Department of Public Safety for reimbursement. Supportive documentation shall consist of proof of payment.

Reporting Requirements

All participants may be required to prepare a final report of their agency's expenditures, which shall be submitted to the UCR Program Manager within 30 days of close of the program fiscal year. Failure to submit reports on a timely basis may result in the interruption or termination of the initiative funding for your agency.

TM

Program Standards

Each agency agrees to abide by the policies established by the state UCR program, including timely submission of crime data as outlined in Iowa Code § 692.15. Updated program policy will be furnished to each participant.

Assurances

Each agency agrees to abide by the terms and conditions set out in U.S. Department of Justice Certified Standard Assurances (Appendix A) and U.S. Department of Justice Certifications regarding Lobbying, Debarment, Suspension and Other Responsibility Matters; Drug Free Work Place Requirements; Federal Debt Status and Nondiscrimination Statutes and Implementing Regulations (Appendix B). Each agency will also submit a signed OMB form, Disclosure of Lobbying Activities (Appendix C).

Debarred, Suspended, and Ineligible Status

Ottumwa Iowa Police Department certifies that they have not been debarred, suspended, or declared ineligible by any agency of the State of Iowa or as defined in the Federal Acquisition Regulation (FAR) 48 C.F.R. Ch.1 Subpart 9.4. Ottumwa Iowa Police Department will immediately notify the State if they are debarred by the State or placed on the Consolidated List of Debarred, Suspended, and Ineligible Contractors by a federal entity.

Audit

If required, an audit report and management letter must be submitted to the Iowa Department of Public Safety, Finance Bureau in accordance with the OMB Circular A-133, "Audits of State and Local Governments and Nonprofit Organizations."

Acceptance

Acceptance of this agreement by the participating agency is acceptance of all standards and conditions of the NCS-X Award, included as Appendix A, B, and C.

T.M.

Participating Agency:

Contact Information:

Mr. Thomas Millikin
Ottumwa Iowa Police Department
330 W. 2nd Street
Ottumwa, IA 52501
641-683-0628
millikint@ottumwa.us

Issue Payment To:

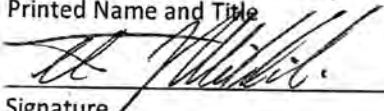
Ottumwa Iowa Police Department
330 W. 2nd Street
Ottumwa, IA 52501

EIN:

Participating Agency:

Ottumwa Iowa Police Department

Thomas Millikin Records Supv.
Printed Name and Title


Signature

9-22-20
Date

9-22-20
Date

Fiscal Agent:

Contact Information:

Tracy Loynachan
Iowa Department of Public Safety
Program Services Bureau, Administrative Services Division
215 East 7th Street
Des Moines, IA 50309
515-725-6251 phone
515-508-0457 cell
loynacha@dps.state.ia.us

Fiscal Agent:

Iowa Department of Public Safety

James Wittenwyler, Director
Administrative Services Division

Date

CITY OF OTTUMWA
Staff Summary

**** ACTION ITEM ****

Council Meeting of: Apr 20, 2021

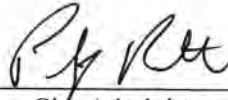
Philip Rath

Prepared By

Administration

Department

Department Head



City Administrator Approval

AGENDA TITLE: Approve a Conflict of Interest Waiver for Ahlers & Cooney, P.C.
between the City of Ottumwa and Indian Hills Community College.

Public hearing required if this box is checked.

RECOMMENDATION: Approve a Conflict of Interest Waiver for Ahlers & Cooney, P.C.
between the City of Ottumwa and Indian Hills Community College
in order to draft an airport usage agreement between the two
partners.

DISCUSSION: On November 14, 2020 the City Council identified a goal of improving
cooperation with its community partners. One of the key components for
improved relationships is clearly defined roles and responsibilities. With
the City assuming Fixed Base Operator duties at the airport including the
added maintenance, an agreement with IHCC for hangar rental,
maintenance hours, etc. is necessary. Administrator Rath had contacted
Attorney Stone to draft such an agreement. When a potential conflict of
interest was identified, Stone forwarded the attached waiver for approval.
If both parties approve the waiver A&C may proceed.

Source of Funds: N/A

Budgeted Item:

Budget Amendment Needed:



Ahlers & Cooney, P.C.
Attorneys at Law
100 Court Avenue, Suite 600
Des Moines, Iowa 50309-2231
Phone: 515-243-7611
Fax: 515-243-2149
www.ahlerslaw.com
Kristine Stone
515.246.0314
kstone@ahlerslaw.com

March 31, 2021

Philip Rath
City Administrator
105 East 3rd St.
Ottumwa, IA 52501

Dr. Matt Thompson
Indian Hills Community College
651 Indian Hills Drive
Building #17
Ottumwa, IA 52501

RE: Airport Lease Agreement with Indian Hills Community College

Dear Mr. Rath and Dr. Thompson:

This waiver letter confirms that our Firm has been asked to represent the City of Ottumwa with respect to the preparation of an Airport Lease Agreement with Indian Hills Community College.

As you know, our Firm has existing client relationships with the City of Ottumwa and Indian Hills Community College. Given the proposed concurrent representation of the Parties, we cannot undertake a representation where we will advocate or negotiate for one party against the other. However, our ethical rules allow us to undertake representation of both parties to a transaction provided that we can competently and diligently represent each client, and each client provided informed consent in writing to the representation.

We believe that we can competently and diligently represent both the City of Ottumwa and Indian Hills Community College in the limited role of memorializing an Airport Lease Agreement as determined by the Parties. The City of Ottumwa and Indian Hills Community College must determine the terms to include in the Agreement (between you) and then provide such terms to us to include in the Agreement. In our limited role as the scrivener, the more details you work out between you and provide to us, the better. In the course of drafting we may identify categories of essential terms you have not addressed, in which case we will suggest that both parties coordinate and let us know what specific terms you mutually agree on for each such category. We may also include stock or customary terms in the draft we provide with no intent of favoring either party over the other. Any such terms may be rejected or modified by either of you and, as with all terms in the Agreement, are subject to mutual agreement between you and can be revised by you. Through the proposed limited joint representation, we can assist you in documenting the Agreement you reach on an amicable and mutually advantageous basis.

In the event there are actual disagreements of substance or content between the Parties, we will decline to advise either party with respect to such issue. Should an issue arise for which the Parties cannot reach agreement on your own, we would need to withdraw from further representation of both Parties with respect to the proposed Agreement. Such withdrawal would

March 31, 2021

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not, however, impact our on-going representation of the City of Ottumwa or Indian Hills Community College on all other matters.

In the course of the joint representation of the Agreement, we will not have communications with one party relevant to the Agreement that are confidential from the other. For matters relevant to this limited joint representation, we have a legal and ethical duty to share with both of you the information we receive and the comments that we give. In other words, your conversations with us with respect to the Agreement are not privileged as between the two of you and could not be claimed as privileged should any dispute arise between you. If you want independent advice concerning the terms of the Agreement, or if you wish to be able to discuss matters in complete privacy, you will need to seek such advice from alternate counsel.

In deciding whether or not to consent to the joint representation, the Parties should consider how our limited representation as described above could or may affect them. For example, clients that are asked to consent to conflicts should consider whether there is any material risk that their attorney will be less diligent on their behalf due to the conflict. Similarly, clients should consider whether there is any material risk that their confidential information or other proprietary matters will be used adversely to them due to the conflict. We do not believe that our obligations of loyalty and confidentiality to any party will impair our ability to represent the Parties in this matter in the limited manner described herein, but of course you may ask us any questions you may have regarding the contents of this letter and/or seek the independent advice of a lawyer outside of our Firm regarding the contents of this letter.

Please respond to this request by either signing and returning this letter or informing us that you decline to approve and consent to this joint representation. We will only be able to represent the Parties in this matter if both Parties are in agreement regarding this limited representation.

Sincerely,

AHLERS & COONEY, P.C.

By *Kristine Stone*

Kristine Stone

March 31, 2021

Page 3

The City Council of the City of Ottumwa hereby waives and consents to any actual, potential, or perceived conflict of interest associated with Ahlers & Cooney, P.C.'s representation of the Indian Hills Community College and the City of Ottumwa regarding the Airport Lease Agreement.

Dated this 20 day of April, 2021.

City Council of the City of Ottumwa:

By: Tom X. Lopez
Mayor

March 31, 2021

Page 4

Indian Hills Community College hereby waives and consents to any actual, potential, or perceived conflict of interest associated with Ahlers & Cooney, P.C.'s representation of the Indian Hills Community College and the City of Ottumwa regarding the Airport Lease Agreement.

Dated this 7th day of April, 2021.

Indian Hills Community College:

By:  Digitally signed by Michael Lee
Date: 2021.04.07 12:51:08
-05'00'

Michael Lee, Chief Financial Officer

CITY OF OTTUMWA
Staff Summary

**** ACTION ITEM ****

Council Meeting of: Apr 20, 2021

Planning & Development
Department

Jody Gates
Prepared By
Zach Simonson *ZS*
Department Head

[Signature]

City Administrator Approval

AGENDA TITLE: Resolution No. 82 - 2021, a resolution setting May 18, 2021 as the date of a Public Hearing on the disposition of City owned property located at 510 N. Market Street

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

RECOMMENDATION: Pass and adopt Resolution No. 82 - 2021

DISCUSSION: The City is accepting bids on this property until May 11, 2021. The successful bidder will be identified at that time and the bid will be brought to the May 18, 2021 City Council meeting.

Source of Funds:

Budgeted Item: Budget Amendment Needed:

RESOLUTION No. 82 - 2021

A RESOLUTION SETTING MAY 18, 2021 AS THE DATE OF A PUBLIC HEARING ON THE DISPOSITION OF CITY OWNED PROPERTY LOCATED AT 510 N. MARKET STREET

WHEREAS, the City of Ottumwa, is the present title holder to the property legally described as the South 41 feet of Lot 10 and 11 in Devins Addition to the City of Ottumwa, Wapello County, Iowa, commonly known as 510 N. Market Street; and

WHEREAS, the above described property is a placarded house which will be sold to be repaired to meet the minimum housing standards or demolished; and

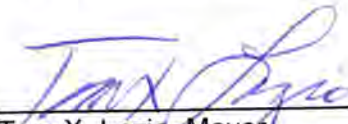
WHEREAS, the City will dispose of the property to the successful bidder.

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

That the 18th day of May 2021 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 highest bidder and the City Clerk is authorized and directed to publish notice of said public hearing as provided by law.

PASSED AND ADOPTED this 20th day of April 2021.

City of Ottumwa, Iowa



Tom X. Lazio, Mayor

ATTEST:




Christina Reinhard, City Clerk

CITY OF OTTUMWA
Staff Summary

**** ACTION ITEM ****

Council Meeting of: Apr 20, 2021

Planning & Development
Department

Jody Gates
Prepared By
Zach Simonson *ZS*
Department Head

Rly Kitt

City Administrator Approval

AGENDA TITLE: Bid Report and Contract award for asbestos removal at 815 Allison,
1214 W. Highland and 2433 E. Main, Ottumwa, 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: Accept bid and award the contract for the above work to Dan Laursen for the best bid amount of \$13,500.00.

DISCUSSION: The City accepted bids until 2:00 P.M. April 13, 2021 for asbestos removal and disposal at 815 Allison, 1214 W. Highland and 2433 E. Main Street. Two bids were received. Dan Laursen submitted the best bid in the amount of \$13,500.00. The bid tab is attached.

Source of Funds: 151-3-342-6499

Budgeted Item: Budget Amendment Needed:

Asbestos Removal and Disposal at 815 Allison - 1214 W. Highland - 2433 E. Main

| Bidder | Bid Amount |
|---------------|-------------------|
| Dan Laursen | \$13,500.00 |
| Weston McKee | \$23,000.00 |



REQUEST FOR ASBESTOS REMOVAL AND DISPOSAL
BID FORM

| Address | Asbestos Bid |
|--|--|
| 1214 W. Highland # 6,000.00 | 6,000 ⁰⁰ |
| 815 Allison # 6,000.00 | \$ 6,000 ⁰⁰ |
| 2433 E. Main Street # 6,000.00 | # 1,500 ⁰⁰ # 6,000.00 |

| | | |
|---|------------------------|-----------------------------------|
| Total of 3 Bids # 18,000.00 | # 13,500 ⁰⁰ | TOTAL - # 30,000 ⁰⁰ |
| | # 13,500 ⁰⁰ | |

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

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

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

1400⁰⁰ cash

 Initial Form Here

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

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


Signature

DAN LAURSEN
Printed Name

510 MORRELL DR.
Address

641-799-3818.
Telephone Number

OTTUMMA IA. 52501
City, State, Zip

APR-13th
Date

DAN LAURSEN 44 @ yahoo.com
E-mail Address

DRN LAURSEN Excavating.

510 Morrill Drive.

Ottumwa. IA. 52501

City of Ottumwa. IA 52501.

Bids - on

1214 - High Road. Ottumwa. IA.

815 - Allison St. Ottumwa. IA.

2433 - E. Main St. Ottumwa. IA.

\$1400.00

ASBESTOS REMOVAL AND DISPOSAL CONTRACT

This contract made and entered into, in duplicate, at Ottumwa, IA this 20th day of April 2021 by and between the **City of Ottumwa, IA**, hereinafter called the “**OWNER**” and **DAN LAURSEN**, 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:

Asbestos removal and disposal at the following properties is to be completed within **forty-five (45) working days** of the date on the “Notice to Proceed” in accordance with the bid documents at the following locations to wit:

Location Address: 815 Allison, 1214 W. Highland and 2433 E. Main Street, Ottumwa, Iowa

It is understood and agreed:

The Contractor shall commence removal within such time and work continuously as to be completed by the date indicated in this contract. The Contractor shall forfeit **\$250.00 per working day** required to complete the contract after the aforesaid completion date. A working day as used herein, shall be defined as any calendar day, exclusive of Saturdays, Sundays, or a recognized legal holiday, or on which weather or other conditions (not under the control of the Contractor) will permit the removal operations to proceed for not less $\frac{3}{4}$ of a normal work day in the performance of a controlling item of work.

An extension of the contract period may be granted by the Director for additional work requiring additional removal time. An extension may also be granted by the Director for inclement weather or Acts of God that interfere with the Contractor’s ability to work.

The Certificate of Insurance and the Performance Bond, cashier’s check or Irrevocable Letter of Credit MUST be on file with the City Clerk within five (5) working days of the awarding of the contract and BEFORE the “Notice to Proceed” will be issued.

The work under the proposed contract shall be commenced within **fifteen (15) days after the issuance of the “Notice to Proceed”** and shall be completed as stated in the Notice to Proceed and in this contract.

The owner shall have the right to deduct said liquidated damages from any moneys in its hands, otherwise due, or to become due, to said Contractor or to sue for and recover compensation for damages for non-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.

A certificate of insurance for liability, bodily injury, and property damage satisfactory to the City, in the amount of \$1,000,000.00 combined single limit, must be furnished to the City. The City of Ottumwa must be included as an additional insured to, and be so stated on, the certificate of insurance. Also, Worker’s Compensation coverage in accordance with the State of Iowa statutes must be provided.

The Contractor hereby agrees to and shall defend, indemnify and save harmless the City of Ottumwa, IA, and any other jurisdiction or agency issuing permits for any work in the improvement, their officers,

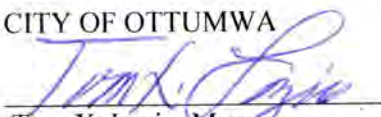
agents and representatives from all suits, actions, loss, damage, expense, costs or claims of any character or any nature brought on account of any injuries including death or damage sustained by any person or property arising out of the work done, whether such injuries to any person or damage to property are due or claim to be due to any negligence of the City, 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 from or recovered under Worker's Compensation laws or any other law, bylaws, ordinance or order of decree.

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

Upon completion of said work, the Owner agrees to pay to the Contractor therefore, the prices as set out in the bid document, which is a part of this contract. Said payment is to be made after inspection of the work and upon presentation of an invoice for aforesaid demolition/removal.

IN WITNESS WHEREOF, This Contract has been executed in duplicate on the date herein written.

CITY OF OTTUMWA


Tom X. Lazio, Mayor

ATTEST:


Christina Reinhard, City Clerk

CONTRACTOR SIGNATURE

Contractor Printed Name

Address

City, State, Zip

Phone Number

Date Contractor Signed



DANLA-1

OP ID: TB

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

04/15/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

| | | | | | |
|--|--------------|--|-----------------------|--------------|-----------------------------|
| PRODUCER Assurance Brokers Ltd. 95 North Research Dr Ste 100 Edwardsville, IL 62025 | 618-692-9800 | | CONTACT NAME: | | |
| | | | PHONE (A/C, No, Ext): | 618-692-9800 | FAX (A/C, No): 618-692-9865 |
| E-MAIL ADDRESS: | | | | | |
| INSURER(S) AFFORDING COVERAGE | | | | | NAIC # |
| INSURER A: Homeland Ins Co of New York | | | | | 34452 |
| INSURER B: | | | | | |
| INSURER C: | | | | | |
| INSURER D: | | | | | |
| INSURER E: | | | | | |
| INSURER F: | | | | | |

INSURED
Dan Laursen Excavation dba
Asbestos Abatement &
Inspections of IA
510 Morrell Drive
Ottumwa, IA 52501

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

| INSR LTR | TYPE OF INSURANCE | ADDL INSD | SUBR WVD | POLICY NUMBER | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS |
|--|--|-------------------|----------|-------------------|-------------------------|-------------------------|---|
| A | <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR | X | | 793-00-88-30-0001 | 03/15/2021 | 03/15/2022 | EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 50,000 |
| A | <input checked="" type="checkbox"/> ASBESTOS ABATE | | | | 03/15/2021 | 03/15/2022 | MED EXP (Any one person) \$ 5,000 |
| A | <input checked="" type="checkbox"/> POLLUTION LIAB | | | 793-00-88-30-0001 | 03/15/2021 | 03/15/2022 | PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 |
| GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC | | | | | | | |
| OTHER: | | | | | | | |
| AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY | | | | | | | |
| UMBRELLA LIAB EXCESS LIAB DED RETENTION \$ | | OCCUR CLAIMS-MADE | | | | | |
| WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below | | Y/N | N/A | | | | |
| A | <input checked="" type="checkbox"/> PROFESSIONAL LIAB | | | 793-00-88-30-0001 | 03/15/2021 | 03/15/2022 | EA CLAIM \$ 1,000,000 AGGREGATE \$ 2,000,000 |

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

RE: 815 ALLISON AVE, 1214 W HIGHLAND, & 2433 E MAIN ST.

CITY OF OTTUMWA IS INCLUDED AS AN ADDITIONAL INSURED.

CERTIFICATE HOLDER

CANCELLATION

| | | |
|---|---------|--|
| CITY OF OTTUMWA 105 E. THIRD STREET OTTUMWA, IA 52501 | CITYOTT | SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. |
| | | AUTHORIZED REPRESENTATIVE |

CITY OF OTTUMWA
Staff Summary


**** ACTION ITEM ****

Council Meeting of : Apr 20, 2021

Planning & Development
Department

Zach Simonson

Prepared By

Zach Simonson 

Department Head



City Administrator Approval

AGENDA TITLE: Ordinance No. 3181-2021, an ordinance amending the Code of Ordinances by changing the zoning classification on property located at 105 S Vine from C-3 Commercial Mixed-Use District to C-2 Community Commercial District.



Public hearing required if this box is checked.

RECOMMENDATION: Pass first consideration of Ordinance No. 3181-2021.

DISCUSSION: The applicant purchased the property believing it was suitable for an auto sales lot and initiated the rezoning application when he was unable to obtain a certificate of zoning compliance to provide to the Department of Transportation for a dealership license. Property to the south and east of the 105 S Vine is already zoned C-2. There are at least three auto sales or auto service businesses within 250 feet of applicant. The rezoning would

Source of Funds:

Budgeted Item:

Budget Amendment Needed:

be compatible with the character of the surrounding neighborhood.

If the rezoning request were granted, the applicant would be required to only display vehicles available for purchase. The applicant would be required to park vehicles only on paved surface. The applicant would be required to have at least 200 sq ft of display area per vehicle excluding maneuvering space. The applicant would be required to have at least one customer parking space per 2,000 square feet of outdoor display area. This would allow for the display of a maximum of 15 vehicles on the existing paved surface.

The Plan and Zoning Commission heard this rezoning request at the April 5, 2021 meeting.

ORDINANCE NO. 3181-2021

AN ORDINANCE AMENDING THE CODE OF ORDINANCES (MUNICIPAL CODE OF THE CITY OF OTTUMWA, IOWA) BY CHANGING THE ZONING CLASSIFICATION ON CERTAIN PROPERTY LOCATED AT 105 S VINE FROM C-3 TO C-2 IN THE CITY OF OTTUMWA, WAPELLO COUNTY, IOWA

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

SECTION 1

Zoning Ordinance #3105-2015 of the City of Ottumwa, Iowa, as amended and as set forth in Chapter 38 of the Municipal Code, City of Ottumwa, Iowa be and the same is hereby amended and changed to conform with this ordinance and the following described property, to wit:

Lots Three (3), Four (4), Five (5), Six (6), and Seven (7) in Block Twenty-two (22) in Blake's Addition to the City of Ottumwa, Wapello County, Iowa.

Be and the same is hereby changed from its present zoning classification of "C-3" Commercial Mixed-Use District to "C-2" Community Commercial District.

SECTION 2

The official zoning map of the City of Ottumwa, Iowa duly designated as such, and on file in the office of the City Clerk and the Wapello County Recorder, is hereby amended and changed to conform to this ordinance and the City Clerk, pursuant to Section 38-30 of the Zoning Ordinance #3088-2015, as amended, is hereby directed to record a certified copy of this said ordinance with the Wapello County Recorder and attach a certified copy of this said ordinance to the official zoning map.

SECTION 3

This ordinance shall be in full force and effect, from and after its passage, adoption and approval and publication as required by law, unless a subsequent effective date is set out hereinabove.

SECTION 4

When this ordinance is in effect, it shall automatically supplement, amend and become a part of the said Code of Ordinance (Municipal Code) of the City of Ottumwa, Iowa.

Passed on its first consideration on the ____ day of _____, 2021.

Passed on its second consideration on the ____ day of _____, 2021.

Requirement of consideration and vote at two prior council meetings suspended on the ____ day of _____, 2021.

Final passage and adoption on the ____ day of _____, 2021.

CITY OF OTTUMWA, IOWA

Tom X. Lazio, Mayor

___ No action taken by Mayor.

___ Vetoed this ____ day of _____, 2021.

Tom X. Lazio, Mayor

___ Repassed and adopted over the veto this ____ day of _____, 2021.

___ Veto affirmed this ____ day of _____, 2021 by failure of vote taken to repass.

___ Veto affirmed, no timely vote taken to repass over veto.

ATTEST:

Chris Reinhard, City Clerk

CITY OF OTTUMWA

Staff Summary

**** ACTION ITEM ****

Council Meeting of: April 20, 2021

Engineering Department
Department

Alicia Bankson
Prepared By
Jerry Seal
Department Head

[Signature]
City Administrator Approval

AGENDA TITLE: Resolution #84-2021. Approving the Agreement between the City of Ottumwa and Calhoun-Burns and Associates Inc. for Professional Engineering Services to conduct the 2021 and 2022 Biennial Bridge Inspections.

****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 #84-2021.

DISCUSSION: This is part of the biennial bridge inspection program. The scope of work includes the routine inspection of eleven (11) bridges within the City of Ottumwa, updates of the load rating calculations if necessary, and updates of the scour evaluation if necessary. All work will be in accordance with the Iowa Department of Transportation (IDOT) and Federal Highway Administration guidelines and requirements. Time to complete the inspection should not exceed six (6) months. Compensation is as follows:

| | |
|--|---|
| Routine Visual Inspection | |
| 2021 – three (3) bridges: | Lump Sum = \$ 18,000.00 |
| (Jefferson, S. Ward, S. Moore) | |
| 2022 – eight (8) bridges: | Lump Sum = \$ 3,200.00 |
| (S. Sheridan, Market St., W 2 nd St., | |
| Adeline Rd, S Ransom St.) | |
| 2022 – two (2) pedestrian bridges: | |
| (Eisenhower & Kettle Creek by Richmond) | |
| Load Rating Computations (if required) | Per hourly billing rates at about \$190.00 each |
| Updated Level A or B Scour Evaluations (if required) | Per hourly billing rates at about \$95.00 each |
| Data Entry and Photos into SIIMS | Per hourly billing rates at about \$120.00 each |

Source of Funds: \$50,000 Road Use

Budgeted Item: Yes

Budget Amendment Needed: No

Special Equipment

Direct Cost at about
\$18,500.00

Iowa Department of Transportation (IDOT) requires that all bridges be inspected every two years. These requirements must be met to be in compliance with IDOT inspection program and qualify for Highway Bridge Program (HBP) funding.

\$ 18,000.00

\$ 3,200.00

\$ 18,500.00

\$ 39,700.00 + hourly billing

\$50,000.00 Budgeted

Source of Funds: \$50,000 Road Use

Budgeted Item: Yes

Budget Amendment Needed: No

RESOLUTION #84-2021

A RESOLUTION APPROVING THE AGREEMENT BETWEEN THE CITY OF OTTUMWA AND CALHOUN-BURNS & ASSOCIATES INC. FOR PROFESSIONAL ENGINEERING SERVICES TO CONDUCT THE 2021 AND 2022 BRIDGE INSPECTIONS

WHEREAS, This agreement between the City of Ottumwa and Calhoun-Burns and Associates, Inc. for Professional Engineering Services to conduct the 2021 and 2022 Bridge Inspections; and,

WHEREAS, Iowa Department of Transportation (IDOT) requires that bridges be inspected every two years. These requirements must be met to be in compliance with IDOT inspection program and qualify for Highway Bridge Program (HBP) funding; and,

WHEREAS, The services will include the following:
- Routine inspection of eleven (11) bridges
- Updates of the load rating calculation if necessary
- Updates of the scour evaluation if necessary; and,

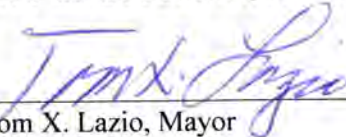
WHEREAS, Expenses will include the following:

| | |
|--|---|
| Routine Visual Inspection | |
| 2021 – three (3) bridges: | Lump Sum = \$ 18,000.00 |
| 2022 – eight (8) bridges: | Lump Sum = \$ 3,200.00 |
| 2022 – two (2) pedestrian bridges: | |
| Load Rating Computations (if required) | Per hourly billing rates at about \$190.00 each |
| Updated Level A or B Scour Evaluations (if required) | Per hourly billing rates at about \$95.00 each |
| Data Entry and Photos into SIIMS | Per hourly billing rates at about \$120.00 each |
| Special Equipment | Direct Cost at about \$18,500.00 |

NOW, THEREFORE, BE IT RESOLVED, BY THE CITY COUNCIL OF THE CITY OF OTTUMWA, IOWA THAT: The Agreement between the City of Ottumwa and Calhoun-Burns & Associates, Inc. for the above referenced project is hereby approved.

APPROVED, PASSED, AND ADOPTED, this 20th day of April, 2021.

CITY OF OTTUMWA, IOWA


Tom X. Lazio, Mayor

ATTEST:


Christina Reinhard, City Clerk





TRANSMITTAL

Date: April 1, 2021

To: Dwight Dohlman, P.E.
 City Engineer
 105 E. 3rd Street
 Ottumwa, IA 52501

Project: City of Ottumwa
 Bridge Inspection and Rating Program
 2021 and 2022


ITEMS TRANSMITTED:

| Drawing Number | Copies | Description |
|----------------|--------|---|
| | 2 | Bridge Inspection and Rating Proposal (Revised) |

| | | | |
|------------------------------------|-------------------------------------|-------------------------------|-------------------------------------|
| For your Information/Review | <input checked="" type="checkbox"/> | | |
| No Exception Taken | <input type="checkbox"/> | Rejected | <input type="checkbox"/> |
| Make Corrections Noted | <input type="checkbox"/> | Submit Specified Item | <input type="checkbox"/> |
| Revise and Resubmit | <input type="checkbox"/> | Return One Signed Copy | <input checked="" type="checkbox"/> |

REMARKS:

Enclosed is the revised Proposal for your 2021 and 2022 Bridge Inspection and Rating program. If acceptable, please return one executed copy to our office.

By: 

 Jeff M. Fadden, P.E.
 Project Manager

AGREEMENT

THIS IS AN AGREEMENT effective as of April 20, 2021 ("Effective Date") between the City of Ottumwa Iowa ("City") and Calhoun-Burns and Associates, Inc., West Des Moines, Iowa ("Engineer"). Engineer agrees to provide the services described below to City for 2021 and 2022 bridge inspection and load rating in the City of Ottumwa, Iowa ("Assignment").

Description of Engineer's Services:

- Routine inspection of three (3) bridges for 2021 – Attachment A
- Routine inspection of eight (8) bridges for 2022 – Attachment B
- Includes update of the load rating calculations if necessary
- Includes update of the scour evaluation if necessary; does not include level C scour
- Includes entry of inspection data and approvals in Iowa DOT Structural Inventory and Inspection Management System (SIIMS) where required.
- Work will be in accordance with Iowa Department of Transportation and Federal Highway Administration guidelines and requirements.

City and Engineer further agree as follows:

1.01 Basic Agreement

A. Engineer shall provide, or cause to be provided, the services set forth in this Agreement, and City shall pay Engineer for such Services as set forth in Paragraph 9.01.

2.01 Payment Procedures

A. *Preparation of Invoices.* Engineer will prepare a monthly invoice in accordance with Engineer's standard invoicing practices and submit the invoice to City.

B. *Payment of Invoices.* Invoices are due and payable within 30 days of receipt. If City fails to make any payment due Engineer for services and expenses within 30 days after receipt of Engineer's invoice, Engineer may, without liability, after giving seven days written notice to City, suspend services under this Agreement until Engineer has been paid in full all amounts due for services, expenses, and other related charges.

3.01 Additional Services

A. If authorized by City, or if required because of changes in the Assignment, Engineer shall furnish services in addition to those set forth above.

B. City shall pay Engineer for such additional services as follows: For additional services of Engineer's employees engaged directly on the Assignment an amount equal to the cumulative hours charged to the Assignment by each class of Engineer's employees times standard hourly rates for each applicable billing class; plus reimbursable expenses and Engineer's consultants' charges, if any.

4.01 Termination

A. The obligation to provide further services under this Agreement may be terminated:

1. For cause,

a. By either party upon 30 days written notice in the event of substantial failure by the other party to perform in accordance with the Agreement's terms through no fault of the terminating party.

b. By Engineer:

1) upon seven days written notice if Engineer believes that Engineer is being requested by City to furnish or perform services contrary to Engineer's responsibilities as a licensed professional; or

2) upon seven days written notice if the Engineer's services for the Assignment are delayed or suspended for more than 90 days for reasons beyond Engineer's control.

3) Engineer shall have no liability to City on account of such termination.

c. Notwithstanding the foregoing, this Agreement will not terminate as a result of a substantial failure under paragraph 4.01.A.1.a if the party receiving such notice begins, within seven days of receipt of such notice, to correct its failure and proceeds diligently to cure such failure within no more than 30 days of receipt of notice; provided, however, that if and to the extent such substantial failure cannot be reasonably cured within such 30 day period, and if such party has diligently attempted to cure the same and thereafter continues diligently to cure the same, then the cure period provided for herein shall extend up to, but in no case more than, 60 days after the date of receipt of the notice.

2. For convenience, by City effective upon the receipt of notice by Engineer.

B. The terminating party under paragraphs 4.01.A.1 or 4.01.A.2 may set the effective date of termination at a time up to 30 days later than otherwise provided to allow Engineer to demobilize personnel and equipment, to complete tasks whose value would otherwise be lost, to prepare notes as to the status of completed and uncompleted tasks, and to assemble Assignment materials in orderly files.

5.01 Controlling Law

A. This Agreement is to be governed by the law of the State of Iowa.

6.01 Successors, Assigns, and Beneficiaries

A. City and Engineer each is hereby bound and the partners, successors, executors, administrators, and legal representatives of City and Engineer (and to the extent permitted by paragraph 6.01.B the assigns of City and Engineer) are hereby bound to the other party to this Agreement and to the partners, successors, executors, administrators, and legal representatives (and said assigns) of such other party, in respect of all covenants, agreements, and obligations of this Agreement.

B. Neither City nor Engineer may assign, sublet, or transfer any rights under or interest (including, but without limitation, moneys that are due or may become due) in this Agreement without the written consent of the other, except to the extent that any assignment, subletting, or transfer is mandated or restricted by law. Unless specifically stated to the contrary in any written consent to an assignment, no assignment will release or discharge the assignor from any duty or responsibility under this Agreement.

7.01 General Considerations

A. The standard of care for all professional engineering and related services performed or furnished by Engineer under this Agreement will be the care and skill ordinarily used by members of the subject profession practicing under similar circumstances at the same time and in the same locality. Engineer makes no warranties, express or implied, under this Agreement or otherwise, in connection with Engineer's services. Engineer and its Citys may use or rely upon the design services of others, including, but not limited to, contractors, manufacturers, and suppliers.

B. All documents prepared or furnished by Engineer are instruments of service, and Engineer retains an ownership and property interest (including the copyright and the right of reuse) in such documents.

C. To the fullest extent permitted by law, City and Engineer (1) waive against each other, and the other's employees, officers, directors, agents, insurers, partners, and Citys, any and all claims for or entitlement to special, incidental, indirect, or consequential damages arising out of, resulting from, or in any way related to the Assignment, and (2) agree that Engineer's total liability to City under this Agreement shall be limited to \$10,000.00 or the total amount of compensation received by Engineer, whichever is greater.

D. The parties acknowledge that Engineer's scope of services does not include any services related to a Hazardous Environmental Condition (the presence of asbestos, PCBs, petroleum, hazardous substances or waste, and radioactive materials). If Engineer or any other party encounters a Hazardous Environmental Condition, Engineer may, at its option and without liability for consequential or any other damages, suspend performance of services on the portion of the Assignment affected thereby until City: (i) retains appropriate specialist Citys or contractors to identify and, as appropriate, abate, remediate, or remove the Hazardous Environmental Condition; and (ii) warrants that the Site is in full compliance with applicable Laws and Regulations.

8.01 Total Agreement

A. This Agreement (consisting of pages 1 to 5 inclusive together with any expressly incorporated attachment), constitutes the entire agreement between City and Engineer and supersedes all prior written or oral understandings. This Agreement may only be amended, supplemented, modified, or canceled by a duly executed written instrument.

9.01 Payment

A. Using the procedures set forth in paragraph 2.01, City shall pay Engineer as follows:

Routine Visual Inspections:

- | | |
|---|---|
| 1. 2021 Three (3) Bridges: | Lump Sum = \$ 18,000.00 |
| 2022 Eight (8) Bridges: | Lump Sum = \$ 3,200.00 |
| 2. Load Rating Computations: (if required) | Per Hourly Billing Rates at about \$190.00 Each. |
| 3. Updated Level A or B Scour Evaluations: (if required) | Per Hourly Billing Rates at about \$95.00 Each. |
| 4. SIIMS Data Entry and Updates: | Per Hourly Billing Rates at about \$120.00 Each. |
| 5. Special Equipment: | Direct Cost at about \$18,500.00 |

B. The Engineer's compensation is conditioned on the time to complete the Assignment not exceeding six (6) months. Should the time to complete the assignment be extended beyond this period, total compensation to Engineer shall be appropriately adjusted.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement, the Effective Date of which is indicated on page 1.

CITY:
By: Tom Lazio
Tom Lazio

Title: Mayor

Date: 4/20/2021

ENGINEER:
By: Michael A. Vander Wert
Michael A. Vander Wert, P.E.

Title: President

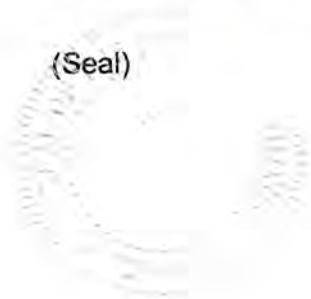
Date: 04/01/2021

ATTESTED BY:
Christ Reinhard
Signature

Title: City Clerk

Date: 4/20/2021

(Seal)



ATTACHMENT A

**LIST OF STRUCTURES FOR
CITY OF OTTUMWA, IOWA
BRIDGE INSPECTION AND RATING PROGRAM - 2021**

1. The following bridges shall be visually inspected and completed reports submitted:

| <u>FHWA No.</u> | <u>Facility Carried</u> | <u>Feature Crossed</u> | <u>Note</u> |
|-----------------|-------------------------|------------------------|-------------|
| 009280 | S. Ward Street | Drainage | 1 |
| 009311 | S. Moore Street | Drainage | 1 |
| 009386 | Jefferson Street | Des Moines River & RR | 2, 3 |

Notes:

1. Routine inspection of City owned structure. Visual inspection limited to observations from bridge deck, abutment slopes, below the bridge, and City right-of-way. Photos and relevant field data will be updated in SIIMS.
2. Routine and fracture critical inspection of City owned structure. Inspection will be performed at arm's length utilizing special access equipment. Photos and relevant field data will be updated in SIIMS.
3. City to provide traffic control (road closure) for inspection. All special access equipment costs will be passed to City as a direct expense.

ATTACHMENT B

**CITY OF OTTUMWA, IOWA
BRIDGE INSPECTION AND RATING PROGRAM – 2022**

1. The following bridges shall be visually inspected and completed reports submitted:

| <u>FHWA No.</u> | <u>Facility Carried</u> | <u>Feature Crossed</u> | <u>Note</u> |
|-----------------|--|------------------------|-------------|
| 009331 | S. Sheridan Avenue | Drainage | 1. |
| 009340 | Market Street | Des Moines River | 1. |
| 050731 | W. 2 nd Street | Harrows Creek | 1. |
| 503510 | S. Webster Street | Stream | 1. |
| 503870 | Adeline Road | Drainage | 1. |
| 503875 | S. Ransom Street | Drainage | 1. |
| Pedestrian | Eisenhower Pedestrian Bridge | U.S. 63 | 2. |
| Pedestrian | Pedestrian Bridge (near Richmond Ave.) | Kettle Creek | 2. |

Notes:

1. Routine inspection of City owned structure. Visual inspection limited to observations from bridge deck, abutment slopes, below the bridge, and City right-of-way. Photos and relevant field data will be updated in SIIMS.
2. Routine inspection of City owned structure. Visual inspection limited to observations from bridge deck, abutment slopes, below bridge, and City right-of-way.



HOURLY BILLING RATES (EFFECTIVE JULY, 2020)

| | |
|------------------------------|---------------------------|
| PRINCIPAL OF FIRM IV | \$ 212.00 / HOUR |
| PRINCIPAL OF FIRM III | \$ 204.00 / HOUR |
| PRINCIPAL OF FIRM II | \$ 196.00 / HOUR |
| PRINCIPAL OF FIRM I | \$ 187.00 / HOUR |
| SENIOR PROJECT MANAGER IV | \$ 172.00 / HOUR |
| SENIOR PROJECT MANAGER III | \$ 168.00 / HOUR |
| SENIOR PROJECT MANAGER II | \$ 164.00 / HOUR |
| SENIOR PROJECT MANAGER I | \$ 160.00 / HOUR |
| PROJECT MANAGER IV | \$ 162.00 / HOUR |
| PROJECT MANAGER III | \$ 158.00 / HOUR |
| PROJECT MANAGER II | \$ 154.00 / HOUR |
| PROJECT MANAGER I | \$ 149.00 / HOUR |
| SENIOR PROJECT ENGINEER IV | \$ 148.00 / HOUR |
| SENIOR PROJECT ENGINEER III | \$ 140.00 / HOUR |
| SENIOR PROJECT ENGINEER II | \$ 131.00 / HOUR |
| SENIOR PROJECT ENGINEER I | \$ 122.00 / HOUR |
| PROJECT ENGINEER IV | \$ 137.00 / HOUR |
| PROJECT ENGINEER III | \$ 127.00 / HOUR |
| PROJECT ENGINEER II | \$ 117.00 / HOUR |
| PROJECT ENGINEER I | \$ 107.00 / HOUR |
| SENIOR DESIGN ENGINEER IV | \$ 124.00 / HOUR |
| SENIOR DESIGN ENGINEER III | \$ 114.00 / HOUR |
| SENIOR DESIGN ENGINEER II | \$ 104.00 / HOUR |
| SENIOR DESIGN ENGINEER I | \$ 94.00 / HOUR |
| DESIGN ENGINEER IV | \$ 114.00 / HOUR |
| DESIGN ENGINEER III | \$ 108.00 / HOUR |
| DESIGN ENGINEER II | \$ 102.00 / HOUR |
| DESIGN ENGINEER I | \$ 96.00 / HOUR |
| ENGINEER INTERN | \$ 81.00 / HOUR |
| SENIOR TECHNICIAN IV | \$ 123.00 / HOUR |
| SENIOR TECHNICIAN III | \$ 118.00 / HOUR |
| SENIOR TECHNICIAN II | \$ 113.00 / HOUR |
| SENIOR TECHNICIAN I | \$ 108.00 / HOUR |
| TECHNICIAN IV | \$ 109.00 / HOUR |
| TECHNICIAN III | \$ 105.00 / HOUR |
| TECHNICIAN II | \$ 100.00 / HOUR |
| TECHNICIAN I | \$ 97.00 / HOUR |
| OFFICE MANAGER | \$ 137.00 / HOUR |
| ADMINISTRATIVE ASSISTANT IV | \$ 93.00 / HOUR |
| ADMINISTRATIVE ASSISTANT III | \$ 89.00 / HOUR |
| ADMINISTRATIVE ASSISTANT II | \$ 85.00 / HOUR |
| ADMINISTRATIVE ASSISTANT I | \$ 81.00 / HOUR |
| MILEAGE: | CURRENT IRS STANDARD RATE |
| EXPENSES: | ACTUAL COST |

**HOURLY RATES SHALL BE ADJUSTED ANNUALLY IN ACCORDANCE WITH
CONSULTING ENGINEERS' NORMAL BUSINESS PRACTICE.**

CITY OF OTTUMWA

Staff Summary

****ACTION ITEM****

Council Meeting of: April 20, 2021

Zach Simonson

Prepared by

Planning & Development

Department

Zach Simonson 

Department Head



City Administrator Approval

AGENDA TITLE: RES. 86-2021, A RESOLUTION AUTHORIZING THE PLANNING DEPARTMENT TO PURSUE A STATE HISTORICAL SOCIETY OF IOWA HISTORIC RESOURCE DEVELOPMENT PROGRAM GRANT AND AUTHORIZING THE MAYOR TO SIGN THE GRANT APPLICATION.

RECOMMENDATION: Pass and adopt Resolution 86-2021.

DISCUSSION: Whether or not the City is successful in obtaining the Iowa's Rural Heritage Revitalization Grant for the terra cotta and asbestos abatement at 131 E Main, there will be significant restoration work to still be completed by the developer that the City sells to. This grant will allow a preservation architect to complete a study of the property and prepare the necessary Historic Structure Report to guide that developer in the complete rehabilitation of the property.

The application will request up to \$10 thousand to prepare the plan. The City would be required to provide matching funds up to \$5 thousand for a total of \$15 thousand. The City published an RFQ seeking qualified preservation architects to assist with the project. That RFQ closes April 28.

RESOLUTION NO. 86-2021

A RESOLUTION AUTHORIZING THE PLANNING DEPARTMENT TO PURSUE A STATE HISTORICAL SOCIETY OF IOWA HISTORIC RESOURCE DEVELOPMENT PROGRAM GRANT AND AUTHORIZING THE MAYOR TO SIGN THE GRANT APPLICATION

WHEREAS, the City took title to abandoned property at 131 E Main on April 30, 2020; and

WHEREAS, the property at 131 E Main is the First National Bank building listed on the National Register of Historic Places; and

WHEREAS, the neglect and abandonment of this property has left it in a blighted condition at one of the most visible intersections in downtown Ottumwa; and

WHEREAS, the Historic Resource Development Program provides grant funding for rehabilitation plans for qualifying historic properties; and

WHEREAS, the City has an opportunity as the temporary custodian of this important historic resource to set it on a course for a full and appropriate historic restoration and to generate economic development; and

WHEREAS, a Historic Structure Report will guide the City in creating a development agreement with a property developer that ensures a historic rehabilitation of the property; and

WHEREAS, a Historic Property Report provides the necessary information to empower a property developer to budget for, finance and complete a historic rehabilitation; and

WHEREAS, the Iowa's Rural Heritage Revitalization Grant requires a 25% cash match which could be recovered by the sale of the building; and


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

That the City of Ottumwa hereby authorizes the Planning Department to pursue a State Historical Society of Iowa Historic Resource Development Program Grant and authorizes the Mayor to sign the grant application.


Approved, passed and adopted this 20th of April 2020.

CITY OF OTTUMWA, IOWA

BY


Tom Lazio, Mayor

ATTEST:


Chris Reinhard, City Clerk



City of Ottumwa, Iowa

**Request for Qualifications: Historic Structure Report for
First National Bank Building, 131 E Main**

Date: April 14, 2021

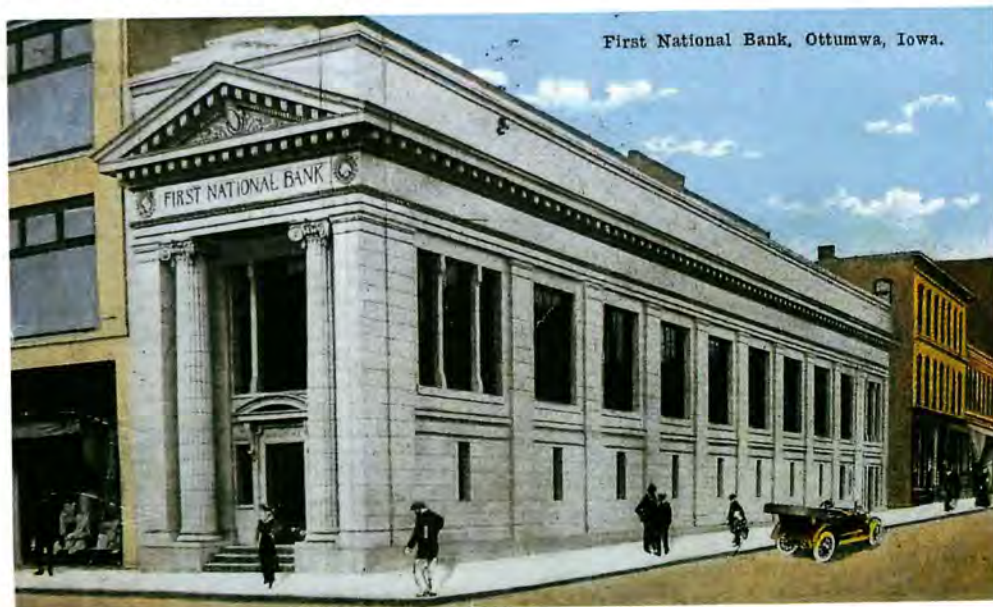
I. Project Introduction

The City of Ottumwa seeks qualified preservation architects to develop a Historic Structure Report for the First National Bank Building at 131 E Main in Ottumwa, IA.

II. Project Location and Current Initiatives

The First National Bank Building stands proudly at the critical Market Street and Main Street intersection in Downtown Ottumwa. The property was listed on the National Register of Historic Places in 1995 with significance under Register Criteria C. Standing on a corner, the builders in 1915 made a profound statement with the neo-classical facade that covers not just the front of the building but wraps all the way around the corner for 132 feet along Market Street.

When the building was acquired by the City in late 2020, it was packed floor to ceiling with debris, tools, antiques, and rubbish. Since acquiring the building, the City has coordinated with volunteers from Main Street Ottumwa and the Historic Preservation Commission to clean out the building. In addition, this project, the City is pursuing an Iowa's Rural Heritage Revitalization Grant with the State Historic Preservation Office to stabilize terra cotta on the facade and begin asbestos abatement.



III. Project Description

The proposed project represents a critical first step in a multi-phase plan to revitalize the First National Bank building that sits prominently on the corner of Market and Main Streets in downtown Ottumwa. The City acquired title to the building following a legal action to claim abandoned property. The City sees itself as a temporary custodian of this important historic asset. In that role, we have a duty for the preservation of history and economic development of our downtown to set the property on a path to a historic redevelopment.

The proposed Historic Structure Report will guide the City in determining what improvements, if any, we should pursue before seeking to hand the property to its next owner to complete the redevelopment. The report will also provide the critical information necessary for the next owner to complete the revitalization in a manner that suits their intended use while meeting the standards of an appropriate historic redevelopment.

This project will proceed if funded and supported by a State Historical Society of Iowa Historic Resource Development Program (HRDP) Grant.



IV. Submission Requirements

All respondents wishing to receive consideration must submit, in writing, the following information:

1. A **detailed description of the project team**, which includes descriptions and resume/background information for all principals and their proposed level of involvement. Minimum qualifications should be equivalent to the [required qualifications](#) for a Field Services Consultant with the State Historic Preservation Office Technical Assistance Network
2. **Demonstrated experience in delivering superior preservation planning and architectural work product**, especially in the context of downtown buildings and Midwest small cities. Specific examples of similar projects are preferred.

V. Selection Process

The responses to the Request for Qualifications will be reviewed by a small committee of individuals that represent the City of Ottumwa, Main Street Ottumwa, and the Historic Preservation Commission. If necessary, the committee will select two to three finalists for an interview with the committee for further discussion. Interviews will take place using Microsoft Teams.

VI. Timetable

- **April 14, 2021:** RFQ Released
- **April 21, 2021 4:30PM CDT:** Questions Due to Zach Simonson
- **April 22, 2021 4:30PM CDT:** Answers to All Submitted Questions Sent to All RFQ Respondents
- **April 28, 2021:** RFQ Responses Due
- **April 29 and 30, 2021:** Review of RFQs and Interviews if Necessary
- **May 1, 2021:** Selection and Project Negotiation
- **May 3, 2021:** HRDP Grant Submitted

VII. Contact Information and Questions

Please contact Zach Simonson with any questions prior to April 21, 2021. Any substantive questions and answers will be distributed to all RFQ respondents on April 22, 2021.

Zach Simonson, Interim Director of Planning and Development
Phone: (641) 683-0606
Email: simonsonz@ottumwa.us

VIII. Attachments

- **First National Bank Historic Register Nomination**
- **Photo Portfolio**