

TENTATIVE AGENDA  
OTTUMWA BOARD OF HEALTH

MEETING NO. 1  
Bridge View Center, 102 Church St.

March 5, 2024  
5:30 O'clock P.M.

ROLL CALL: Council Member McAntire, Bossou, Hoffman, Caviness, Galloway and Mayor Johnson.

Approval of Minutes 1. Approve the minutes from Meeting No. 3 on September 5, 2023 as presented.

RECOMMENDATION: Approve the minutes.

Condemnation Hearing 2. This is the time, place and date set to consider condemnation of the structures on the property located at 706 West Fourth in the City of Ottumwa, Wapello County, Iowa.  
706 W. Fourth

A. Open hearing for comments.

B. Close the public hearing.

C. Condemn the structures located at 706 W. Fourth, order prompt demolition, removal and leveling of the lot and direct all costs attendant to such actions, including administrative costs, to be assessed against the property and/or collected from the owner or owners thereof.

RECOMMENDATION: Approve the condemnation of the structures located at 706 West Fourth.

Adjourn 3. Adjournment.



[ CITY OF ]

OTTUMWA

**FAX COVER SHEET**

City of Ottumwa

DATE: 3/1/2024 TIME: 12:45 PM NO. OF PAGES 2  
(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 Board of Health Meeting #01 to be held on 3/5/2024 at 5:30 P.M. at the Bridge View Center, 102 Church Street.

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 FAX MULTI TX REPORT  
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JOB NO. 4404  
 DEPT. ID 4717  
 PGS. 2

TX INCOMPLETE -----

TRANSACTION OK 916606271885  
 916416823269  
 ERROR 916416847834  
 916416828482

KTVO  
 Ottumwa Waterworks  
 Ottumwa Courier  
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FROM: Christina Reinhard

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

MEMO: Tentative Agenda for the Board of Health Meeting #01 to be held on 3/5/2024 at 5:30 P.M. at the Bridge View Center, 102 Church Street.

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TX REPORT  
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JOB NO. 4404  
DEPT. ID 4717  
ST. TIME 03/01 12:38  
SHEETS 2  
FILE NAME

TX INCOMPLETE -----  
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FROM: Christina Reinhard

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

MEMO: Tentative Agenda for the Board of Health Meeting #01 to be held on 3/5/2024 at 5:30 P.M. at the Bridge View Center, 102 Church Street.

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\_\_\_\_\_  
\_\_\_\_\_

## OTTUMWA BOARD OF HEALTH MINUTES

MEETING NO. 3  
Council Chambers, City Hall

September 5, 2023  
5:30 O'clock P.M.

The meeting convened at 5:30 P.M.

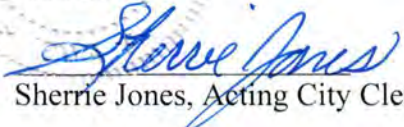
Present were Council Member Galloway, Hull, Pope, and Roe acting as Mayor Pro Tem.  
Council Member McAntire and Mayor Johnson were absent.

- Approval of Minutes
1. Galloway moved, seconded by Hull to approve mins. from Mtg. No. 2 on Aug. 15, 2023 as presented. Motion carried 4-1. Absent: McAntire
  - 206 E. Finley 2. This was the time, place and date set to consider condemnation of the structures located at 206 E. Finley in the City of Ottumwa, Wapello County, IA. P&Z Coord. Rusch reported the structure was placarded Nov. 11, 2019 due to no utilities and poor living conditions. No current repair plan and structure continues to deteriorate. Pope moved, seconded by Galloway to close public hearing. Motion carried 4-1. Absent: McAntire.  
  
Galloway moved, seconded by Hull to condemn structures located at 206 E. Finley, order prompt demolition, removal and leveling of the lot and direct all costs attendant to such actions, including admin. costs, to be assessed against the property and/or collected from the owner or owners thereof. Motion carried 4-1. Absent: McAntire.
  - 556 S. Ward 3. This was the time, place and date set to consider condemnation of the structures located at 556 S. Ward in the City of Ottumwa, Wapello County, IA. Rusch reported the structure was placarded April 26, 2022 due to no utilities and poor living conditions. No current repair plan and structure continues to deteriorate. Pope moved, seconded by Hull to close public hearing. Motion carried 4-1. Absent: McAntire.  
  
Hull moved, seconded by Pope to condemn structures located at 556 S. Ward, order prompt demolition, removal and leveling of the lot and direct all costs attendant to such actions, including admin. costs, to be assessed against the property and/or collected from the owner or owners thereof. Motion carried 4-1. Absent: McAntire.
  - Adjourn 4. There being no further business, Pope moved, seconded by Hull that the mtg. adjourn. Motion carried 4-1. Absent: McAntire.

Adjournment was at 5:36 P.M.



ATTEST:

  
Sherrie Jones, Acting City Clerk

OTTUMWA BOARD OF HEALTH

  
Marc Roe, Mayor Pro Tem

received  
2/29/24 8:57am

Item No. 2.

# CITY OF OTTUMWA

## Staff Summary

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

Council Meeting of: March 5, 2024

Jake Rusch

Prepared By

Building and Code Enforcement

Department

Zach Simonson

Department Head

City Administrator Approval

AGENDA TITLE: This is the time, place and date to consider condemnation of the structure(s) on the property described as 706 W FOURTH.

\*\*\*\*\*

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

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

RECOMMENDATION: Open public hearing  
Receive comments  
Close public hearing  
Condemn the structure(s) at 706 W Fourth, order prompt demolition, removal and leveling of the lot and direct all costs attendant to such actions, including administrative costs, to be assessed against the property and/or collected from the owner or owners thereof.

DISCUSSION: The structure located at 706 W Fourth was placarded February 21, 2023. The property was placarded due to poor living conditions and life safety concerns. Since being Placarded the house has caught on fire two separate occasions. There has been no attempt to repair the property before or after the fires. There is no current repair plan or permission. Condemnation notice was served by certified mail and posting notice on the property and in the Ottumwa Courier.



## **NOTICE TO VACATE**

**February 22, 2023**

**Occupants  
706 W Fourth  
Ottumwa, IA 52501**

To Whom It May Concern:

An inspection was conducted on the property located at **706 W Fourth**, in the City of Ottumwa, Wapello County, Iowa. This property has now been placarded as unfit for human habitation by the City of Ottumwa.

**Therefore, this letter is your notice for all people, animals, etc, to immediately vacate this placarded dwelling. Sec. 20-3.**

Failure to vacate this structure within the stated time may be cause for legal action to be initiated as the law allows. If you have any questions in regard to this matter, please contact this office by coming to Room 203 at City Hall or by calling 641-683-0650.

Respectfully,

A handwritten signature in black ink, appearing to read 'JL', is positioned above the typed name of the sender.

**Jeremy Lipe**  
Building Inspector  
Building & Code Enforcement :: City of Ottumwa  
641.683.0650





[ CITY OF ]

OTTUMWA

**NOTICE OF DWELLING OR BUILDING  
DETERMINED TO BE UNFIT FOR HUMAN HABITATION  
AND AN ORDER TO CORRECT**

**February 22, 2023**

**Kurt D / Lisa A Bix  
PO Box 291  
Ottumwa, IA 52501**

91 7199 9991 7035 6855 5899

**To Whom It May Concern:**

An inspection was made on **February 21, 2023**, of the property located at **706 W Fourth**, in the City of Ottumwa, Wapello County, Iowa, which is legally described as follows:

MAJOR & DIBBLES ADD NE 1/2 LOT 12 (706 W FOURTH)

and which the records of the Wapello County Iowa Recorders' Office reveal ownership to be in your name, or that you have a property interest in.

It is in the opinion of the Housing Code Inspector of the City of Ottumwa, Iowa, under authority of Section 364.17 of the Code of Iowa, and Section 20-3 (K), of the Ottumwa Municipal Code, that said building(s) located on said property is (are) in a condition or in effect dangerous and detrimental to life and health and unfit for human habitation. Therefore, you are hereby given notice of said condition and ordered to correct the situation by doing the following before **March 22, 2023**, to wit:

**DEFICIENCY LIST ATTACHED**

**Repair plan required.** In the event that the repairs or demolition cannot be completed within thirty days, a repair plan must be submitted for approval prior to **March 22, 2023**.

City of Ottumwa  
105 East Third Street, Ottumwa, Iowa 52501  
Telephone 641-683-0650 Fax 641-683-0609

Provide a timetable for repair that is separated into thirty (30) day periods (30 days, 60 days, 90 days, etc.) outlining what repairs are to be completed during each period. There should be a maximum allowance of six (6) months for all repairs to be completed. There is a ninety (90) day maximum time limit for demolition. **All wiring, plumbing, furnace – AC repair/replacement, etc. require permits, possibly by licensed contractors.** Contact this office, for permit requirements.

No one is to be in this placarded property without the express written permission from the Director. Violation of this standard will result in legal action being taken, including arrest and prosecution.

**A copy of this notice** and order was this date posted in a conspicuous place in the above said building(s), along with a placard stating said structure(s) is not to be occupied until released by the Inspector.

Failure to make the above said corrections before **12:00 o'clock Noon on March 22, 2023** may result in the declaration by the undersigned pursuant to Section 364.17 of the Code of Iowa, and Section 20-3 (0), of the Ottumwa Municipal Code that said building(s), is (are) a public nuisance.

You may appeal this order by filing a written appeal with the Inspection Board of Review, Municipal Building, Ottumwa, Iowa, within **(15) days** after you have received this notice and order. If you have any questions pertaining to this matter contact me by coming to Room 203 at City Hall or by calling 641-683-0650.

**Per City Policy #26, you may remove this property from the mandatory trash service and billing for as long as the property remains placarded. Contact Zach Simonson at 641-683-0694 for this service.**

Signed and dated at Ottumwa Municipal Building, Ottumwa, Iowa, **February 22, 2023.**

Respectfully,



**Jeremy Lipe**  
Building Inspector  
Building & Code Enforcement :: City of Ottumwa  
641.683.0650

CERTIFIED #91 7199 9991 7035 6855 5899

City of Ottumwa  
105 East Third Street, Ottumwa, Iowa 52501  
Telephone 641-683-0650 Fax 641-683-0609



[ CITY OF ]  
O T T U M W A

**Date of Placard Inspection: February 21, 2023**

**DEFICIENCY LIST-706 W Fourth**

**Exterior/Yard**

1. **Repair damaged / worn roof by removing old shingles and other materials and replacing with approved roofing materials to be of weather tight condition. 304.7**
2. **Repair or replace all damaged or missing siding. 304.6**
3. **Repair or replace all damaged or missing soffit and fascia. 304.6**
4. **Scrape and repaint all chipping and peeling paint, or provide exterior protection from the elements, siding, trim, soffit and fascia. 304.6**
5. **Remove and replace all rotted and / or water damaged material. 305**
6. **Repair or replace damaged or missing doors. 304.18**
7. **Provide deadbolt locks to entry doors. 304.18**
8. **Repair or replace damaged or missing windows. 304.13**
9. **Repair or replace damaged or missing storm windows and screen unless windows are weather resistant material. 304.13 20-7-15**
10. **Dispose of all prohibited outdoor storage, waste and debris in yard / keep free of such nuisance violations. 24-3-12, 302.1**
11. **Remove any vehicle(s) and prevent any future vehicles from being on the placarded property. 20-3**
12. **Keep the grass kept below 10". 24-3-10**
13. **Keep the property secure from any unauthorized persons and from harboring vermin. 20-3-L**

**Interior**

1. **Clean / Sanitize. 305.1**
2. **Provide all required utilities, gas, water and electric. 401.1, 505.4, 602.2 and 505.1**
3. **Repair and replace damaged and missing drywall, mudding joints, sanding smooth and painting. Providing an uninterrupted, cleanable wall and ceiling covering. 305.3**
4. **Replace damaged or missing doors. 304.18**
5. **Repair / level weak, damaged, uneven, sagging and humped floors. 305.3**
6. **Provide an uninterrupted, cleanable floor covering via floor sealant, vinyl, tile, or carpet. 305.3**
7. **Repair and properly support any structural components that are weak, sagging, rotted, or in any other way compromised of their integrity. 305**
8. **Remove and replace all rotted and / or water damaged material. 305**

9. Repair kitchen facility, cabinets, counter spaces, sink, electrical requirements for range stove and refrigerator. 20-7-14
10. Have licensed electrician bring electrical system to current code and make any changes to the electrical system required including hardwired smoke alarms. 604.3
11. Have licensed plumber bring plumbing system to current code and make any changes to the plumbing system required. 504.1
12. Have licensed HVAC technician bring HVAC system to current code and make any changes to the HVAC system required. 603.1 607.1
13. Do not allow occupancy for sleeping or dwelling of any rooms without meeting fire egress requirements. 702
14. Provide updated and inspected fire extinguishers as required by code. 704.1
15. Pest control performed for any infestations. 309.4

**(Any exterior nuisance violations that have already been addressed by this department regarding but not limited to prohibited outdoor storage must still be abated by the dates given in those corresponding notices.)**

**This is an initial inspection only, further inspections will be required to release the placard.**

No one is to be in this placarded property without the express written permission from the Director. Violation of this standard will result in legal action being taken, including arrest and prosecution.

This unit must be inspected and meet minimum housing code standard before it can be released and occupied. Application for a building permit on a placarded house must be accompanied by an updated deficiency list. No structure will be released from the tag list without the necessary permits being taken out before construction starts. Repair or replace all rot, decay or dilapidation that may occur until the structure is released.

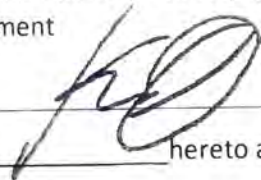
*Electrical, Plumbing, Heating and certain Building repairs require permits. Check with the Health Department at 641-683-0650 or by coming to room 203 in City Hall before doing any work that might require a permit.*

# PROOF OF PUBLICATION

STATE OF IOWA  
WAPELLO COUNTY

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

Condemnation - 706 W. Fourth  
City of Ottumwa



hereto attached

was published in said newspaper for 1 consecutive week's to-wit: 2/10/24

Subscribed and sworn to before me, and in my presence, by the said 10 day of February, 2024



Notary Public

In and for Wapello County

Printer's fee \$ 22.83

**COF**

**CONDEMNATION NOTICE  
VIA CERTIFIED AND  
REGULAR MAIL**

**MENT**

**TO: Kurt D Bix; Lisa A Bix;  
ACC 436 LLC; ACC 394 LLC;  
State of Iowa**

You are hereby notified that the structures located at **706 W Fourth, Ottumwa, IA** have been determined to be a public nuisance, and that the nuisance must be abated by demolition within thirty (30) days of this notice and the lot cleaned and leveled. You are further notified that the legal description of the above property is as follows:

**MAJOR & DIBBLES ADD NE  
1/2 LOT 12 (706 W FOURTH)**

You are further notified that if the nuisance is not abated within 30 days of the date of this notice, a public hearing for condemnation of the structure (s) located on the premises described above will be held by the Ottumwa Board of Health on **March 5th, 2024 at 5:30 p.m.** at Bridge View Center 102 Church Street, Ottumwa, Iowa. If you wish to contest this action, you must do so by filing a written statement with the City Clerk, 210 W Main, Ottumwa, IA 52501 within five (5) days of the publication of this notice.

**TAKE NOTICE AND GOVERN  
YOURSELF ACCORDINGLY!**

**DATED February 1, 2024**  
Jake Rusch  
Zoning and Housing  
Coordinator  
City of Ottumwa, Iowa  
Published: February 10, 2024

