



| CITY OF |  
OTTUMWA

TENTATIVE AGENDA  
OTTUMWA CITY COUNCIL

REGULAR MEETING NO. 21  
Council Chambers, City Hall

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

PLEDGE OF ALLEGIANCE

- A. ROLL CALL: Council Member Meyers, Berg, Dalbey, Roe, Stevens and Mayor Lazio.
- B. CONSENT AGENDA:
1. Minutes from Regular Meeting No. 18 on June 15, 2021 and Special Meeting No. 19 on June 22, 2021 as presented.
  2. Approve updated Salary Schedule effective July 1, 2021.
  3. Approve updated job description for City Clerk.
  4. Approve the purchase of a new stainless steel screw auger from Vulcan Industries, Inc. totaling \$7,197 for the WPCF.
  5. Approve the purchase and installation of a 20" mag meter from Electric Pump of Des Moines, Iowa, totaling \$19,993 for the WPCF.
  6. Resolution No. 134-2021, setting July 20, 2021 as the date of a public hearing on the disposition of City owned property located at 202 S. Ransom.
  7. Resolution No. 136-2021, authorizing payment for renewal of the City Worker's Compensation Insurance and Chapter 411 Administrative Agreement for July 1, 2021 until June 30, 2022 in the amount of \$124,684 and payment to Iowa Municipalities Worker's Compensation Association.
  8. Resolution No. 137-2021, setting July 20, 2021 as the date of a public hearing on the disposition of City owned property located at 313 Allison Ave.
  9. Resolution No. 144-2021, setting July 20, 2021 as the date of a public hearing on the disposition of City owned property located at 915 E. Division.
  10. Cigarette Permit Applications for Ottumwa Grocery LLC, 129 E. Second St.
  11. Beer and/or liquor applications for: Courtside Bar & Grill, with Outdoor service area, 2511 North Court; Smokin' Joe's Tobacco & Liquor Outlet #5, 1115 Albia Rd.; all applications pending final inspections.

C. APPROVAL OF AGENDA

D. ADMINISTRATORS REPORT TO COUNCIL AND CITIZENS:

1. Website improvements
2. Town Hall Style Gathering on August 5, 2021 at 5:30 P.M.

*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. Project update for City Hall Improvements Project.

RECOMMENDATION: Provide an update to City Council members on the status of the City Hall Improvements Project.

G. PUBLIC HEARING:

H. RESOLUTIONS:

1. Resolution No.141 -2021, approving an application and agreement for Federal Assistance, Airports Coronavirus Response Grants Program.

RECOMMENDATION: Pass and adopt Resolution No. 141-2021.

2. Resolution No. 142-2021, authorizing the Mayor to execute an Easement Agreement for Construction and Maintenance of Public Improvements for the CSO, Blake's Branch, Phase 8, Division 1 Project.

RECOMMENDATION: Pass and adopt Resolution No. 142-2021.

3. Resolution No. 143-2021, purchase removable River Wall Panels from Flood Control America for a total sum of \$142,000.

RECOMMENDATION: Pass and adopt Resolution No. 143-2021.

4. Resolution No. 145-2021, removing a special assessment applied to Parcel No. 00741-737-0010-000, a Vacant Lot on South Ward contained in Resolution No. 284-2018, 267-2017, 286-2016, 268-2015 and 291-2014.

RECOMMENDATION: Pass and adopt Resolution No. 145-2021.

I. ORDINANCES:

1. Ordinance No. 3184-2021, amending Chapter 31 ½ of the City Code of the City of Ottumwa, Iowa to allow privately owned or leased trash dumpsters or receptacles in city parking lots to add a new Section 31 ½ - 45.

RECOMMENDATION: Pass the second consideration of Ordinance No. 3184-2021.

2. Ordinance No. 3185-2021, amending Section 32-73 of the City Code of the City of Ottumwa, Iowa for the purpose of addressing adjacent property owner liability for sidewalks.

RECOMMENDATION: Pass the second consideration of Ordinance No. 3185-2021.

3. Ordinance No. 3186-2021, amending the Municipal Code of the City of Ottumwa, Iowa by Repealing Section 2-270, Duties and responsibilities of the City Clerk and enacting a substitute in lieu thereof.

RECOMMENDATION: Pass the first consideration of Ordinance No. 3186-2021.

J. PUBLIC FORUM:

The Mayor will request comments from the public on topics of city business or operations other than those listed on this agenda. Comments shall not be personalized and limited to three minutes or less. Comments not directly applicable to operations, inappropriate, or an improper utilization of meeting time, as determined by the Mayor, will be ruled out of order. When called upon by the Mayor,

step to the microphone; give your name, address and topic on which to address the Council. The Council is not likely to take any action on your comments due to requirements of the Open Meetings Law. Pertinent questions, comments or suggestions may be referred to the appropriate department, city administrator or legal counsel for response, if relevant.

## K. PETITIONS AND COMMUNICATIONS

### ADJOURN

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



[ CITY OF ]  
O T T U M W A

**FAX COVER SHEET**

City of Ottumwa

DATE: 7/02/21 TIME: 8:00 AM NO. OF PAGES 4  
(Including Cover Sheet)

TO: News Media CO: \_\_\_\_\_

FAX NO: \_\_\_\_\_

FROM: Christina Reinhard

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

MEMO: Tentative Agenda for the Regular City Council Meeting #21 to be held on  
7/06/2021 at 5:30 P.M.

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\*\*\* FAX MULTI TX REPORT \*\*\*  
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JOB NO. 3692  
DEPT. ID 4717  
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TX INCOMPLETE -----  
TRANSACTION OK 96847834  
916606271885  
ERROR 96828482

Ottumwa Courier  
KTVO  
Tom FM



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\*\*\* TX REPORT \*\*\*  
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JOB NO. 3692  
DEPT. ID 4717  
ST. TIME 07/02 08:04  
SHEETS 4  
FILE NAME  
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916606271885  
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Ottumwa Courier  
KTVO  
Tom FM



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OTTUMWA

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## OTTUMWA CITY COUNCIL MINUTES

Item No. B.-1.

REGULAR MEETING NO. 18  
Council Chambers, City Hall

June 15, 2021  
5:30 O'Clock P.M.

The meeting convened at 5:33 P.M.

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

Roe moved, seconded by Dalbey to approve the following consent agenda items: Mins. from Regular Mtg. No. 17 on June 1, 2021 as presented; Ack. May financial rpt. and pymt. of bills as submitted by Finance Dept.; Recommend re-appointment of Jo Rohach and Michael Carpenter to the Library Brd. of Trustees, terms to expire 7/1/2027 and re-appointment of Keith Caviness to the Ottumwa Water Works Brd. of Trustees, term to expire 7/22/2027; Civil Service Commission Eligibility List for June 10, 2021; Finance Grants Admin. /AR Accountant Entrance; Approve the appointment of Stephanie Dudman to full-time Grants Admin. /AR Accountant in Finance Dept. effective June 28, 2021; Authorizing Mayor to sign lease agt. with Adult Softball League for use of facilities effective June 15, 2021 through Dec. 31, 2022; Approving updated employee Life Ins. Policy and Personnel Policies & Procedures Manual; Approving utilization of Barada Assoc. for employee background checks and Motor Vehicle Rpts. (MVR's); Approving pymt. to Interstate Power Systems for repair to the 2003 American LaFrance Pumper Fire Truck for the sum of \$6,674.10; Approving the purchase of two right angle gearbox lift replacements for the Orchard pump station from Gurney & Associates for \$10,105; Res. No. 112-2021, setting July 20, 2021 as the date of a Public Hearing on the disposition of City owned property located at 922 Russell St.; Cigarette Permit Applications for: Elliot Oil – Albia Rd BP (1340 Albia Rd.), North Court BP (1301 N. Court), Penn & Jeff BP (1147 N. Jefferson), Richmond & Ferry BP (720 Richmond Ave.), West Second BP (1049 W. Second), Casey's General Stores - #7 (1001 E. Main), #1678 (346 Richmond Ave.), #2208 (1603 W. Second), #1886 (504 W. Mary St.), Fareway Stores #648 (1325 Albia Rd.), Smokin Hot, LLC (2604 N. Court, Suite A), Walgreens #1301 (327 W. 4<sup>th</sup>), Yesway #1012 (2508 N. Court), Yesway #1013 (534 Church St.), Yesway #1014 (502 W. Second), Yesway #1030 (1317 E. Mary); Dollar General #7179 (721 N. Quincy Ave.), Dollar General #2898 (921 E. Main), Hy-Vee #2 C-Store (2547 N. Court), Hy-Vee #2 (2453 N. Court), Hy-Vee Drugstore (1140 N. Jefferson), Hy-Vee #1 (1025 N. Quincy), Hy-Vee #1 Gas (1027 N. Quincy), Walmart #1285 (1940 Venture Dr.), Smokin' Joe's Tobacco & Liquor Outlet #5 (1115 Albia Rd.), Fine Liquor & Tobacco (821 B Albia Rd.), Iowa Liquor & Tobacco (1021 E. Main St.; MAD Ave. Quik Shop (405 S. Madison Ave.), Murphy USA #6945 (1939 Venture Dr.); Beer and/or liquor applications for: Applebee's, 1303 Vaughn Dr.; Jade Palace, 1404 Sherwood; Happy Joe's Pizza, 315 Church St.; Mike's Pizza & Steakhouse, 2517 Northgate; Yesway Store #10012, 2508 N. Court; Yesway Store #10013, 534 Church St.; Yesway Store #10030, 1317 E. Mary; Yesway Store #10014, 502 W. Second; all applications pending final inspections. Motion carried 4-0 vote. Council Member Stevens was absent.

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

City Admin. Rath introduced Fred Zesiger to provide quarterly update on Main Street Ottumwa. Ladies Night out held 4/23/21 - 324 passports turned in; plant sale 5/1/2021 that brought in \$2,000 profit; Upstairs/Downtown Tours held 5/14-15 with about 70 in attendance.; continued work on First National Bank bldg. clean out; Hometown Hero Banner Project displays veterans and military personnel from Memorial Day to Veterans Day; Downtown is back event scheduled for June 17-19; selected by the downtown professionals network to participate in a study to profile the local market and hone-in on market trends and opportunities.

City Admin. Rath reminded the public of upcoming Work Sessions on June 22 at Bridge View Center and June 29 at City Hall.

He also discussed general airport updates with the City absorbing FBO responsibilities earlier this year.

Mayor Lazio inquired if there was anyone from the audience who wished to address an item on the agenda. The following individuals wish to discuss Item K-1 June Proclamation: Lily Streeby, Kolby Streeby and Cara Galloway.

Comm. Development Director Simonson reported the following participants during Make Ottumwa Shine: Area 15 RPC, Ottumwa Noon Lions, the Bridge Church, Pleasant U & the Sodbusters 4H Club, First Church of the Open Bible Youth, Bobbie & Rachel from Girl Scout Troop #00132, Kris Moore, Jessica Neely, Calvin Neely, Holly Berg & Kory McDonald, Albia Rd. Baptist Church, Heather Babcock and Jeffery Dowding, Speer, Kim Jones and Brenda Curran, Brad Grefe, Davis St. Christian Church Youth Group, SDA Church, Joe & Mandy Gard.

This was the time, place and date set for a public hearing approving plans, specs, form of contract and est. cost for the Forrest Ave. Flood Wall Project for the City of Ottumwa. PW Dir. Seals reported this project will construct a reinforced concrete flood wall along the east side of Forrest Ave., between the street and the drainage ditch. This work is required as a step to complete the Levee Accreditation process. Engineer's est. \$296,100. No objections were rec'd. Berg moved, seconded by Meyers to close the public hearing. Motion carried 4-0 vote. Council Member Stevens was absent.

Meyers moved, seconded by Roe that Res. No. 123-2021, approving the plans, specs, form of contract and est. cost for the Forrest Ave. Flood Wall Project, be passed and adopted. Motion carried 4-0 vote. Council Member Stevens was absent.

This was the time, place and date set for a public hearing and Consideration of Order Assessing Penalty for BW Gas & Convenience Retail d/b/a Yesway #1030 – 2<sup>nd</sup> Violation. City Attorney Stone reported this is the second violation at this location. No objections were rec'd. Dalbey moved, seconded by Roe to close the public hearing. Motion carried 4-0 vote. Council Member Stevens was absent.

Berg moved, seconded by Meyers that Res. No. 132-2021, order assessing penalty, 2<sup>nd</sup> Violation, to BW Gas & Convenience Retail d/b/a Yesway#1030, for the permit holder to either remit one thousand five hundred dollars (\$1,500) to the City on or before July 16, 2021 (30 days from the date of this Order) or agree to a suspension of the retailer's permit for a period of thirty days, for the 2<sup>nd</sup> violation of IA Code section 453A.2(1), be passed and adopted. Motion carried 4-0 vote. Council Member Stevens was absent.

This was the time, place and date set for a public hearing on proposed Ord. No. 3182-2021, amending Chp. 31 ½, Solid Waste, of the Code of Ord. by repealing Section 31 ½ - 35 in its entirety and enacting a substitute in lieu thereof. Comm. Development Dir. Simonson reported this ord. adopts new solid waste fees for noncommercial establishment customers. These are the same fees included in the Bridge City Sanitation proposal submitted and approved by Council in Oct. 2020. The fee for July 1, 2021 through June 30, 2022 will be \$18.70 per unit per month. This is an increase of \$1.50. The fee for July 1, 2022 through June 30, 2023 will be \$19.18 per unit per month, an increase of \$.48. No objections were rec'd. Meyers moved, seconded by Roe to close the public hearing. Motion carried 4-0 vote. Council Member Stevens was absent.



Roe moved, seconded by Meyers to pass the first consideration of Ord. No. 3182-2021, amending Chp. 31 ½, Solid Waste, of the Code of Ord. by repealing Section 31 ½ - 35 in its entirety and enacting a substitute in lieu thereof. Motion carried 4-0 vote. Council Member Stevens was absent.

Meyers moved, seconded by Berg to waive the second and third considerations, pass and adopt Ord. No. 3182-2021. Motion carried 4-0 vote. Council Member Stevens was absent.

Meyers moved, seconded by Roe that Res. No. 116-2021, approving the revised contract with Bridge City Sanitation for the collection of refuse, recyclables, bulky items, and yard waste for the City of Ottumwa, effective July 4, 2021 – June 28, 2031, be passed and adopted. City Admin. Rath reported this contract has been revised based upon input from both staff and Bridge City Sanitation to address issues that the prior contract failed to meet. Both entities plan to meet more frequently throughout the duration of the contract to address issues as they arise. Vote taken: Ayes: Roe, Meyers, Berg. Nays: Dalbey. Motion carried 3-2 vote. Council Member Stevens was absent.

Roe moved, seconded by Dalbey that Res. No. 117-2021, approving the final plat of Kiple's Second Subdivision in the City of Ottumwa, Wapello County, IA, be passed and adopted. Comm. Development Dir. Simonson reported the applicant requested approval of a 14.43-acre, four lot, contiguous area to be consolidated and subdivided into four new lots situated between North Court Rd. to the west and Oak Meadow Dr. to the east. The two west lots will provide separate lots for Tractor Supply and McGregors Furniture. The applicant wants to clarify the property taxes. The center lot contains a high-pressure natural gas main contained within a 30 ft easement. Access to the center lot is available from two 20 ft. wide easements, one on each of the west lots. The east lot will be available for development and applicant is working with a prospective buyer interested in building a church. Motion carried 4-0 vote. Council Member Stevens was absent.

Berg moved, seconded by Meyers that Res. No. 126-2021, approving an application and agt. for Federal Assistance, Airports Coronavirus Response Grants Program, be passed and adopted. City Admin. Rath reported the Airports Coronavirus Response Grant Program (ACRGP) provides supplemental funding to airports via the Federal Aviation Administration (FAA) as part of the Coronavirus, Aid, Relief, and Economic Security (CARES) Act. The airport received funding earlier this year and is eligible for an additional \$13,000; there is no grant match required under this program. Motion carried 4-0 vote. Council Member Stevens was absent.

Meyers moved, seconded by Roe that Res. No. 127-2021, approving Change Order No. 1 and accepting the work as final and complete and approving Final Pay Request for the 2020 RFP#4 K Ave. Patch Project, be passed and adopted. PW Dir. Seals reported CO#1 increases the contract by \$1,425. Total contract sum \$30,035.50. Motion carried 4-0 vote. Council Member Stevens was absent.

Dalbey moved, seconded by Berg that Res. No. 128-2021, approving Change Order No. 1 and accepting the work as final and complete and approving Final Pay Request for the Ottumwa Street Reconstruction Project, be passed and adopted. PW Dir. Seals reported CO#1 increases the contract by \$35,141.82 for added water main, boring for addtl. water main and qty adj. Total contract sum \$284,551.82. Motion carried 4-0 vote. Council Member Stevens was absent.

Roe moved, seconded by Meyers that Res. No. 129-2021, removing a special assessment in the amt. \$320, plus accumulated interest and admin. costs \$87, that was applied to 1378 Bluegrass Rd on Res. No. 284-2018, be passed and adopted. Comm. Development Dir. Simonson reported bc of the language in the application to dismiss and the property owner's insistence that a former staff member made assurances the

assessment would be removed, staff recommends removing the assessment and any accumulated fees. Motion carried 4-0 vote. Council Member Stevens was absent.

Berg moved, seconded by Roe that Res. No. 130-2021, approving an application and agt. for Federal Assistance, AIP Grant No. 3-19-0073-023-2021, for Rehabilitate Runway 4/22 & Rehabilitate Taxiway B Project, be passed and adopted. City Admin. Rath reported the FAA has approved the Ottumwa Reg. Airport's requested projects and awarded up to a \$474,000 grant under the AIP pending Council approval. Motion carried 4-0 vote. Council Member Stevens was absent.

Dalbey moved, seconded by Roe that Res. No. 131-2021, approving a Dockless Shared Motorized Scooter Operating and License Agt. with Bird Rides, Inc. and auth. Mayor to sign and execute said Agt., be passed and adopted. Comm. Development Dir. Simonson reported this agt. becomes effective after the final passage and publication of an ordinance establishing regulations for operating e-scooters within the City. The agt. is valid for one year and could be extended upon mutual agreement. Unfortunately, we do not have any comparables for this type of thing just yet; another reason we are only doing a one yr. agt. Vote taken: Ayes: Dalbey, Roe, Berg. Nays: Meyers. Motion carried 3-2 vote. Council Member Stevens was absent.

Meyers moved, seconded by Berg that Res. No. 133-2021, support for Heugerich Construction's Application for IA Economic Development Workforce Housing Tax Credits, be passed and adopted. Comm. Development Dir. Simonson reported Heugerich Construction is pursuing Workforce Housing Tax Credits as part of the incentive and financing package for a 108 unit housing development. The selected site includes 10 acres zoned R-4 between Bonita and Rochester. The Workforce Tax Credit program is not an income-based program; instead, projects qualify based on the established housing need for middle-income workers and the barrier that housing poses to economic development. Vote taken: Ayes: Roe, Meyers, Berg. Nays: Dalbey. Motion carried 3-2 vote. Council Member Stevens was absent.

Roe moved, seconded by Berg to pass the first consideration of Ord. No. 3183-2021, amending Chp. 9 and 26 of the Code of Ordinances (Municipal Code of the City of Ottumwa, IA) to create regulations for the safe operation of e-scooters in Ottumwa. Comm. Development Dir. Simonson reported the e-scooter rental program with Bird has been the catalyst for amending the ordinance to allow e-scooters within city limits. Anyone operating an e-scooter must obey all traffic rules and may be operated on the trails with a max speed of 10 mph. Motion carried 4-0 vote. Council Member Stevens was absent.

Meyers moved, seconded by Berg to pass the first consideration of Ord. No. 3184-2021, amending Chp. 31 ½ of the City Code of the City of Ottumwa, IA to allow privately owned or leased trash dumpsters or receptacles in city parking lots to add a new Section 31 ½ - 45. PW Dir. Seals reported there is a desire to improve the overall appearance of the downtown business areas and improve traffic flows by developing a process to allow privately owned or leased dumpsters to be placed on public owned parking lot property. This is the same concept used in both the Canteen Alley and Jefferson St. Parking lot. We have modeled our process on Cedar Falls which includes a \$300 annual fee. Councilperson Berg mentioned this was a priority identified within SSMID and it would be beneficial to discuss with Fred Zesiger before finalizing anything. Motion carried 4-0 vote. Council Member Stevens was absent.

Roe moved, seconded by Berg to pass the first consideration of Ord. No. 3185-2021, amending Section 32-73 of the City Code of the City of Ottumwa, IA for the purpose of addressing adjacent property owner liability for sidewalks. PW Dir. Seals reported our current ordinance needs updated to align with the recent IA Supreme Court Opinion outlining responsibilities for maint. of private sidewalks located in public right of ways that are defective. This ordinance also est. a timeline for repairs to occur and if

necessary the auth. to assess itemized repair cost to the abutting property owner as taxes for payment. Motion carried 4-0 vote. Council Member Stevens was absent.

Mayor Lazio opened the floor for citizen input on Item K-1, June Proclamation. Lily Streeby, Kolby Streeby and Cara Galloway all expressed how doing a proclamation for June as Ottumwa Pride Month would show a symbol of respect and to feel acknowledged. Council members then expressed that they are all in full support of this proclamation.

Roe moved, seconded by Dalbey to pass the Proclamation for Ottumwa Pride Month for June 2021; June is designated "International Gay Pride Month" honoring the history and achievements of LGBTQ people, and commemorates the 1969 "Stonewall Uprising" as the catalyst for the modern LGBTQ civil rights movement and the City of Ottumwa and the LGBTQ community continue to support and encourage diversity in the workplace and throughout the community. Motion carried 4-0 vote. Council Member Stevens was absent.

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

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

Adjournment was at 7:15 P.M.

CITY OF OTTUMWA, IOWA

  
Tom X. Lazio, Mayor

ATTEST:

  
Christina Reinhard, CMC, City Clerk

OTTUMWA CITY COUNCIL MINUTES

SPECIAL MEETING NO. 19  
Bridge View Center, 102 Church St.

June 22, 2021  
5:30 O'Clock P.M.

The meeting convened at 5:32 P.M.

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

Also present: City Admin. Rath, City Attorney Stone, Comm. Development Dir. Simonson, Parks & Rec Dir. Rathje, PW Dir. Seals, Library Dir. Ferrell, IT Mgr. Wilson.

Also present: William Hansen, John Hunolt (Cemetery Trustees); Ann Youngman, Amy Gardner, Ed Wilson (Civil Service Commission); Cara Galloway (Historic Preservation Committee); Joyce Kramer, Patricia Essick, Jo Rohach (Brd. of Library Trustees); Bob Kramer, David Cecil (Parks Adv. Brd); Chuck Manson, Michael McDonough, Peg Lazio (Plan & Zoning Commission); Ryan Mitchell (Zoning Brd. of Adjustment); also representing Waterworks Brd. of Trustees Ed Wilson & Chuck Manson.

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

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

Meyers moved, seconded by Roe to approve liquor application for Hy-Vee Ottumwa Chamber of Commerce, temp. outdoor service area at Jimmy Jones Shelter 6/29-7/4/2021. Motion carried 4-0 vote. Council Member Stevens was absent.

Dalbey moved, seconded by Berg to pass the Second Consideration of Ord. No. 3183-2021, amending Ch. 9 and 26 of the Code of Ordinances (Municipal Code of the City of Ottumwa, IA) to create regulations for the safe operation of e-scooters in Ottumwa. Motion carried 4-0 vote. Council Member Stevens was absent.

Roe moved, seconded by Berg to waive the Third Consideration, pass and adopt Ord. No. 3183-2021. Motion carried 4-0 vote. Council Member Stevens was absent


Presentation on City Brd. and Commissions: Open mtgs., ethics and other topics, facilitated by City Attorney, Kristine Stone.


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

Adjournment was at 6:26 P.M.

CITY OF OTTUMWA, IOWA

ATTEST:

  
Christina Reinhard, CMC, City Clerk

  
Tom X. Lazio, Mayor

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

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

Council Meeting of: Jul 6, 2021

Administration  
Department

Barbara Codjoe

Prepared By

Barbara Cojde *bc*

Department Head

*[Signature]*  
\_\_\_\_\_  
City Administrator Approval

AGENDA TITLE: Approve updated Salary Schedule effective July 1st, 2021

\*\*\*\*\*

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

RECOMMENDATION: Approve updated Salary Schedule effective July 1st, 2021

DISCUSSION: Below are the changes that were made to Salary Summary that was approved by council on May 18th, 2021. All changes are highlighted on attached Salary Summary.

- 1) Added Administrative Assistant under General Service Employees (02). There are no salary changes for current employee. We are classifying employee based upon current salary and step.

Continued on next page.....

Source of Funds: N/A

Budgeted Item:  Budget Amendment Needed:

- 2) Added explanation and rates of additional HR duties added to Administrative Assistant in 2020.
- 3) Added "Risk / Purchasing Manager" and "Grants Administrator / Accounts Receivable Accountant" to be in line with the Payroll & Benefits Manager position.
- 4) Added "Part-Time Employees" which includes the new position of "Airport Line Technician". This is a position that we were currently utilizing Supreme Staffing to hire. We will be bringing the three (3) positions in-house and they will be employees of the city moving forward. The position is a Civil Service position and is current working through their process.
- 5) Increased pay for the Seasonal Aquatics Supervisor. The current pay year one (1) was the same as pay for lifeguards. The steps over the next two years different only slightly from those as well. Since this is a supervisory position, the pay should be greater with greater responsibility. Job descriptions are currently being re-written.
- 6) Add Job Codes to all Part-Time and Seasonal positions. This will align with all other positions within the city.

**CITY OF OTTUMWA SALARY SCHEDULE**  
**Fiscal Year 2022**

**The compensation schedule identified below reflects the base wage or salary for individuals in the identified non-represented<sup>1</sup> position. The wage or salary identified below or in the compensation schedule (grade and step) is the base pay and does not reflect an individual employee's longevity or other compensation modifiers now or in the future.**

**DEPARTMENT HEADS**

CITY ADMINISTRATOR  
\$139,750\*

DIRECTOR OF PUBLIC WORKS  
\$106,903\*

DIRECTOR OF FINANCE  
\$102,007\*

POLICE CHIEF  
\$100,988\*

FIRE CHIEF  
\$100,786\*

DIRECTOR OF PARK, RECREATION & CEMETERY  
\$89,069\*

DIRECTOR OF AIRPORT SERVICES  
\$81,618\*

DIRECTOR OF COMMUNITY DEVELOPMENT  
\$81,618\*

DIRECTOR OF LIBRARY SERVICES  
\$78,104\*#

DIRECTOR OF HUMAN RESOURCES  
\$76,500(10/11/2021 - \$81,500) (04/11/2022 - \$86,500)\*

CITY CLERK  
\$65,791\*

ASSISTANT DIRECTOR OF LIBRARY SERVICES  
\$52,000\*#

\*Compensation is rounded to the nearest whole dollar

#Current compensation as established by the Board of Library Trustees

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<sup>1</sup> Non-Represented is an employee not covered or identified under a Collective Bargaining Agreement (CBA)

## GENERAL SERVICE EMPLOYEES

No one at present (02)

Administrative Assistant (04) \*\*

GSB1	GSB2	GSB3	GSB4	GSB5	GSB6
17.30	18.19	19.06	20.06	21.02	22.13

Zoning Technician (06)

GSC1	GSC2	GSC3	GSC4	GSC5	GSC6
18.19	19.06	20.06	21.02	22.13	23.16

No one at present (08)

GSD1	GSD2	GSD3	GSD4	GSD5	GSD6
19.06	20.06	21.02	22.13	23.16	24.11

Payroll & Benefits Manager (10)

Risk / Purchasing Manager

Grants Administrator / Accounts Receivable Accountant

GSE1	GSE2	GSE3	GSE4	GSE5	GSE6
20.06	21.02	22.13	23.16	24.11	25.58

No one at present (12)

GSF1	GSF2	GSF3	GSF4	GSF5	GSF6
21.02	22.13	23.16	24.11	25.58	26.85

Data Communications Supervisor (14)

Street Maintenance Supervisor

Park Maintenance Supervisor

Sewer Maintenance Supervisor

Traffic Maintenance Supervisor

Lab Supervisor

Landfill Supervisor

GSG1	GSG2	GSG3	GSG4	GSG5	GSG6
22.13	23.16	24.11	25.58	26.85	28.18

Recycling Coordinator (16)

Planner I

Garage Supervisor

Airport Manager

GSH1	GSH2	GSH3	GSH4	GSH5	GSH6
23.16	24.11	25.58	26.85	28.18	29.58

Operations Supervisor (WPCF) (18)

Maintenance Supervisor (WPCF)

GSII	GSII2	GSII3	GSII4	GSII5	GSII6
24.11	25.58	26.85	28.18	29.58	31.04



	Accountant (20)					
	GSI1	GSI2	GSI3	GSI4	GSI5	GSI6
	25.58	26.85	28.18	29.58	31.04	32.63
^	Police Supervisor (20)					
	GSI1	GSI2	GSI3	GSI4	GSI5	GSI6
	28.14	29.38	30.69	32.06	33.49	35.05
	Engineering Supervisor (22)					
	GSK1	GSK2	GSK3	GSK4	GSK5	GSK6
	26.85	28.18	29.58	31.04	32.63	34.24
	Deputy Fire Chief (24)					
	GSL1	GSL2	GSL3	GSL4	GSL5	GSL6
	28.18	29.58	31.04	32.63	34.24	35.96
^	Police Lieutenant (24)					
	GSL1	GSL2	GSL3	GSL4	GSL5	GSL6
	30.69	32.06	33.49	35.05	36.63	38.31
	Public Works Operations Superintendent (26)					
	GSM1	GSM2	GSM3	GSM4	GSM5	GSM6
	29.58	31.04	32.63	34.24	35.96	37.72
^	City Engineer (30)					
	GSN1	GSN2	GSN3	GSN4	GSN5	GSN6
	40.72	42.75	44.87	47.12	49.48	51.95
^	Assistant City Engineer (28)					
	GSO1	GSO2	GSO3	GSO4	GSO5	GSO6
	36.42	38.25	40.16	42.18	44.27	46.48
^	Senior Planner (32)					
	GSP1	GSP2	GSP3	GSP4	GSP5	GSP6
	36.44	38.27	40.18	42.19	44.30	46.51
^	Information Technology Manager (34)					
	GSQ1	GSQ2	GSQ3	GSQ4	GSQ5	GSQ6
	34.85	36.58	38.41	40.34	42.35	44.48
^	WPCF SUPERINTENDENT					
	GSR1	GSR2	GSR3	GSR4	GSR5	GSR6
	41.54	43.76	45.97	48.18	50.40	52.62

**\*\*Administrative Assistant is also currently an HR Coordinator. An additional \$5,000 per year in 2020 (\$2.40 per hour) was provided for the HR Coordinator responsibilities. This amount will add the additional 2% COLA for 2021 which will make it \$2.45 an hour.**

^ This will not be in line with other Pay Codes – It is not the 5% above previous pay grades.

**PART-TIME EMPLOYEES**

**AIRPORT LINE TECHNICIAN**

Year 1: (ALT1)	\$12.00
Year 2: (ALT2)	\$13.00
Year 3: (ALT3)	\$14.00

**SEASONAL EMPLOYEES**

(This includes all departments with no exceptions unless approved by the City Administrator.)

**STREETS, AIRPORT, PARKS, CEMETERY & WPCF MAINTENANCE (SPW):**

1 <sup>st</sup> year of employment – (SPW1)	\$11.00 per hour
2 <sup>nd</sup> year of employment – (SPW2)	\$12.00 per hour

**BEACH EMPLOYEES:**

**Seasonal Aquatics Supervisor (SAS):**

Year 1: (SAS1)	\$11.00
Year 2: (SAS2)	\$12.00
Year 3: (SAS3)	\$13.00

**Lifeguards:**

Year 1: (BL1)	\$9.00
Year 2: (BL2)	\$9.25
Year 3: (BL3)	\$9.50

Admissions: (BA1)	\$8.00
Concessions: (BC1)	\$8.00

**Evening Janitor/Seasonal Maintenance:**

Year 1: (BME1)	\$9.25
Year 2: (BME2)	\$9.50

APPROVED BY THE CITY ADMINISTRATOR – 05/14/2021

**LONGEVITY SCHEDULE APPLIED TO ALL FULL-TIME NON-UNION POSITIONS:**

5 Yrs.	10 Yrs.	15 Yrs.	20 Yrs.	25 Yrs.	30 Yrs.
\$300	\$600	\$900	\$1,200	\$1,500	\$1,800
0.14	0.29	0.43	0.58	0.72	0.87

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

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

Council Meeting of: Jul 6, 2021

Administration  
Department

Barbara Codjoe

Prepared By

Barbara Codjoe *BC*

Department Head

City Administrator Approval

AGENDA TITLE: Approve updated job description for City Clerk.

\*\*\*\*\*

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

RECOMMENDATION: Approve updated job description for City Clerk.

DISCUSSION: The job description for the City Clerk position has been updated to reflect a change in reporting structure. To allow for greater operational efficiencies in the Administrative function of City business, the City Administrator will oversee the day-to-day functions of the City Clerk.

The duties and responsibilities for the City Clerk have not changed.

The City Council will still have all other duties as held by Iowa Code which includes appointment and removal.

Source of Funds: N/A

Budgeted Item:  Budget Amendment Needed:



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**Job  
Description:**

**City Clerk**

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**Department:**  
Administration

**Job Code:**  
GSI

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**Reports To:**  
City Administrator

**Last Updated:**  
May 2021

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**I. Summary of Position**

This is a specialized clerical administrative position appointed by the City Council. An employee in this position is responsible for the maintenance and retention of official city records of the City Council, the official minutes, ordinance and resolution books, supervision of the City Clerk's office, acts as secretary to the Civil Service Commission, prepares Council, Board of Health and Civil Service Commission agendas and packets, records and transcribes the minutes of said meeting. Work is performed in accordance with the laws and regulations under the general direction of the City Council.

The City Clerk is charged with custody of deeds, contracts and abstracts. The Clerk's office is responsible for the keeping of all ordinances, resolutions, minutes and the City of Ottumwa Municipal Code. The office publishes public notices, ordinances and minutes as required by law. The City Clerk's office assists both staff and the general public in researching information. Responsible for preparing City Council agendas, packets, and minutes and their posting and distribution.

**II. Duties and Responsibilities**

- A. Core Duties and Responsibilities** - The following duties are the primary in this position, but do not compose an exclusive or all-encompassing list of duties. Other duties may be assigned or required to accomplish the main goals of this position.
- Scans meeting documents for archival, retention and retrieval purposes
  - Prepares all City Council electronic packets on a bi-weekly basis
  - Utilizes appropriate computer software and maintains permanent records
  - Works under time sensitive deadlines
  - Attends Council meetings and Board of Health meetings as official record keeper; prepares Council minutes; proofs for accuracy and completeness; and routes minutes to the appropriate personnel
  - Coordinates electronic public records including council meetings, ordinance, resolutions, agendas, minutes and by-laws
  - Ensures that Council information is posted to the internet site in a timely and accurate manner; ensures files are indexed and organized
  - Provides information to the public and departments on City ordinances, resolutions and policies.
  - Certifies City Clerk records as needed.
  - Assembles and distributes information in a timely and accurate manner for City Council meetings, including all minutes, correspondence, ordinances, resolutions and notices.
  - Provides information to licensees and those seeking permits regarding City requirements
  - Ensures that information is posted to the internet site in a timely and accurate manner; ensures files are indexed and organized
  - Maintains City Clerk's office files

- Compiles, writes and sends written correspondence as needed
- Attends City Council, Civil Service Commission and Board of Health meetings to record the action taken and prepares the transcription of minutes of same
- Maintains official city minutes, ordinance and resolution books, records, documents and authenticates same and supervises their filing, indexing, maintenance and retention; prepares meeting agendas and packet information for the Council, City staff and news media; maintains effective ordinances and codes for public use; supervises the issuance of various required City licenses/permits and maintenance of a register of all licenses issued as required by City Code
- Supervises Deputy City Clerk and/or Secretary in the City Clerk's Department

**B. Additional Duties and Responsibilities** - The following tasks are necessary for operations of the utility, but may be shared with or performed by other staff members. The listed duties do not compose an exclusive or all-encompassing list of additional duties. Other duties may be assigned or required to accomplish the main goals of this position.

- Receipts and deposits City funds; prepares and manages budget of Clerk's office; publishes minutes, ordinances and other public notices as required by State law; compiles data and reports; maintains official city vehicle title records; administers oaths of office
- Open and close the office as required
- Researches and locates stores records for historical or informational purposes
- Assists general public with inquiries for information or assistance
- Establish and maintain effective working relationships with associates and the public
- Receipts and deposits money for services rendered by the city
- Maintains city documents (electronic and paper) according to our Records Retention manual
- Attends meetings, conferences, workshops and training sessions to become and remain current on principals, practices and new developments
- Conducts self in manner which promotes and supports diversity and inclusivity in the workplace and community
- Other duties which may be assigned

**III. Qualifications** - The ability to perform the Core Duties and Additional Duties listed above and:

**A. Education/Training/Certifications**

- High School diploma or equivalent
- Associates degree or a minimum of three years progressively responsible experience in public administration and/or City Clerk's Office preferred
- Strongly prefer Iowa Certified Municipal Clerk
- Strongly prefer State Clerk certification
- Experience with Laserfiche software preferred
- Experience with QuickBooks accounting software preferred
- General computer knowledge and experience with Microsoft Word and Excel

## B. Skills

- **Customer Service**

- Ability to have a kind and friendly disposition that makes patrons feel welcome, safe and comfortable with the airport facilities, staff and aircraft.
- Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- Ability to communicate through different modes with councils, general public and other staff members.
- Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

- **Record Keeping**

- Considerable knowledge of legal requirements for the maintenance and retention of official records
- Knowledge of municipal record keeping practices and general office procedures, and record keeping retention programs
- Skilled in the operation and maintenance of a number of office machines and equipment such as computer, copiers, postage, scanners and facsimile machines
- Skilled in typing and word processing
- Ability to work under time sensitive deadlines
- Ability to read and understand manuals in order to record work activities, keep records or work on computers
- Ability to maintain inter- and intra- department confidentiality
- Ability to read and understand laws, ordinances, reports and other written communication
- Ability to complete a variety of complex written reports

## B. Competencies

- Interpersonal Skills - Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.
- Oral Communication - Listens and gets clarification; Responds well to questions; Participates in meetings.
- Written Communication - Writes clearly and informatively; Able to read and interpret written information.
- Teamwork - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.
- Active Listening - Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Ethics - Treats people with respect; Keeps commitments; inspires the trust of others; Works with integrity and ethically; Upholds organizational values.

- Judgment - Includes appropriate people in decision-making process; ability to make independent judgment decisions and handle responsibility accordingly
- Motivation - Demonstrates persistence and overcomes obstacles; Measures self against standard of excellence.
- Planning/Organizing - Uses time efficiently; sets goals and objectives.
- Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.
- Quality - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.
- Quantity - Meets productivity standards; Completes work in timely manner; Strives to increase productivity; Works quickly.
- Adaptability - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.
- Attendance/Punctuality - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.
- Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan.
- Initiative - Volunteers readily; Undertakes self-development activities; Asks for and offers help when needed.

### **C. Physical Abilities**

- XXXXXX

### **IV. Typical Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

This position is typically performed in an office environment, and involves repetitive key board use. Working conditions require high attention to detail and deadlines frequently.

*The City of Ottumwa is an Equal Opportunity Employer. In compliance with applicable state and federal law, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the City.*

CITY OF OTTUMWA

Staff Summary

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

Council Meeting of: July 6, 2021

Ron Jacobsen

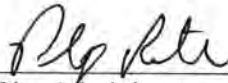
Prepared By

Public Works - WPCF

Department

Larry Seals *LBS*

Department Head



City Administrator Approval

AGENDA TITLE: Approve the purchase of a new screw auger for the Vulcan Screen

\*\*\*\*\*

\*\*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 purchase of a new stainless steel screw auger from Vulcan Industries Inc. for \$7,197.00

DISCUSSION:

This auger is for a screen that removes trash from the flow stream as it enters the head works building at the wastewater plant. It is a self-cleaning screen which augers the trash directly to a dump truck. This specialized auger has a brush attachment on it for cleaning purposes and dewatering of the product. It has been rewelded twice in two weeks, without success.

This screw auger is 12 years old and has patented parts on it only Vulcan supplies.

WPCF budgeted \$140,000 in 610-8-815-6399 for repair and maintenance supplies, and it will be taken out of that account.

Source of Funds: Sewer Fund

Budgeted Item: YES

Budget Amendment Needed: NO



# Vulcan Industries, Inc.

# QUOTATION

212 South Kirlin Street  
 Missouri Valley, IA 51555  
 Ph: (712) 642-2755  
[ryan@vulcanindustries.com](mailto:ryan@vulcanindustries.com)

QUOTE NO. **062921-003**  
 DATE **06/29/21**

Please reference the above Quote Number for all correspondence.

TO: City of Ottumwa WPCF

Ottumwa, IA

Jesse  
[merrillj@ottumwa.us](mailto:merrillj@ottumwa.us)

Vulcan Factory Number 09083

SHIPPING METHOD		PAYMENT TERMS		ESTIMATED SHIP DATE	
Best Way		See Note 1 Below		4-8 weeks ARO	
		SHIPPING TERMS			
		F.O.B. Factory-Prepay & Add			
QTY	PART # / MAT'L. TYPE	DESCRIPTION	MFG.	UNIT PRICE	LINE TOTAL
1	EWP 250/1200-5C-108	Screw with brush, to fit a 108 gear		\$7,197.00	\$7,197.00
0				\$0.00	\$0.00
0				\$0.00	\$0.00
0				\$0.00	\$0.00
0				\$0.00	\$0.00
0				\$0.00	\$0.00
0				\$0.00	\$0.00
0				\$0.00	\$0.00
0				\$0.00	\$0.00
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0				\$0.00	\$0.00
0				\$0.00	\$0.00
0				\$0.00	\$0.00
0				\$0.00	\$0.00
0				\$0.00	\$0.00
0				\$0.00	\$0.00
0				\$0.00	\$0.00

Notes:  
 1. Payment terms are NET 30 days with approved credit. VISA and MasterCard are also accepted payment methods, however all credit card orders are subject to a 3% processing fee.  
 2. All orders requiring shop (submittal) drawings are subject to a 35% cancellation fee if order is cancelled after submission of drawings.  
 3. This quote is valid for 30 days after the above date.

SUBTOTAL	\$7,197.00
	\$0.00
<b>TOTAL</b>	<b>\$7,197.00</b>



*Ryan Hoffman*

Quoted by: Acknowledged

CITY OF OTTUMWA

Staff Summary

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

Council Meeting of: July 6, 2021

Ron Jacobsen  
Prepared By

Public Works - WPCF  
Department

Larry Seals *Larry Seals*  
Department Head

*RJ RA*  
City Administrator Approval

AGENDA TITLE: Approve the purchase of a 20" mag meter.

\*\*\*\*\*

**\*\*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 purchase and installation of a 20" mag meter from Electric Pump in Des Moines, Iowa for the price of \$19,993.00.

DISCUSSION:

The current meter has been in service for 18 years and over time it loses its ability to read correct flows. The electrodes that read the flow are not replaceable. We had an outside company come and check this meter and it is reading 5% off which in a plant that receives up to 10 million gallon per day is a substantial error. Also, this flow is subtracted from the headwork's flow to calculate flow from the Barton's Branch line. Because of the absolute difference in flow between the two sources the Barton's flow is calculating as at least double what the historical flow has been.

This calculated flow is critical in determining total flow and needed to operate the plant and meet permitting flow requirements.

There is one year warranty on this meter.

WPCF did not budget this in 610-8-815-6727 Capital Improvements over \$5000 so a budget amendment will be needed.

Quotes received:

Electric Pump, Des Moines, Iowa	\$19,993.00
Quality Machine & Manufacturing, Des Moines, Iowa	\$23,719.00
Baker Group, Ankeny, Iowa	\$26,900.00

Source of Funds: Sewer Fund

Budgeted Item: NO

Budget Amendment Needed: Yes



4280 E. 14<sup>th</sup> St.  
Des Moines, IA 50313  
Office: 515-265-2222  
Toll Free: 800-383-7867  
Fax: 515-265-8079

201 4th Ave SW  
New Prague, MN 56071  
Office: 952-758-6600  
Toll Free: 800-536-5394  
Fax: 952-758-7778

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TO: City of Ottumwa, IA / Doyle Moore / (641) 683-0641  
REF: Replacement Mag Meter Proposal – E+H  
Ottumwa, IA  
DATE: March 3, 2021

***Electromagnetic Flowmeter & Accessories***

- One (1) E+H Promag W 400, 5W4D5H, ND500 (20") Electromagnetic Flowmeter
- Design: Fixed flange, short face-to-face length
  - Power Supply: 100-240VAC/ 24VAC/ DC
  - Output; Input: 4-20mA HART, pulse/ freq., switch output
  - Housing: Remote, alu, coated
  - Cable, Remote Version: 100.00 ft coil + signal cable
  - Electrical Connection: Thread NPT1/ 2
  - Liner: Polyurethane
  - Process Connection: Cl.150, carbon steel, flange ASME B16.5
  - Electrodes: 1.4435/ 316L, bullet nose
  - Calibration Flow: 0.5%
  - Sensor Option: IP68, Type 6P, Fact-potted corrosion protection EN ISO 12944 C5-M/Im1
  - Qty (2) Grounding ring
- One (1) Lot of freight, materials & labor for installation of the above equipment and startup services to complete a functional system

***Total Selling Price: \$19,993.00 plus tax***

**Note the following:**

- Bypass Pumping, Junction Box, Conduit and anything that's not specifically mentioned in this proposal is the responsibility of others

Thank you for your consideration,

Chad Sparks (515) 707-1929 / Bob White (515) 421-6050  
cc: Cornelius Caudle (515) 265-2222

## **Purchase Agreement:**

### **Note the following:**

- Return this purchase agreement to Cornelius Caudle at [corneliusc@electricpump.com](mailto:corneliusc@electricpump.com) or via fax (515) 265-8079

Delivery: 6 – 8 Weeks

Payment: Net 30 Days – Retainage upon completion

We are pleased to make the following offer to sell the listed Merchandise which is firm for (30) thirty days from the above date, and is automatically withdrawn thereafter without any further notice.

1. Signing and returning this document to Electric Pump's office in Des Moines, IA may accept this offer.
2. This offer and acceptance constitutes the entire Agreement between the parties and may be modified only by a writing signed by both parties.
3. The prices quoted for equipment are valid for (30) thirty days. If the quote includes start up services and it is scheduled by the request of the buyer for a time other than Monday through Friday 8:00 to 5:00 additional charges will be due.
4. Payment terms are NET 30 (thirty days) after the mailing of seller's invoice.
5. Delivery terms are F.O.B. Place of Shipment. Seller agrees to put the merchandise in the possession of the carrier, to make a reasonable contract of carriage for their transportation, to obtain and deliver or tender such documents as may be necessary to enable Buyer to obtain possession, and to promptly notify the Buyer of shipment. After seller has delivered the merchandise to the carrier, the risk of loss of the merchandise will be borne by the Buyer. The prices quoted herein include transportation charges based on existing truckload rates, any change in delivery rates existing at the time of delivery will be billed to your account. Dates of delivery are determined from the date of Seller's acceptance of any order or orders by Buyer and are estimates of approximate dates of delivery, not a guaranty of a particular day of delivery.
6. Sales and use tax are not included.
7. Buyer shall notify seller in writing at Seller's place of business as shown on the reverse side of this page, within twenty (20) days of receipt of merchandise, or any complaint whatsoever buyer may have concerning such merchandise. Failure to give such notice shall constitute a waiver by Buyer of all claims in respect to such goods.
8. If notice of complaints is provided within twenty (20) days of Buyer's receipt of the merchandise, Seller agrees to inspect the merchandise at Seller's place of business during Seller's normal business hours and days. Upon inspection, if the merchandise is determined to be defective in material or workmanship, Seller, at Seller's option, shall repair or replace said merchandise at no cost to Buyer, or Seller may refund the purchase price. If the examined merchandise is found not to be defective or is not for some other reason within the warranty coverage, Seller's service time expended on and off-location will be charged to Buyer.
9. Seller will have no further warranty obligation under this Agreement if the Equipment is subjected to abuse, misuse, negligence or accident or if buyer fails to perform any of its duties set forth in Paragraphs 8 and 9.
10. THE WARRANTY PRINTED ABOVE IS THE ONLY WARRANTY MADE BY THE SELLER REGARDING THIS PURCHASE. SELLER DISCLAIMS ALL OTHER WARRANTIES, EXPRESS OR IMPLIED, INCLUDING, BUT NOT LIMITED TO, THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE. NOTHING HEREIN CONTAINED SHALL LIMIT BUYER'S RIGHTS AGAINST THE MANUFACTURER, WITH RESPECT TO MANUFACTURER'S WARRANTIES, IF ANY.

11. WARRANTY REPAIRS (which fall under the manufacturer's warranty, if any) ARE F.O.B. ELECTRIC PUMP, INC. SERVICE LOCATION. ELECTRIC PUMP, INC. WILL NOT ASSUME ANY EXTENDED WARRANTIES UNLESS APPROVED BY PRIOR WRITTEN CONSENT. THIS INCLUDES SERVICE CALLS TO JOB SITES ON PRODUCT COVERED DURING THE WARRANTY PERIOD. PLEASE REFER TO THE ATTACHED PRODUCT WARRANTY STATEMENT FOR CLARIFICATION.

12. IT IS UNDERSTOOD AND AGREED THAT SELLER'S LIABILITY WHETHER IN CONTRACT, IN TORT, UNDER ANY WARRANTY, IN NEGLIGENCE OR OTHERWISE SHALL NOT EXCEED THE RETURN OF THE AMOUNT OF THE PURCHASE PRICE PAID BY BUYER AND UNDER NO CIRCUMSTANCES SHALL SELLER BE LIABLE FOR SPECIAL, INDIRECT OR CONSEQUENTIAL DAMAGES. THE PRICE STATED FOR THE MERCHANDISE IS A CONSIDERATION IN LIMITING SELLER'S LIABILITY. NO ACTION, REGARDLESS OF FORM, ARISING OUT OF THE TRANSACTION UNDER THIS AGREEMENT MAY BE BROUGHT BY BUYER MORE THAN ONE-YEAR AFTER THE CAUSE OF ACTION HAS ACCRUED.

13. This Agreement shall be governed by and interpreted in accordance with the laws of the State of Iowa. Any dispute or disputes arising between the parties hereunder, insofar as the same cannot be settled by friendly agreement, shall be litigated only in The Iowa District Court for Polk County, in Des Moines, Iowa. Seller also has the right to commence an action against the Buyer in the County of the Buyer's principal place of business.

\*\*\*We need a hard copy of this agreement and/or a Purchase Order to start the submittal process.\*\*\*\*\*

Business Name \_\_\_\_\_

Street Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

Purchase Order Number \_\_\_\_\_

Purchase Order Amount \_\_\_\_\_

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

\*\*A signed copy of this must be returned with your P.O.

Is Project Taxable? Y or N, if No a tax exempt form must be supplied for our records



Quality Machine & Manufacturing  
4280 E. 14<sup>TH</sup> Street  
Des Moines, Iowa USA 50313  
Phone: 515-266-2268  
Fax: 515-266-0243  
Internet: [www.qualitymandm.com](http://www.qualitymandm.com)  
Email: [nikia@qualitymandm.com](mailto:nikia@qualitymandm.com)

## Quote

<b>To:</b> City of Ottumwa, IA	<b>From:</b> Niki Albaugh
<b>Attn:</b> Doyle Moore	<b>Pages:</b> 1
<b>Phone:</b> (641) 683-6041	<b>Date:</b> 03-03-2021
<b>E-mail:</b> <a href="mailto:moored@ci.ottumwa.ia.us">moored@ci.ottumwa.ia.us</a>	<b>Re:</b> Replacement Mag Meter Proposal

In response to your inquiry, we submit the following quotation:

### Electromagnetic Flowmeter & Accessories

- One (1) ABB FEW325 WaterMaster Electromagnetic Flowmeter System
- Bore Diameter: DN 500 (20 in.)
  - Liner Material: Hard rubber
  - Electrode Design: Standard
  - Measuring Electrodes Material: Stainless steel 316
  - Grounding Accessories: 2x Potential Equalizing Rings (Stainless Steel)
  - Process Connection Type: Flanges ANSI / ASME B16.5 / 16.47 series B Class 150
  - Process Connection Material: Carbon steel
  - Usage Certifications: Standard (without PED)
  - Calibration Type: Standard factory calibration
  - Temperature Range of Installation / Ambient Temperature Range: Standard design / -20 ... 60 °C (-4 ... 140 °F)
  - Name Plate: Adhesive label
  - Signal Cable Length and Type: 30 m (approx. 100 ft) cable
  - Explosion Protection Certification: FM Cl. 1 Div. 2
  - Protection Class Transmitter / Protection Class Sensor: IP 67 (NEMA 4X) / IP 68 (NEMA 6P), cable fitted and potted, sensor is IP67 with PTFE liner
  - Cable Conduits: NPT 1/2 in.
  - Power Supply: 100 ... 230 V AC, 60 Hz
  - Input and Output Signal Type: HART + 20 mA + Pulse + Contact output
  - Configuration Type / Diagnostics Type: Parameters set to factory defaults / Standard diagnostic functions activated
  - Documentation Language: English (standard)
  - Verification Type: VeriMaster
  - Number of Testpoints: 3 Points
- One (1) Lot of freight, materials & labor for installation of the above equipment and startup services to complete a functional system

**Total Selling Price: \$23,719.00 plus tax**

Quote valid for 30 days.

TERMS: <b>Net 30 Days with Credit Approval.</b>	Ex Works Des Moines, Iowa USA	ESTIMATED SHIPPING DATE: <b>8-10 Weeks ARO</b>
--	----------------------------------	---



***Expect the Best***<sup>®</sup>

**PROPOSAL FROM BAKER GROUP'S AUTOMATION BUSINESS UNIT:**

## **Flow Meter Replacement**

**PROJECT INFORMATION:**

Ottumwa Waste Water Facility  
Ottumwa, Iowa 52501

**DELIVERED ON:**

June 15, 2021





**Baker Group**  
Brandon Umscheid  
1600 SE Corporate Woods Drive  
Ankeny, Iowa 50021-7501  
Phone: 855.262.4000  
Fax: 515.266.1025  
www.thebakergroup.com

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**Baker Group**  
Brandon Umscheid  
1600 SE Corporate Woods Drive  
Ankeny, Iowa 50021-7501  
Phone: 855.262.4000  
Fax: 515.266.1025  
www.thebakergroup.com

## Contact Summary Sheet

Proposal #:	
Date:	June 15, 2021

Baker Group Contact Information	
Sales Executive / Project Manager:	Brandon Umscheid
Baker Group Location:	1600 SE Corporate Woods Drive Ankeny, Iowa 50021
Telephone:	855.262.4000
Fax:	515.266.1025
Email Address:	umscheidb@thebakergroup.com

Customer Contact Information	
Customer:	City of Ottumwa
Customer Contact:	Ron Jacobsen
Customer Location:	Ottumwa, Iowa 52501
Customer Email Address:	jacobsenr@ottumwa.us



**Baker Group**  
Brandon Umscheid  
1600 SE Corporate Woods Drive  
Ankeny, Iowa 50021-7501  
Phone: 855.262.4000  
Fax: 515.266.1025  
www.thebakergroup.com

June 15, 2021  
Revision: 2

To: City of Ottumwa  
Attn: Ron Jacobsen

Project: Flow Meter Replacement  
RE: Flow Meter Replacement

#### Scope of Work

Baker Group Controls is pleased to offer this proposal to provide labor and material to replace your Flow Meter . This budget is based on scope and pictures provided by Dan McGuire. Please accept this proposal as detailed below.

#### **General**

---

##### Inclusions

- Includes Project Management & Project Coordination
- Includes Controls Demolition Work as Shown or Specified
- Includes Personal Protective Equipment (PPE) Required for Safety Policies and Procedures
- Includes One Year Warranty on all Parts and Labor

##### Exclusions

- Excludes Bonds
- Excludes Permits, Fees, & Certificates
- Excludes Sales Tax
- Excludes Overtime Labor



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Ankeny, Iowa 50021-7501  
Phone: 855.262.4000  
Fax: 515.266.1025  
[www.thebakergroup.com](http://www.thebakergroup.com)

## Flow Meter Replacement

---

### Flow Meter

- Includes One (1) Promag W 400 5W4C5H, DN500 20" Electro Magnetic Flow Meter
  - Class I Div 2, Carbon Steel Fixed Flange (ASME B16.5), 100-240VAC/24VAC/DC, 4-20 mA HART Signal, Remote housing, IP68 Type 6P, with Cable and 1/2 NPT Electrical Connection

### Labor

- Includes Electrical Labor to Make Connections
- Includes Technician to Scale Meter Properly
- Includes Manufacturer Startup and 3 Year Warranty for Flow Meter
- Includes Mechanical Labor and Equipment to Replace Meter
- Includes Fabricating and installing new 304L Stainless Steel Pipe Spool between new meter and existing piping
  - Includes Field Verification of Face-to-Face length of existing flow meter prior to Fabrication
  - Pipe Spool is approximately 6-7 inches in length
  - Includes New gaskets and bolts
- Includes Confined Space Equipment for Work in Pit



**Baker Group**  
 Brandon Umscheid  
 1600 SE Corporate Woods Drive  
 Ankeny, Iowa 50021-7501  
 Phone: 855.262.4000  
 Fax: 515.266.1025  
 www.thebakergroup.com

## Pricing Summary:

Due to current market volatility on material pricing this quote is valid for 10 days.

**Pricing Summary for the Scope outlined above: \$26,900**  
 (Proposal is valid for 10 days from the delivery date of June 15, 2021)

## Signature Page:

### Proposed by:

Baker Group

\_\_\_\_\_  
 Company

Brandon Umscheid

\_\_\_\_\_  
 Name

Project Manager - Automation

\_\_\_\_\_  
 Title

June 15, 2021

\_\_\_\_\_  
 Date

### Accepted by:

\_\_\_\_\_  
 Company

\_\_\_\_\_  
 Name (Printed)

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Title

\_\_\_\_\_  
 Purchase Order Number

\_\_\_\_\_  
 Date



**Baker Group**  
Brandon Umscheid  
1600 SE Corporate Woods Drive  
Ankeny, Iowa 50021-7501  
Phone: 855.262.4000  
Fax: 515.266.1025  
[www.thebakergroup.com](http://www.thebakergroup.com)

## TERMS AND CONDITIONS

### GENERAL

1. Baker Group agrees to perform all work in a careful and workman-like manner and to furnish only materials of good quality.
2. The customer will provide reasonable access to all areas and equipment, and will allow Baker Group to stop and start equipment as may be necessary to fulfill the terms of the project.
3. All work will be performed during normal working hours, 8:00 AM to 4:30 PM, Monday through Friday.
4. The customer will promptly pay invoices upon receipt. Should a payment become thirty (30) days or more delinquent, Baker Group may stop all work under this project without notice and/or cancel this project, and the entire project amount shall become due and payable immediately upon demand.
5. In addition to any price specified on the face hereof, the customer shall pay and be responsible for the gross amount of any present or future sales, use, excise, value-added, or other similar tax, however designated, applicable to the price, sale or delivery or any products, services or the work furnished hereunder or for their use by Baker Group on behalf of the customer whether such tax shall be local, state, or federal in nature.
6. In the event Baker Group must commence legal action in order to recover any amount payable under this Agreement, the customer shall pay Baker Group all court costs and attorney's fees incurred by Baker Group.
7. Any legal action relating to this agreement, or the breach thereof, shall be commenced within one (1) year from the date of the work.
8. This Proposal valid for a period of 10 days after issuance.
9. Any balance unpaid for 30 days shall bear a FINANCE CHARGE computed by a "periodic rate" of 1.5% per month, which is an ANNUAL PERCENTAGE OF 18%.
10. To pay with MasterCard or Visa, please visit [www.thebakergroup.com](http://www.thebakergroup.com) and click on the link "Invoice Payment: near the bottom of the webpage. There is a 3% convenience fee for payment on line using a credit card. Remittance using E-check on line with no fee is available.

### LIMITATIONS OF LIABILITY AND INDEMNITIES

1. Baker Group will not be liable for damage or loss caused by delay in installation or interrupted service due to fire, flood, corrosive substance in the air, strike lockout, dispute with workmen, inability to obtain material or services, commotion, war, act of God, or any other cause beyond Baker Group's reasonable control.
2. Adding, removing or making changes to your electrical power distribution system may affect your NFPA 70, 70B or 70E Electrical Arc Flash ratings. Unless specifically stated, our scope does not include creating or updating the code required power study for your facility.
3. In no event, whether as a result of breach of contract, or any tort including negligence or otherwise shall Baker Group or its suppliers, employees or agents be liable for any special, consequential, incidental, or penal damage including, but not limited to loss of profit or revenues, loss of use of any products, machinery, equipment, damage to associated equipment, cost of capital, cost of substitute products, facilities, services or replacement power, down time costs, lost profits, or claims of Buyer's customers for such damages.
4. No other warranty expressed or other liability is given and no other affirmation of Baker Group, by word or action, shall constitute a warranty. This warranty is expressly in lieu of any other express or implied warranty including any implied warranty of merchantability of fitness, and any other obligation on the part of Baker Group.
5. Baker Group warrants materials only to the extent and for the time period said materials are warranted to Baker Group by the manufacturer(s) of the same. Baker Group's liability, if any, upon any warranty, either expressed or implied, shall be limited to replacement of defective materials and correction of faulty workmanship which is in violation of local, state, or federal building codes at the time of performance of the work by Baker Group.

**CITY OF OTTUMWA**  
Staff Summary

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

Council Meeting of: Jul 6, 2021

Planning & Development  
Department

Jody Gates  
Prepared By  
Zach Simonson *ZS*  
Department Head

*[Signature]*  
\_\_\_\_\_  
City Administrator Approval

AGENDA TITLE: Resolution No. 134 - 2021, a resolution setting July 20, 2021 as the date of a Public Hearing on the disposition of City owned property located at 202 S. Ransom

\*\*\*\*\*

**\*\*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. 134 - 2021

DISCUSSION: The City is accepting bids on this property until July 13, 2021. The successful bidder will be identified at that time and the bid will be brought to the July 20, 2021 City Council meeting.

Source of Funds:

Budgeted Item:

Budget Amendment Needed:

RESOLUTION No. 134 - 2021

A RESOLUTION SETTING JULY 20, 2021 AS THE DATE OF A PUBLIC HEARING ON THE DISPOSITION OF CITY OWNED PROPERTY LOCATED AT 202 SOUTH RANSOM

WHEREAS, the City of Ottumwa, is the present title holder to the property legally described as R20147, Lot 1 and the South Half of Lot 2 and the West 6 feet of the North Half of Lot 2 in Block 27 in R. S. Smith's Fourth Addition to the City of Ottumwa, Wapello County, Iowa, also known as 202 S. Ransom; 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 20<sup>th</sup> day of July 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 6<sup>th</sup> day of July 2021.

City of Ottumwa, Iowa

  
\_\_\_\_\_  
Tom X. Lazio, Mayor

ATTEST:

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



**CITY OF OTTUMWA**  
Staff Summary

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

Council Meeting of: Jul 6, 2021

Finance  
Department

Kala Mulder

Prepared By  
Kala Mulder  
Department Head

*[Signature]*  
City Administrator Approval

AGENDA TITLE: Resolution No.136-2021 Authorizing payment for renewal of the City Worker's Compensation Insurance and Chapter 411 Administrative Agreement for July 1, 2021 until June 30, 2022 in the amount of \$124,684 and payment to IMWCA.

\*\*\*\*\*

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

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

RECOMMENDATION: Pass and Adopt Resolution 136-2021 for the renewal of the City's Worker's Compensation Insurance and renews of Administrative Services agreement for the Fire and Police Departments with Iowa Municipalities Worker's Compensation Association (IMWCA), for an estimated cost of \$124,684 And Authorize the Mayor to sign documents.

DISCUSSION: The City's Worker's Compensation Insurance is in a government pool of approximately 500 entities in the State of Iowa. Some of the advantages to the City of being a member (owner) versus standard carriers are less volatile rates, training, on site audits, onsite inspections and discounts off the premium. The premium is based on:

- Gross payroll budgeted
- Experience Modification Factor (based on claims for the past three years).
- Discount (based on longevity in the program and loss control programs.

Source of Funds:

Budgeted Item:  Budget Amendment Needed: No

**RESOLUTION NO. 136-2021**

**A RESOLUTION AUTHORIZING PAYMENT FOR RENEWAL OF THE CITY  
WORKER'S COMPENSATION INSURANCE AND CHAPTER 411  
ADMINISTRATIVE AGREEMENT FOR JULY 1, 2021 UNTIL JUNE 30, 2022 IN  
THE AMOUNT OF \$124,684.00 AND PAYMENT TO IOWA MUNICIPALITIES  
WORKER'S COMPENSATION ASSOCIATION.**

WHEREAS, the City of Ottumwa is required to purchase worker's compensation insurance for employee coverage and

WHEREAS, the City of Ottumwa is a member of the Iowa Municipal Worker's Compensation Association, a provider of worker's compensation insurance and

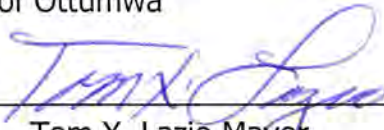
WHEREAS, Iowa Municipal Workers Compensation Association also offers Chapter 411 Administrative Services for cities and

WHEREAS, the combined premium for the period of July 1, 2021 until June 30, 2022 is \$124,684.00.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF OTTUMWA, IOWA: to authorize payment to the Iowa Municipal Worker's Compensation Insurance Association in the amount of \$124,684.00.

PASSED AND APPROVED THIS 6th DAY OF JULY, 2021.

City of Ottumwa

  
\_\_\_\_\_  
Tom X. Lazio, Mayor

ATTEST:

  
\_\_\_\_\_

Christina Reinhard, City Clerk  
(Seal)

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

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

Council Meeting of: Jul 6, 2021

Planning & Development  
Department

Jody Gates

Prepared By

Zach Simonson *ZS*

Department Head

*RJ Kl*

City Administrator Approval

AGENDA TITLE: Resolution No. 137 - 2021, a Resolution setting July 20, 2021 as the date of a public hearing on the disposition of city owned property described as Lot 77 of Blake Park Heights, a Subdivision of Part of the Southwest Quarter of Section 26, Township 72, Range 14 West in the City of Ottumwa, Wapello County, Iowa, also known as 313 Allison to Daniel and Joanna Smith

\*\*\*\*\*

**\*\*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. 137 - 2021.

DISCUSSION: The buyers offered the City \$250.00 for a vacant lot described above and located at 313 Allison. The buyers intend to build a new addition to their existing home on the lot and July 20, 2021 is the date set for a public hearing to consider the offer.

Source of Funds:

Budgeted Item:

Budget Amendment Needed:

RESOLUTION No. 137 – 2021

A RESOLUTION SETTING JULY 20, 2021 AS THE DATE OF A PUBLIC HEARING ON THE DISPOSITION OF CITY OWNED PROPERTY DESCRIBED AS LOT 77 OF BLAKE PARK HEIGHTS, A SUBDIVISION OF PART OF THE SOUTHWEST QUARTER OF SECTION 26, TOWNSHIP 72, RANGE 14 WEST IN THE CITY OF OTTUMWA, WAPELLO COUNTY, IOWA TO DANIEL AND JOANNA SMITH

WHEREAS, the City of Ottumwa, is the present title holder to the property legally described as Lot 77 of Blake Park Heights, a Subdivision of Part of the Southwest Quarter of Section 26, Township 72, Range 14 West in the City of Ottumwa, Wapello County, Iowa, also known as 313 Allison; and

WHEREAS, the above described property is a vacant lot; and

WHEREAS, the buyers offered \$250.00 for the lot in order to build an addition to their home; and

WHEREAS, the lot is not considered suitable for the construction of a new home, therefore the construction of a new addition is the best use of this lot; and

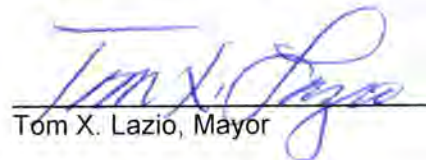
WHEREAS, the lot will be transferred by quit claim deed with the cost of publishing the public hearing notice and recording costs paid by the buyers.

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

That the 20<sup>th</sup> day of July 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 Daniel and Joanna Smith for the sum of \$250.00 and the City Clerk is authorized and directed to publish notice of said public hearing as provided by law.

PASSED AND ADOPTED this 6<sup>th</sup> day of July 2021.

City of Ottumwa, Iowa

  
Tom X. Lazio, Mayor

ATTEST:

  
Christina Reinhard, City Clerk



CITY OF  
OTTUMWA

Petition No.: 5081-2021

**Petitioner Information:**

Name: Daniel & Joanna Smith

Address: 327 Allison Ave.

Phone Number: (641) 799-1210  Petition contains the required number of signatures.

**Summary of Petition:**

Purchase offer for 313 Allison Ave. for \$250.00 to build addition to house when lumber prices go down. City owned less than 5 yrs - deposit \$50.

\*\*\*\*\*  
1. Engineering Department  Approve  Deny LBS

Comments:

Date 6-17-21 Dept. Initials Required

2. Plan/Zoning/Dev. Department  Approve  Deny

Comments:

*Lot is less than 85% of minimum width. Not suitable for in-fill development. Proposed by user possible addition is best use.*

[Signature]  
Date 6/23/21 Dept. Initials Required

3. Health Department  Approve  Deny

Comments:

[Signature]  
Date 6/23/21 Dept. Initials Required

\*\* If denied by your department automatically return to the City Clerk's Office.  
\*\* If approved by your department submit to the next department for review.  
\*\*\* Once the form is completed return to the City Clerk's Office



[ CITY OF ]  
**OTTUMWA**

Petition #5081-2021

Revised 5-31-2018

**PURCHASE OFFER FORM FOR CITY OWNED PROPERTY**

Check which type of property you want to purchase.

Vacant Lot      Are you a not for profit? NO  
 Do you own property next to the lot? YES  
 Building      Has the City owned the property for more than 5 years? NO  
 Are you a not for profit that builds housing? NO  
 Are you an Ottumwa School District? NO

Address or legal description of the property 313 ALLISON AVE.

Buyers Name, address and phone number DAHILE SMITH 327 ALLISON AVE.

OTTUMWA, IA 52501 641-799-1210

Dollar amount of the offer \$250-

If you are purchasing a building do you plan to renovate or demolish it? \_\_\_\_\_

If you are purchasing a vacant lot, what is the intended use of the lot? ADDITION TO HOUSE

If the City ownership of the lot is less than 5 years, the minimum offer is \$500. If you own the property next to the vacant lot and the City ownership is less than 5 years, the minimum offer \$250.

If the City ownership of the lot is more than 5 years, the minimum offer is \$250. If you own the property next to the vacant lot and the City ownership is more than 5 years, the minimum offer is \$125.

If you are a not for profit organization, such as Habitat for Humanity, or other organization that builds housing, the price for a vacant lot is \$125 regardless of the length of time the City has owned the property.

If you are an Ottumwa School District with a construction trades program and intend to build housing the price is \$1.00.

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

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

Council Meeting of: Jul 6, 2021

Planning & Development  
Department

Zach Simonson

Prepared By

Zach Simonson

Department Head

City Administrator Approval

AGENDA TITLE: Resolution No. 144-2021: RESOLUTION FIXING DATE FOR A PUBLIC HEARING ON THE PROPOSAL TO PERMANENTLY TRANSFER AN INTEREST IN REAL PROPERTY LOCATED AT 915 E. DIVISION TO THE BOARD OF TRUSTEES OF THE OTTUMWA WATER WORK

\*\*\*\*\*

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

RECOMMENDATION: Approve and Pass Resolution No. 144-2021

DISCUSSION: The Water Works seeks to obtain the vacant lot at 915 E Division. The lot is owned by the City and topographically unsuitable for development. The Water Works will use the site for fill and spoil excavated during emergency repairs. Over time, this fill activity will make the lot more suitable for development, at which time the Water Works may cover the lot and seek developers or return the property to the City.

Source of Funds:

Budgeted Item:

Budget Amendment Needed:

**RESOLUTION NO. 144-2021**

**RESOLUTION FIXING DATE FOR A PUBLIC HEARING ON THE PROPOSAL TO PERMANENTLY TRANSFER AN INTEREST IN REAL PROPERTY LOCATED AT 915 E. DIVISION TO THE BOARD OF TRUSTEES OF THE OTTUMWA WATER WORKS**

WHEREAS, the City of Ottumwa owns property located at 915 E. Division which is not being utilized by the City and is not suitable for development; and

WHEREAS, the property is legally described as follows:

Lots 17 and 18 in Cory and Roberts' Addition to the City of Ottumwa, Wapello County, Iowa, except the East 60 feet of the South 10 feet of said Lot 17; also a right of way over and across said 10 foot strip.

WHEREAS, the Ottumwa Water Works would like to utilize this property as a fill site to dump excavated material; and

WHEREAS, the Ottumwa City Council desires to transfer the management, control and operation of the property to the Board of Trustees of the Ottumwa Water Works; and

WHEREAS, the City Council has deemed it appropriate, pursuant to Iowa Code Section 364.7 to publish a Notice of the proposed conveyance and of a public hearing thereon, and to receive and consider objections and petitions.

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

Section 1. That this Council meet in the City Council chambers located at City Hall, 105 East Third Street, Ottumwa, Iowa, at 5:30 P.M. on July 20, 2021, for the purpose of taking action on the matter of the proposal to transfer an interest in real property located at 915 E. Division to the Board of Trustees of the Ottumwa Water Works.

Section 2. That the City Clerk is hereby directed to cause at least one publication to be made of a notice of said meeting, in a legal newspaper, printed wholly in the English language, published at least once weekly, and having general circulation in the City of Ottumwa, said publication to be not less than four (4) clear days nor more than twenty (20) days before the date of said public meeting.

Section 3. The notice of the proposed action shall be in substantially the following form:



(One publication required)

NOTICE OF PUBLIC HEARING OF THE CITY COUNCIL OF THE CITY OF OTTUMWA  
ON THE MATTER OF A PROPOSAL TO PERMANENTLY TRANSFER AN INTEREST IN  
REAL PROPERTY LOCATED AT 915 E. DIVISION TO THE BOARD OF TRUSTEES OF  
THE OTTUMWA WATER WORKS, AND THE HEARING THEREON

PUBLIC NOTICE is hereby given that the City Council shall meet in the City Council chambers located at City Hall, 105 East Third Street, Ottumwa, Iowa, at 5:30 P.M. on July 20, 2021, for the purpose of taking action on the matter of the proposal to transfer an interest in real property located at 915 E. Division to the Board of Trustees of the Ottumwa Water Works, which property is described as follows:

Lots 17 and 18 in Cory and Roberts' Addition to the City of Ottumwa, Wapello County, Iowa, except the East 60 feet of the South 10 feet of said Lot 17; also a right of way over and across said 10 foot strip.

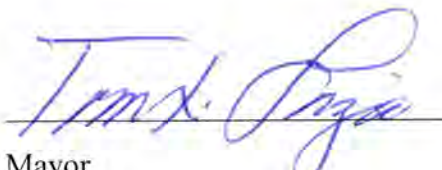
A copy of the proposed Resolution transferring the property to the Board of Trustees is on file for public inspection in the office of the City Clerk.

At the above meeting the City Council shall receive oral or written objections regarding the proposed transfer of the property. After all objections have been received and considered, the City Council will at this meeting or at any adjournment thereof, take additional action on the proposal or will abandon the proposal.

This notice is given by order of the City Council of the City of Ottumwa, Iowa.

(End of Notice)

Approved this 6 day of July, 2021.

  
\_\_\_\_\_  
Mayor

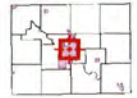
Attest:

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

City Clerk



Overview



Legend

-  Easements
-  Lots
- Parcels
-  <blank>
-  <blank>
-  Subdivisions
-  City Limits
-  Lot Symbols
-  Misc Symbols
-  Parcel Symbols
-  Road Symbols
-  Right-of-Way Line
- Roads
-  Sections
-  Section Center
-  Quarter Lines
-  Quarter Quarter Lines

Parcel ID	007413150009000	Alternate ID	n/a	Owner Address	City Of Ottumwa
Sec/Twp/Rng	0-0-0	Class	R		105 E Third
Property Address	915 E DIVISION	Acres	n/a		Ottumwa, IA 52501
	OTTUMWA				

District OTTUMWA CITY/ OTTUMWA SCH  
 Brief Tax Description CORY & ROBERT'S ADD.  
 LOT 17 EX E 60' OF S  
 10', ALL LOT 18  
 (915 E DIVISION)

(Note: Not to be used on legal documents)

Date created: 7/1/2021  
 Last Data Uploaded: 7/1/2021 1:09:50 AM

Developed by  **Schneider**  
 GEOSPATIAL

CITY OF OTTUMWA

Staff Summary

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

Council Meeting of: July 6, 2021

Engineering Department  
Department

Alicia Bankson  
Prepared By  
*Danny Seab*  
Department Head

*[Signature]*  
City Administrator Approval

AGENDA TITLE: Project update for City Hall Improvements Project.

\*\*\*\*\*

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

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

PURPOSE: Provide an update to City Council members on the status of the City Hall Improvements project.

DISCUSSION: The City of Ottumwa contracted with Willett Hofmann & Associates to evaluate the existing Heating and Cooling system currently utilized in City Hall. Our current boiler system has been repaired numerous times and in need of replacement. Several types of systems were evaluated based on staffs suggested floor plans, which drive overall design requirements as related to zone heating and cooling.

Several additional factors were considered including acoustical separations and an increasing need for security enhancements through flow separation.

A major driving factor included the need to review the entire building to identify and create a detailed list to meet the current Federal ADA requirements and assign opinions of probable cost for those improvements.

A Presentation will be made by Willett Hofmann & Associates, Inc. to review the final report.

Source of Funds:

Budgeted Item:

Budget Amendment Needed:



# CITY HALL IMPROVEMENTS

FOR

CITY OF OTTUMWA, IA

OTTUMWA, IA  
2021



**WILLETT HOFMANN**  
& ASSOCIATES INC  
ENGINEERING ARCHITECTURE LAND SURVEYING

---

Allen M. Varney, III, A.I.A.  
Architect  
License No. 2283  
Expires: 6/30/2023  
WHA # 1194C21

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## OTTUMWA CITY HALL

### BUILDING IMPROVEMENTS AND REMODELING SCHEMATIC DESIGN REPORT

JUNE 16, 2021

#### **BACKGROUND**

Willett, Hofmann & Associates, Inc. (WHA) was selected to provide this initial schematic design for the proposed City Hall improvements and remodeling for the City of Ottumwa following an interview held March 19. WHA along with West Plains Engineering (WPE) developed a contract for professional services which was accepted and signed on April 6, 2021.

Following that, WHA and WPE visited the site on April 22, 2021, to review the proposed project in detail, to collect pertinent information regarding building systems and conditions, to interview staff regarding possible plan changes, primarily to the first floor, and to confirm the next steps of the work.

WHA used the original 1910 existing plans to develop background sheets for the proposed work. This was completed and WHA began initial code reviews and focusing on ADA compliance issues as well as life-safety items. A set of plans showing a “minimum” of work to bring the building into compliance with ADA and life-safety were compiled and sent to the City for review. A follow-up meeting was scheduled to review specific work to be done primarily on Level 1 to achieve the goal of returning some of that space to the previous historic appearance, as well as improving safety and security on that level.

A subsequent visit was held on May 13, 2021, to review these plans. The City Staff provided plan input regarding personnel placement on Level 1 to achieve goals of efficiency and security. This was developed into the plan set used in this report, and for the development of mechanical systems changes that address building comfort and efficiency.

#### **ANALYSIS**

WHA found that the building size and occupancy are compatible as it is currently developed, without requiring a building suppression system (sprinklers). A supervised fire alarm system is required however, and smoke detection would be a significant part of that work. ADA compliance issues were found to be focused on restrooms, and to some extent, in the fire-exiting features of the building. Life Safety issues were found on the lower levels but were not significant to the overall required improvements list. A level-by-level summary follows discussing our findings:

#### **BASEMENT**

1. Remove asbestos in boiler room.
2. Add fire-rated enclosures to the bottoms of both stairs including enough space in each for an area of refuge for ADA-compliance.
3. Clean out all spaces, remove unused plumbing fixtures and cap utilities.
4. Replace lighting with modern energy efficient lighting.
5. Consider leveling floor at NE corner.
6. Remodel existing single restroom into 2 ADA compliant single restrooms for male and female.
7. Add ADA compliant 2-level water fountain/cooler with bottle filler.

8. Improve HVAC and lighting on this level.

### **FIRST FLOOR**

1. Demo most of first floor from existing center corridor out to west and south walls.
2. Add back re-instated public corridor to west and south.
3. Remodel remaining spaces into new offices and conference spaces.
4. Expand and remodel restrooms for ADA compliance and to satisfy occupancy on that level (add 2 toilets, a urinal and 2 sinks to existing).
5. Define a corridor for the basement exiting up through the break area.
6. Open spaces (remove some walls) in NE corner for new office uses.
7. Add ADA compliant 2-level water fountain/cooler with bottle filler.
8. Replace and improve HVAC and lighting on this level.
9. Add exterior landing extension and new ramp for ADA accessibility to South Entrance.
10. Reinstate side employee and public doors flanking the West Entrance.
11. Replace entrance doors and add vestibule doors to interiors of both South and West Entrances, including ADA compliant operators.

### **SECOND FLOOR**

1. Remodel both restrooms and surrounding storage spaces into ADA compliant facilities.
2. Revise back corridor at council chambers to include stair lift for ADA compliance to dais.
3. Designate area of refuge to north landing outside door.
4. Add ADA compliant 2-level water fountain/cooler with bottle filler.
5. Replace and improve HVAC and lighting on this level.
6. Replace exterior door and add vestibule door to interior of North Entrance.

### **THIRD FLOOR**

1. Remodel both restrooms and surrounding storage spaces into ADA compliant facilities
2. Revise and add onto exterior landing at fire escape for an area of refuge and change door swing.
3. Add chair lift for ADA access to loft engineering spaces, break room and conference space.
4. Add ADA compliant 2-level water fountain/cooler with bottle filler.
5. Replace and improve HVAC and lighting on this level.

## **MECHANICAL SYSTEMS**

The existing HVAC systems are past expected useful life, in poor condition and need to be replaced. The steam boiler is approximately 90 years old. The steam radiators do not have proper heating temperature controllability. The building is partially cooled by six air handling units. The units are in poor condition and have deficient air distribution. There is no ventilation air to the building to provide proper indoor air quality.

West Plains Engineering evaluated five (5) replacement heating, ventilation, and air conditioning (HVAC) systems explored by Michael's Energy in a 2018 Study for 'Feasibility of HVAC System Alternatives'. Some of the HVAC System Alternatives did not offer perimeter heating. With the building being historic and the associated lack of ceilings in most of the rooms, these systems would not be able to provide heating at the perimeter walls and windows. It is our opinion that the HVAC Alternatives without perimeter heating would not be desired solutions as room occupants would be cold in winter conditions. After further review, a 6<sup>th</sup> HVAC system is recommended to be considered as a preferred HVAC Alternative.

### **SYSTEM 1: GEOTHERMAL**

Ground or water-source heat pumps would be coupled to closed loop water wells. Water-source heat pumps will provide heating and cooling air to the different temperature control zones. Heat pumps connected to a closed water loop are capable of exchanging energy within the different temperature control zones but due to the size and configuration of the City Hall and the climate in Iowa, limited heat transfer between zones will occur. The wells would be located on nearby ground to provide for heat rejection or a heat source for the heat pumps.

A dedicated outside air unit (DOAS) will provide conditioned (heated and cooled) outside air for the occupied spaces. It is anticipated that two DOAS units will serve the building ventilation needs. The heating and cooling for the DOAS units will utilize heat pump technology.

Ground site work for the well field would cause major site excavation, disruption, and require significant grounds repairs. With this system being all electric, winter heating bills will be noticeably more expensive than with a natural gas heating system.

The lack of drop ceilings in this historic building would not allow heated air distribution at the perimeter of the building and windows. This will be problematic for proper comfort control in the winter and occupants would not be satisfied. The terminal heat pumps serving the individual areas would be located above hallway ceiling spaces and would include compressors. This would be more challenging to service than other alternate HVAC systems.

It is our opinion that this is not a feasible HVAC solution for this historic building unless perimeter heating is provided.

### **SYSTEM 2: VARIABLE REFRIGERANT FLOW (VRF)**

Variable refrigerant flow fan coil units coupled with outdoor air-cooled condensing units will provide heating and cooling air to the different temperature control zones. Condensing units will be provided with ultra-low heating capability since a gas-fired boiler plant will not be provided with this option. VRF air-cooled condensing units will be oversized to provide the required heating for the temperature control zones especially with exterior walls and windows.



VRF fan coil units connected to a refrigerant loop are capable of exchanging energy within the different temperature control zones but due to the size and configuration of the courthouse and the climate in Iowa, limited heat transfer between zones will occur.

A dedicated outside air unit (DOAS) will provide conditioned (heated and cooled) outside air for the occupied spaces. It is anticipated that two DOAS units will serve the building ventilation needs. The heating/cooling for the two DOAS units shall utilize the VRF refrigerant technology.

With this system being all electric, winter heating bills will be noticeably more expensive than with a natural gas heating system.

The lack of drop ceilings in this historic building would not allow heated air distribution at the perimeter of the building and windows. This will be problematic for proper comfort control in the winter and occupants would not be satisfied.

It is our opinion that this is not a feasible HVAC solution for this historic building unless perimeter heating is provided.

### **SYSTEM 3: 4-PIPE FAN COIL UNITS**

Traditional fan coil units coupled to a central plant with gas-fired boilers and with an air-cooled chiller will provide heating and cooling air to the different temperature control zones. 4-pipe fan coil units will be ducted to allow for different zones to heat or cool independently of each other. Electrically commutated motors will allow for the fan coil units to operate with variable air flow for added temperature control.

A dedicated outside air unit (DOAS) will provide conditioned (heated and cooled) outside air for the occupied spaces. It is anticipated that 2 DOAS units will serve the building ventilation needs.

With this system, the 4 pipes distributed to each fan coil unit would be challenging to be concealed. The lack of drop ceilings in this historic building would not allow heated air distribution at the perimeter of the building and windows. This will be problematic for proper comfort control in the winter and occupants would not be satisfied.

It is our opinion that this is not a feasible HVAC solution for this historic building unless perimeter heating is provided.

### **SYSTEM 4: BASELINE (SIMILAR TO EXISTING)**

The six existing cooling only air-handling units would be replaced with new air-handling units with DX cooling coils and higher efficient air-cooled condensing units. Air-handling equipment would replace existing units and serve the same zones. Ventilation air shall be provided for the air handling units that is currently not provided for the existing system. Adding hot water heating coils to some of the air handling units should be considered to temper the colder incoming ventilation air during the winter season. New hot water boilers would be added, and new perimeter finned tube radiation would be provided throughout the building to provide space heating.

Areas currently not served by an existing air-handling unit will not be served by new air handling equipment. With only six units, temperature control will be the same as the existing with no way to provide individualized room space temperature control.

It is our opinion that this is not a feasible HVAC solution for this historic building due to the lack of temperature zoning capabilities.

#### **SYSTEM 5: HYBRID 1**

This system is similar to the Baseline System; however, six additional air-handling units will be added to provide additional temperature control zones. 12 new air-handling units with DX cooling coils and higher efficient air-cooled condensing units would be provided. Ventilation air shall be provided for the air handling units that is currently not provided for the existing system. Adding hot water heating coils to some of the air handling units should be considered to temper the colder incoming ventilation air during the winter season. New hot water boilers would be added, and new perimeter finned tube radiation would be provided throughout the building to provide space heating.

As most of the rooms do not have drop ceilings, air distribution ducting will be challenging, and some exposed ducting may be required. The air-handling units may be located above hallway ceiling and in the attic, but space is limited for proper maintenance. Temperature control capability will be improved from the Baseline System but will not be as good as alternate systems with more individual units serving each temperature control zone.

It is our opinion that this is a feasible HVAC solution for this historic building with the understanding that the 12 temperature control zones may not be enough to satisfy individual occupant thermal comfort due to the lack of temperature zoning capabilities. In addition, it may be challenging to find spaces to locate the air-handling units and require more undesired drop ceilings.

#### **SYSTEM 6: HYBRID 2**

WPE proposes a Hybrid 2 system which combines a variable refrigerant flow (VRF) system with perimeter hot water heating. This HVAC system will have approximately 40 indoor VRF fan coil units. The VRF system will have approximately four to six air-cooled condensing units located outdoors, on-grade, to provide best maintenance accessibility. The system would include new high-efficient gas boilers and pumps. New hot water perimeter convectors would be furnished in the same location of the existing steam radiators to serve building heating requirements. It is our goal to convert the existing steam radiators to hot water in the public areas to maintain the historic look. The heating hot water would be distributed to the convectors utilizing the same openings as the existing steam piping. Additional floor penetration would be required for the heating hot water return lines.

A dedicated outside air unit (DOAS) will provide conditioned (heated and cooled) outside air for the occupied spaces. It is anticipated that two DOAS units will serve the building ventilation needs. It is proposed that one DOA be located in the basement and another located in the attic. Ductwork would be distributed from the DOAS units to the individual VRF fan coil units. The heating/cooling for the DOAS units shall utilize the VRF refrigerant technology.

This system provides the advantage of the VRF high degree of temperature zone controllability, compact refrigerant piping and cooling energy savings. The system also provides the advantage of favorable natural gas costs for building heating. The hot water heating would provide heating at the perimeter of this historic building for best winter thermal comfort. If needed, the VRF fan coil units would provide supplemental heating for interior zones and for exterior zones if the perimeter heating is not sufficient. Ductwork would not be required in rooms without ceilings, thus limiting the need of undesired drop ceilings.

It is our opinion that this Hybrid 2 HVAC system is the most desired solution for this historic building. It provides approximately 40 temperature control zones with high-efficient cooling and provides perimeter heating for best comfort control with the higher building heat loss. This Hybrid 2 HVAC system does not have the most favorable first cost, but other lower cost systems would not provide the desired thermal comfort.

## **ELECTRICAL SYSTEMS**

### **BASEMENT**

1. Add new service entrance panels.
2. Replace all branch panels.
3. New power distribution for receptacles and lighting for renovated toilet areas.
4. Replace all lighting on entire floor with LED fixtures.
5. Provide power for new HVAC system.
6. Add fire alarm devices on entire floor.

### **FIRST FLOOR**

1. Replace all branch panels.
2. New LED lighting in renovated areas.
3. Replace lighting in existing areas with LED fixtures.
4. New receptacles and communication devices in renovated areas.
5. Replace all receptacles and communication devices.
6. Provide power for new HVAC system.
7. Add fire alarm devices on entire floor.

### **SECOND FLOOR**

1. Refeed all branch panels.
2. New power distribution for receptacles and lighting for renovated toilet areas.
3. Replace lighting in existing areas with LED fixtures.
4. Provide power for new HVAC system.
5. Add fire alarm devices on entire floor.

### **THIRD FLOOR**

1. Refeed all branch panels.
2. New power distribution for receptacles and lighting for renovated toilet areas.
3. Replace lighting in existing areas with LED fixtures.
4. Provide power for new HVAC system.
5. Add fire alarm devices on entire floor.

## PLANS

Plans are attached showing existing conditions, new work, mechanical and electrical systems, and color-coded plans showing occupancy use. They are located at the end of this report and are as follows:

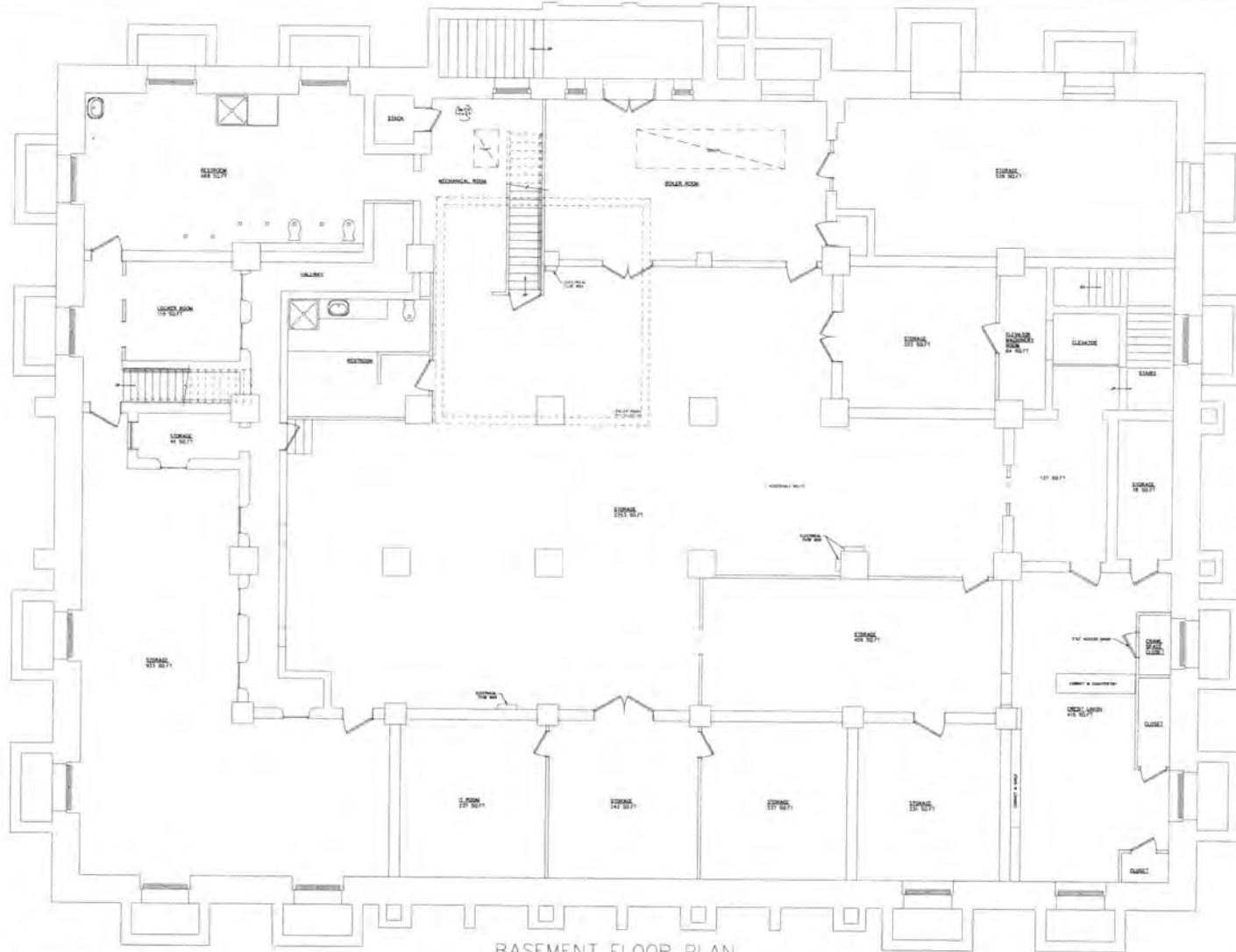
1. Existing plans levels Basement to 3, showing current building configuration and occupancy.
2. Proposed work plans Basement to 3, with highlighting showing extent of areas being remodeled for code and ADA compliance, as well as restoration work on level 1. Room sizes are also shown.
3. Color coded plans Basement to 3, showing occupancy use for each level and room sizes for each major space.
4. Mechanical work plans showing concepts for equipment placement and systems features.
5. Electrical plans showing extent of lighting changes/improvements and other features.

## COST OPINIONS

A cost opinion is included at the end of this report illustrating the scope of work and potential cost for the various improvements. This cost opinion is based on our experiences with similar projects, and what we believe might be encountered with the work as anticipated. This is a very preliminary cost opinion and must be refined as the design is clarified and scope conditions are further defined as well. We have included a 50% contingency on the total amounts because the unknown factors at this very preliminary stage of design are numerous and must be factored into the total potential budget. Once more design is done, these factors can be identified and enumerated more clearly. We have also included a potential design fee that anticipates the total scope of work. This fee can be adjusted depending on the total scope of work the City decides to pursue.

## RECOMMENDATIONS

The project cost opinion along with the scope definition at the end of this report represents our recommendations for this work reflecting what we believe are the City's desires for the overall project goals. **The total cost for the project appears to be \$5,200,000** and includes all the work shown on the plans as well as described herein regarding mechanical and electrical systems including potential fees. The cost includes adding together all the individual tasks listed, adding in potential contractor's overhead and profit (OH+P) and then adding on a 50% contingency on the entire project to account for all the potential variables associated with projects such as this.



BASEMENT FLOOR PLAN  
8816 SQ.FT. SCALE 3/32" = 1'-0"

DRAWN BY: F.S. APPROVED BY: AMV  
DATE: June 28, 8:09am  
Ottumwa City Hall.dwg | Exlet Base Flr Plan

NO.	REVISION DESCRIPTION	APPROVED	DATE



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ARCHITECTS  
CITY HALL IMPROVEMENTS  
105 THIRD STREET EAST  
OTTUMWA, IOWA

WHA PROJECT NUMBER: 1194C21

SHEET NO.  
**A-1**  
OF 13

APPENDIX 2



FIRST FLOOR PLAN  
8816 SQ. FT. SCALE: 3/32" = 1'-0"

DRAWN BY: FJS APPROVED BY: AMV  
DATE: June 28, 8:10am  
Ottumwa City Hall.dwg | Exist 1st Fir Plan

NO.	REVISION DESCRIPTION	APPROVED	DATE

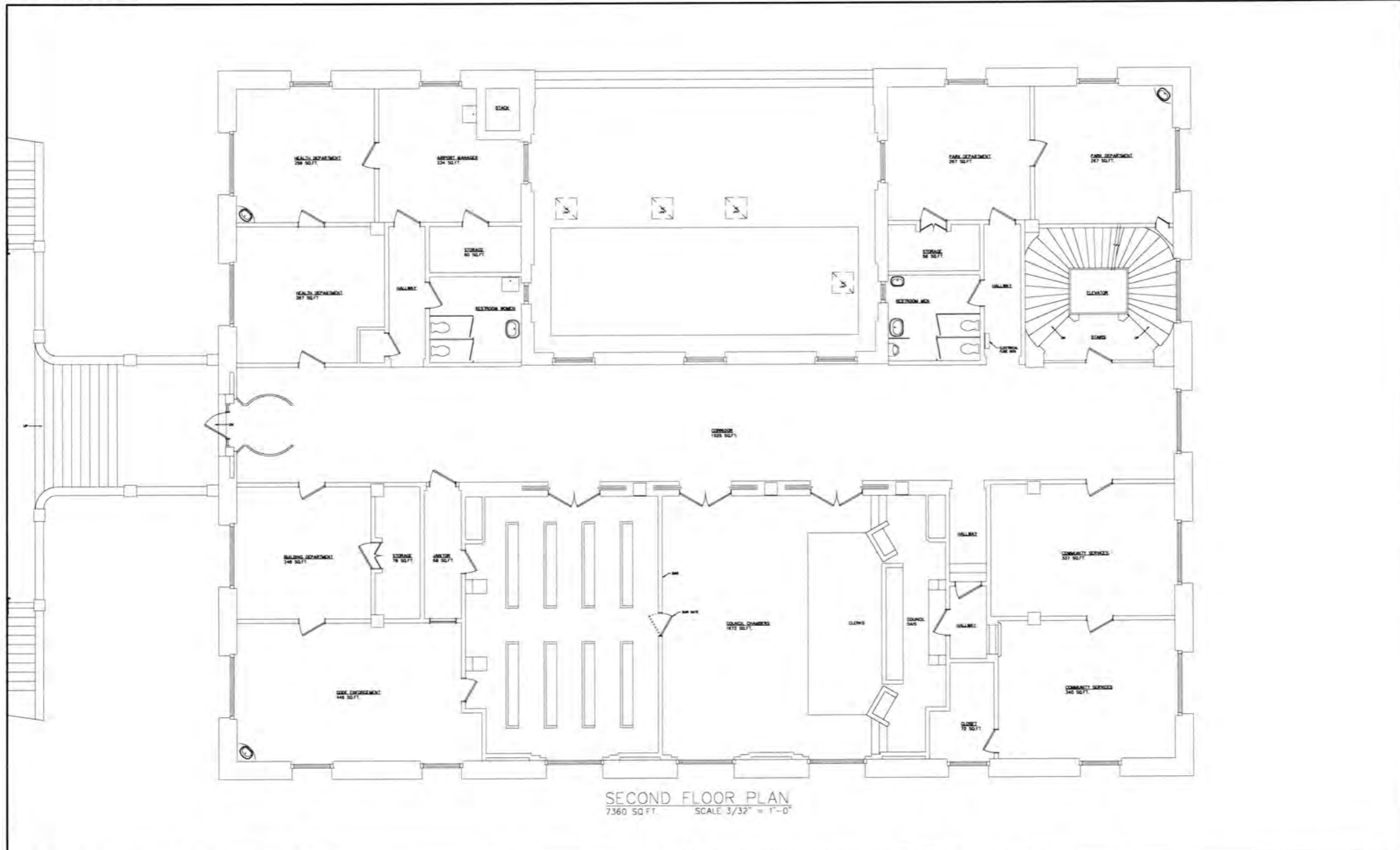
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**CITY HALL IMPROVEMENTS**  
105 THIRD STREET EAST  
OTTUMWA, IOWA

WHA PROJECT NUMBER: 1194C21

SHEET NO. **A-2**  
OF 12

APPENDIX 3



SECOND FLOOR PLAN  
7360 SQ. FT. SCALE 3/32" = 1'-0"

DRAWN BY: FJS APPROVED BY: AMV  
DATE: June 28, 8:09am  
Ottumwa City Hall.dwg | Exist 2nd Flr Plan

NO.	REVISION DESCRIPTION	APPROVED	DATE



**CITY HALL IMPROVEMENTS**  
**105 THIRD STREET EAST**  
**OTTUMWA, IOWA**

WHA PROJECT NUMBER: 1194C21

SHEET NO.  
**A-3**  
OF 12

APPENDIX 4



THIRD FLOOR PLAN  
7360 SQ.FT SCALE: 3/32" = 1'-0"

DRAWN BY: FJS APPROVED BY: AMV  
DATE: June 28, 8:11am  
Ottumwa City Hall.dwg | Exist 3rd Flr Plan

NO.	REVISION DESCRIPTION	APPROVED	DATE



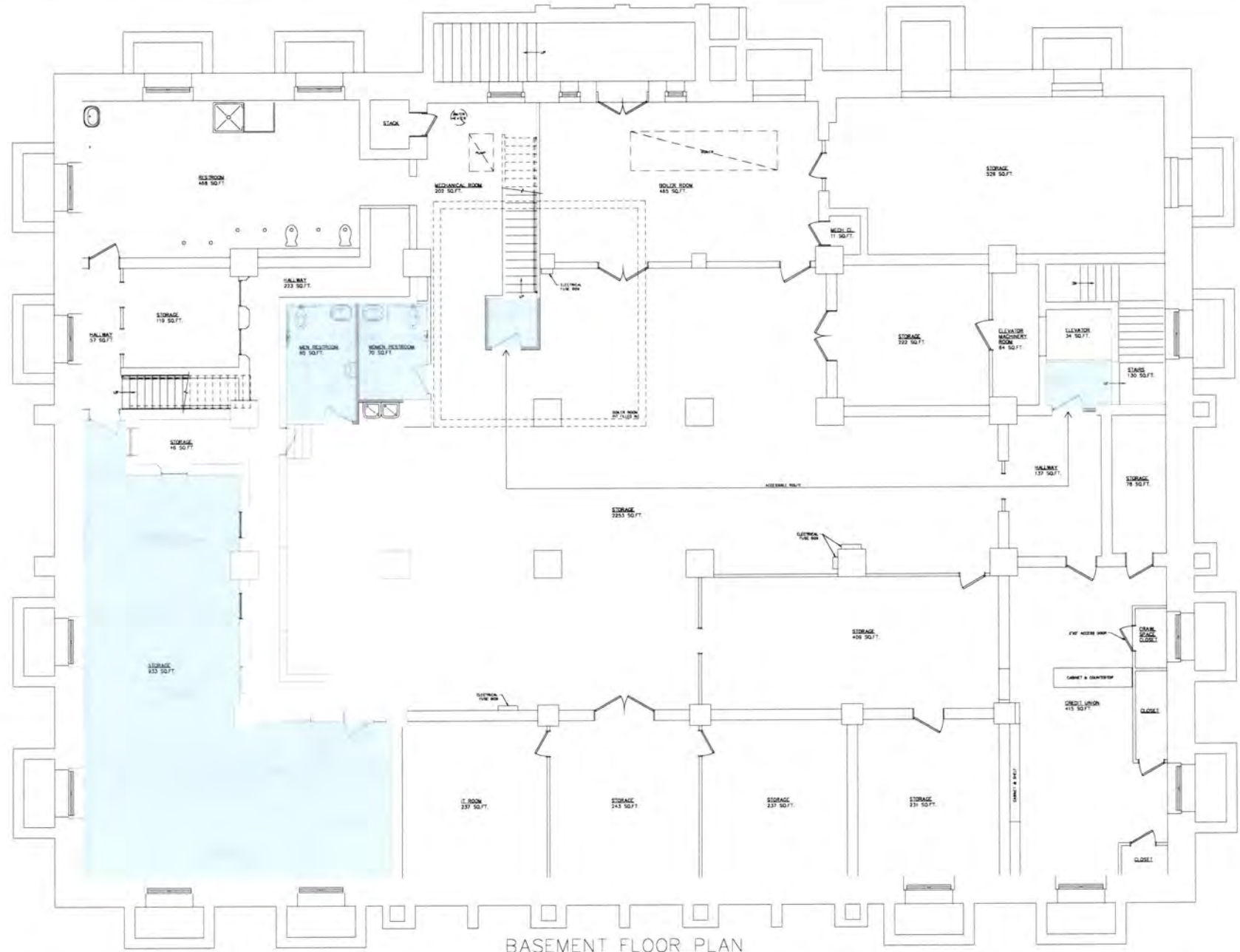
**CITY HALL IMPROVEMENTS**  
105 THIRD STREET EAST  
OTTUMWA, IOWA

WHA PROJECT NUMBER: 1194C21

SHEET NO.  
**A-4**  
OF 12



APPENDIX 5



BASEMENT FLOOR PLAN  
8816 SQ.FT. SCALE: 3/32" = 1'-0"

LEGEND  
NEW CONSTRUCTION AREA

DRAWN BY: FJS APPROVED BY: AMV  
DATE: June 28, 8:12am  
Ottumwa City Hall.dwg | New Const Base Fir Plan

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**CITY HALL IMPROVEMENTS**  
105 THIRD STREET EAST  
OTTUMWA, IOWA

WHA PROJECT NUMBER: 1194C21

SHEET NO.  
**A-5**  
OF 12

APPENDIX 6



FIRST FLOOR PLAN  
8816 SQ.FT. SCALE: 3/32" = 1'-0"

LEGEND  
NEW CONSTRUCTION AREA

DRAWN BY: FJS APPROVED BY: AMV  
DATE: June 28, 8:12am  
Ottumwa City Hall.dwg | New Const 1st Fir Plan

NO.	REVISION DESCRIPTION	APPROVED	DATE



CITY HALL IMPROVEMENTS  
105 THIRD STREET EAST  
OTTUMWA, IOWA

WHA PROJECT NUMBER: 1194C21

SHEET NO. **A-6**  
OF 12

APPENDIX 7



SECOND FLOOR PLAN  
7360 SQ FT. SCALE 3/32" = 1'-0"

LEGEND  
NEW CONSTRUCTION AREA

DRAWN BY: FJS APPROVED BY: AMV  
DATE: June 28, 8:13am  
Ottumwa City Hall.dwg | New Const 2nd Flr Plan

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105 THIRD STREET EAST  
OTTUMWA, IOWA

WHA PROJECT NUMBER: 1194C21

SHEET NO.  
**A-7**  
OF 12

APPENDIX 8



THIRD FLOOR PLAN  
7360 SQ. FT. SCALE: 3/32" = 1'-0"

LEGEND  
NEW CONSTRUCTION AREA

DRAWN BY: FJS APPROVED BY: AMV  
DATE: June 28, 8:14am  
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NO.	REVISION DESCRIPTION	APPROVED	DATE

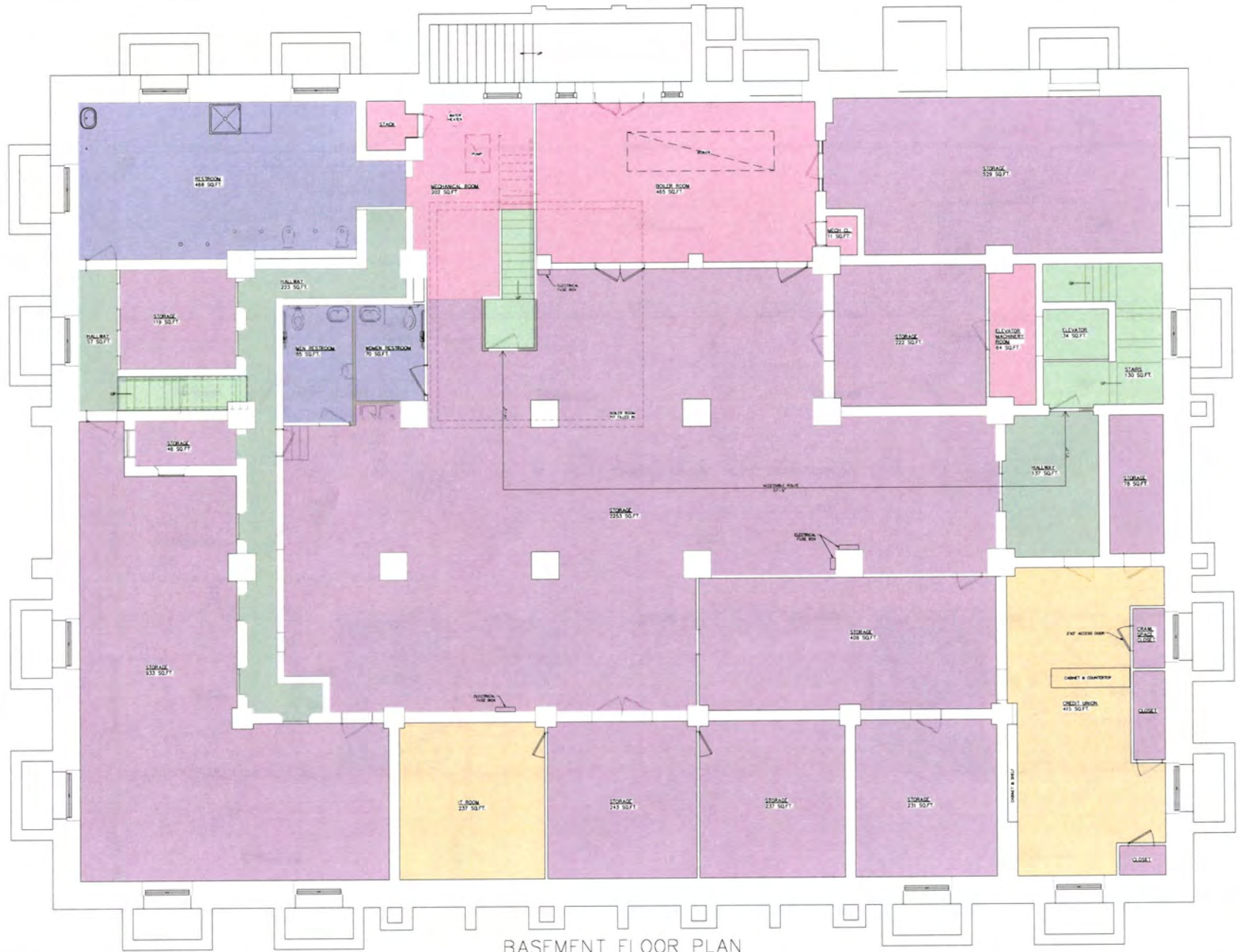


CITY HALL IMPROVEMENTS  
105 THIRD STREET EAST  
OTTUMWA, IOWA

WHA PROJECT NUMBER: 1194C21

SHEET NO.  
**A-8**  
OF 12

APPENDIX 9



BASEMENT FLOOR PLAN  
8816 SQ.FT. SCALE: 3/32" = 1'-0"

- LEGEND
- OFFICE AREA
  - PUBLIC AREA
  - RESTROOM AREA
  - MECHANICAL & JANITOR AREA
  - BREAK AREA
  - REFUGE & ADA AREA
  - CORRIDOR & HALLWAY AREA
  - STAIRS & ELEVATOR AREA
  - STORAGE AREA

DRAWN BY: FJS APPROVED BY: AMV  
DATE: June 28, 9:14am  
Ottumwa City Hall.dwg | Zones Base Fir Plan

NO.	REVISION DESCRIPTION	APPROVED	DATE

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**CITY HALL IMPROVEMENTS**  
105 THIRD STREET EAST  
OTTUMWA, IOWA

WHA PROJECT NUMBER: 1194C21

SHEET NO. **A-9**  
OF 12

APPENDIX 10



FIRST FLOOR PLAN  
8816 SQ.FT. SCALE: 3/32" = 1'-0"

- LEGEND
- OFFICE AREA
  - PUBLIC AREA
  - RESTROOM AREA
  - MECHANICAL & JANITOR AREA
  - BREAK AREA
  - REFUGE & ADA AREA
  - CORRIDOR & HALLWAY AREA
  - STAIRS & ELEVATOR AREA
  - STORAGE AREA

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DATE: June 28, 9:17am  
Ottumwa City Hall.dwg | Zones 1st Fir Plan

NO.	REVISION DESCRIPTION	APPROVED	DATE

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**CITY HALL IMPROVEMENTS**  
105 THIRD STREET EAST  
OTTUMWA, IOWA

WHA PROJECT NUMBER: 1194C21

SHEET NO.  
**A-10**  
OF 12

APPENDIX 11



SECOND FLOOR PLAN  
7360 SQ. FT. SCALE: 3/32" = 1'-0"

- LEGEND
- OFFICE AREA
  - PUBLIC AREA
  - RESTROOM AREA
  - MECHANICAL & JANITOR AREA
  - BREAK AREA
  - REFUGE & ADA AREA
  - CORRIDOR & HALLWAY AREA
  - STAIRS & ELEVATOR AREA
  - STORAGE AREA

DRAWN BY: FJS APPROVED BY: AMV  
 DATE: June 28, 9:16am  
 Ottumwa City Hall.dwg | Zones 2nd Fir Plan

NO.	REVISION DESCRIPTION	APPROVED	DATE

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**CITY HALL IMPROVEMENTS**  
 105 THIRD STREET EAST  
 OTTUMWA, IOWA

WHA PROJECT NUMBER: 1194C21

SHEET NO. **A-11**  
 OF 12



THIRD FLOOR PLAN  
7360 SQ. FT. SCALE: 3/32" = 1'-0"

- LEGEND
- OFFICE AREA
  - PUBLIC AREA
  - RESTROOM AREA
  - MECHANICAL & JANITOR AREA
  - BREAK AREA
  - REFUGE & ADA AREA
  - CORRIDOR & HALLWAY AREA
  - STAIRS & ELEVATOR AREA
  - STORAGE AREA

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 DATE: June 28, 9:16am  
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NO.	REVISION DESCRIPTION	APPROVED	DATE



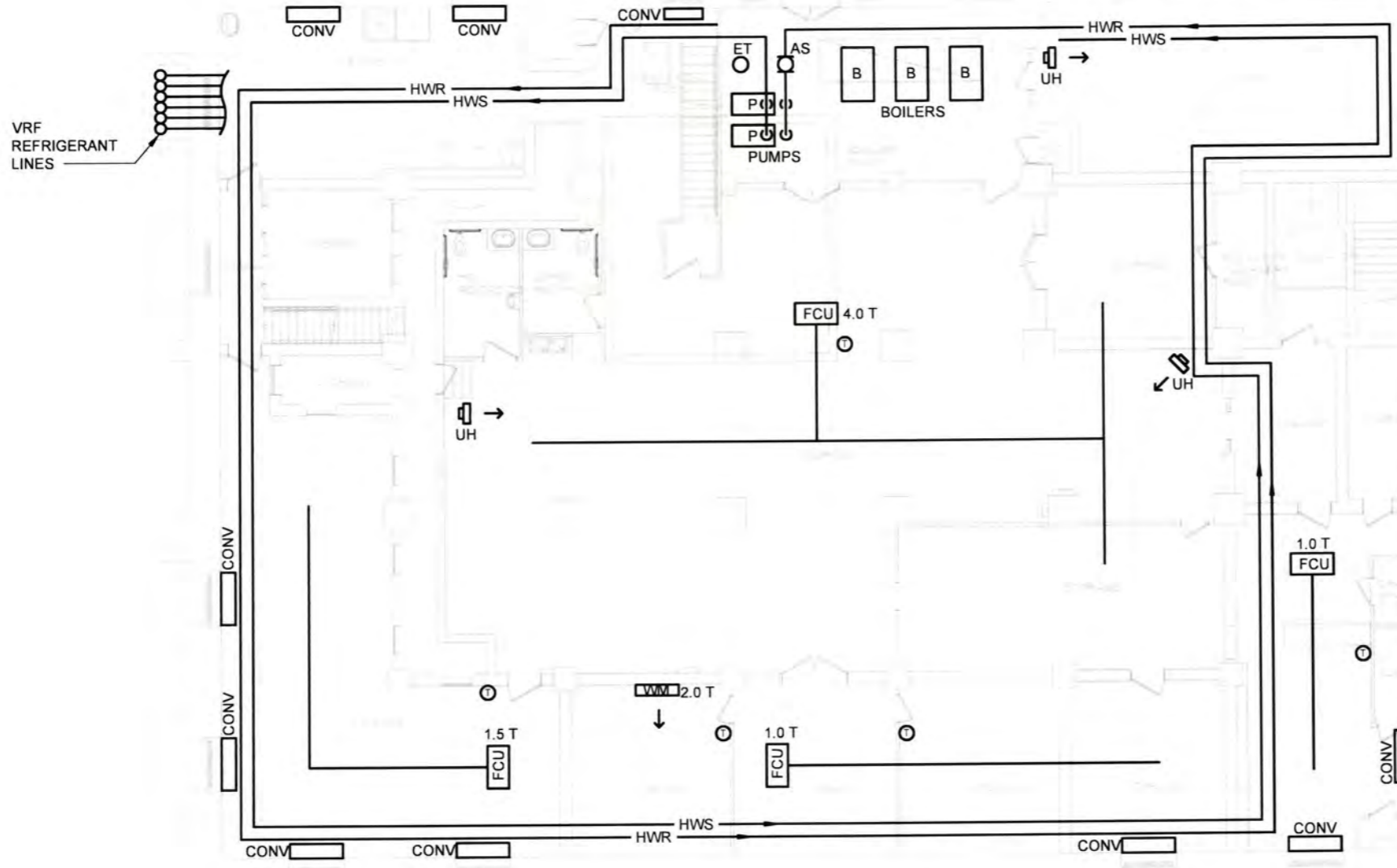
CITY HALL IMPROVEMENTS  
105 THIRD STREET EAST  
OTTUMWA, IOWA

WHA PROJECT NUMBER: 1194C21

SHEET NO.  
**A-12**  
OF 12



APPENDIX 13



BASEMENT FLOOR PLAN  
886 SQFT. SCALE 3/32" = 1'-0"

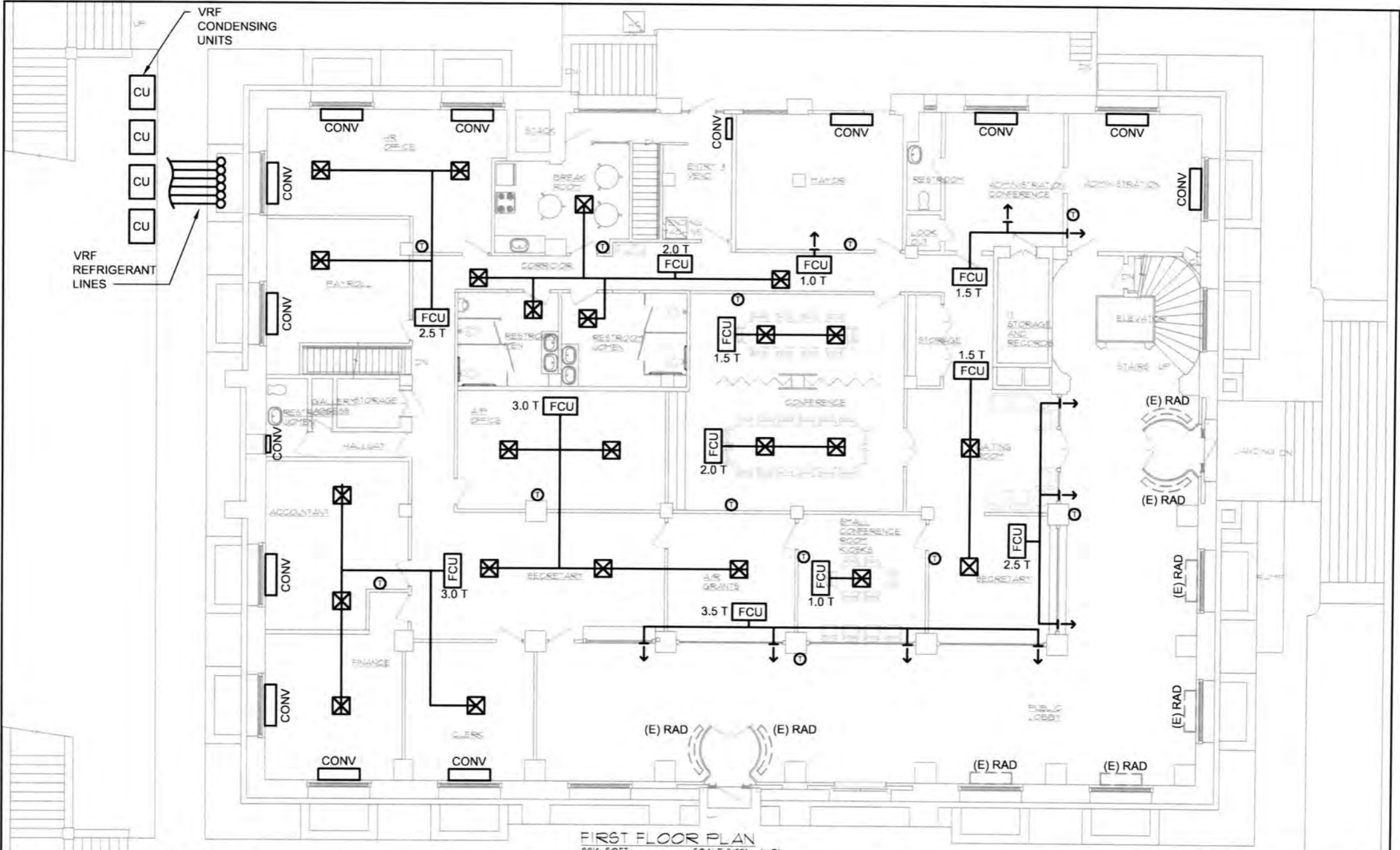
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City Hall Improvements  
105 3rd St E  
Ottumwa, IA

HYBRID 2 HVAC PLAN  
UHA PROJECT NUMBER: 1194C21

SHEET NO.  
**M1**  
OF 4

APPENDIX 14



FIRST FLOOR PLAN  
8816 SQFT. SCALE 3/32" = 1'-0"

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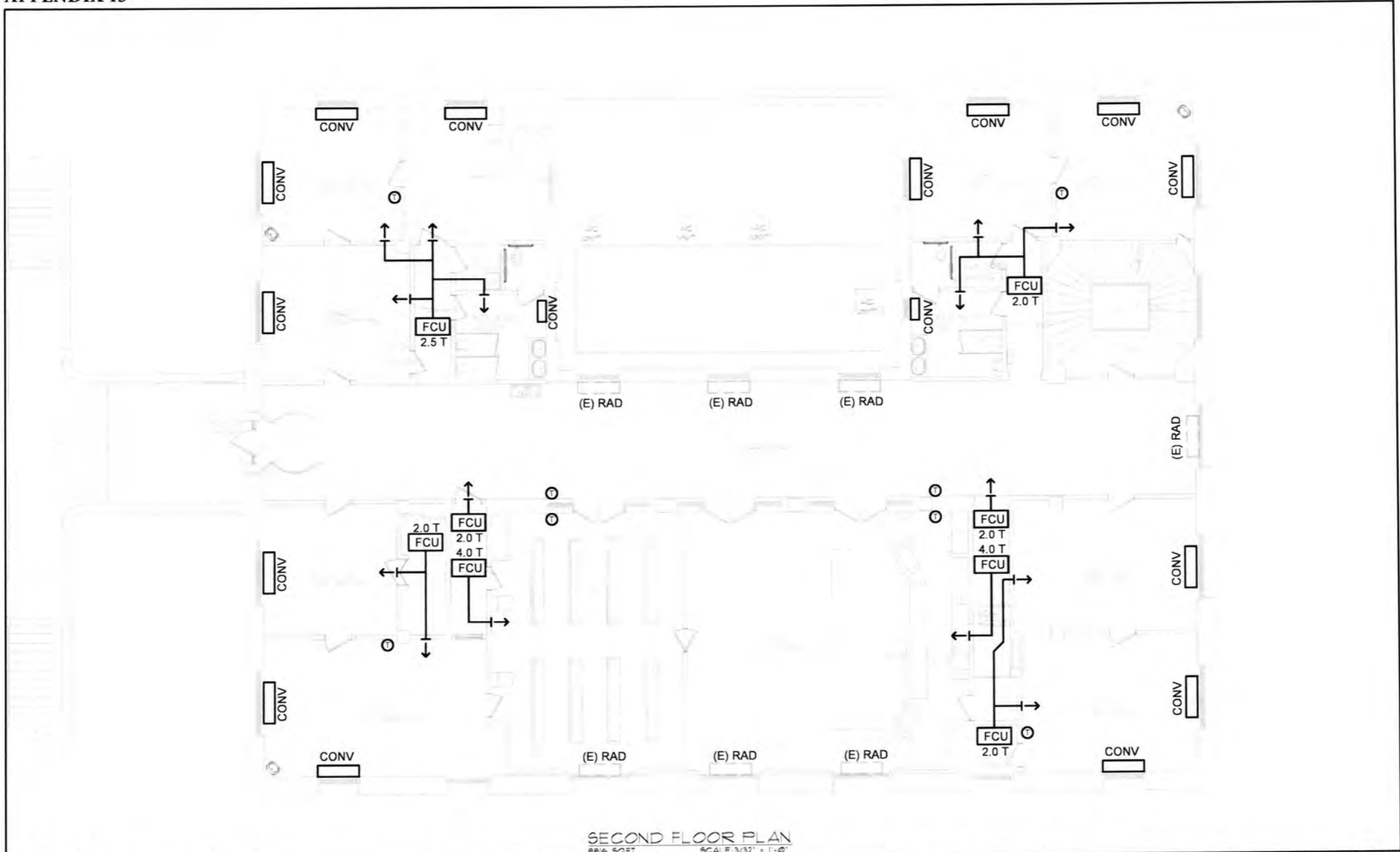
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City Hall Improvements  
105 3rd St E  
Ottumwa, IA

HYBRID 2 HVAC PLAN  
UWA PROJECT NUMBER: 1194C21

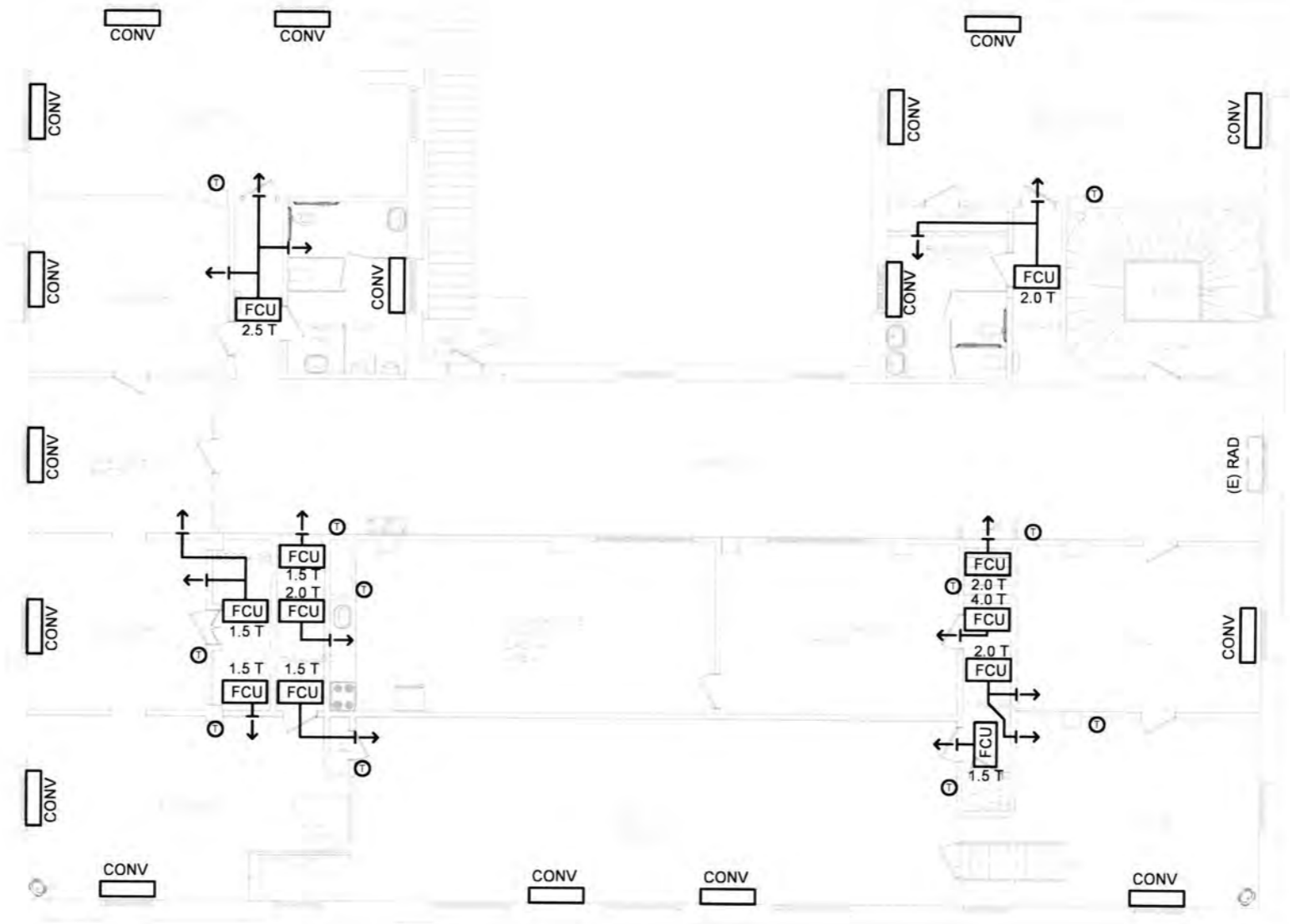
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**M2**  
OF 4

APPENDIX 15



SECOND FLOOR PLAN  
886 SQFT. SCALE 3/32" = 1'-0"

DRAWN BY: <b>JM</b> DATE: <b>JUNE 11, 2024</b> B21224 - MECH/elec & MS	APPROVED BY: <b>MD</b>	<table border="1"> <thead> <tr> <th>NO.</th> <th>REVISION DESCRIPTION</th> <th>APPROVED</th> <th>DATE</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	NO.	REVISION DESCRIPTION	APPROVED	DATE					City Hall Improvements 105 3rd St E Ottumwa, IA	<b>HYBRID 2 HYAC PLAN</b> UHA PROJECT NUMBER: 1194C21	SHEET NO. <b>M3</b> OF 4
NO.	REVISION DESCRIPTION	APPROVED	DATE										



THIRD FLOOR PLAN  
8816 SQFT SCALE: 3/32" = 1'-0"



DRAWN BY: JM APPROVED BY: MD  
DATE: June 17, 2:32pm  
B12124 - MECH.dwg & M4

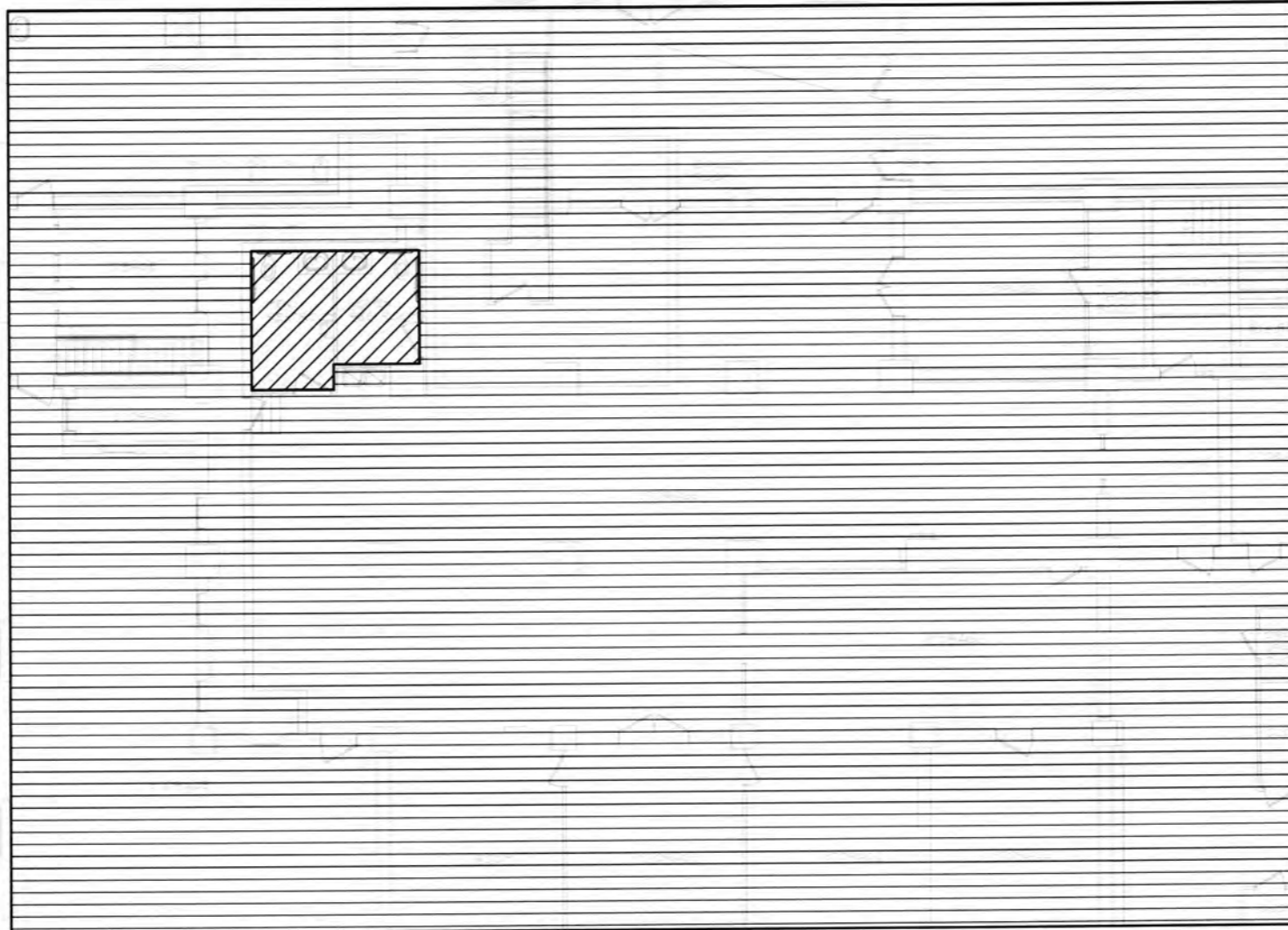
NO.	REVISION DESCRIPTION	APPROVED	DATE

City Hall Improvements  
105 3rd St E  
Ottumwa, IA

HYBRID 2 HVAC PLAN  
IHA PROJECT NUMBER: 1194C21

SHEET NO.  
**M4**  
OF 4

LEGEND - LIGHTING	
RESTROOM FIXTURES	
STRIP FIXTURES	



BASEMENT FLOOR PLAN  
886 SQFT. SCALE 3/32" = 1'-0"

DRAWN BY: JM APPROVED BY: MD  
DATE: JUN 22, 2024  
B121024 - ELEC.dwg & E1

NO.	REVISION DESCRIPTION	APPROVED	DATE

City Hall Improvements  
105 3rd St E  
Ottumwa, IA

**LIGHTING PLAN**  
UWA PROJECT NUMBER: 1194C21

SHEET NO.  
**E1**  
OF 4

LEGEND - LIGHTING	
RESTROOM FIXTURES	
STRIP FIXTURES	
LAY-IN FIXTURES	
ARCHITECTURAL FIXTURES	



FIRST FLOOR PLAN  
8816 SQFT. SCALE 3/32" = 1'-0"

DRAWN BY: JM APPROVED BY: MD  
DATE: June 22, 2024  
B21024 - ELEC.dwg 4 E2




NO.	REVISION DESCRIPTION	APPROVED	DATE

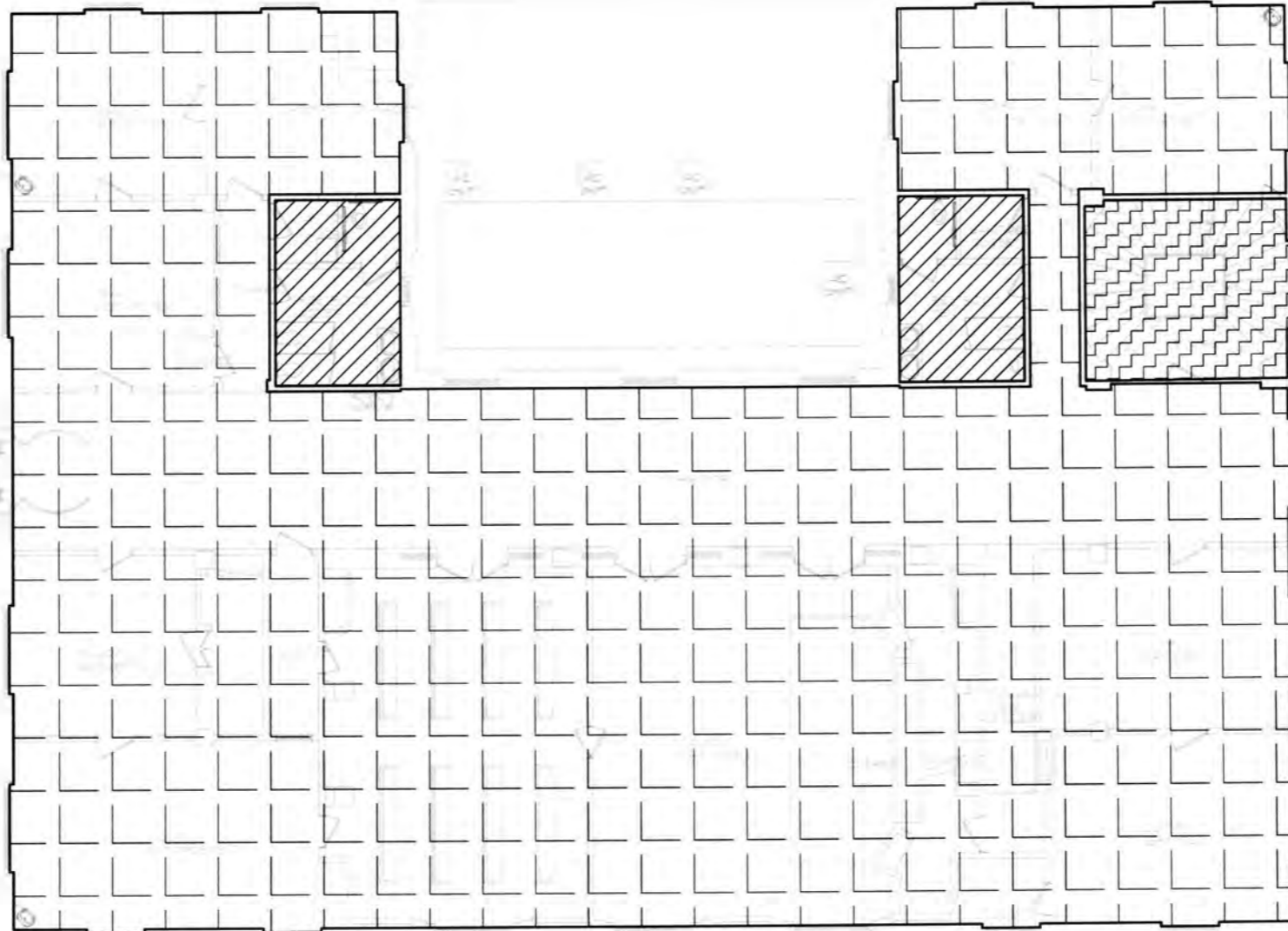
City Hall Improvements  
105 3rd St E  
Ottumwa, IA

LIGHTING PLAN

UHA PROJECT NUMBER: 119421

SHEET NO.  
**E2**  
OF 4

LEGEND - LIGHTING	
RESTROOM FIXTURES	
ARCHITECTURAL FIXTURES	
RE-LAMP EXISTING FIXTURES	



SECOND FLOOR PLAN  
88.6 SQFT SCALE 3/32" = 1'-0"

DRAWN BY: JM APPROVED BY: MD  
DATE: JUNE 22, 2024  
B21024 - ELEC.dwg 4 E3

NO.	REVISION DESCRIPTION	APPROVED	DATE

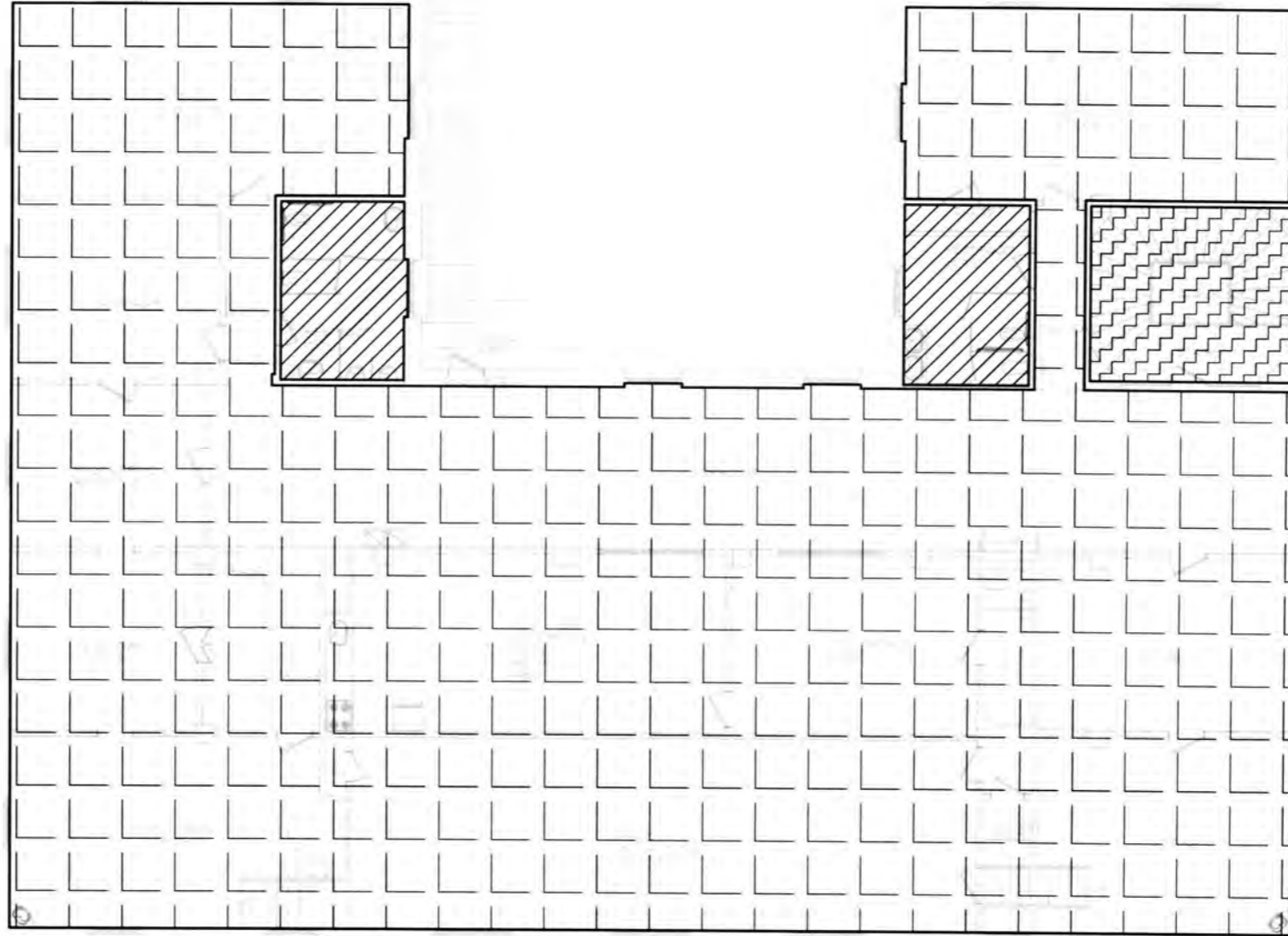
City Hall Improvements  
105 3rd St E  
Ottumwa, IA

**LIGHTING PLAN**  
UHA PROJECT NUMBER: 1194C21

SHEET NO.  
**E3**  
OF 4

APPENDIX 20

LEGEND - LIGHTING	
RESTROOM FIXTURES	
ARCHITECTURAL FIXTURES	
RE-LAMP EXISTING FIXTURES	



THIRD FLOOR PLAN  
8816 SQFT SCALE 3/32" = 1'-0"

DRAWN BY: JH APPROVED BY: MD  
DATE: JUNE 22, 2024  
8/21/24 - ELEC.dwg & E4

NO.	REVISION DESCRIPTION	APPROVED	DATE

City Hall Improvements  
105 3rd St E  
Ottumwa, IA

**LIGHTING PLAN**  
UHA PROJECT NUMBER: 1194C21

SHEET NO.  
**E4**  
OF 4



# OTTUMWA CITY HALL

## APPENDIX 21-PROJECT SCOPE AND COST OPINION

WILLETT HOFMANN & ASSOCIATES

25-Jun-21

	Electrical Service Entrance	40,000	\$	1.00	\$	40,000.00
	Fire Alarm Service	70,000	\$	1.00	\$	70,000.00
<b>LEVEL</b>	<b>SCOPE ITEM</b>	<b>AREA/#</b>		<b>COST/UNIT</b>		<b>TOTAL COST</b>
<b>B</b>	General Demo Utilities/misc	7493	\$	10.00	\$	74,930.00
	Replace floor surf IT space	933	\$	5.00	\$	4,665.00
	Remodel for 2 ADA RRs	2	\$	15,000.00	\$	30,000.00
	New drinking fountain	1	\$	5,000.00	\$	5,000.00
	Repaint Areas	7593	\$	5.00	\$	37,965.00
	Build bottom Vestibules	2	\$	5,000.00	\$	10,000.00
	Build IT workshop	933	\$	10.00	\$	9,330.00
	New LED lgt in RRs	157	\$	3.75	\$	588.75
	New LED lgt in storage	8659	\$	3.40	\$	29,440.60
	New Power and Comm remodel	7493	\$	3.50	\$	26,225.50
	New Power and Comm not remodel	1323	\$	3.50	\$	4,630.50
	New HVAC	7493	\$	-	\$	-
	Asbestos removal from Boiler Room	1000	\$	20.00	\$	20,000.00
<b>1</b>	Demo areas to be remodel	7434	\$	10.00	\$	74,340.00
	Reinstate pub corr	1727	\$	100.00	\$	172,700.00
	Remod for 2 ADA RRs	2	\$	15,000.00	\$	30,000.00
	New drinking fountain	1	\$	5,000.00	\$	5,000.00
	Remod office spaces	4744	\$	50.00	\$	237,200.00
	New LED lgt in RRs	350	\$	3.75	\$	1,312.50
	New LED lgt in Storage	450	\$	3.40	\$	1,530.00
	New LED lgt in Office Remod	5050	\$	3.50	\$	17,675.00
	New LED lgt in Histo Areas	2960	\$	4.25	\$	12,580.00
	New Power and Comm remodel	7434	\$	3.50	\$	26,019.00
	New Power and Comm not remodel	1382	\$	3.50	\$	4,837.00
	New HVAC	7434	\$	-	\$	-
	Add new south landing and ramp	1	\$	15,000.00	\$	15,000.00
	Revise both entry vestibules	2	\$	7,000.00	\$	14,000.00
	Reinstate 2 west entrance doors	2	\$	3,000.00	\$	6,000.00
	Asbestos Floor Tile removal	4000	\$	5.00	\$	20,000.00
<b>2</b>	Demo areas to be remodel	380	\$	10.00	\$	3,800.00
	Remod for 2 ADA RRs	2	\$	15,000.00	\$	30,000.00
	Remod back Council Corr	120	\$	25.00	\$	3,000.00
	Add chair lift	1	\$	7,500.00	\$	7,500.00
	Add area of refuge	1	\$	5,000.00	\$	5,000.00
	Repaint main corridor	1525	\$	5.00	\$	7,625.00
	New drinking fountain	1	\$	5,000.00	\$	5,000.00
	New ceilings in offices	2767	\$	8.00	\$	22,136.00
	New LED lgt in RRs	360	\$	3.75	\$	1,350.00
	New LED lgt in Histo Areas	7000	\$	4.25	\$	29,750.00
	New Power and Comm remodel	517	\$	3.40	\$	1,757.80
	New Power and Comm not remodel	6843	\$	3.40	\$	23,266.20
	New HVAC	7360	\$	-	\$	-
	Revise north entry vestibule	1	\$	7,000.00	\$	7,000.00

3 Demo areas to be remod	276	\$	10.00	\$	2,760.00
Remod for 2 ADA RRs	2	\$	15,000.00	\$	30,000.00
Chairlift for Eng area	1	\$	7,500.00	\$	7,500.00
Add area of refuge	1	\$	10,000.00	\$	10,000.00
Change ext door to emer exit	1	\$	4,000.00	\$	4,000.00
Repaint main corridor	1325	\$	5.00	\$	6,625.00
New drinking fountain	1	\$	5,000.00	\$	5,000.00
New ceilings in offices	4798	\$	8.00	\$	38,384.00
New LED lgt in RRs	360	\$	3.75	\$	1,350.00
New LED lgt in Histo Areas	7000	\$	4.25	\$	29,750.00
New Power and Comm remodel	360	\$	3.40	\$	1,224.00
New Power and Comm not remodel	7000	\$	3.40	\$	23,800.00
New HVAC	7360			\$	-
Add in recommended HVAC from below-COVERS ALL 4 LEVELS					\$ 1,308,300.00
<b>Subtotal</b>					\$ 2,616,846.85
25% OH+P					\$ 654,211.71
Net Subtotal					\$ 3,271,058.56
50% Contingency					\$ 1,635,529.28
Total potential project scope of Construction					\$ 4,906,587.84
Potential Design Fee					
Typical fee = 7% of construction work      0.07 \$ 4,906,587.84 \$ 343,461.15					
Less Schematic Design portion (15% of typical fee)      \$ 51,519.17					
Net potential fee for the total potential project      \$ 291,941.98 \$ 291,941.98					
<b>TOTAL POTENTIAL PROJECT COST REMAINING DESIGN PLUS CONSTRUCTION</b>					\$ 5,198,529.82
<b>ROUNDED</b>					\$ 5,200,000.00

System Options	Total HVAC	\$ / Square Foot
Sys 1 Geothermal - closed loop	\$ 1,316,710	\$ 40.7
Sys 2 VRF FCU, DOAS	\$ 1,238,770	\$ 38.3
Sys 3 4-Pipe FCU, boiler, air-cooled condensing units	\$ 1,280,650	\$ 39.6
Sys 4 Baseline 6-AHU's, fintube, boilers, air-cooled condensing units	\$ 921,550	\$ 28.5
Sys 5 Hybrid 1: 12-AHU's, fintube, boilers, air-cooled condensing units	\$ 1,220,360	\$ 37.7
Sys 6 Hybrid 2: VRF FCU (air-cooled), DOAS, fintube, boilers	\$ 1,308,300	\$ 40.4

**CITY OF OTTUMWA**  
Staff Summary

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

Council Meeting of: Jul 6, 2021

Philip Rath

Prepared By

Administration

Department

Department Head



City Administrator Approval

AGENDA TITLE: Resolution No. 141-2021 - a resolution approving an application and agreement for federal assistance, Airports Coronavirus Response Grants Program

\*\*\*\*\*

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

RECOMMENDATION: Pass and adopt Resolution 141-2021

DISCUSSION: The Airports Coronavirus Response Grants Program (ACRGP) provides supplemental funding to airports via the Federal Aviation Administration (FAA) as part of the Cononavirus, Aid, Relief, and Economic Security (CARES) Act. The airport received funding earlier this year and is eligible for an additional \$32,000 under the program pending approval of the City Council. Funding may be used for operational expenses. There is no grant match required under this program.

Source of Funds:

Budgeted Item:  Budget Amendment Needed:

**RESOLUTION NO. 141-2021**

**RESOLUTION APPROVING AN APPLICATION AND  
AGREEMENT FOR FEDERAL ASSISTANCE,  
AIRPORTS CORONAVIRUS RESPONSE GRANTS PROGRAM**

**WHEREAS**, the federal government has approved the Airports Coronavirus Response Grant Program (ACRGP); and


**WHEREAS**, the FAA has approved ACRGP grant funds in an amount up to \$32,000 for the Ottumwa Regional Airport.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Ottumwa, Iowa, that:


1. The ACRGP grant application and award are hereby approved.
2. The Airport Manager is authorized to sign and accept the grant.
3. The Airport Manager is further authorized to close out this grant when completed in accordance with the grant agreement documents.

Passed and approved this 6<sup>th</sup> day of July, 2021.

CITY OF OTTUMWA, IOWA

  
Tom Lazio, Mayor

ATTEST:

  
Christina Reinhard, City Clerk

**Application for Federal Assistance SF-424**

\*1. Type of Submission:

- Preapplication  
 Application  
 Changed/Corrected Application

\*2. Type of Application

- New  
 Continuation  
 Revision

\* If Revision, select appropriate letter(s):

\*Other (Specify)  
\_\_\_\_\_

\*3. Date Received:

NA

4. Applicant Identifier:

OTM (Ottumwa Regional) Ottumwa, IA

\*5b. Federal Entity Identifier:

19-0073

\*5b. Federal Award Identifier:

**State Use Only:**

6. Date Received by State:

7. State Application Identifier:

**8. APPLICANT INFORMATION:**

\*a. Legal Name: City of Ottumwa Iowa

\*b. Employer/Taxpayer Identification Number (EIN/TIN):

42-6005094

\*c. Organizational DUNS:

07-349-0542

**d. Address:**

\*Street 1: 14802 Terminal Street

Street 2: \_\_\_\_\_

\*City: Ottumwa

County/Parish: \_\_\_\_\_

\*State: IA

Province: \_\_\_\_\_

\*Country: USA: United States

\*Zip / Postal Code 52501

**e. Organizational Unit:**

Department Name:

Division Name:

**f. Name and contact information of person to be contacted on matters involving this application:**

Prefix: Mr. \*First Name: Chris

Middle Name: \_\_\_\_\_

\*Last Name: Cobler

Suffix: \_\_\_\_\_

Title: Airport Supervisor

Organizational Affiliation:

\*Telephone Number: (641) 683-0619

Fax Number:

\*Email: airport@ci.ottumwa.ia.us

**Application for Federal Assistance SF-424**

**\*9. Type of Applicant 1: Select Applicant Type:**

X. Airport Sponsor

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

\*Other (Specify)

**\*10. Name of Federal Agency:**

Federal Aviation Administration

**11. Catalog of Federal Domestic Assistance Number:**

20.106 \_\_\_\_\_

CFDA Title:

Airport Improvement Program

**\*12. Funding Opportunity Number:**

NA \_\_\_\_\_

\*Title:

NA \_\_\_\_\_

**13. Competition Identification Number:**

NA \_\_\_\_\_

Title:

NA \_\_\_\_\_

**14. Areas Affected by Project (Cities, Counties, States, etc.):**

**\*15. Descriptive Title of Applicant's Project:**

\$32,000 for costs related to operations, personnel, cleaning, sanitization, janitorial services, combating the spread of pathogens at the airport, and debt service payments.

Attach supporting documents as specified in agency instructions.

**Application for Federal Assistance SF-424**

**16. Congressional Districts Of:**  
 \*a. Applicant: 2 \*b. Program/Project: 2

Attach an additional list of Program/Project Congressional Districts if needed.

**17. Proposed Project:**  
 \*a. Start Date: NA \*b. End Date: NA

**18. Estimated Funding (\$):**

*a. Federal	\$32,000
*b. Applicant	\$0
*c. State	\$0
*d. Local	\$0
*e. Other	\$0
*f. Program Income	\$0
*g. TOTAL	\$32,000

**\*19. Is Application Subject to Review By State Under Executive Order 12372 Process?**  
 a. This application was made available to the State under the Executive Order 12372 Process for review on \_\_\_\_\_.  
 b. Program is subject to E.O. 12372 but has not been selected by the State for review.  
 c. Program is not covered by E. O. 12372

**\*20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes", provide explanation in attachment.)**  
 Yes  No  
**If "Yes", provide explanation and attach**  
 \_\_\_\_\_

21. \*By signing this application, I certify (1) to the statements contained in the list of certifications\*\* and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances\*\* and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U. S. Code, Title 218, Section 1001)  
 \*\* I AGREE  
 \*\* The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

**Authorized Representative:**

Prefix: Mr. \*First Name: Chris  
 Middle Name: \_\_\_\_\_  
 \*Last Name: Cobler  
 Suffix: \_\_\_\_\_

\*Title: Airport Supervisor

\*Telephone Number: (641) 683-0619 Fax Number: \_\_\_\_\_

\* Email: airport@ci.ottumwa.ia.us

\*Signature of Authorized Representative:  \*Date Signed: 6-30-21

Check Number 210184  
Vendor 49042

Date 03/26/2021

Voucher No.	Voucher Date	Invoice No.	Description	Amount
21032603	03/15/2021	92350	2008220 13122806799	18900.00
<i>Total this Check</i>				18900.00

C  
O  
P  
Y

**OTTUMWA**  
CITY OF ILLINOIS  
105 EAST THIRD STREET  
OTTUMWA, IA 52501

GENERAL  
Void After 90 Days

WELLS FARGO BANK, N.  
33-22  
730

**C**  
Date  
**O** 26/2021

**210184**  
Amount  
\$18900.00

THE EXACT AMOUNT OF  
EIGHTEEN THOUSAND NINE HUNDRED DOLLARS AND NO CENTS

Pay to the Order Of  
KIRKHAM MICHAEL  
12700 WEST DODGE ROAD  
OMAHA NE 68154

P  
Y



# Item No. H.-2.

## CITY OF OTTUMWA

### Staff Summary

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

Council Meeting of: July 6, 2021

Engineering Department  
Department

Alicia Bankson  
Prepared By

Larry Seals *Larry Seals*  
Department Head

*[Signature]*  
City Administrator Approval

AGENDA TITLE: Resolution #142-2021. Authorizing the Mayor to execute an Easement Agreement for Construction and Maintenance of Public Improvements for the CSO, Blake's Branch, Phase 8, Division 1 Project.

\*\*\*\*\*

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

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

RECOMMENDATION: Pass and adopt Resolution #142-2021.

DISCUSSION: The easement is required to allow new construction across private property. It allows for temporary right of access for future maintenance as needed.

The permanent and temporary easement will be recorded and will be deemed to run with the land.

The temporary easement is in effect during construction and allow areas wide enough for construction activities, once completed the temporary easements sunset.

Staff will present easement for approval and recording as it is developed and finalized.

Source of Funds: TIF, LOST, RU and Sewer Funds

Budgeted Item: Yes

Budget Amendment Needed: No

RESOLUTION #142-2021

A RESOLUTION AUTHORIZING THE MAYOR TO EXECUTE AN EASEMENT AGREEMENT FOR CONSTRUCTION OF PUBLIC IMPROVEMENTS FOR THE CSO, BLAKE'S BRANCH, PHASE 8, DIVISION 1 PROJECT.

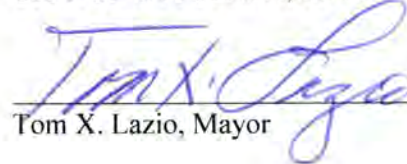
WHEREAS, The project will consist of installation of cross county sanitary sewer lines.

WHEREAS, This resolution will authorize the Mayor to sign the easement with the property owner for construction of the public improvements.

NOW, THEREFORE, BE IT RESOLVED, BY THE CITY COUNCIL OF THE CITY OF OTTUMWA, IOWA THAT: The Mayor is authorized to sign the easement agreement for the CSO, Blake's Branch, Phase 8, Division 1 Project.

APPROVED, PASSED, AND ADOPTED, this 6<sup>th</sup> day of July, 2021.

CITY OF OTTUMWA, IOWA

  
Tom X. Lazio, Mayor

ATTEST:

  
Christina Reinhard, City Clerk

DO NOT WRITE IN THE SPACE ABOVE THIS LINE. RESERVED FOR RECORDER

Prepared by: Larry Seals, The City of Ottumwa, Wapello County, Iowa 52501 (Phone: 641-683-0680)

Return to: City of Ottumwa, 105 E. Third St. Ottumwa, IA 52501

**CITY OF OTTUMWA**  
**PERMANENT EASEMENT AND TEMPORARY CONSTRUCTION EASEMENT**  
**AGREEMENT FOR CONSTRUCTION AND MAINTENANCE OF PUBLIC IMPROVEMENTS**

THIS AGREEMENT, entered into by the **City of Ottumwa, Iowa**, a municipal corporation, Grantee, (hereinafter called "City"), and **Charles R. Wiggins and Ana M. Wiggins**, Grantor, (hereinafter called "Property Owner"). Property Owner grants unto City, its successors and assigns, including any agents, contractors, and employees designated by the city, a right of access, on, over, under, through and across the land as follows for the purpose of installing and maintaining a sanitary sewer, together with necessary appurtenances thereto:

A Permanent Sanitary Sewer Easement over, under, through and across a part of Lot Seven (7) of Block Twelve (12) of Blake's Addition to the City of Ottumwa, Wapello County, Iowa, more particularly described as follows: Beginning at the Northwest corner of said Lot 7 of Block 12 Blake's Addition; thence North 89°21'25" East 27.68 feet along the North line of said Lot 7 Block 12; thence South 17°53'35" West 87.05 feet to the West line of said Lot 7 Block 12; thence North 00°38'55" West 82.53 feet along said West line to the Point of Beginning, containing 1,142 square feet of Permanent Sanitary Sewer Easement.

A Temporary Construction Easement, over, under, through and across a part of Lot 7 of Block 12 of Blake's Addition to the City of Ottumwa, Wapello County, Iowa, more particularly described as follows: Beginning at a point on the North line of Lot 7 Block 12 Blake's Addition a distance of 27.68 feet East of the Northwest corner of said Lot 7; thence South 17°53'35" West 87.05 feet to the West line of said Lot 7; thence North 89°21'25" East 10.55 feet; thence North 17°53'35" East 87.05 feet to the North line of said Lot 7 Block 12 Blake's Addition; thence South 89°21'25" West 10.55 feet along said North line to the Point of Beginning, containing 870 square feet of Temporary Construction Easement..

NOW THEREFORE, in consideration of the mutual promises herein stated, the parties agree as follows:

I. Consideration

City shall bear the entire cost of restoring the area disturbed to a condition that is equal to or better than the condition before the work began. City shall waive one connection fee to the new sanitary sewer for the Grantor for the use of the above described property for the temporary and permanent easement to construct said improvements, together with necessary appurtenances thereto.

II. Possession

Possession of the premises is the essence of this agreement. Property Owner hereby grants to City the immediate right to enter the above described property.

III. Repairs

City agrees that any retaining wall, drain tile, fence, yard, or other improvements which may be damaged as a result of any entry made through an exercise of the rights granted to the City in this agreement shall be repaired at no expense to Property Owner.

IV. Damages, If Any

It is understood and agreed that the consideration for this agreement includes full compensation for all apparent damages caused by the exercise of this agreement.

V. City's Liability

City will assume all liability for all damages to the above described property caused by City's failure to use due care in its exercise of the rights granted.

VI. Termination

The temporary easement described herein will terminate upon completion of the construction project.

VII. Easement Runs With the Land

The permanent easement shall be deemed to run with the land and shall be binding on Property Owner and on the successors and assigns of Property Owner.

VIII. Obstructions

Property Owner shall not erect any structure, plant any tree nor otherwise obstruct, the permanent easement Area without obtaining the prior written consent of City.

IX. Five Year Right to Renegotiate

City hereby gives notice of the five-year right of Property Owner to renegotiate construction or maintenance damages not apparent at the time of the signing of this agreement, as required by Section 6B.52 of the Code of Iowa.

X. Words and Phrases

Words and phrases herein, including acknowledgement herein, shall be construed as in the singular or plural number, and as masculine or feminine gender, according to context.

XI. Entire Agreement

This writing, consisting of three (3) pages and attachments, constitutes the entire agreement between City and Property Owner, and there is no agreement to do or not to do any act or deed except as specifically provided herein.

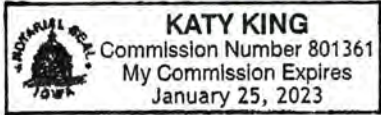
XII. Acceptance by City

This easement agreement shall not be binding until it has been approved and accepted by the City Council of Ottumwa, Iowa, by Resolution. Said approval and acceptance shall be noted on this agreement

Signed the 16th day of July, 2021.

**CITY OF OTTUMWA, IOWA**

By: [Signature]  
Tom Lazio, Mayor



Attest: [Signature]  
Chris Reinhard, City Clerk

STATE OF IOWA )

WAPELLO COUNTY )

) SS:

On this 16th day of July, 2021 before me, a Notary Public in and for the State of Iowa, personally appeared Tom Lazio and Chris Reinhard, to me personally known, and, who, being by me duly sworn, did say that they are the Mayor and City Clerk, respectively, of the City of Ottumwa, Iowa; that the seal affixed to the foregoing instrument is the corporate seal of the corporation, and that the instrument was signed and sealed on behalf of the corporation, by authority of its City Council, as contained in Resolution No. 142 Adopted by the City Council on the 16th day of July, 2021 and that Tom Lazio and Chris Reinhard acknowledged the execution of the instrument to be their voluntary act and deed of the corporation, by it voluntarily executed.

[Signature]  
Notary Public in and for Wapello County, Iowa

Signed the 24th day of June, 2021.

**PROPERTY OWNER:**

By: [Signature]  
Charles R. Wiggins

[Signature]  
Ana M. Wiggins

**ALL PURPOSE ACKNOWLEDGMENT**

STATE OF IOWA )  
 ) SS  
COUNTY OF WAPELLO )

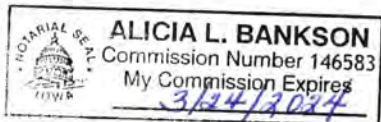
**CAPACITY CLAIMED BY SIGNER:**

- INDIVIDUAL(S)
- CORPORATE
- Title(s) of Corporate Officer(s): \_\_\_\_\_
- \_\_\_\_\_ Corporate Seal is affixed
- \_\_\_\_\_ No Corporate Seal procured
- \_\_\_\_\_ PARTNER(S):
- \_\_\_\_\_ Limited Partnership
- \_\_\_\_\_ General Partnership
- \_\_\_\_\_ ATTORNEY-IN-FACT
- \_\_\_\_\_ EXECUTOR(S).
- \_\_\_\_\_ ADMINISTRATOR(S).
- \_\_\_\_\_ or TRUSTEE(S)
- \_\_\_\_\_ GUARDIAN(S)
- \_\_\_\_\_ or CONSERVATOR(S)
- \_\_\_\_\_ OTHER: \_\_\_\_\_

On this 24th day of June, 2021, before me, the undersigned, a Notary Public in and for said State, personally appeared Charles R. Wiggins and Ana Wiggins to me personally known, or proved to me on the basis of satisfactory evidence to be the persons whose names are subscribed to the within instrument and acknowledged to me that they executed the same in their authorized capacities, and that by their signatures on the instrument the persons, or the entity upon behalf of which the person(s) acted, executed the instrument.

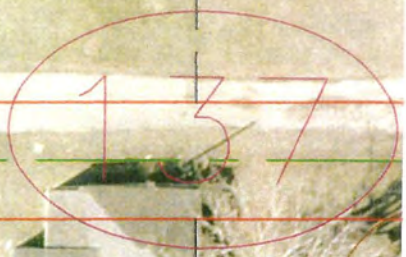
(NOTARY SEAL) \_\_\_\_\_

(Sign in ink) [Signature]  
(Print/type name) Alicia L. Bankson  
Notary Public in and for the State of Iowa





Permanent Easement  
Temporary Easement



25 25

150.4

70

70



20

54

46



66



INDEX LEGEND

LOCATION: LOT 7 OF BLOCK 12, BLAKE'S ADDITION, CITY OF OTTUMWA, IOWA

PROPRIETOR: ANA M. & CHARLES R. WIGGINS

REQUESTED BY: CITY OF OTTUMWA

PREPARED BY: GARY W. KEITH

COMPANY: GARDEN & ASSOCIATES, LTD.

RETURN TO: P.O. BOX 451, OSKALOOSA, IOWA 52577



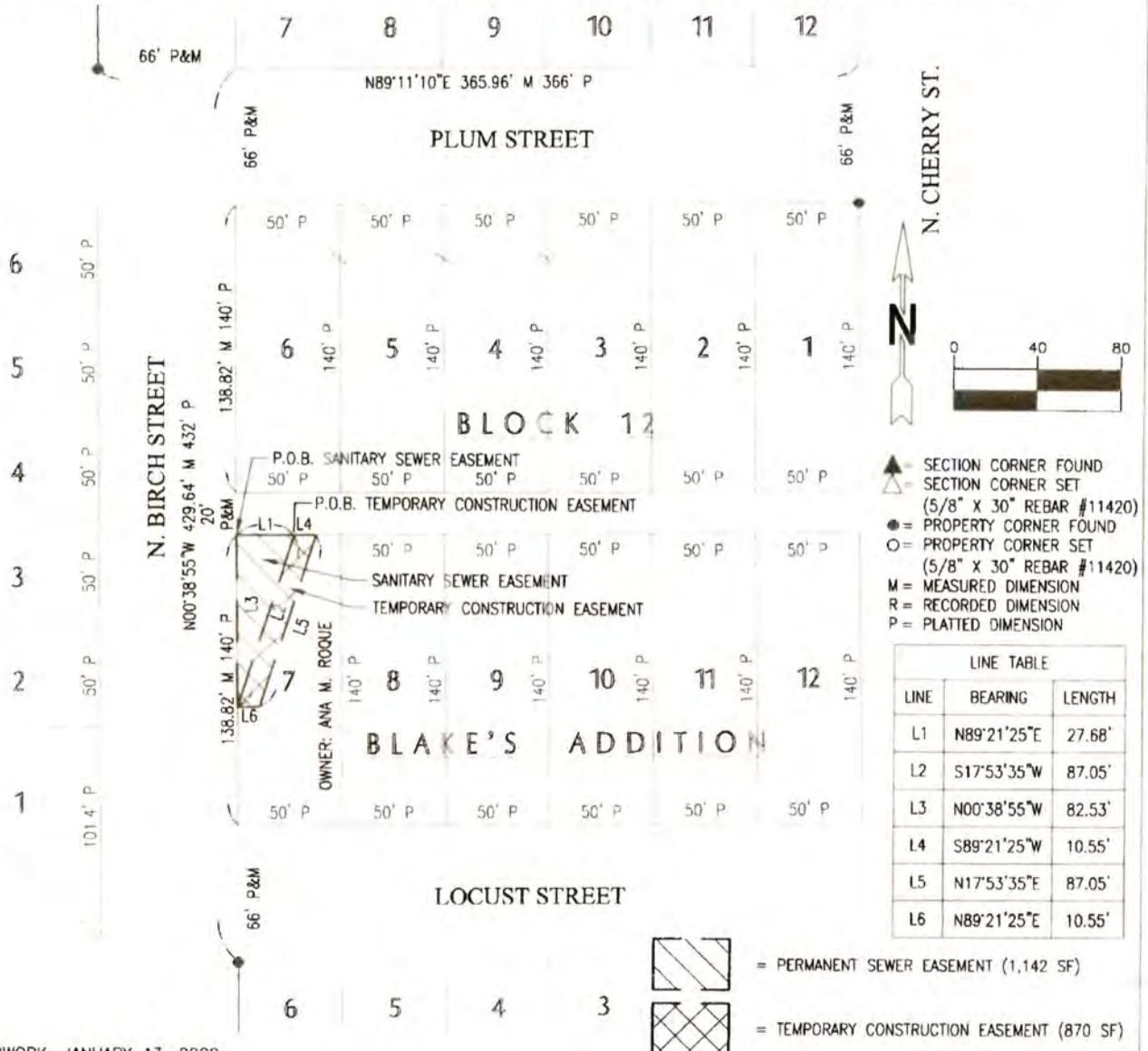
GARDEN & ASSOC.

RESERVED FOR RECORDER'S USE  
P.O. Box 451, Oskaloosa, Iowa 52577-0451 Phone: (641)672-2526

EASEMENT PLAT

A Permanent Sanitary Sewer Easement over, under, through and across a part of Lot Seven (7) of Block Twelve (12) of Blake's Addition to the City of Ottumwa, Wapello County, Iowa, more particularly described as follows: Beginning at the Northwest corner of said Lot 7 of Block 12 Blake's Addition; thence North 89°21'25" East 27.68 feet along the North line of said Lot 7 Block 12; thence South 17°53'35" West 87.05 feet to the West line of said Lot 7 Block 12; thence North 00°38'55" West 82.53 feet along said West line to the Point of Beginning, containing 1,142 square feet of Permanent Sanitary Sewer Easement.

And a Temporary Construction Easement, over, under, through and across a part of Lot 7 of Block 12 of Blake's Addition to the City of Ottumwa, Wapello County, Iowa, more particularly described as follows: Beginning at a point on the North line of Lot 7 Block 12 Blake's Addition a distance of 27.68 feet East of the Northwest corner of said Lot 7; thence South 17°53'35" West 87.05 feet to the West line of said Lot 7; thence North 89°21'25" East 10.55 feet; thence North 17°53'35" East 87.05 feet to the North line of said Lot 7 Block 12 Blake's Addition; thence South 89°21'25" West 10.55 feet along said North line to the Point of Beginning, containing 870 square feet of Temporary Construction Easement.



- ▲ SECTION CORNER FOUND
- △ SECTION CORNER SET (5/8" X 30" REBAR #11420)
- PROPERTY CORNER FOUND
- PROPERTY CORNER SET (5/8" X 30" REBAR #11420)
- M = MEASURED DIMENSION
- R = RECORDED DIMENSION
- P = PLATTED DIMENSION

LINE	BEARING	LENGTH
L1	N89°21'25"E	27.68'
L2	S17°53'35"W	87.05'
L3	N00°38'55"W	82.53'
L4	S89°21'25"W	10.55'
L5	N17°53'35"E	87.05'
L6	N89°21'25"E	10.55'

- = PERMANENT SEWER EASEMENT (1,142 SF)
- = TEMPORARY CONSTRUCTION EASEMENT (870 SF)

DATE OF FIELDWORK: JANUARY 13, 2020  
BASIS OF BEARINGS: IOWA STATE PLANE - SOUTH ZONE

REVISED 6-21-2021

EASEMENT NO. 10

I hereby certify that this land surveying document was prepared and the related survey work was performed by me or under my direct personal supervision and that I am a duly licensed Professional Land Surveyor under the laws of the State of Iowa.

*Gary Wayne Keith* 22 June 2021  
Gary Wayne Keith, P.L.S. Date

License number: 11420  
My license renewal date is December 31, 2020  
Pages or sheets covered by this seal: 1 of 1



ANA M. & CHARLES R. WIGGINS  
LOT 7 OF BLOCK 12  
BLAKE'S ADDITION  
OTTUMWA, IOWA

DATE: 04-16-20 DRN. TRH APP *GW*  
FLD.BK. PROJ.NO. 6019287

CITY OF OTTUMWA

Staff Summary

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

Council Meeting of: July 6, 2021

\_\_\_\_\_  
Engineering  
Department

\_\_\_\_\_  
Phillip Burgmeier  
Prepared By  
*Darryl Seals*  
\_\_\_\_\_  
Department Head

\_\_\_\_\_  
*Phil Pitt*  
City Administrator Approval

AGENDA TITLE: Resolution 143-2021. Purchase Removable River Wall Panels from Flood Control America for \$142,000.

\*\*\*\*\*

**\*\*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 143-2021.

DISCUSSION: According to the most up to date flood profiles for the Des Moines River the flood wall downstream of the Hydro Dam is deficient in freeboard. The proposed removable flood wall system will be used to raise the river wall during floods and provide the required freeboard. The system consists of steel posts, aluminum stop logs, and rubber gaskets, which together provide a water tight flood barrier. Similar systems are already in use along the Iowa River in Coralville, at the University of Iowa, and at Quaker Oats in Cedar Rapids. Because the posts and stop logs are removable a railing can be installed when the flood panels are not needed. This will allow people to continue fishing over the wall in contrast to a concrete wall which would permanently obstruct access to the river.

A glass panel system was also investigated, but was found to be cost prohibitive.

Proposals Received:

Flood Control America	Stop Log	\$142,000.00
Flood Control International	Stop Log	\$295,762.00
Flood Control International	Glass Panel	\$555,727.00
Gray Eagle Trail	Curb	\$ 23,780.00
River Wall Extension	Raise Wall	\$ 56,745.54

Funding: \$500,000.00 CIP

Source of Funds: CIP

Budgeted Item: Yes

Budget Amendment Needed: No



RESOLUTION 143-2021

A RESOLUTION TO PURCHASE REMOVABLE RIVER WALL PANELS

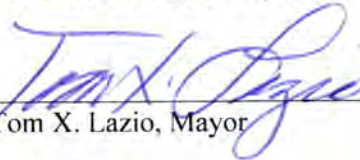
WHEREAS, The City of Ottumwa, Iowa Engineering Department did seek and receive proposals for a removable flood panel system; and,

WHEREAS, The City of Ottumwa, Engineering Department has reviewed said proposals.

NOW, THEREFORE, BE IT RESOLVED, BY THE CITY COUNCIL OF THE CITY OF OTTUMWA, IOWA THAT: The purchase of a removable flood panel system from Flood Control America in the amount of \$142,000 is approved.

APPROVED, PASSED, AND ADOPTED, this 6<sup>th</sup> day of July, 2021.

CITY OF OTTUMWA, IOWA

  
Tom X. Lazio, Mayor

ATTEST:

  
Christina Reinhard, City Clerk

**REQUEST FOR PROPOSAL**  
**RFP**  
**RFP – Removable Flood Wall System**

**The City of Ottumwa, Iowa is accepting proposals to provide a removable flood wall system to raise an existing concrete flood wall by 18 inches.**

**Removable Flood Wall System**

- 1. Removable Flood Wall System:** Quote all components required to construct an 18” tall removable flood wall system including: panels, stop logs, posts, clamps etc. Note if attachment hardware is included in the quote. Provide installation instructions with proposal. The removable flood wall will have to install with minimal modifications to the existing concrete flood wall. The existing railings may be moved if needed. Delivery cost, initial installation expense, and set-up time during floods will be additional considerations for award.

The flood wall location is at the north end of the Market Street Bridge. The attached PDF and pictures show the extent of the work. Design drawings of the existing flood wall will also be provided, but the winning bidder must use actual measurements to determine as-built dimensions for fabrication.

This contract will require City Council action. Council action is anticipated on July 6, 2021. Quotes will be due by June 29, 2021.

<b>Removable Flood Wall System</b>	<b>QTY</b>	<b>UNIT</b>	<b>PRICE</b>	<b>EXTENSION</b>
------------------------------------	------------	-------------	--------------	------------------

Bid items:

<b>1. Removable Flood Wall System</b>	<b>1</b>	<b>LS</b>	<b>\$ <u>142,000.00</u></b>	<b>_____</b>
---------------------------------------	----------	-----------	-----------------------------	--------------

Interested parties are ***strongly urged*** to view the location of this project and shall make all necessary measurements or calculations to make themselves aware of the work involved. *No cost incurred in preparing the proposal will be paid by the City of Ottumwa.*

**Proposals shall be submitted** to [burgmeierp@ottumwa.us](mailto:burgmeierp@ottumwa.us) or mailed to the Engineering Department at 105 E. 3<sup>rd</sup> Street, Ottumwa, Iowa 52501, **by 2:00 p.m. on June 29, 2021** and clearly labeled **Removable Flood Wall System**.

If there are any questions regarding bid proposal contact Phillip Burgmeier or Larry Seals at (641) 683-0680 from 8:00 a.m. to 3:30 p.m. Monday through Friday.

ENGINEERING DEPARTMENT  
CITY OF OTTUMWA, IOWA

PROPOSAL FOR: **Removable Flood Wall System**

6/29/21  
Date

TO WHOM IT MAY CONCERN:

The undersigned has examined the advertisement for proposal and agrees to furnish said items in accordance with those documents

<u>Removable Flood Wall System</u>	<u>QTY</u>	<u>UNIT</u>	<u>PRICE</u>	<u>EXTENSION</u>
------------------------------------	------------	-------------	--------------	------------------

Bid items:

<b>1. Removable Flood Wall System</b>	<b>1</b>	<b>LS</b>	<b>\$ <u>142,000.00</u></b>	
---------------------------------------	----------	-----------	-----------------------------	--

APPROXIMATE START DATE


Design and fabrication may begin immediately after council approval of the proposal.

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

If bid is accepted, the undersigned further agrees to enter into a contract for delivery of said items according to instructions as issued by the City and at the time requested.

Flood Control America  
Name of Company

978-440-8902/970-946-6679  
Phone Number

By   
Authorized Signature

6/29/21  
Date

NOTES:

- \*Freight is included
- \*Drilled-in anchors (2 per post) not included
- \*Any site labor not included
- \*A sample O&M manual is included for wall mounting instructions

**QUOTATION: CITY OF OTTUMWA FLOODWALL RAISING**

Client:	City of Ottumwa	Consultant:	Tim Collingwood
Contact:	Phillip Burgmeier	Date:	07 June 2021
Your Ref:	Flood Prevention Works	Our Ref:	FC21281/1/TC

**PRICES**

We are pleased to provide the following quotation to **furnish and deliver** products and services detailed below, in accordance with our standard Terms and Conditions:

<i>Ref</i>	<i>Description</i>	<i>Width ft/ins</i>	<i>Height ft/ins</i>	<i>Qty</i>	<i>Rate</i>	<i>Total</i>
FB1	Slot-in Flood Control barrier system. Aluminum beams each 11.8" high, 5.5lb/ft. Beams slot in to 2.4" x 4.7" galvanised channels fixed to structural opening. Multi-span systems have fully removable intermediate posts with stainless steel sockets and blanking bolts for when system not in place. Will conflict with existing handrail positions which will need to be re-configured as removable).	747	1-6	1	\$ 295,762.00	\$ 295,762.00
ALT1	Alternate 1 - As system above with additions to make posts permanent with two lines of galvanised steel handrail fixed to wet side of posts, to 'replace' the existing handrailing. Posts to have removable covers that are removed to fit the stop log beams in place.	747	1-6		\$ 365,693.00	
ALT2	Alternate 2 - Permanent Glass floodwall to 18" height. Designed for full hydrostatic pressure plus 2000lb point load anywhere on the system. Toughened laminated glass with self cleaning coating.	747	1-6		\$ 555,727.00	
ALT3	Alternate 3 - As alternate 2 but with glass to 13.8" height and separate stainless steel handrail to 18" height.	747	1-1.8		\$ 563,846.00	
<b>TOTAL</b>						<b>\$ 295,762.00</b>

We hope that the above quotation is acceptable and look forward to hearing from you. If you do have any queries, please do not hesitate to contact the Consultant named at the top of this quotation.

**GENERAL**

- Prices are for Furnish and Deliver only
- All prices are quoted in US Dollars
- Prices include import duty but exclude any applicable taxes
- Any new or varied duty or taxation applied will be for the buyers account at the time when the goods are imported and therefore the invoiced price may vary during the period of contract
- Design Period – depending on complexity of the project this may be 2-4 weeks
- Estimated delivery 16-20 working weeks following client approval of drawings.
- Prices include all fixings and sealants
- Prices are valid for 45 days from the date of the quotation.
- Unless specifically agreed otherwise, prices quoted assume that all equipment is delivered within 6 months after receipt of order. After this time, FCI reserve the right to increase prices in line with RPI.

**PAYMENT**

This offer is based on our standard Terms and Conditions which are available through our website. Alternatively, we are prepared to enter into any appropriate recognised standard form of contract. Any contract agreed is subject to the following:

<i>Payment Stage (as listed above)</i>	<i>Payment Due</i>
Design, Client Approval of Drawings, Order Materials & Book Fabrication and Contractual	30% of Supply Rate on Approval of Drawings or 4 weeks after drawing submission if no comments received
Supply Items and Packaging and Shipping	70% of supply rate, of any item, on the earlier of delivery to site or 7 days after notification that item is ready for delivery, should planned delivery be postponed by the client.

Payment required within 30days from date of invoice/ application. Late payment will attract an interest charge, and Flood Control International Incorporated reserves the right to revoke any discounts previously agreed, and to suspend any further works until paid.

**DESIGN**

The prices allow for design of the elements as specified or understood at time of pricing. Any change to design parameters or client requirements that involves additional design time shall be chargeable at \$60 per hour.

**DELIVERY**

Client to provide offloading and adequate secure storage on site for the exclusive use of our equipment. Deliveries shall be confirmed 24 hours in advance of arrival on site. Should the Client delay the delivery of material we can store the material offsite which will incur an extra cost of \$200 per week or part thereof, as well as any double handling charges. NB Deliveries can be made on semi-trailers. The Client is responsible for ensuring there is adequate access to site for deliveries.

**WARRANTY**

Flood Control International Incorporated offers a one year warranty which is extendable with the agreement of a maintenance contract. The warranty excludes damage caused by misuse, accidental damage and where any party adjusts and/or modifies any equipment without the prior written approval of Flood Control International Incorporated.

**CANCELLATION**

Should the order be cancelled, Flood Control International Incorporated reserves the right to claim all costs properly incurred for work carried out to-date.

**CITY OF OTTUMWA**  
Staff Summary

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

Council Meeting of : Jul 6, 2021

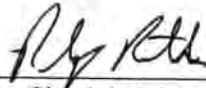
Planning & Development  
Department

Zach Simonson

Prepared By

Zach Simonson

Department Head



City Administrator Approval

AGENDA TITLE: RESOLUTION NO. 145-2021: A RESOLUTION REMOVING A SPECIAL ASSESSMENT APPLIED TO PARCEL 00741-737-0010-000, A VACANT LOT ON S WARD ON RESOLUTIONS NO. 284-2018, 267-2017, 286-2016, 268-2015 AND 291-2014.

\*\*\*\*\*

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

RECOMMENDATION: Pass and adopt Resolution No. 145-2021.

DISCUSSION: Parcel 00741-737-0010-000, a vacant lot located next to 526 S Ward has accumulated \$4,462 in special tax assessments for delinquent mowing fess. This total includes interest and administration costs. Rippling Waters Property Development seeks to acquire this property to build a new single-family home. The lot is located next to the Habitat for Humanity Home Build and is part of a project area identified by Rippling Waters as a

Source of Funds:

Budgeted Item:  Budget Amendment Needed:

target for new home development. This resolution would remove the special assessments if the lot is transferred to Rippling Waters.





[ CITY OF ]  
OTTUMWA

July 7, 2021

Wapello County Treasurer  
Wapello County Courthouse  
101 W. Fourth  
Ottumwa, IA 52501

RE: Res. No. 145-2021 – Removing special assessments applied to Parcel 00741-737-0010-000 on Resolution No. 284-2018, 267-2017, 286-2016, 268-2015 and 291-2014.

The assessments applied to:

RES NO.	TRACT NO.	ADDRESS	PROPERTY OWNER	LEGAL	AMOUNT	INTEREST	ADMIN	TOTAL
284-2018	113	WARD S 526 LOT 2	HAROLD KEMPF	WILLIAMS 5 <sup>TH</sup> ADD S 55' OF W ½ LOT 2	\$650	\$176	\$5	\$831
267-2017	96	WARD S 526 LOT 2	HAROLD KEMPF	WILLIAMS 5 <sup>TH</sup> ADD S 55' OF W ½ LOT 2	\$700	\$315	\$9	\$1024
286-2016	84	WARD S 526 LOT 2	HAROLD KEMPF/SHE RRY SMITH	WILLIAMS 5 <sup>TH</sup> ADD S 55' OF W ½ LOT 2	\$600	\$378	\$9	\$987
268-2015	122	WARD S 526 LOT 2	HAROLD KEMPF/SHE RRY SMITH	WILLIAMS 5 <sup>TH</sup> ADD S 55' OF W ½ LOT 2	\$500	\$405	\$9	\$914
291-2014	115	WARD S 526 LOT 2	HAROLD KEMPF	WILLIAMS 5 <sup>TH</sup> ADD S 55' OF W ½ LOT 2	\$350	\$347	\$9	\$706

If Parcel 00741-737-0010-000 transfers ownership to Rippling Waters Property Development, Resolution No. 145-2021 removes the special assessments applied to this property through Resolution No. 284-2018, 267-2017, 286-2016, 268-2015 and 291-2014.

Please let me know should you require anything additional to complete this request.

City of Ottumwa  
105 East Third Street, Ottumwa, Iowa 52501  
Telephone 641-683-0600 Fax 641-683-0613

Thank-you!

Sincerely,

A handwritten signature in blue ink that reads "Christina Reinhard". The signature is written in a cursive, flowing style.

Christina Reinhard

City Clerk

cc: Zach Simonson, Interim Bldg. & Code Enforcement Dir.

RESOLUTION NO. 145-2021

A RESOLUTION REMOVING A SPECIAL ASSESSMENT APPLIED TO PARCEL 00741-737-0010-000, A VACANT LOT ON S WARD ON RESOLUTIONS NO. 284-2018, 267-2017, 286-2016, 268-2015 AND 291-2014.

WHEREAS, Resolution No. 284-2018 included an assessment for delinquent mowing fess for Parcel 00741-737-0010-000 in the amount of \$650.00; and

WHEREAS, since adopting Resolution No. 284-2018, this assessment as accumulated \$176.00 in interest and \$5.00 in administrative costs; and

WHEREAS, Resolution No. 267-2017 included an assessment for delinquent mowing fess for Parcel 00741-737-0010-000 in the amount of \$700.00; and

WHEREAS, since adopting Resolution No. 267-2017, this assessment as accumulated \$315.00 in interest and \$9.00 in administrative costs; and

WHEREAS, Resolution No. 286-2016 included an assessment for delinquent mowing fess for Parcel 00741-737-0010-000 in the amount of \$600.00; and

WHEREAS, since adopting Resolution No. 286-2016, this assessment as accumulated \$378.00 in interest and \$9.00 in administrative costs; and

WHEREAS, Resolution No. 268-2015 included an assessment for delinquent mowing fess for Parcel 00741-737-0010-000 in the amount of \$500.00; and

WHEREAS, since adopting Resolution No. 268-2015, this assessment as accumulated \$405.00 in interest and \$9.00 in administrative costs; and

WHEREAS, Resolution No. 291-2014 included an assessment for delinquent mowing fess for Parcel 00741-737-0010-000 in the amount of \$350.00; and

WHEREAS, since adopting Resolution No. 291-2014, this assessment as accumulated \$347.00 in interest and \$9.00 in administrative costs; and

WHEREAS, the cumulative total of assessments for delinquent mowing fees including costs and interest is \$4,462.00; and

WHEREAS, Rippling Waters Property Development, a nonprofit tasks with building new, affordable housing, seeks to acquire Parcel 00741-737-0010-000 to build a new single-family home; and

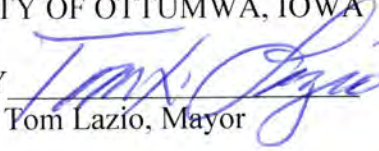
NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF OTTUMWA, IOWA:

That should Rippling Water Property Development acquire Parcel 00741-737-0010-000, the special assessments for Parcel 00741-737-0010-000, vacant lot on S Ward, in the amount of \$4,462.00 including interest and administration costs be removed from Resolutions No. 284-2018, 267-2017, 286-2016, 268-2015 and 291-2014.

Approved, passed and adopted this 6<sup>th</sup> day of July 2021.

CITY OF OTTUMWA, IOWA

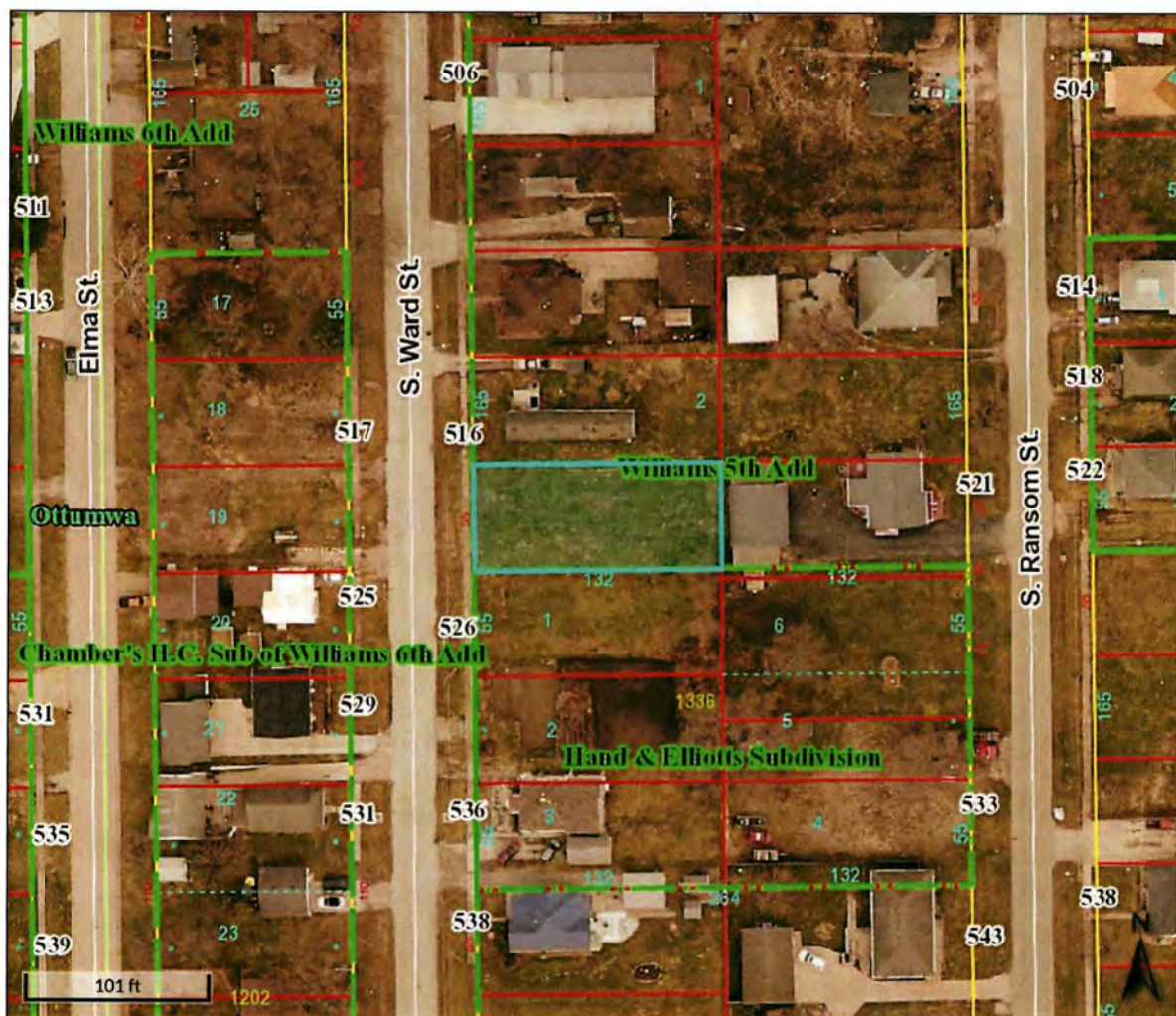
BY

  
Tom Lazio, Mayor

ATTEST:



Chris Reinhard, City Clerk



Overview



Legend

- Easements
- Lots
- Parcels**
- <blank>
- <blank>
- Subdivisions
- City Limits
- Lot Symbols
- Misc Symbols
- Parcel Symbols
- Road Symbols
- Right-of-Way Line
- Roads**
- Sections
- Section Center
- Quarter Lines
- Quarter Quarter Lines

Parcel ID	007417370010000	Alternate ID	n/a	Owner Address	Kempf, Harold G
Sec/Twp/Rng	0-0-0	Class	R		317 W Fifth
Property Address		Acreage	n/a		Ottumwa, IA 52501
District	OTTUMWA CITY/OTTUMWASCH				
Brief Tax Description	WILLIAMS 5TH ADD S 55' OF W 1/2 LOT 2 (VAC LOT S WARD)				
	(Note: Not to be used on legal documents)				

Date created: 7/1/2021  
Last Data Uploaded: 7/1/2021 1:09:50 AM

Developed by Schneider GEOSPATIAL

# Item No. I.-1.

## CITY OF OTTUMWA

### Staff Summary

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

Council Meeting of: July 6, 2021

\_\_\_\_\_  
Engineering  
Department

\_\_\_\_\_  
Larry Seals  
Prepared By  
*Larry Seals*  
\_\_\_\_\_  
Department Head

\_\_\_\_\_  
*[Signature]*  
City Administrator Approval

AGENDA TITLE: Ordinance No. 3184-2021. Amending Chapter 31 ½ of the City Code of the City of Ottumwa, Iowa to allow privately owned or leased trash dumpsters or receptacles in city parking lots to add a new Section 31 ½ - 45.

\*\*\*\*\*

**\*\*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: July 6, 2021 – Pass and Adopt Second Reading.

DISCUSSION: There is a desire to improve the overall appearance of the downtown business areas and improve traffic flows by developing a process to allow privately owned or leased dumpsters to be placed on public owned parking lot property. Currently there are dumpsters placed behind or adjacent to businesses that are unsightly and create obstacles in both parking areas and travel lanes. We would work with local businesses owners to permit areas that serve multiple business in a centralized area. This is the same concept we used in both the Canteen Alley and Jefferson Street Parking Lot.

By authorizing and permitting public property locations including requiring minimum screening requirements we could address both issues simultaneously. The slide show presented on June 15, 2021 included several enclosures currently in use and outlines what other communities have adopted.

Permitting process and fee structures would be developed and included in a resolution if the ordinance is adopted. Currently we have modeled our process on Cedar Falls which includes a \$300 dollar annual fee.

Source of Funds:

Budgeted Item:

Budget Amendment Needed:

ORDINANCE NO. 3184-2021

AN ORDINANCE AMENDING CHAPTER 31 ½ OF THE CITY CODE TO ALLOW PRIVATELY OWNED OR LEASED TRASH DUMPSTERS OR RECEPTACLES IN CITY PARKING LOTS

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

Section 1. The Code of Ordinances of the City of Ottumwa, Iowa, is hereby amended by adopting the following new Section 31 ½ - 45:

Sec. 31 ½ - 45. – Privately owned or leased trash dumpsters or receptacles in city parking lots.

(a) Any person who desires to place a privately owned or leased trash dumpster or receptacle upon a space in a municipally owned or leased off-street parking lot within the city shall first file an application for a permit with the city clerk, and shall pay an annual permit fee therefor, in such amount as shall be determined from time to time by resolution of the city council. The application and an accompanying diagram or site plan shall be submitted by such person, and shall show the size of the trash dumpster or receptacle, and the location of the proposed placement of the trash dumpster or receptacle within the municipal parking lot.

(b) Issuance of an annual permit for a private trash dumpster or receptacle by the city clerk shall be subject to approval of the city director of public works. A permit issued under this section shall be issued for a period of one year, and may be renewed by the permit holder upon filing of an application for renewal of the permit before its expiration, and by payment of the required annual fee. The application for renewal shall state whether or not any of the terms of the original application or permit is proposed to be revised, and if so, the particulars of the proposed revisions.

(c) The city shall designate certain spaces or areas, within various municipally owned or leased off-street parking lots within the city, upon which such trash dumpsters or receptacles may be placed. Such designation shall include appropriate painting on the parking lot surface and/or appropriate signage, delineating the area and use for such space. The city may limit the number and size of such spaces or areas within a particular lot or lots in the city, and the number of permits issued under this section, and may completely exclude provision for any such spaces or areas within a particular lot or lots, in its sole discretion, if deemed necessary to maintain adequate access, to safeguard pedestrian and traffic safety, to preserve the aesthetic quality of the municipal parking lot or the surrounding area, to preserve space for vehicular parking, or for any other valid public purpose or purposes.

(d) The director of public works or designee shall order the immediate removal of any trash receptacle or dumpster owned or leased by a permit holder, in the event that the permit for such trash dumpster or receptacle has expired, or the annual fee has not been paid to the city, or in the event such trash dumpster or receptacle is causing a hazard to public safety, health, or welfare, or is causing damage to public property, including damage to the surface or curbing of the parking lot or of any publicly-owned fixtures located thereon, or is in any other manner interfering with proper maintenance of the parking lot, including removal of ice and snow from the municipal lot or other adjacent public property. If any such trash receptacle or dumpster is in an unsightly condition, the director of public works or designee may, in his or her discretion, require the permit holder to erect or construct an enclosure to screen such unsightly trash receptacle or dumpster from public view.

(e) The city shall have no responsibility regarding the depositing of trash within any privately owned or leased trash dumpster or receptacle which is placed on a municipal lot as provided in this section, shall have no responsibility for removal of the trash from such dumpster or receptacle (unless the permit holder has made arrangements for removal of such trash by the city as provided in this article), and shall have no responsibility for determining any arrangements for rental, use, maintenance, repair, or replacement of such dumpster or receptacle, all of which shall be the responsibility of either the permit holder or the private firm responsible for removal of the trash therefrom.

(f) Any person who places, or causes to be placed, a privately owned or leased trash dumpster or receptacle in or upon any municipally leased or owned off-street parking lot within the city in any way contrary to the provisions of this section shall be deemed to have committed a municipal infraction, and shall be subject to a civil penalty.

Section 2. All ordinances or portions of ordinances in conflict with the provisions of this Ordinance are hereby repealed, and if any section, provision, or part of this Ordinance shall be adjudged invalid or unconstitutional, such adjudication shall not affect the validity of the Ordinance as a whole or any section, provision, or part thereof not adjudged invalid or unconstitutional.

Section 3. This Ordinance shall be in effect after its final passage, approval, and publication as provided by law.

PASSED AND APPROVED this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

\_\_\_\_\_  
Tom X. Lazio, Mayor

ATTEST:



\_\_\_\_\_  
Chris Reinhard, City Clerk

Read First Time: \_\_\_\_\_, 2021

Read Second Time: \_\_\_\_\_, 2021

Read Third Time: \_\_\_\_\_, 2021

I, Chris Reinhard, City Clerk of the City of Ottumwa, Iowa, do hereby certify that the foregoing ordinance was passed and approved by the City Council of the City of Ottumwa on the \_\_\_\_\_ day of \_\_\_\_\_, 2021 and was published in the Ottumwa Courier, a newspaper of general circulation in the said City of Ottumwa on the \_\_\_\_\_ day of \_\_\_\_\_, 2021.

\_\_\_\_\_  
Chris Reinhard, City Clerk

SURVEY OF SISTER CITIES  
REGARDING ALLEYWAY  
DUMPSTERS

June 10, 2021

Scenario: Allowing private business in the downtown area to place dumpsters out of the alleyway and into an adjoining City Parking Lot.

Cities Contracted	Zoning Ordinance for new businesses requires dumpster enclosures on private property	Permits Required for existing business allowing dumpsters in alleyway	Instances of private business using city property, other than alleyways, for dumpster use	Issuance of Easement	City Contact
Burlington	Yes	No	Yes. Once. Business paid for enclosure and monthly lease of discounted parking rate through formal agreement	No. Formal Agreement	Larry Caston Building Inspector
Clinton	Yes	No	Yes. Current situation under construction. Undetermined who pays for enclosure. Will include formal agreement and/or lease.	Easement Likely	Lisa Frederick City Clerk
Fort Dodge	Yes	No	None	N/A	Jeff Nemmers City Clerk
Marshalltown	Yes	No	Yes. Current situation rebuilding parking lot. City will pay for new enclosure.	No. Formal Agreement TBD	Justin Nickel City Engineer
Mason City	Yes	Yes. One time Encroachment permit issued upon submission of COI. No fee.	None	N/A	Steven Van Steenhuyse Development Director
Cedar Falls	Yes	No	Yes Buisness pays for enclosures	No annaul permit \$300	Jackie Danielsen

**City of Ottumwa**  
**105 3rd St.**  
**Ottumwa, IA 52501**  
**641-683-0620**

## **Application for Dumpster License**

Date:	Business Name:
Address:	
Phone:	
Responsible Party:	
Address:	
Number & Location of Dumpsters: Attach Diagram:	
Private Dumpster Provider: Address: Phone:	

Item No. I.-2.

CITY OF OTTUMWA

Staff Summary

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

Council Meeting of: July 6, 2021

Engineering  
Department

Alicia Bankson  
Prepared By  
*Larry Seals*  
Department Head

*[Signature]*  
City Administrator Approval

AGENDA TITLE: Ordinance No. 3185-2021. Amending Section 32-73 of the City Code of the City of Ottumwa, Iowa for the purpose of addressing adjacent property owner liability for sidewalks.

\*\*\*\*\*  
 **\*\*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: July 6, 2021 – Pass and Adopt Second Reading.

DISCUSSION: Our current ordinance needs updated to align with the recent Iowa Supreme Court Opinion outlining responsibilities for maintenance of private sidewalks located in public rights of ways that are defective. This ordinance also establishes a timeline for repairs to occur and if necessary the authorization to assess itemized repair cost to the abutting property owner as taxes for payment.

Source of Funds:

Budgeted Item:

Budget Amendment Needed:

ORDINANCE NO. 3185-2021

AN ORDINANCE AMENDING SECTION 32-73 OF THE  
OTTUMWA CITY CODE FOR THE PURPOSE OF  
ADDRESSING ADJACENT PROPERTY OWNER LIABILITY  
FOR SIDEWALKS

WHEREAS, the Ottumwa City Code requires adjacent property owners to maintain sidewalks within the City; and

WHEREAS, the City Code does not currently address adjacent property owner liability for their failure to appropriately maintain sidewalks; and

WHEREAS, it is necessary to amend the City Code to address this matter.

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

Section 1. Section 32-73, Repairing defective sidewalks, of the City Code is hereby repealed and replaced as follows:

It shall be the duty of the abutting property owner at any time, or upon receipt of 60 days' notice from the city, to repair, replace or reconstruct all broken or defective sidewalks in the street right-of-way abutting his property. If, after the expiration of 60 days as provided in the notice, the required work has not been done or is not in the process of completion, the director of public works shall proceed to repair, replace, or reconstruct the sidewalk. Upon completion of the work, the director of public works shall submit to the council an itemized and verified statement of expenditures for material and labor, and the legal description of the property abutting the sidewalk on which said work has been performed. These costs shall be assessed to the property as taxes. The abutting property owner may be liable for damages caused by failures to maintain the sidewalk.

Section 2. All ordinances or portions of ordinances in conflict with the provisions of this Ordinance are hereby repealed, and if any section, provision, or part of this Ordinance shall be adjudged invalid or unconstitutional, such adjudication shall not affect the validity of the Ordinance as a whole or any section, provision, or part thereof not adjudged invalid or unconstitutional.

Section 3. This Ordinance shall be in effect after its final passage, approval, and publication as provided by law.

PASSED AND APPROVED this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

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Tom X. Lazio, Mayor

ATTEST:

\_\_\_\_\_  
Chris Reinhard, City Clerk

Read First Time: \_\_\_\_\_, 2021

Read Second Time: \_\_\_\_\_, 2021

Read Third Time: \_\_\_\_\_, 2021

I, Chris Reinhard, City Clerk of the City of Ottumwa, Iowa, do hereby certify that the foregoing ordinance was passed and approved by the City Council of the City of Ottumwa on the \_\_\_\_\_ day of \_\_\_\_\_, 2021 and was published in the Ottumwa Courier, a newspaper of general circulation in the said City of Ottumwa on the \_\_\_\_\_ day of \_\_\_\_\_, 2021.

\_\_\_\_\_  
Chris Reinhard, City Clerk

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**CITY OF OTTUMWA**  
Staff Summary

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

Council Meeting of : Jul 6, 2021

Administration  
Department

Barbara Codjoe  
Prepared By  
Barbara Codjoe  
Department Head

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

AGENDA TITLE: Ordinance No. 3186-2021 - Adopt and update current City Code Sec. 2-270.

\*\*\*\*\*

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

RECOMMENDATION: Pass the first Consideration of Ordinance No. 3186-2021.

DISCUSSION: Update current City Code Sec. 2-270 #7

Current code shows as "Perform such other duties as required by law, the city council and the mayor".

Under advisement from our lawyer, we will change this to "Perform such other duties as required by law, his/her/their supervisor, in addition to the city council and the mayor".

This aligns with the updated job description for the City Clerk.

Source of Funds: N/A

Budgeted Item:  Budget Amendment Needed:

ORDINANCE 3186-2021

AN ORDINANCE AMENDING THE MUNICIPAL CODE OF THE CITY OF OTTUMWA,  
IOWA BY REPEALING SECTION 2-270 AND ENACTING A SUBSTITUTE IN LIEU  
THEREOF

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

The Code of Ordinances (Municipal Code of the City of Ottumwa, Iowa) is hereby amended by repealing Section 2-270 and enacting the following in lieu thereof:

**Sec. 2-270. - Duties and responsibilities of city clerk.**

The city clerk shall:

- (1) Be the recording and recordkeeping officer of the city and in such capacity shall take and preserve the minutes of all official meetings of the city council and such other sub-bodies of the city as required by the mayor or the city council;
- (2) Preserve all city records and documents entrusted to his care including any accurate reproduction, which documents and records shall be kept for a period of at least five years, except that ordinances, resolutions, council proceedings and records and documents relating to real property transactions or bond issues shall be maintained permanently;
- (3) Cause the minutes of any regular or special meeting of the city council including the total expenditures from each city fund to be published in the Ottumwa Courier and also cause the posting and/or publishing of all other notices as required by law or the city;
- (4) Receive applications for and issue such permits and licenses as required or authorized by law and/or the city council and collect such fees as enacted for the same, and to institute and initial such action or assert in the same, to enforce such permits and licenses;
- (5) Receive such petitions of the citizens as filed with the city;
- (6) Preserve and affix the city seal as required by law and attest to all documents and contracts executed upon the behalf of the city where required by law or by provisions of the documents or contracts or the parties executing the same;
- (7) Perform such other duties as required by law, his or her immediate supervisor, in addition to the city council and the mayor;
- (8) Supervise the office of the city clerk.

Passed on its first consideration on the \_\_\_\_ day of \_\_\_\_\_, 2021.

Passed on its second consideration on the \_\_\_\_ day of \_\_\_\_\_, 2021.



Final passage and adoption the \_\_\_\_ day of \_\_\_\_\_, 2021.

CITY OF OTTUMWA

\_\_\_\_\_  
Tom X. Lazio, Mayor

\_\_\_\_\_ No action taken by Mayor.

\_\_\_\_\_ Vetoed this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

By: \_\_\_\_\_  
Tom X. Lazio, Mayor

\_\_\_\_\_ Repassed and adopted over the veto the \_\_\_\_ day of \_\_\_\_\_, 2021.

\_\_\_\_\_ Veto affirmed this \_\_\_\_ day of \_\_\_\_\_, 2021.

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

ATTEST:

By: \_\_\_\_\_  
Christina Reinhard, City Clerk