

\*\*AMENDED AGENDA  
OTTUMWA CITY COUNCIL

REGULAR MEETING NO. 24  
Council Chambers, City Hall

August 4, 2020  
5:30 O'Clock P.M.

In order to protect the health and safety of our citizens and staff and mitigate the spread of COVID-19, we are following the Proclamation of a State Public Health Disaster Emergency issued at 12:00 P.M. on Tuesday, March 17, 2020, which has been extended through August 23, 2020. Effective 8:00 a.m. on June 12, 2020, and continuing until 11:59 p.m. on August 23, 2020: mass gatherings or events of more than 10 people in attendance may be held but only if the gathering complies with all other relevant provisions in the Proclamation with the following requirements: social distancing: the gathering organizer must ensure at least six feet of physical distance between each group or individual attending alone and implement reasonable measures under the circumstances of each gathering to ensure social distancing of gathering participants, increased hygiene practices, and other public health measures to reduce the risk of transmission of COVID-19 consistent with guidance issued by the IDPH.

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. 23 on July 21, 2020 as presented.
2. Acknowledgement of June financial report and payment of bills as submitted by the Finance Department.
3. Recommend appointment of Connie Millard to the Cemetery Board of Trustees, term to expire 7/1/2024.
4. Civil Service Commission Eligibility Lists for July 22, 2020: Finance – Risk Manager & Purchasing Agent Entrance, Engineering Aide Entrance, Engineering Assistant I Promotional.
5. Approve the appointment of Kristen Mitchell to the position of Risk Manager/Purchasing Agent in the Finance Department.
6. Accept the grant award in the amount of \$4,125 from the Iowa State Fire Marshal's Office to purchase Virtual Reality Fire Extinguisher Demonstrator for the Fire Department.
7. Approve the purchase of Labconco dish washer for WPCF from North Central Labs including shipping for the price of \$11,975.
8. Approve the purchase of a Biochemical Oxygen Demand (BOD) incubator for WPCF from North Central Labs for the price of \$5,115.
9. Approve the purchase of six (6) galvanized light poles for the Public Works Department for a total amount of \$16,464.
10. Approve the purchase of forty (40) LED Street lights for the Public Works Department for a total amount of \$12,701.04.
11. Resolution No. 173-2020, approving the contract, bond and certificate of insurance for the WPCF Rebid Final Clarifier Select Repaint Project.
12. Resolution No. 174-2020, setting August 18, 2020 as the date of a public hearing on the approval of a three year lease agreement with the Ottumwa Community School District for the use of the Beach Ottumwa facilities.
13. Resolution No. 179-2020, setting August 18, 2020 as the date of a public hearing on the adoption of Our Ottumwa Comprehensive Plan.
- \* 14. Beer and/or liquor applications for: Morgan's Corner Bar & Grill, 436 W. Second St.; with temporary outdoor service area on 8/15/2020; Ottumwa Grocery LLC, 129-131 E. Second St.; all applications pending final inspections.

C. APPROVAL OF AGENDA

D. ADMINISTRATORS REPORT TO COUNCIL AND CITIZENS:

1. Our Ottumwa Comprehensive Plan
2. 2020 Census

*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. Consider accepting the 2020 Justice Assistance Grant (JAG) from the Bureau of Justice Assistance in the amount of \$15,462.

RECOMMENDATION: Approve the submission of the grant over the internet and authorize the Mayor, City Administrator, and Chief of Police to sign any related documents as may be required.

2. Approve Agreement and Consent to Lien for Water Service Costs for part of the 200 block of E. Main Street in connection with the Ottumwa Main Street (Downtown Streetscape) Project.

RECOMMENDATION: Authorize the Mayor to sign the Agreement and Consent to Lien for one Property, 203 E. Main in the 200 block of East Main Street.

3. Price Quote from Winger Mechanical for repairs to the Beach HVAC.

RECOMMENDATION: Approve the price quote from Winger Mechanical for \$14,663.56 for repairs to the Beach HVAC unit for the Parks Department.

4. Bid report and contract award for demolition and clean-up of asbestos contaminated debris and excavation, filling and grading at 640-642 E. Main Street.

RECOMMENDATION: Accept bid and award contract for demolition and clean-up of asbestos contaminated debris and excavation, filling and grading at 640-642 East Main Street to Dan Laursen and Dustan Smith for the bid sum of \$34,800.

5. Bid report and contract award for the 2020 RFP#1 – City Hall Driveway Widening Project.

RECOMMENDATION: Accept bid and award contract for the 2020 RFP#1 – City Hall Driveway Widening Project to DC Concrete and Construction of Douds, Iowa, for the bid sum of \$8,640.

6. Approve the replacement of an over-head garage door on east side of the Public Works Garage.

RECOMMENDATION: Approve the replacement of the over-head garage door on east side of Public Works Garage from Klodt Door Service in the amount of \$7,260.

7. Approval of Appendix A related to the School Resource Officer Agreement between the City of Ottumwa and the Ottumwa Community School District.

RECOMMENDATION: Adopt Appendix A as part of the School Resource Officer Agreement between the City and the Ottumwa Community School District.

8. Authorizing the City Administrator to solicit Request for Proposals regarding general legal services.

RECOMMENDATION: Approve the City Administrator to proceed with issuing RFP's related to legal services for the City of Ottumwa, Iowa.

G. PUBLIC HEARING:

1. This is the time, place and date set for a public hearing approving the plans, specifications, form of contract and estimated cost for the WPCF - Concrete Repairs Project.
  - A. Open the public hearing.
  - B. Close the public hearing.
  - C. Resolution No. 176-2020, approving the plans, specifications, form of contract and estimated cost for the WPCF - Concrete Repairs Project.

RECOMMENDATION: Pass and adopt Resolution No. 176-2020.

H. RESOLUTIONS:

1. Resolution No. 168-2020, incorporating a policy related to recalling and/or reinstating of former City employees into the City of Ottumwa Personnel Policies and Procedures.

RECOMMENDATION: Pass and adopt Resolution No. 168-2020.

2. Resolution No. 171-2020, authorizing the Planning Director to host the AmeriCops Refugee RISE Program.

RECOMMENDATION: Pass and adopt Resolution No. 171-2020.

3. Resolution No. 172-2020, authorizing the Mayor to sign a task order allowing Kirkham Michael, our Airport Consultant, to do an Aeronautical Topographical Mapping (AGIS) of the Ottumwa Regional Airport for a total cost of \$63,000.

RECOMMENDATION: Pass and adopt Resolution No. 172-2020.

4. Resolution No. 175-2020, award the contract for the 2020 Fox Sauk & North Court Intersection Project to TK Concrete, Inc. of Pella, Iowa in the amount of \$151,095.

RECOMMENDATION: Pass and adopt Resolution No. 175-2020.

5. Resolution No. 177-2020, approving Change Order No. 1 in the amount of \$7,000 for the WPCF Rebid Final Clarifier Select Repainting Project.

RECOMMENDATION: Pass and adopt Resolution No. 177-2020.

6. Resolution No. 178-2020, approve the purchase of a John Deere 544L Wheel Loader from Murphy Tractor and Equipment of Des Moines, Iowa, in the amount of \$184,116.51.

RECOMMENDATION: Pass and adopt Resolution No. 178-2020.

I. ORDINANCES:

J. PUBLIC FORUM:

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

K. PETITIONS AND COMMUNICATIONS

ADJOURN

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\*\*AMENDED to include a new Liquor License for Ottumwa Grocery, LLC



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**FAX COVER SHEET**

City of Ottumwa

DATE: 7/31/2020 TIME: 11:10 AM NO. OF PAGES 5  
(Including Cover Sheet)

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

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

FROM: Christina Reinhard

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

MEMO: \*\* AMENDED Agenda for the City Council Meeting #24 to be held on 8/4/2020

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

Meyers moved, seconded by Roe to approve the following consent agenda items Mins. from Special Mtg. No. 21 on June 30, 2020, Regular Mtg. No. 22 on July 7, 2020 and Trash & Recycling Collection Pre-Proposal Mtg. on July 9, 2020 as presented; Approve the promotion of Thomas Millikin to DATACOM Supvr. in the Police Dept. effective Aug. 1, 2020; Approve the promotion of First Class Firefighter Derek Fye to the position of Master Firefighter effective July 23, 2020; Approve the bid from Greiner Implement for \$14,000 for a new mower for the Parks Dept.; Approve a one-yr lease agt. with A&A Wood Products, LLC for the rental of a city-owned lot adjacent to Bldg. No. 81, located at 14150 Terminal Ave., at the Ottumwa Regional Airport; Approve the purchase of three (3) 2021 Ford Utility Police Interceptor vehicles from Stivers Ford of Waukee, IA in the amount of \$105,000 and the purchase and installation of the police equip. necessary for basic police functions in the amount of \$39,300; Approve MOU between the City of Ottumwa and Wapello County for the 2020 JAG Grant; Authorize reimbursement of expenses in the amount of \$25,000 incurred by the City as qualified urban renewal expenditures eligible for reimbursement from the West Gate TIF as per Iowa Code §403.19, in support for the Main St. Program; Authorize reimbursement of expenses in the amount of \$39,138 incurred by the City as qualified urban renewal expenditures eligible for reimbursement from the West Gate TIF as per Iowa Code §403.19, in support for the Dwtwn. Maintenance Program; Beer and/or liquor applications for: Courtside Bar & Grill, 2511 N. Court; Smokin' Joe's Tobacco and Liquor Outlet #5, 1115 Albia Rd.; all applications pending final inspections. All ayes.

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

City Admin. Rath discussed Personnel Policy addition for rehiring/reinstating of former employees. We do have language within our local rules and regs for Civil Service on this topic that are seniority based for rehiring/reinstating a former employee. "Appointments are first made from preferred lists (re-employment from layoff lists) if any exist for the position classifications concerned. Appointments from these lists must be made in the order of greater seniority. Names remain on a preferred list for three years from the date of layoff." Language also includes total years of service to the City if someone were to resign and return to City employment.

RFP for Attorney Services will be presented to Council for approval at the Aug. 4, 2020 mtg.

City Admin. Rath also presented an Introduction to Priority Based Budgeting (PBB). Item F-4 looks at contracting with Resource X to institute PBB with the City. Currently, the City of Ottumwa has one of the highest municipal tax rates in the state. In FY2020, Ottumwa's municipal tax rate (w/o Ag) was \$22.46 while the ave. for cities in IA was \$12.04. The City is maxed out on the General Fund levy.

Reduced revenues related to COVID-19 and increasing costs compounds the structural deficit. Alternative revenue options have faced political opposition in the past. Instead of using our current budget view that is line item yr. over yr. spending; PBB allows you to determine results, clarify result definitions, identify programs and services, value programs based on results and allocate resources based on priorities.

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

Meyers moved, seconded by Berg to approve the evaluation criteria and point system for the City's noncommercial refuse, recyclables, bulky items and yard waste collection Request for Proposals. Dir. of Hlth. Insp. & Planning Flanagan reported this form was given to contractors attending the pre-bid mtg. and anyone submitting questions in advance of the mtg. The form will be available for view online. Proposals for the collection service are due Aug. 25, 2020. All ayes.

Roe moved, seconded by Berg to accept bid and award contract for asbestos removal and demolition at 811 W. Second to Dan Laursen, of Ottumwa, IA, for the sum of \$13,890. Dir. of Hlth. Insp. & Planning Flanagan reported three bids for asbestos removal and four bids for demo were received. All ayes.

Dalbey moved, seconded by Roe to approve the business associate agt. between the City of Ottumwa and Mark J. Becker & Associates, LLC to authorize Becker to serve on behalf of and as the plan sponsor for the City of Ottumwa Health and Welfare Benefit Plan(s). City Admin. Rath stated Becker & Associates will work with staff to identify what works with their health insurance and what other options they may want that they are not currently receiving; they will go out and market our proposal to try and get better pricing for us; currently, we are told what the plan price is and our premiums without any room for negotiation and this will allow Becker & Associates to take control of health insurance costs and provide reviews and advice on any compliance regulations. All ayes.

Roe moved, seconded by Meyers to authorize City Admin. to contract with Resource X for the implementation of the Priority Based Budgeting (PBB) tool and ongoing support. City Admin. Rath stated the PBB process begins by identifying the totality of the programs (services) provided by the City. Each of these services is costed out by identifying the personnel and non-personnel costs associated with providing each program. Adopting the PBB process provides the staff and elected officials with an improved way to approach budgetary decisions. The process helps identify programs that need more resources; programs the need to be provided as-is; programs that can be suspended; programs flexible for level of service adjustments; internal program partnership and consolidation opportunities; programs ideal for external program partnership; programs with revenue generation opportunities. The cost for implementing the PBB program is \$11,500- \$15,000. Timeframe could be as little as 2 months to implement and get staff started on the process and hopeful to have everything in place before the end of the year. All ayes.

Meyers moved, seconded by Berg that Res. No. 159-2020, recommendation to transfer \$21,118.59 to the BVC for delinquent payables due to lost revenue related to COVID-19 for the outstanding payables listing from 5/29/2020-6/30/2020, be passed and adopted. Finance Dir. Mulder reported the invoices totaled \$26,814.92; however BVC, Inc. has offered to help with some of the capital invoices, reducing the amount to \$21,118.59. Vote taken: Ayes: Stevens, Meyers, Berg. Nays: Dalbey, Roe. Motion passed.

Roe moved, seconded by Dalbey that Res. No. 160-2020, approving and authorizing Amendment to Loan and Disbursement Agt. by and between the City of Ottumwa and the Iowa Finance Authority, and authorizing and providing for the reissuance of the Sewer Revenue Capital Loan Note, Series 2010 (Rate



Reset), be passed and adopted. Finance Dir. Mulder reported the Sewer Facilities SRF loan became eligible for a reduction in the interest rate. The original loan was 3% interest rate and the new rate will be 1.75%. This will create a cost savings to the Sewer Fund of \$714,362.50 and principal pymts. will be unchanged. The lower rate will be effective Dec.1, 2020. All ayes.

Berg moved, seconded by Stevens that Res. No. 161-2020, authorizing the transfer of \$22,548.69 from the Wildwood Hwy 34 URA Fund to General Fund for partial repayment of monies advanced, be passed and adopted. All ayes.

Meyers moved, seconded by Roe that Res. No. 162-2020, fixing an amount for abating a nuisance against certain lots in the City of Ottumwa, IA, for a total amount of \$1,444, be passed and adopted. Dir. of Hlth. Insp. & Planning Flanagan reported the following four properties included in this abatement: 221 Clem; 822 N. Court; 1934 E. Main; 250 S. Ward. All ayes.

Roe moved, seconded by Dalbey that Res. No. 163-2020, adopting the City of Ottumwa Policy to be in full compliance with Title VI of the Civil Rights Act of 1964, related statues and regulations concerning discrimination and to designate a Title VI Coordinator, and rescinding Res. No. 124-2020 passed on 6/2/2020 which listed former City Attorney/HR Manager as the Title VI Coordinator, be passed and adopted. This new Policy designated City Admin. Rath as the Title VI Coordinator for the City of Ottumwa. All ayes.

Berg moved, seconded by Stevens that Res. No. 164-2020, approving Addendum No. 1 to the Noncommercial trash, recyclables, bulky items and yard waste Request for Proposal and Contract within the City of Ottumwa, IA beginning July 4, 2021, be passed and adopted. Dir. of Hlth. Insp. & Planning Flanagan reported three changes to the RFP and Contract language: all customers, upon request, will receive one replacement recycling container at no cost during the life of the contract; contractors may begin collections at 5:00 A.M. from Memorial Day – Labor Day; and allowing contractors to submit an alternative proposal in addition to submitting response to the RFP as written. All ayes.

Roe moved, seconded by Dalbey that Res. No. 165-2020, award the contract for the WPCF Rebid Final Clarifier Select Repainting Project to Willco, Inc. of Omaha, Nebraska, in the amount of \$49,100 for the base bid, be passed and adopted. PW Dir. Seals reported three bids were received. Engineer's opinion of cost \$50,000. All ayes.

Dalbey moved, seconded by Roe that Res. No. 166-2020, approving Change Order No. 6, in the amount of \$62,995.96 for the Main Street (Dwntwn Streetscape) Reconstruction Project, be passed and adopted. PW Dir. Seals reported this change order addresses costs associated with add'l sewer separation. New contract sum is \$5,208,439.29. All ayes.

Roe moved, seconded by Meyers that Res. No. 167-2020, approving the renewal of a funding agt. between the City of Ottumwa and the Greater Ottumwa Convention and Visitors Bureau, Inc. (CVB), be passed and adopted. City Admin. Rath reported the agt. signed Sept. 4, 2018 was a two-yr. agt. ending on June 30, 2020; with an option to auto renew. The City desires that 35% of the hotel/motel tax continue to be allocated to the CVB for another two yrs. Agt. term will be July 1, 2020 through June 30, 2022. All ayes.

Dalbey moved, seconded by Berg that Res. No. 169-2020, approving an electric and telecommunications line easement to Interstate Power & Light Company for the property located at Lot 57 in Highland Park, be passed and adopted. PW Dir. Seals reported Interstate Power will erect a pole at easement location Parcel #007413500070000. All ayes.

Meyers moved, seconded by Dalbey that Res. No. 170-2020, approving Change Order No. 1 in the amount of \$13,001.05 for the Milner St. Reconstruction Project, be passed and adopted. PW Dir. Seals reported the following items are included in this change order: pig water main, replace sewer pipe with water main material, remove structure and change start date. New contract sum \$2,505,053.77. All ayes.

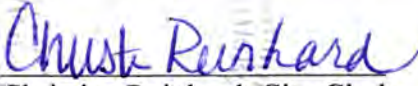
Mayor Lazio inquired if anyone from the audience wished to address an item not on the agenda. There were none.

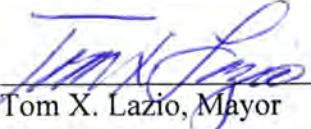
There being no further business, Stevens moved, seconded by Berg that the meeting adjourn. All ayes.

Adjournment was at 6:30 P.M.

CITY OF OTTUMWA, IOWA

ATTEST:

  
Christina Reinhard, City Clerk

  
Tom X. Lazio, Mayor

REPORT DATE 06/30/2020  
 SYSTEM DATE 07/20/2020  
 FILES ID 0

CITY OF OTTUMWA  
 STATEMENT OF CHANGES IN CASH BALANCE  
 AS OF 06/30/2020

Item No. **B-2** PAGE 1  
 TIME 12:57:42  
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ACCOUNT NUMBER	ACCOUNT DESCRIPTION	BEG. PERIOD BALANCE	CASH DEBITS	CASH CREDITS	END PERIOD BALANCE	OUTSTANDING CHECKS	TREASURY BALANCE
TOTALS FOR FUND 001	GENERAL OPER	3158673.78	1147730.40	1371764.45	2934639.73	16944.19	2951583.92
TOTALS FOR FUND 002	PARKING RAMP	30098.25	22.00	60.00	30060.25		30060.25
TOTALS FOR FUND 110	ROAD USE TAX	6073936.95	313337.95	416385.72	5970889.18	3525.89	5974415.07
TOTALS FOR FUND 112	EMPLOYEE BEN	612362.74	154254.31	475741.00	290876.05		290876.05
TOTALS FOR FUND 119	EMERGENCY FU		2368.85	2368.85			
TOTALS FOR FUND 121	SALES TAX 1%	2632404.95	270807.38	26848.00	2876364.33		2876364.33
TOTALS FOR FUND 122	*****						
TOTALS FOR FUND 123	AGASSI TIF D						
TOTALS FOR FUND 124	VOGEL URBAN						
TOTALS FOR FUND 125	WESTGATE TIF	-33032.09	10917.24	19435.00	-41549.85		-41549.85
TOTALS FOR FUND 126	AIRPORT TIF	-93352.64		300.00	-93652.64		-93652.64
TOTALS FOR FUND 127	PENNSYLVANIA						
TOTALS FOR FUND 128	WILDWOOD HWY	22798.69		23048.69	-250.00		-250.00
TOTALS FOR FUND 129	RISK MANAGEM	1049217.77	38035.73	59631.08	1027622.42		1027622.42
TOTALS FOR FUND 131	AIRPORT FUND	233671.50	40962.23	71316.53	203317.20	1735.28	205052.48
TOTALS FOR FUND 133	LIBRARY FUND	297933.93	52550.28	76241.01	274243.20	1079.62	275322.82
TOTALS FOR FUND 135	CEMETERY FUN	-38864.67	37102.03	32198.20	-33960.84	4967.86	-28992.98
TOTALS FOR FUND 137	HAZ-MAT FUND	132547.60	5673.66	22643.51	115577.75	1052.51	116630.26
TOTALS FOR FUND 141	2018 UPPER S	8078.12			8078.12		8078.12
TOTALS FOR FUND 142	HOAP/HILP ES						
TOTALS FOR FUND 143	EPA BROWNFIE						
TOTALS FOR FUND 144	2013 CDBG HO						
TOTALS FOR FUND 145	DOWNTOWN REV						
TOTALS FOR FUND 146	DOWNTOWN STR	1458192.08	207261.79	530911.97	1134541.90		1134541.90
TOTALS FOR FUND 147	CDBG P-2 MAS	17628.32			17628.32		17628.32
TOTALS FOR FUND 148	2016 QWW CDB						
TOTALS FOR FUND 151	OTHER BOND P	749136.25	6438.50	124259.88	631314.87	1000.00	632314.87
TOTALS FOR FUND 162	SSMID DISTRI						
TOTALS FOR FUND 167	FIRE BEQUEST	18077.93	359.64		18437.57		18437.57
TOTALS FOR FUND 169	START UP/DON						
TOTALS FOR FUND 171	RETIREE HEAL	996708.05	119358.65	72367.78	1043698.92		1043698.92
TOTALS FOR FUND 173	LIBRARY BEQU	139498.35	56090.06	17613.19	177975.22	979.71	178954.93
TOTALS FOR FUND 174	COMMUNITY DE	126190.57	1979.99	5749.25	122421.31		122421.31
TOTALS FOR FUND 175	POLICE BEQUE	93264.89	1685.60	2071.00	92879.49	2016.00	94895.49
TOTALS FOR FUND 177	HISTORIC PRE	1674.64		100.00	1574.64		1574.64
TOTALS FOR FUND 200	DEBT SERVICE	343738.94	230217.77	58450.00	515506.71		515506.71
TOTALS FOR FUND 301	STREET PROJE	420151.08	26837.31	396603.38	50385.01		50385.01
TOTALS FOR FUND 303	AIRPORT PROJ	-98489.76	4861.58	40636.67	-134264.85		-134264.85
TOTALS FOR FUND 307	SIDEWALK & C	-70874.52	80610.59	808.47	8927.60		8927.60
TOTALS FOR FUND 309	PARK PROJECT	66024.47	5009.60	20492.36	50541.71	5684.39	56226.10
TOTALS FOR FUND 311	LEEVE PROJEC	182405.29	3174.07		185579.36		185579.36
TOTALS FOR FUND 313	EVENT CENTER	15578.96		10520.97	5057.99		5057.99
TOTALS FOR FUND 315	SEWER CONSTR	12882362.05		309173.95	12573188.10		12573188.10
TOTALS FOR FUND 320	WEST END FLO						
TOTALS FOR FUND 501	CEMETERY MEM						
TOTALS FOR FUND 503	CEMETERY PER	440.00	846.00	440.00	846.00		846.00
TOTALS FOR FUND 610	SEWER UTILIT	3142531.68	571611.27	1043960.56	2670182.39	11989.64	2682172.03
TOTALS FOR FUND 611	SEWER SINKIN	-11793.00	106793.00		95000.00		95000.00
TOTALS FOR FUND 612	STORM WATER						
TOTALS FOR FUND 613	SEWER IMPROV	3008337.00	41663.00		3050000.00		3050000.00
TOTALS FOR FUND 670	LANDFILL FUN	1515486.65	253929.76	172894.97	1596521.44	541.47	1597062.91
TOTALS FOR FUND 671	LANDFILL RES	1114976.00	30302.00		1145278.00		1145278.00
TOTALS FOR FUND 673	RECYCLING	102408.31	61093.79	56351.72	107150.38	2105.00	109255.38
TOTALS FOR FUND 690	TRANSIT FUND	823061.12	30678.19	73701.44	780037.87	50.00	780087.87
TOTALS FOR FUND 695	1015 TRANSIT						
TOTALS FOR FUND 720	BRIDGEVIEW E	21955.23	123535.18	7654.25	137836.16		137836.16
TOTALS FOR FUND 750	GOLF COURSE	20663.62			20663.62		20663.62
TOTALS FOR FUND 810	POOLED INVES	-36180595.54	1447083.29	9640457.98	-44373970.23		-44373970.23
TOTALS FOR FUND 820	PAYROLL CLEA	413080.74	1082149.41	1003362.14	491868.01	4641.40	496509.41
TOTALS FOR FUND 840	EQUIPMENT PU	1469747.05			1469747.05		1469747.05
TOTALS FOR FUND 860	GROUP HEALTH	4220074.62	397500.91	261604.62	4355970.91		4355970.91
TOTALS FOR ALL LISTED FUNDS		11088115.95	6964833.01	16448168.59	1604780.37	58312.96	1663093.33

REPORT DATE 06/30/2020  
SYSTEM DATE 07/20/2020  
FILES ID 0

CITY OF OTTUMWA  
STATEMENT OF CHANGES IN CASH BALANCE  
AS OF 06/30/2020

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SUMMARY PAGE INFORMATION

ERRORS DETECTED: 0

END OF REPORT

Vendor #	Vendor Name	Check Number	Check Date	Amount	Reason
00100	A1A SANDBLASTING	206932	06/19/2020	10,348.35	CAPITAL IMPROVEMENTS
00198	ABC PEST CONTROL INC.	206933	06/19/2020	42.95	BLDG MAINT & REPAIR
00320	ACCO	206934	06/19/2020	1,033.50	OPERATING SUPPLIES
00626	SCOTT ADAMS	206729	06/05/2020	43.25	SUSTENANCE SUPPLIES
00688	AFSCME/IA COUNCIL 61	207035	06/26/2020	208.40	LIBRARY UNION DUES PAYABL
00778	AGRILAND FS, INC.	206838	06/12/2020	143.00	VHCL MTCE SUPPLIES
00800	AHLERS & COONEY P.C.	206730	06/05/2020	34,022.50	BOND ISSUE COSTS
00855	AIRGAS USA LLC	206839	06/12/2020	420.48	OPERATING SUPPLIES
01233	ALEX AIR APPARATUS, INC	206731	06/05/2020	309.98	TOOLS & SMALL EQUIP
01700	ALLIANT ENERGY/IPL	206841	06/12/2020	86,419.07	ELECTRIC
02080	ALTORFER INC.	206842	06/12/2020	134.63	VHCL MTCE SUPPLIES
02592	AMERICAN BOTTLING COMPANY	206936	06/19/2020	782.10	MERCHANDISE - RESALE
03611	AMERICAN RED CROSS	207037	06/26/2020	228.00	TRAINING
05124	ARCHANGEL SERVICES, LLC	206734	06/05/2020	2,316.67	MISC CONTRACT WORK
05370	AREA XV REGIONAL PLANNING	206735	06/05/2020	9,853.21	CONTRACTUAL SERVICES
05668	A-TEC RECYCLING INC	206937	06/19/2020	1,501.80	HAZARDOUS WASTE DISPOSAL
05700	ATOMIC TERMITE & PEST	206843	06/12/2020	250.00	GROUNDS MAINT & REPAIR
05860	AUTOZONE INC	206844	06/12/2020	49.02	VHCL MTCE SUPPLIES
05891	AXON ENTERPRISE, INC	206938	06/19/2020	590.00	EQUIP REPAIR
06481	BAILEY OFFICE OUTFITTERS	206738	06/05/2020	1,383.60	OFFICE SUPPLIES
07016	BARKER LEMAR ENGINEERING	206845	06/12/2020	7,029.45	ENGINEERING
09341	BLACKHAWK BODYSHOP AND	206739	06/05/2020	1,625.00	SUSTENANCE SUPPLIES
09360	BLACK'S TIRE COMPANY LLC	206740	06/05/2020	179.55	VHCL MTCE SUPPLIES
09522	WELLMARK BC & BS OF IOWA	207039	06/26/2020	22,175.00	MEDICARE PREMIUMS
09561	BOB BARKER COMPANY, INC.	206846	06/12/2020	511.82	JANITORIAL
10079	BOUND TREE MEDICAL LLC	206939	06/19/2020	472.00	TOOLS & SMALL EQUIP
11311	BRENTWOOD INDUSTRIES, INC	206742	06/05/2020	3,820.37	OTHER MAINT & REPAIR
11496	BRIDGE CITY SANITATION LL	206940	06/19/2020	140,781.18	OTHER PROF SERV
11506	BRIDGE VIEW CENTER	206743	06/05/2020	7,654.25	MANAGEMENT SERVICES
12500	BUB'S TREE CARE	206847	06/12/2020	6,150.00	TREE TRIMMING
12971	PHILLIP BURGMEIER	207042	06/26/2020	180.00	SUSTENANCE SUPPLIES
13651	AMANDA CALE	206848	06/12/2020	185.00	REFUNDS
14773	SCOTT CARLSON	206942	06/19/2020	200.00	SUSTENANCE SUPPLIES
14774	CHAD CARLSON	206943	06/19/2020	144.45	SUSTENANCE SUPPLIES
15760	CARROLL CONSTRUCTION SUPP	206944	06/19/2020	4,846.75	TOOLS & SMALL EQUIP
15788	CATERPILLAR GOLBAL SERVIC	206746	06/05/2020	13,065.40	VHCL MTCE SUPPLIES
16265	CENTER POINT LARGE PRINT	207044	06/26/2020	85.08	LIBRARY MAT-GRUBB ESTATE
16300	CENTRAL IOWA FASTENERS	206946	06/19/2020	57.50	MISCELLANEOUS
16402	CENTURYLINK	206748	06/05/2020	4,178.86	TELEPHONE/IT
16403	CENTURYLINK	206850	06/12/2020	243.01	TELEPHONE/IT
17825	CITY OF OTTUMWA, CEMETERY	206749	06/05/2020	440.00	CASH INVESTED PASSBK SVNG
18379	CLEMONS INC OF OTTUMWA	206948	06/19/2020	333.70	VHCL MTCE SUPPLIES
18980	COLLECTION SERVICES	206851	06/12/2020	3,965.20	CHILD SUPPORT PAYABLE
18981	COLLABORATIVE SUMMER	206852	06/12/2020	984.70	PROGRAM SUPPLIES
19774	COMMUNITY CARE AUXILIARY	206750	06/05/2020	100.00	REFUNDS
20329	RICHARD OR KRIS CONLEY	206853	06/12/2020	400.00	JANITORIAL
20332	CONFLUENCE, INC	206854	06/12/2020	15,946.58	CONTRACTUAL SERVICES
21416	PEGGY COURTNEY	207048	06/26/2020	35.00	REFUNDS
21421	TRAVIS COURTNEY	207049	06/26/2020	180.00	SUSTENANCE SUPPLIES
21503	BARBARA COVERT	207050	06/26/2020	50.00	REFUNDS
21825	CREDIT UNION	206855	06/12/2020	37,388.72	CREDIT UNION PAYABLE
22020	DAN CROSSMON	207052	06/26/2020	111.11	SUSTENANCE SUPPLIES
22458	DC CONSTRUCTION	206856	06/12/2020	2,268.59	CAPITAL IMPROVEMENTS
22608	DANI'S AUTO SUPPLY LLC	206752	06/05/2020	1,675.17	TOOLS & SMALL EQUIP

Vendor #	Vendor Name	Check Number	Check Date	Amount	Reason
24325	DEMCO, INC	207053	06/26/2020	611.82	OPERATING SUPPLIES
25390	R. D. DRENKOW & CO INC	207054	06/26/2020	4,816.46	R.D. DRENKOW/FLEX PAY
25394	DRISH CONSTRUCTION, INC.	206753	06/05/2020	140,191.16	ENGINEERING
26050	EARL MAY SEED & NURSERY	206754	06/05/2020	155.00	GROUNDS MAINT & REPAIR
26580A	EBSCO INFORMATION SERVICE	206859	06/12/2020	4,054.00	LIBRARY MAT-GRUBB ESTATE
26640	ECOSYSTEMS INC	206860	06/12/2020	20,502.00	SLUDGE HAULING
27246	ELKS LODGE	206755	06/05/2020	600.00	REFUNDS
27272	ELLIOTT BULK SERVICES LLC	206861	06/12/2020	3,824.46	VHCL-FUEL
27274	ELLIOTT EQUIPMENT CO.	206862	06/12/2020	2,259.00	VHCL MTCE SUPPLIES
27280	ELLIOTT OIL COMPANY	206756	06/05/2020	13,879.31	VHCL-FUEL
27510	EMBLEM ENTERPRISES INC	206757	06/05/2020	892.99	SUSTENANCE SUPPLIES
27518	EMERGENCY MEDICAL PRODUCT	206758	06/05/2020	766.60	SUSTENANCE SUPPLIES
27789	ENVIRONMENTAL EDGE	206864	06/12/2020	3,700.00	CONTRACTUAL SERVICES
27819	STEVE ERWIN	207057	06/26/2020	180.00	SUSTENANCE SUPPLIES
28904	FALVEY LUMBER-EDDYVILLE	207058	06/26/2020	20.08	OPERATING SUPPLIES
29300	FASTENAL COMPANY	207059	06/26/2020	494.49	TOOLS & SMALL EQUIP
29576	FEDEX	206760	06/05/2020	39.25	MISCELLANEOUS
29829	FIDELITY SECURITY LIFE	207060	06/26/2020	1,653.61	AVESIS PAYABLE
30148	FIREMANS ASSC	207061	06/26/2020	1,681.12	FIRE UNION DUES PAYABLE
30720	FLOOR TO CEILING STORE	206952	06/19/2020	2,744.98	OPERATING SUPPLIES
31439	FULLER MONUMENT	206761	06/05/2020	255.00	MERCHANDISE - RESALE
31682	GALLS LLC-DBA CARPENTER	207062	06/26/2020	3,734.78	SUSTENANCE SUPPLIES
31682A	GALLS, LLC	206763	06/05/2020	425.92	OPERATING SUPPLIES
31797	GARDEN & ASSOCIATES LTD	206953	06/19/2020	4,797.99	CONTRACTUAL SERVICES
31941	MARQUETTA HUFFMAN	206954	06/19/2020	35.00	REFUNDS
32792	GLOBAL EQUIPMENT COMPANY	206955	06/19/2020	585.59	OPERATING SUPPLIES
33397	BRANDON GRAVETT	206956	06/19/2020	187.74	SUSTENANCE SUPPLIES
33635	GREAT WESTERN SUPPLY CO	206764	06/05/2020	892.17	OPERATING SUPPLIES
33648	GREATER OTTUMWA PARTNERS	206765	06/05/2020	8,000.00	CONTRACTUAL SERVICES
34480	HACH COMPANY	206766	06/05/2020	302.71	LAB SUPPLIES
34919	CATREANA HANDLING	206767	06/05/2020	65.00	REFUNDS
34966	HARDY DIAGNOSTICS	206768	06/05/2020	409.01	LAB SUPPLIES
36073	HAWKEYE ENTERPRISES	206868	06/12/2020	52,046.70	CAPITAL IMPROVEMENTS
36074	HAWKEYE ENVIRONMENTAL	206957	06/19/2020	1,625.00	CONTRACTUAL SERVICES
36302	HEARTLAND HUMANE SOCIETY	206769	06/05/2020	95.00	OTHER PROF SERV
36500	HEIMAN FIRE EQUIPMENT	207065	06/26/2020	8,792.00	OTHER SMALL CAPITAL
36503	JANICE HEINJE	206958	06/19/2020	35.00	REFUNDS
37350	HERRMANN'S LAWCARE	206770	06/05/2020	775.00	OPERATING SUPPLIES
37415	HICKENBOTTOM INC	206771	06/05/2020	202.79	SEWER/DRAINAGE SUPPLIES
37476	HILL PRODUCTIONS & MEDIA	206869	06/12/2020	74.00	ADVERT/LEGAL PUBL
37560	HINDMAN PERSON HEATING	206959	06/19/2020	687.50	BUILDING MAINTENANCE REPA
38196	HOPKINS PROPERTIES, LLC	207066	06/26/2020	21,849.25	CAPITAL IMPROVEMENTS
38281	WALTER HORNBAC	207067	06/26/2020	180.00	SUSTENANCE SUPPLIES
38920	HOWDEN ROOTS LLC	206870	06/12/2020	1,280.00	OPERATING SUPPLIES
39438	HY-VEE ACCOUNTS RECEIVABL	206960	06/19/2020	183.31	OPERATING SUPPLIES
40051	IAPE	206961	06/19/2020	395.00	TRAINING
40155	IDEXX DISTRIBUTION INC	206962	06/19/2020	1,414.69	LAB SUPPLIES
41480	ICMA RETIREMENT TRUST 457	206871	06/12/2020	3,064.52	ICMA DEF COMP PAYABLE
41505A	IMWCA	206872	06/12/2020	30,133.80	WORKMENS COMPENSATION
41600	IDEAL READY MIX	207072	06/26/2020	25,949.00	STREET MAINT SUPPLIES
41754	INDIAN HILLS COMMUNITY	206773	06/05/2020	1,691.14	PAYMENTS IN LIEU OF TAXES
41920A	INDUSTRIAL CHEMICAL	207073	06/26/2020	68.00	BLDG MAINT & REPAIR
41925	INDUSTRIAL MEDICINE	206963	06/19/2020	634.00	EMPLOYEE PHYSICALS/TESTS
42160	INGRAM LIBRARY SERVICES	206964	06/19/2020	9,727.36	LIBRARY MAT-GRUBB ESTATE

Vendor #	Vendor Name	Check Number	Check Date	Amount	Reason
43264	INTERSTATE ALL BATTERY CE	206965	06/19/2020	933.00	SUSTENANCE SUPPLIES
43275	INTERSTATE INDUS. SERVICE	206874	06/12/2020	230.14	OPERATING SUPPLIES
43290	IAMU	206966	06/19/2020	990.00	DUES & MEMBERSHIPS
43388	IOWA CIVIL CONTRACTING, IN	207075	06/26/2020	227,835.01	STREET MAINT
43498	IOWA DEPT OF JUSTICE	206775	06/05/2020	71.00	OPERATING SUPPLIES
43501	IA DEPT OF TRANSPORTATION	206931	06/17/2020	240.00	TRAINING
43506	IOWA DEPT TRANSPORTATION	206776	06/05/2020	14,815.66	STREET MAINT SUPPLIES
43509	IOWA DEPT NATURAL RESOURC	207077	06/26/2020	72.00	TRAINING
43543	IOWA DEPT OF PUBLIC SAFET	206967	06/19/2020	4,869.00	RENTS & LEASES
43550	IOWA DIVISION OF LABOR	206968	06/19/2020	175.00	BLDG MAINT & REPAIR
43999	IOWA ONE CALL	207078	06/26/2020	342.90	TELEPHONE/IT
45057	J & J MOWING	206778	06/05/2020	12,986.00	WEED MOWING
45256	RON JACOBSEN	207079	06/26/2020	112.33	SUSTENANCE SUPPLIES
45974	JOHN DEERE FINANCIAL	207080	06/26/2020	631.61	OPERATING SUPPLIES
47688	KARL CHEVROLET	206779	06/05/2020	3,664.40	VHCL MTCE SUPPLIES
48769	KEYSTONE LABORATORIES INC	206970	06/19/2020	417.40	ENGINEERING
49039	KIRKHAM MICHAEL	206877	06/12/2020	41,886.67	INFRASTRUCTURE
49206	KLODT DOOR SERVICE LLC	207082	06/26/2020	234.02	GROUPS MAINT & REPAIR
49687	KOHL WHOLESALE	206878	06/12/2020	590.12	OPERATING SUPPLIES
50620	LANGMAN CONSTRUCTION, INC	207083	06/26/2020	84,740.00	ENGINEERING
50817	DAN LAURSEN EXCAVATING	206972	06/19/2020	3,600.00	CONTRACTUAL SERVICES
51506	DIANA LEMKE	206879	06/12/2020	35.00	REFUNDS
51724	LEXIPOL, LLC	206973	06/19/2020	9,341.00	OTHER PROF SERV
51969	LIBERTY TIRE SERVICES LLC	206880	06/12/2020	3,905.27	TIRE DISPOSAL
52093	THE LIFEGUARD STORE	207084	06/26/2020	571.00	SUSTENANCE SUPPLIES
52254	LISCO	206881	06/12/2020	270.00	TECHNOLOGY SERVICES
52990	LOKTRONICS SECURITY CORP	206974	06/19/2020	26.18	OPERATING SUPPLIES
53691A	MACQUEEN EQUIPMENT, LLC	206883	06/12/2020	1,349.17	VHCL MTCE SUPPLIES
54052	JOHN MAHAFFEY	206975	06/19/2020	35.00	REFUNDS
54055	MAHASKA	206976	06/19/2020	1,926.80	CONCESSION - RESALE
54181	MAHER PLUMBING & HEATING	207085	06/26/2020	170.00	VHCL MTCE SUPPLIES
54187	MAIN STREET OTTUMWA	206780	06/05/2020	19,060.00	DOWNTOWN MAINTENANCE
54390	MANATT'S INC	207086	06/26/2020	5,395.25	STREET MAINT SUPPLIES
55304	MAST VINYL WINDOWS	206978	06/19/2020	1,080.00	BLDG MAINT & REPAIR
55311	MASSMUTUAL RETIREMENT SER	207087	06/26/2020	500.00	HARTFORD DEF COMP PAYABLE
55493	MAX-R	206885	06/12/2020	13,164.00	OTHER CAPITAL EQUIP
56090	CODY MCCOY	206782	06/05/2020	123.55	SUSTENANCE SUPPLIES
57195	MCMASTER-CARR	206783	06/05/2020	121.19	VHCL MTCE SUPPLIES
57385	MENARDS	206785	06/05/2020	2,956.47	OPERATING SUPPLIES
57518	SYMETRA LIFE INSURANCE CO	207089	06/26/2020	4,412.44	GROUP LIFE PREMIUMS
58499	MID-AM TEXTILES INC	207090	06/26/2020	38.00	OPERATING SUPPLIES
58500	MIDAMERICAN ENERGY CO	206787	06/05/2020	1,685.81	NATURAL GAS
58555	MID-IOWA SOLID WASTE	207091	06/26/2020	2,434.92	VHCL MTCE SUPPLIES
59301	MIDWEST AUTO GLASS & TIRE	206980	06/19/2020	6.74	OPERATING SUPPLIES
59380	MIDWEST TAPE OLD ADDRESS	207092	06/26/2020	69.71	LIBRARY MAT-GRUBB ESTATE
59382	MIDWEST TAPE	206981	06/19/2020	330.08	LIBRARY MAT-GRUBB ESTATE
59753	MIKES TIRE AND	206887	06/12/2020	4,078.00	VHCL MTCE SUPPLIES
60780	MOBILE LOCKSMITH & ALARM,	206982	06/19/2020	80.00	MISCELLANEOUS
61097	MONGAN PAINTING CO., INC.	207093	06/26/2020	5,684.39	CAPITAL IMPROVEMENTS
61361	MOODYS INVESTOR SERVICE	206889	06/12/2020	23,000.00	BOND ISSUE COSTS
61702	MOSE LEVY COMPANY INC	206890	06/12/2020	51.00	STREET MAINT SUPPLIES
61785	MOTION INDUSTRIES	206788	06/05/2020	260.67	EQUIP REPAIR
62540	MTI DISTRIBUTING INC.	206984	06/19/2020	660.00	EQUIP REPAIR
62560	MUNICIPAL CODE CORP	206985	06/19/2020	1,300.00	OTHER PROF SERV

Vendor #	Vendor Name	Check Number	Check Date	Amount	Reason
62872	DEB MYERS	206986	06/19/2020	100.00	REFUNDS
64400	NATIONWIDE RETIREMENT SOL	206893	06/12/2020	3,330.00	NRS-NATION RETIRE SOL
65489	NICHOLS EQUIPMENT LLC	206987	06/19/2020	69.02	VHCL MTCE SUPPLIES
66001	NORRIS ASPHALT PAVING INC	207095	06/26/2020	26,516.49	STREET MAINT
66545	STEVE O'CONNOR	206895	06/12/2020	900.00	GRANT
66561	OFFICIAL PEST CONTROL	206790	06/05/2020	55.00	SUSTENANCE SUPPLIES
66643	OHD LLLP	206989	06/19/2020	860.00	OTHER PROF SERV
66730	OHARA HARDWARE	206791	06/05/2020	97.55	BLDG MAINT & REPAIR
66737A	OLD DOMINION BRUSH	206990	06/19/2020	1,287.45	VHCL MTCE SUPPLIES
67098	O'REILLY AUTOMOTIVE	206793	06/05/2020	1,207.58	VHCL MTCE SUPPLIES
67101	OTC BRANDS INC	206794	06/05/2020	96.56	PROGRAM SUPPLIES
67622	OTTSEN OIL CO INC	206795	06/05/2020	226.38	VHCL MTCE SUPPLIES
67685	OTTUMWA AREA CONVENTION &	206796	06/05/2020	18,788.22	CONV & VISITOR BUREAU
67752	OTTUMWA CHIROPRACTIC CLIN	206896	06/12/2020	85.00	EMPLOYEE PHYSICALS/TESTS
67759	OTTUMWA COMMUNITY SCHOOLS	207096	06/26/2020	535.16	PHOTOCOPIES
67760	OTTUMWA COMMUNITY SCHOOL	206798	06/05/2020	25,109.26	PAYMENTS IN LIEU OF TAXES
68000	OTTUMWA COURIER	206991	06/19/2020	1,116.06	ADVERT/LEGAL PUBL
68192	OTTUMWA FIBER LLC	207097	06/26/2020	150.00	TECHNOLOGY SERVICES
68239	OTTUMWA GLASS	206992	06/19/2020	192.00	OPERATING SUPPLIES
68556	OTTUMWA NAPA	206836	06/08/2020	1,627.28	VHCL MTCE SUPPLIES
68560	OTTUMWA PRINTING, INC.	206800	06/05/2020	138.00	PRINTING
68576	OTTUMWA RADIO	206801	06/05/2020	2,586.40	EMPLOYEE RECRUITMENT
69040	OTTUMWA WATER AND HYDRO	206802	06/05/2020	16,024.65	BILLING FEES-WW
69259	KATLYN OVERTURF	206994	06/19/2020	200.00	SUSTENANCE SUPPLIES
69688	DIXIE L PARKER	206803	06/05/2020	1,400.00	JANITORIAL
70610	PAYMENT REMITTANCE CENTER	207033	06/22/2020	9,479.56	LIBRARY MAT-GRUBB ESTATE
71490	PETTY CASH THE BEACH	206926	06/16/2020	420.00	ADMISSIONS DAILY
71950	PIERCE CONST & FENCE CO L	206995	06/19/2020	1,510.00	EQUIP REPAIR
72035	PIPESTONE VET CLINIC OF	206898	06/12/2020	429.00	OTHER PROF SERV
72250	PITNEY BOWES GLOBAL	206899	06/12/2020	148.26	RENTS & LEASES
72253	PPG ARCHITECTURAL FINISHE	206804	06/05/2020	208.85	OPERATING SUPPLIES
72561	PLUMB SUPPLY COMPANY-OT	206900	06/12/2020	473.42	OPERATING SUPPLIES
72986	PORTZEN CONSTRUCTION INC	207101	06/26/2020	520,361.58	CONTRACTUAL SERVICES
73419	PRAETORIAN DIGITAL	206805	06/05/2020	3,366.00	TRAINING
73926	PRODUCTIVITY PLUS ACCOUNT	206806	06/05/2020	377.66	VHCL MTCE SUPPLIES
73971	PROFESSIONAL JANITORIAL	206807	06/05/2020	2,000.00	JANITORIAL
74104	DAVE PROSE	206901	06/12/2020	100.00	REFUNDS
74260	PURCHASE POWER	206996	06/19/2020	478.25	POSTAGE & SHIPPING
74626	QUALITY SERVICES CORP	206997	06/19/2020	375.72	VHCL MTCE SUPPLIES
74740	RJ PERFORMANCE INC	206902	06/12/2020	100.98	VHCL MTCE SUPPLIES
74751	R.G. CONSTRUCTION, LLC	206998	06/19/2020	9,957.00	CONTRACTUAL SERVICES
74799	R & R INDUSTRIES, INC.	206999	06/19/2020	108.64	SUSTENANCE SUPPLIES
74955	RACOM CORPORATION	207102	06/26/2020	3,553.28	EQUIP REPAIR
75901	RECORDED BOOKS INC	207000	06/19/2020	98.97	LIBRARY MAT-GRUBB ESTATE
76958	RICHARDS PLUMBING, SEWER	206809	06/05/2020	75.00	MISC CONTRACT WORK
76989	RICHWELL CARPET CENTER	206810	06/05/2020	922.40	OPERATING SUPPLIES
77187	RIVERSIDE EMERGENCY MANAG	206904	06/12/2020	600.00	GRANT
77196	RIVER HILLS COMMUNITY	207104	06/26/2020	1,012.50	EMPLOYEE PHYSICALS/TESTS
77461	DALE ROBINSON	206905	06/12/2020	50.00	SALE OF REAL ESTATE
77518	ROGAN SCALE LLC	207001	06/19/2020	8,871.00	CAPITAL IMPROVEMENTS
77975	ROTO-ROOTER	207002	06/19/2020	651.05	GROUNDS MAINT & REPAIR
78105	ROYAL PORTABLE TOILETS	206907	06/12/2020	486.00	OPERATING SUPPLIES
78173	JAKE RUSCH	206908	06/12/2020	120.00	SUSTENANCE SUPPLIES
78279	S & L ALL SEASON	206909	06/12/2020	1,497.34	TOOLS & SMALL EQUIP



Vendor #	Vendor Name	Check Number	Check Date	Amount	Reason
78441	SAFETY-KLEEN SYSTEMS, INC	206812	06/05/2020	469.50	VHCL MTCE SUPPLIES
78684	CHRIS SAMMONS	207105	06/26/2020	50.00	REFUNDS
78718	SANDRY FIRE SUPPLY LLC	206813	06/05/2020	4,674.79	TOOLS & SMALL EQUIP
79281	MIKE SCHNEIDER	207004	06/19/2020	155.00	PROGRAM SUPPLIES
79298	SCHOLASTIC INC.	207005	06/19/2020	692.28	LIBRARY MAT-GRUBB ESTATE
79358	SCHUMACHER ELEVATOR CO	206910	06/12/2020	484.18	BLDG MAINT & REPAIR
80050	SECRETARY OF STATE	207006	06/19/2020	30.00	DUES & MEMBERSHIPS
80174	BRAD SERTTERH	207106	06/26/2020	94.41	SUSTENANCE SUPPLIES
80377	SERVPRO	207007	06/19/2020	8,093.85	OPERATING SUPPLIES
81360	SHERWIN WILLIAMS	206814	06/05/2020	343.00	STREET MAINT SUPPLIES
81379	APRIL SHILKUS	206911	06/12/2020	150.00	SALE OF REAL ESTATE
81507	SHRED-IT USA	207107	06/26/2020	84.59	CONTRACTUAL SERVICES
82135	SINCLAIR TRACTOR	206815	06/05/2020	2,862.66	VHCL MTCE SUPPLIES
82416	SMITH AND SON	206816	06/05/2020	520.00	TOOLS & SMALL EQUIP
82954	MIKE SMITH	207108	06/26/2020	4.27	TOOLS & SMALL EQUIP
83444	SO OTTUMWA SAVINGS BANK	206927	06/17/2020	1,000,000.00	SOSB/CD
83444A	SOUTH OTTUMWA SAVINGS BAN	206928	06/17/2020	1,000,000.00	SOSB/CD
83444B	SOUTH OTTUMWA SAVINGS BAN	206929	06/17/2020	1,000,000.00	SOSB/CD
83444C	SOUTH OTTUMWA SAVINGS BAN	206930	06/17/2020	1,000,000.00	SOSB/CD
83880	SOUTHERN IOWA DIESEL, INC	206817	06/05/2020	145.03	VHCL MTCE SUPPLIES
83920	SOUTHERN IOWA ELECTRIC	206913	06/12/2020	77.57	ELECTRIC
85262	STATE HYGIENIC LABORATORY	206914	06/12/2020	27.00	CONTRACTUAL SERVICES
86196	THE STITCH DOCTOR	207008	06/19/2020	59.96	OTHER PROF SERV
86593	MINNIE STUFFLEBEE	207109	06/26/2020	50.00	REFUNDS
86970	SUPREME STAFFING INC	207110	06/26/2020	42,234.07	CONTRACT EMPLOYEES
87473	SYSTEMS TECHNOLOGY GROUP,	207126	06/26/2020	695.00	PROGRAM SUPPLIES
87610	T & K ROOFING CO.	206916	06/12/2020	13,335.74	BUILDINGS
88000	TEAMSTER LOCAL UNION 238	207111	06/26/2020	3,090.06	PUBLIC WKS UNION DUE PAYA
88300	TENCO INDUSTRIES, INC	207010	06/19/2020	70.00	TRANSIT FARES
88697	THUMBS UP GIFTS & AWARDS	207011	06/19/2020	36.00	MISCELLANEOUS
88858	TIFCO INDUSTRIES	207112	06/26/2020	337.75	OPERATING SUPPLIES
89090	TOTAL CHOICE SHIPPING	206917	06/12/2020	110.61	GROUPS MAINT & REPAIR
89206	TRAFFIC & TRANSPORTATION	206819	06/05/2020	950.00	STREET MAINT SUPPLIES
89462A	TREASURER STATE OF IOWA	206820	06/05/2020	1,345.00	SALES TAX PAYABLE
89855	TRUITT ABSTRACT COMPANY	206918	06/12/2020	750.00	LEGAL FEES
89986	TUBE PRO INC.	207014	06/19/2020	391.00	OPERATING SUPPLIES
90230	TYR SPORT INC	207114	06/26/2020	503.73	SUSTENANCE SUPPLIES
90454	ULINE	206919	06/12/2020	97.32	OPERATING SUPPLIES
90844	U S CELLULAR	207015	06/19/2020	210.80	CONTRACTUAL SERVICES
90846	UPS	207016	06/19/2020	186.18	POSTAGE & SHIPPING
90885	UNITYPOINT CLINIC	206921	06/12/2020	433.00	EMPLOYEE PHYSICALS/TESTS
91835	USA BLUE BOOK	206822	06/05/2020	1,839.40	OPERATING SUPPLIES
92000	UTILITY EQUIPMENT COMPANY	207018	06/19/2020	3,655.00	SEWER/DRAINAGE SUPPLIES
92555	THE VAN METER COMPANY	206922	06/12/2020	1,230.17	OPERATING SUPPLIES
92648	VEENSTRA & KIMM INC	206823	06/05/2020	37,142.45	MISCELLANEOUS
92679	VERIZON WIRELESS	207020	06/19/2020	1,143.70	TELEPHONE/IT
92698	VETTER'S INC-CULLIGAN WAT	206824	06/05/2020	6,474.84	OTHER CAPITAL EQUIP
92715	VESSCO INC	207021	06/19/2020	12,277.00	OTHER CAPITAL EQUIP
92923	VISION INDUSTRIAL SALES	207118	06/26/2020	316.80	VHCL MTCE SUPPLIES
94000	WALMART COMMUNITY/SYNCE	207119	06/26/2020	506.21	OFFICE SUPPLIES
94075	WAPELLO CO AGRICULTURAL	206825	06/05/2020	368.44	PAYMENTS IN LIEU OF TAXES
94100	WAPELLO CO ASSESSOR	206826	06/05/2020	755.05	PAYMENTS IN LIEU OF TAXES
94490	WAPELLO COUNTY TREASURER	206827	06/05/2020	12,371.47	PAYMENTS IN LIEU OF TAXES
94704	WAPELLO COUNTY RECORDER	206828	06/05/2020	129.00	RECORDING & COURT FEES

Vendor #	Vendor Name	Check Number	Check Date	Amount	Reason
94725	WAPELLO COUNTY SHERIFF	206924	06/12/2020	984.10	GARNISHMENTS PAYABLE
95000	WAPELLO COUNTY UNITED WAY	207121	06/26/2020	26.00	UNITED WAY DED PAYABLE
95120	WAPELLO RURAL WATER ASSC	206829	06/05/2020	38.11	WATER
95121	WAPELLO FAMILY TREATMENT	207022	06/19/2020	200.00	REFUNDS
95368	WAYNE'S TIRE	206830	06/05/2020	482.14	VHCL MTCE SUPPLIES
95407	MICHELE A. WEBER	206925	06/12/2020	150.00	SALE OF REAL ESTATE
95411	RYAN WEBSTER	207024	06/19/2020	137.79	SUSTENANCE SUPPLIES
95611	WELLMARK BC & BS OF IOWA	207026	06/19/2020	287,659.81	GROUP HEALTH CLAIMS
96702	DANIELLE WHITACRE	206831	06/05/2020	90.00	REFUNDS
96803	DENNIS WILLHOIT	206832	06/05/2020	100.00	MISCELLANEOUS
96808	WILCOX EQUIPMENT	207027	06/19/2020	828.33	VHCL MTCE SUPPLIES
97305	WINDSTREAM	207123	06/26/2020	376.94	TELEPHONE/IT
97320	WINGER COMPANIES	207127	06/26/2020	4,996.30	CAPITAL IMPROVEMENTS
97321	WINGER SERVICE	206834	06/05/2020	9,596.97	GROUPS MAINT & REPAIR
97334	WINN CORP	207124	06/26/2020	26,417.38	STREET MAINT SUPPLIES
97577	WOODRIVER ENERGY LLC	207030	06/19/2020	2,556.25	NATURAL GAS
98820	HEATHER ZUERCHER	207125	06/26/2020	82.33	SUSTENANCE SUPPLIES

TOTAL NUMBER OF CHECKS 570 WRITTEN TO 287 VENDORS FOR 6,482,069.00

Treasurer, State of IA

IPERS

Internal Revenue Service

Internal Revenue Service

Iowa Finance Authority

42,368.00 IA Withholding

121,964.75 Withholding and plr tax

123,723.81 federal & fiza withholding

43,586.01 payroll taxes

545,473.75 principal & interest debt payments

7,359,185.32



August 4, 2020

TO: Ottumwa City Council Members

FROM: Tom X. Lazio, Mayor

**SUBJECT: APPOINTMENT TO CITY BOARDS AND/OR COMMISSIONS**

Recommend appointment to the Cemetery Board of Trustees, term to expire 07/01/2024.

Connie Millard  
11 Cambridge Court

received  
7-20-2020



9/11/14

APPLICATION FOR EMPLOYMENT

**\*\* We are an Equal Opportunity Employer who fully and actively supports equal access for all people, regardless of Race, Color, Religion, Creed, Sex, Age, Veteran Status, National Origin, Disability, Sexual Orientation, Citizenship Status, Familial Status, Political Affiliation, Genetic Information or Testing, and Gender Identity or Expression or any other legally protected status. We prohibit Retaliation against individuals who bring forth any complaint, orally or in writing, to the employer or the government, or against any individuals who assist or participate in the investigation of any complaint, or otherwise oppose discrimination\*\***

Last Name	First Name	Middle Name
Millard	Constance	L.

Address	City	State	Zip
11 Cambridge Ct	Ottumwa	IA	52501

Telephone Number(s)
641 814 2078

Position(s) applying for: Ottumwa Cemetery Board

Best time to contact you is: 8:00 AM to 8:00 PM

If you are under 18 years of age, can you provide proof of your eligibility to work? Yes  No

Have you ever filled out an application with us before? Yes  No  If Yes give date \_\_\_\_\_

Do you have any relatives employed with the City of Ottumwa? **CHECK ONE** YES  NO

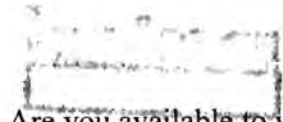
If Yes, name of employee \_\_\_\_\_

Are you currently employed? Yes  No

May we contact your present employer? Yes  No

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status? *Proof of citizenship or immigration status will be required upon employment.* Yes  No

Date available to work 7/20/20 What is your desired salary range? \_\_\_\_\_



Are you available to work Full-Time  Temporary  (indicate dates available) \_\_\_\_\_

Part-Time

Are you currently on "lay-off" status and subject to recall? Yes  No

Can you travel if a job requires it? Yes  No

**EDUCATION**

	Name & Address of School	Course of Study	Number of Yrs Completed	Diploma/Degree
Elementary School	St. Patrick's School Church St Ottumwa	Grade School	K-8 <sup>th</sup> Grade	Diploma
High School	Ottumwa Heights Academy	High school	9 <sup>th</sup> -12 <sup>th</sup> Grade	High School Diploma
Undergraduate College	Ottumwa Heights College	Secretarial Degree	1 YR	College Diploma
Graduate Professional	Indian Hills Arts + Science	AA Degree	2 Yr.	Arts + Science Diploma
Other (Specify)	Buena Vista College	Human Resources	2 Yr.	Bachelor of Science Degree

Describe any specialized training, apprenticeship, skills and extra-curricular activities.

I worked at Indian Hills Community College for 25 years. I worked at the Ottumwa Heights College for 7 years as Asst. Business manager at Indian Hills I worked as an Administrative Secretary in the Foundation and Human Resource Department. I have been retired since 2014. I am president of Friends of the Library and also belong to My-Nona Newman here in Ottumwa in my retirement. Secretary of Trailblazers Retirement Club at IHCC since inception of club.

Describe any job-related training received in the United States military.

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**EMPLOYMENT EXPERIENCE-Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities or other protected status.**

1. Employer Indian Hills Community College  
 Address 525 Grandview  
 Telephone Number(s) \_\_\_\_\_  
 Job Title Administrative Assistant  
 Supervisor Jim Lindenmayer + Tom Stewart  
 Dates Employed From: 1979 To: 2004  
 Hourly Rate/Salary \_\_\_\_\_  
 Work Performed Administrative duties in the Human Resources / Payroll Office and the IHCC Foundation Office

Reason for Leaving Retired

2. Employer Attuma Heights College  
 Address 525 Grandview - Attuma Ga  
 Telephone Number(s) \_\_\_\_\_  
 Job Title Assistant Business Manager  
 Supervisor Maxine Larson, Jerry Steenway  
 Dates Employed From: 1972 To: 1979  
 Hourly Rate/Salary \_\_\_\_\_  
 Work Performed Business Office duties

Reason for Leaving Offered job at IHCC

3. Employer \_\_\_\_\_  
 Address \_\_\_\_\_  
 Telephone Number(s) \_\_\_\_\_  
 Job Title \_\_\_\_\_  
 Supervisor \_\_\_\_\_  
 Dates Employed From: \_\_\_\_\_ To: \_\_\_\_\_  
 Hourly Rate/Salary \_\_\_\_\_  
 Work Performed \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

4. Employer \_\_\_\_\_  
 Address \_\_\_\_\_  
 Telephone Number(s) \_\_\_\_\_  
 Job Title \_\_\_\_\_  
 Supervisor \_\_\_\_\_  
 Dates Employed From: \_\_\_\_\_ To: \_\_\_\_\_  
 Hourly Rate/Salary \_\_\_\_\_  
 Work Performed \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Reason for Leaving \_\_\_\_\_

List professional, trade, business or civic activities and offices held. *You may exclude membership which would reveal gender, race, religion, national origin, age, ancestry, disability or other protected status.*

*Friends of the Library - President*  
*Altas of Rosary Society*  
*Castles Daughters*  
*ABWA - American Business Women Association*

**ADDITIONAL INFORMATION**

**Other Qualifications**

Summarize special job-related skills and qualifications acquired from employment or other experience.

*Computer skills - Word and Excel*  
*Orientation to all new employees at SHCC*  
*for many years. Employment letters to staff at SHCC.*

**SPECIALIZED SKILLS (CHECK SKILLS/EQUIPMENT OPERATED)**

<input type="checkbox"/> Terminal	<input checked="" type="checkbox"/> Spreadsheet	Production/Mobile Machinery (list)	Other (list)
<input type="checkbox"/> PC/MAC	<input checked="" type="checkbox"/> Word Processing	_____	_____
<input type="checkbox"/> Typewriter	<input type="checkbox"/> Shorthand	_____	_____
<input type="checkbox"/> WPM	<input type="checkbox"/> WPM	_____	_____

State any additional information you may be helpful to us in considering your application.

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

**Note to Applicants:** DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE BEEN INFORMED ABOUT THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING.

Can you perform the essential functions of the job, for which you are applying, either with or without a reasonable accommodation? Yes  No

**REFERENCES**

1. John Henolt (641) 682-2604  
(Name) Phone #  
Ottumwa, Ia  
(Address)
2. Bill Hansen (641) 682-3180  
(Name) Phone #  
Ottumwa, Ia  
(Address)
3. Jean Dell (641) 680-5885  
(Name) Phone #  
Ottumwa, Ia  
(Address)

**NOTICE: The City of Ottumwa has a smoke free environment & is a drug free work place. Any & all employees must comply with the State and City requirements.**

Applicants must have not been convicted of a felony or a crime of moral turpitude. Crimes of moral turpitude include but are not limited to income tax evasion, perjury, theft, indecent exposure, sex crimes, conspiracy to commit a crime, defrauding the government, illegal drug sales, assault, stalking, and domestic abuse.  
**HAVE YOU BEEN CONVICTED OF A FELONY OR A CRIME OF MORAL TURPITUDE?**  
CHECK ONE YES  NO

**DO YOU POSSESS AND MAINTAIN A VALID IOWA DRIVER'S LICENSE?**

CHECK ONE YES  NO



**APPLICANT'S STATEMENT**

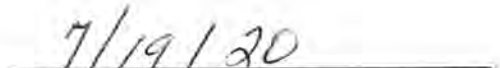
I understand that employment with the City of Ottumwa is at-will, meaning that I or the Company may terminate my employment at any time, or for any reason consistent with applicable state or federal law. This at-will employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of the City.

I authorize the City to conduct a thorough background investigation of my work and personal history, and verify all data given on this application and during interviews. I hereby release the Company, and its representatives or agents, from any liability that might result from such an investigation. I authorize all individuals, schools, and firms named to provide any requested information and release them from all liability for providing the requested information. I understand, also, that I am required to abide by all rules and regulations of the City.

I understand that the City requires the successful completion of a drug and/or alcohol test as a condition of employment and a pre-employment physical.

**I understand this application will be active for a period of 45 days; after that time, if I wish to be considered for employment, I must submit a new application. I certify that all the statements in this completed application are true and understand that any falsification or willful omission shall be sufficient cause for dismissal or refusal to hire.**

  
Signature of Applicant

  
Date

**OTTUMWA CIVIL SERVICE COMMISSION**

**Finance – Risk Manager & Purchasing Agent  
Entrance Eligibility List**

1. Kristen Mitchell

Certified July 22, 2020

OTTUMWA CIVIL SERVICE COMMISSION

Larry Jarvis, Chairman  
Ed Wilson  
Ann Youngman

# OTTUMWA CIVIL SERVICE COMMISSION

## Engineering Aide Entrance Eligibility List

1. Jeffrey Meyers
2. Aaron Short
3. Joey Bakalar
4. Nathan Williams
5. Luke Wimsatt

Certified July 22, 2020

OTTUMWA CIVIL SERVICE COMMISSION

Larry Jarvis, Chairman  
Ed Wilson  
Ann Youngman

**OTTUMWA CIVIL SERVICE COMMISSION**

**Engineering Assistant I  
Promotional Eligibility List**

1. Aaron Short

Certified July 22, 2020

OTTUMWA CIVIL SERVICE COMMISSION

Larry Jarvis, Chairman  
Ed Wilson  
Ann Youngman

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

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

Council Meeting of : Aug 4, 2020

Finance  
Department

Katy King  
Prepared By  
Kala Mulder  
Department Head

[Signature]  
City Administrator Approval

AGENDA TITLE: Approve the Appointment of Kristen Mitchell to the position of Risk Manager/Purchasing Agent in the Finance Department effective August 10, 2020.

\*\*\*\*\*

RECOMMENDATION: Approve the Appointment.

DISCUSSION: Kristen Mitchell would fill the position of Risk Manager/Purchasing Agent in the Finance Department. The Purchasing/Accountant II position has been vacant since February while the Risk Manager position hasn't been filled since November 2010. Based upon Kristen's years of experience she will start at step 3 on the City's pay schedule, which would be \$21.70 per hour and will accrue two weeks of vacation upon hire. This is a Civil Service position and is not covered by a collective bargaining agreement.

Source of Funds:

Budgeted Item:  Budget Amendment Needed: No



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<b>Job Description:</b>	<b>Risk Manager / Purchasing Agent</b>
<b>Department:</b> Finance	<b>Division:</b>
<b>Reports To:</b> Director of Finance	<b>Last Updated:</b> April 2020

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**I. Summary of Position**

The Risk Manager / Purchasing Agent is a mid-level managerial position serving under the supervision of the Finance Director, exercising independent judgment and working with minimal supervision, but seeking direction, on occasion, from the Director on substantive matters related to the administration of risk management, insurance, and purchasing policies necessary for the efficient delivery of municipal operations.

The purpose of this position is to direct, assist, and supervise the Risk Management program for the City of Ottumwa. The Risk Manager is responsible for identifying, evaluating, controlling and minimizing the City of Ottumwa's exposure to loss of or damage to physical assets, fidelity losses and losses arising out of liability claims through the receipt of accident reports, conducting investigations, and developing the training program(s) related to employee safety.

Additionally, the Employee is responsible for conducting purchasing activities for the procurement of supplies, materials and equipment required by the City. The position carries with it a large degree of responsibility for preparation of programs, equipment needs and budgets. There is also the responsibility of assisting the Finance Director with various duties, some of advanced nature, involving reconciliation of daily cash to maintaining fixed asset records. The Risk Manager / Purchasing Agent will work closely with the Director of Finance and other members of the administrative management team to assist with the efficient delivery of municipal services.

**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.

- Employee establishes practices and procedures to be followed by department personnel regarding purchase requirements from requisitions submitted to issuing invitations to bid, awards orders to lowest responsible bidder and places emergency orders.
- Receives, inspects, and examines deliveries for conformance with specifications, and for quantity and quality; checks invoices for correctness, approves and processes for payment.
- Responsible for maintaining operating and replacement cost records on City equipment.
- Maintains inventory records both annual and perpetual.
- Assists the City Accountant with maintaining fixed assets records for the auditors, which will include purchase dates, costs, invoices documentation, depreciation expense and journal entries made for the Comprehensive Annual Financial Report.

- Maintains registers on aspects of risk management pertaining to workman's compensation, auto accident and property loss claims.
- Conducts the day to day administration related to the General Insurance contracts of property, liability and workmen's compensation, surety, crime, boiler and machinery and other special insurance programs covering the various departments of the City of Ottumwa.
- Maintains original copies and maintains information concerning contracts, insurance costs, losses and control recommendations.
- Maintains, with the City Accountant, inventories of the insurable values of all property, including buildings, contents, equipment, vehicles and supplies. Supervises and schedules all loss prevention and risk management activities and trainings for departments and employees.
- Provides assistance to the respective insurers in investigations and settlement of claims against the City both from employees and the public.
- Responsible for providing the Finance Director and/or City Accountant with daily cash balance, prepares personnel action reports.

**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.

- Assists with the preparation of monthly financial statements for various departments, reconciling the payroll and general checking accounts, drawdowns on the SRF grants
- Assists with updating the fixed assets records.

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

**A. Education/Training/Certifications**

- Associate's degree or equivalent in accounting, business management, or related field, Bachelor's degree preferred;
- Proven understanding of risk management, insurance, loss prevention, or employee safety practices; two years risk manager experience preferred.
- Proven understanding of government accounting, spreadsheets and database management; or two years accounting experience preferred.
- Proficient in MS Word and MS Excel.
- A valid driver's license.

**B. Skills**

• **Language Skills**

- Ability to classify, compute and tabulate data and information, following a prescribed plan requiring the exercise of some judgment. Ability to compare, count, differentiate, measure and sort information. Ability to assemble, copy, record and transcribe data and information.
- Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures, financial data, engineering or governmental

regulations; Ability to write reports, business correspondence, and procedure manuals; Ability to effectively present information and respond to questions from employees, customers, the City Council and the general public.

- Ability to communicate effectively orally and in writing with personnel, government officials, attorneys, regulatory agency personnel, industry representatives, engineers, architects, contractors, developers, civic organizations, city employees, news media representatives, students and the general public.
- Ability to modify existing policies, strategies and/or methods to meet unusual conditions within the context of existing management principles. Ability to analyze and categorize data and information, to determine consequences and identify and select alternatives. Ability to decide the time, place and sequence of operations within an organizational framework, as well as the ability to oversee their execution.
- Ability to manage and direct a group of workers, including the ability to provide counseling and mediation. Ability to persuade, convince and train others. Ability to advise and interpret regarding the application of policies, procedures and standards to specific situations. Ability to provide formal instruction in a classroom or other structured setting.
- Ability to utilize a variety of advisory and descriptive data and information such as land ownership records, maps, invoices, purchase orders, budgets, contracts, requests for proposals, project specifications, engineering manuals, time cards, grant applications, press releases, annual reports, payroll information, blueprints, equipment operating manuals, policies, guidelines, billing statements, spreadsheets, job applications, union contracts, accident reports, license/permit applications, meeting agendas and minutes, ordinances, purchase orders, legal notices, resolutions, personnel policies, state statutes, state administrative code and non-routine correspondence.
- **Mathematical Skills**
  - Ability to add and subtract; multiply and divide; calculate percentages, fractions, decimals, volumes, ratios, present values and spatial relationships. Ability to interpret inferential statistical reports and/or formulation and equation data.
  - Ability to read, understand, and calculate financial statements, ratios, proportions and percentages; Ability to summarize and simplify complex technical information.
  - Ability to define problems, collect data, establish facts and draw valid conclusions; Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables; Ability to analyze and process information quickly and accurately.
- **Reasoning Ability**
  - Ability to exercise the judgment, decisiveness and creativity required in situations involving the direction, control and planning of an entire program or multiple programs; and in critical and/or unexpected situations involving moderate risk to the organization.
  - Ability to counsel, mediate, and/or provide first line supervision. Ability to persuade, convince, and train others. Ability to advise and provide interpretation



- regarding the application of policies, procedures and standards to specific situations.
- Ability to define problems, collect and categorize data, establish facts and draw valid conclusions to determine consequences and identify and select alternatives.
  - Ability to analyze operations and decide the time, place and sequence of operations within an organizational framework, and to oversee their execution. Ability to analyze and categorize data and information quickly and accurately using established criteria, to determine consequences and identify and select alternatives.
  - Ability to apply functional reasoning in synthesizing information and functions, and ability to influence others in activities such as leading, controlling, managing, supervising and teaching.

## **B. Competencies**

- Technical Skills - Assesses own strengths and weaknesses; Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others.
- Project Management - Coordinates projects; Communicates changes and progress; Completes projects on time and budget.
- 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.
- Cost Consciousness - Works within approved budget; Conserves organizational resources.
- 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.
- Diversity - Shows respect and sensitivity for cultural differences; promotes a harassment-free environment.
- Ethics - Treats people with respect; Keeps commitments; inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
- Organizational Support - Follows policies and procedures; Supports organization's goals and values.
- Judgment - Includes appropriate people in decision-making process.
- 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.
- Safety and Security - Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly.
- 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**

- Ability to operate a variety of office equipment such as computer terminal, telephone, fax machine, calculator/adding machine, computer printer, scanner, two-way radio and photocopier.
- Ability to coordinate eyes, hands, feet and limbs in performing movements requiring moderate skill, such as typing.
- Ability to sustain prolonged visual and mental concentration. The employee is frequently required to talk and hear.
- Ability to exert light physical effort in sedentary to light work, which may involve some combination of frequent sitting, standing, walking, using stairs, lifting, carrying, kneeling, pushing, and pulling.
- The employee must regularly lift and /or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds.

### **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 performed in an office environment, involving repetitive key board use. Working conditions require high attention to detail and deadlines frequently. A typical workday may involve exposure to disagreeable elements, in moderate intensity, on an intermittent basis.

*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.*

2020 JUL 29 PM 4:0

# CITY OF OTTUMWA Staff Summary

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

Council Meeting of : Aug 4, 2020

Tony Miller *TM*

Prepared By

Tony Miller

Department Head

Fire

Department

*[Signature]*

City Administrator Approval

AGENDA TITLE: Acceptance from the Iowa State Fire Marshal Office to purchase a Virtual Reality Fire Extinguisher Demonstrator.

\*\*\*\*\*

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

RECOMMENDATION: To accept the grant award in the amount of \$4,125.00 from the Iowa State Fire Marshall's Office.

DISCUSSION: The Iowa State Fire Marshal's Office under the Local Fire Protection and Emergency Medical Services Grant Program has awarded the Ottumwa Fire Department a grant in the amount \$4,125.00. This will be the OFD and citizens of Ottumwa when we do our fire extinguisher demonstrations throughout the city.

Source of Funds: Iowa State Fire Marshal's Office.

Budgeted Item:  Budget Amendment Needed:

CITY OF OTTUMWA

Staff Summary

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

FILE  
2020 JUL 20 PM 1:40

Council Meeting of: August 4, 2020

Public Works - WPCF  
Department

Ron Jacobsen  
Prepared By

Larry Seals *Larry Seals*  
Department Head

*[Signature]*  
City Administrator Approval

AGENDA TITLE: Approve the purchase of a Labconco dish washer

\*\*\*\*\*

\*\*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 Labconco FlaskScrubber dishwasher from North Central Labs with shipping for \$11,975.

DISCUSSION

The current lab dishwasher is a standard household dishwasher installed in 2001 and does not meet the requirements to have properly cleaned glassware. Lab employees have to hand rinse all glassware after the dishwasher completes its cycle. Cleanliness is crucial for BOD testing and the Labconco FlaskScrubber utilizes jetted inserts, forced-air drying and high heat to clean narrow necked bottles. In addition this will allow for up to 6 rinses with deionized water which the current one does not do. The FlaskScrubber with the upper spindle rack will clean 66 bottles per wash cycle saving hours of hand washing and rinsing per week.

Three quotes were received, with a low bid of \$11,975 from North Central Labs. This dishwasher comes with a 2 year warranty.

WPCF budgeted \$12,000 in account 610-8-815-6727

Source of Funds: Sewer Fund

Budgeted Item: YES

Budget Amendment Needed: NO



## NORTH CENTRAL LABORATORIES

### Quotation #35251 JUL16-NW-Revised

July 16, 2020

Page 1 of 1

To: Ottumwa  
Attn: Julaine Olson  
E-Mail: [olsonj@ottumwa.us](mailto:olsonj@ottumwa.us)

Dear Julaine,

Thank you for the opportunity to provide this quotation.

QTY	Description	List Price	Quote Price
1 ea	Labconco 4420321 Flaskscrubber Laboratory Glassware Washer, Std. Undercounter with High Heat, <b>No Window</b> , 208/230V, 50/60Hz, Forced Air Drying through Spindles	\$11,745.00	\$9,700.00
1 ea	Labconco#4595600, Upper Spindle Rack with Slides, for FlaskScrubber, Provides direct injection cleaning and forced air drying <b>through the spindles</b> .	\$2,540.00	\$2,100.00
Shipping Estimate for Ground Truck Delivery =			\$175.00
Total =			\$11,975.00

The above shipping estimate is for ground truck delivery. Actual delivery charges will be prepaid and added to your invoice.

**Please note the following:**

The above flaskscrubber is an undercounter model, meaning the sides and top are not secondarily wrapped with stainless steel. This unit is designed to be placed between cabinets under a counter.

This flaskscrubber will ship directly from the manufacturer upon order placement. Please allow a lead time of approximately 10-14 business days.

The quoted price is good for 30 days.

Please call me at 800-648-7836 if you have any questions or need any other information.

Sincerely,  
Paul  
North Central Laboratories, Inc.

## Sales Quotation

*Quote Nbr	Creation Date	Due Date	Page
0190-7106-28	07/08/2020		1 of 2
Payment Terms		Delivery Terms	
NET 30 DAYS		DEST	
Valid To		Prepared By	
11/05/2020		COLE, THOMAS R.	
Customer Reference		Sales Representative	
QUOTE		THOMAS COLE	
To place an order	Ph: 800-766-7000	Fx: 800-926-1166	
Submitted To:		Customer Account: <b>617365-001</b>	
JULAINE OLSON OLSONJ@CI.OTTUMWA.IA.US  641-683-0641		CITY OF OTTUMWA SEWAGE TREATMENT PLANT 2222 EMMA ST OTTUMWA IA 52501-3508	



FISHER SCIENTIFIC COMPANY LLC  
 4500 TURNBERRY DRIVE  
 HANOVER PARK IL 60133-5491





[Click here or go through your purchasing system to fishersci.com quotes](#)

**\*Please reference this Quote Number on all correspondence.**

Don't have a profile? Register on [fishersci.com](http://fishersci.com)

For complete Terms and Conditions, please [click here.](#)

Nbr	Qty	UN	Catalog Number	Description	Unit Price	Extended Price
1	1	EA	10 359 109	<b>FLASKSCRUBBER UNDER-C HI-HEAT</b>  Labconco FlaskScrubber Glassware Washer, Electrical Requirements: 208/ 230V, 50/60Hz, Includes: One spindle rack, Inlet Water Temperature Max.: 93 deg.C, 199 deg F, Undercounter FlaskScrubber, Certifications/Compliance: UL 61010-1, CAN CSA C22.2 No. 61010.1, ETL, CE, Depth: 27.4 in., 69.6cm Vendor Catalog # 4420321 This item is being sold as 1 per each Original Catalog Number 4420321	9,409.44	9,409.44
2	1	EA	10 359 125	<b>UPPER SPINDLE RACK FLASKSCRUB</b>  Labconco FlaskScrubber / FlaskScrubber Vantage Glassware Washer Accessory, Upper Spindle Rack, For Use With: FlaskScrubber, FlaskScrubber Vantage series glassware washer, Dimensions: 53.08 x 50.8 x 18.28cm (20.9 x 20 x 7.2 in.), Type 304 Stainless Steel, No. of Pins: 30, Rack Type: Upper Spindle Vendor Catalog # 4595600 This item is being sold as 1 per each Original Catalog Number 4595600	2,180.26	2,180.26

MERCHANDISE TOTAL	11,589.70
Fuel Surcharge	2.70
TOTAL	11,592.40
<b>\$ 700.00</b>	

Shipping and handling fees are calculated at the time of shipment

\$ 12,292.40

QUOTATION  
 HDSEFM  
 D/B/A USABLUEBOOK  
 PO Box 9004  
 Gurnee, IL 60031-9004  
 Toll free: 1-800-548-1234  
 Fax: (847) 689-3030

NO. 227864

Page 1

07/13/20

Ship-to: 2  
 OTTUMWA, CITY OF  
 WASTEWATER TREATMENT FACILITY  
 2222 S EMMA ST  
 OTTUMWA IA 52501-3508  
 USA

Bill-to: 15933  
 OTTUMWA CITY OF  
 2222 S EMMA ST  
 OTTUMWA IA 52501  
 USA

REFERENCE #	EXPIRES	SLSP	TERMS	WH	FREIGHT	SHIP VIA
7/8	08/08/20	AAA	NET 30	01	FXD/PPD	FEDEXGRND

QUOTED BY: AAA | QUOTED TO: JULAINE OLSON

ITEM	DESCRIPTION	QUANTITY	UM	PRICE	UM	EXTENSION
201582	Flask Scrubber Glasware Washer 230 VAC	1	EA	10570.50	EA	10570.50
1986-4595	4595600, UPPER SPINDLE RACK W/ SIDES, FOR FLASKSCRUBBER ESTIMATED DELIVERY IN 2-3 WEEKS	1	EA	2279.50	EA	2279.50

Any quoted item(s) without a 5 digit stock # is not normally stocked by USABlueBook and is not normally returnable for credit UNLESS it is determined to be defective and covered under the vendor's warranty. With this in mind, please carefully review this quote BEFORE ordering to be certain it is appropriate for your application. This quote and all sales by HD Supply Facilities Maintenance, Ltd. d/b/aUSABlueBook shall be governed exclusively by the Terms of Sale available at [hdsupplysolutions.com/terms](http://hdsupplysolutions.com/terms).

Please note that your order may be subject to applicable taxes based on current rates at the time your order is completed.

CONTINUED

QUOTATION  
 HDSFM  
 D/B/A USABLUEBOOK  
 PO Box 9004  
 Gurnee, IL 60031-9004  
 Toll free: 1-800-548-1234  
 Fax: (847) 689-3030

NO. 227864

Page 2

07/13/20

Ship-to: 2  
 OTTUMWA, CITY OF  
 WASTEWATER TREATMENT FACILITY  
 2222 S EMMA ST  
 OTTUMWA IA 52501-3508  
 USA

Bill-to: 15933  
 OTTUMWA CITY OF  
 2222 S EMMA ST  
 OTTUMWA IA 52501  
 USA

REFERENCE #	EXPIRES	SLSP	TERMS	WH	FREIGHT	SHIP VIA
7/8	08/08/20	AAA	NET 30	01	FXD/PPD	FEDEXGRND

QUOTED BY: AAA | QUOTED TO: JULAINE OLSON

ITEM	DESCRIPTION	QUANTITY	UM	PRICE	UM	EXTENSION
------	-------------	----------	----	-------	----	-----------

TO ORDER --

For your convenience, you may simply sign below and return via fax to 847-689-3030. We will process your order promptly and fax a confirmation so you know we have it. If you prefer to call your order in or have additional questions or concerns, you may contact our Customer Service Department @ 800-548-1234. Please note any changes to the quantities or shipping address. Thanks for choosing USABlueBook.

\_\_\_\_\_  
 Authorization Signature

\_\_\_\_\_  
 PO Number (if required)

MERCHANDISE	MISC	TAX	FREIGHT	TOTAL
12850.00	.00	.00	.00	12850.00

USE THIS QUOTE # ON PO's!



CITY OF OTTUMWA

Staff Summary

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

2020 JUL 30 PM 1:40

Council Meeting of: August 4, 2020

\_\_\_\_\_  
Ron Jacobsen

Prepared By

\_\_\_\_\_  
Public Works - WPCF

Department

\_\_\_\_\_  
Larry Seals

Department Head

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

AGENDA TITLE: Approve the purchase of a Biochemical Oxygen Demand (BOD) incubator

\*\*\*\*\*

\*\*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 BOD incubator from North Central Labs for the price of \$5,115.00

DISCUSSION:

The current BOD incubator was purchased in 1994 and no longer provides uniform temperature. This piece of equipment is critical for the daily analysis of BOD required by Iowa Department of Nature Resources. The new incubator is designed to use 78% less power than older models and reduces the air conditioning load to the room by 75%.

Four quotes were received, with a winning bid of \$5115 from North Central Labs. This comes with a 2 year warranty.

The WPCF budgeted \$8900 in account 610-8-815-6727 and this will be taken out of it.



## NORTH CENTRAL LABORATORIES

### Quotation #35251 JUL17

July 17, 2020

Page 1 of 1

**To:** Ottumwa WPCF  
**Attn:** Julaine Olson  
**Email:** [olsonj@ci.ottumwa.ia.us](mailto:olsonj@ci.ottumwa.ia.us)

Dear Julaine,

Thank you for the opportunity to provide this quotation.

QTY	Description	List Price	Quote Price
1 ea	SL-20P, Floor model BOD incubator, Peltier, 19.3 cu ft (#SRI20P)	\$6,329.00	\$5,115.00
		Total =	\$5,115.00

**The above price includes shipping to your facility.**

This incubator is in stock in our warehouse for immediate shipment at the time of this quote.

The quoted price is good for 30 days.

Please call me at 800-648-7836 if you have any questions or need any other information.

Sincerely,  
Paul  
North Central Laboratories, Inc.


**SHEL LAB**

Incubators

Ovens

Water Baths

Accessories and Parts

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[GET A QUOTATION](#)
[REQUEST INFO](#)

Choose **SHEL LAB** for  
equipment you can rely on.

[Home](#) / [SHEL LAB](#) / [Product Page](#)
**SRI20P REFRIGERATED INCUBATOR, 19.3 CF PELTIER, 115V**

[GET A QUOTATION](#)

Model SRI20P B O.D. Thermoelectric Cooled Incubator, 19.3 Cu Ft. (300 Bottle Capacity). Using innovative thermoelectric cooling technology, the SRI20P eliminates the need for a refrigeration compressor. This means that these units use 78% less power than alternative models and reduce room air conditioning loads by 75%. They also include 75-pound capacity shelves, which eliminates sagging. These incubators meet APHA specifications for Biochemical Oxygen Demand (BOD) and include a mechanical convection system to ensure even air distribution, digital temperature set controller, over temperature limit control, and a digital temperature display.

A one amp interior outlet allows use of shakers, stirrers, roller bottles or other apparatus. Units are supplied with adjustable leveling feet.

Low Temperature Incubators are ideal for testing of sewage and wastewater, as well as other low and room temperature applications.

**Units include:**

- Microprocessor Control System
- PID Temperature Control
- LED Display of Set Point and Chamber Temperature
- Interior Electrical Outlet
- Fan Assisted/Forced-Air Circulation
- Aluminum Interior
- 24 Month Limited Warranty

**SPECS    BROCHURES/MANUALS**
[SRI20P 110/120V Manual](#)
[SRI20P 220/240V Manual](#)
[SRI20P Brochure](#)



2106 N Glassell St Orange CA 92865  
1-(714) 754-6660

info@GlobalLabSupply.com



## Quotation

Quote City of Ottumwa  
To: 2222 S. Emma St.  
Ottumwa, IA 52501  
United States

Quote Number:	GL33833	Contact:	Julaine Olson
Quote Date:	07/27/20	Expires:	08/26/20
Customer:	CITY OF OTTU	Inquiry:	
Salesman:	Dalton Prescott	Terms:	UNKNOWN...
Ship Via:	LTL Freight	Phone:	641.683.0641
FOB:	ORIGIN	FAX:	

Thank you for your business. Lead time is 2-3 weeks.

<u>Item</u>	<u>Part Number</u> <u>Description</u>	<u>Quantity</u>	<u>Price</u>
1	SRI20P-2 SHEL LAB Thermoelectric Cooled Incubator, Peltier Cooling 19.3 Cu.Ft. (300 Bottle) Capacity 230v	1	\$5,453.000 /EA
2	SHIPPING Shipping LTL Freight	1	\$440.000 /EA
<b>Total:</b>			<b>\$5,893.00</b>

---

By Dalton T Prescott  
Cleatech LLC

# SALES QUOTATION



Quote Number	Creation Date	Quote Expires On	Page
3022204	7/17/2020	8/16/2020	1 of 1
<b>Prepared By</b>		<b>Sales Representative</b>	
ETHIELEN		Emily Thielen	
<b>Customer PO</b>		<b>Customer Account</b>	
BOD Incubator		14871	
<b>Customer Bill To</b>		<b>Customer Ship To</b>	
City Of Ottumwa 105 E. 3RD STREET Ottumwa, IA 52501		City Of Ottumwa 105 E. 3RD STREET Ottumwa, IA 52501	
<b>Requested By</b>		<b>We are certified</b>	
Julaine Olson olsonj@ci.ottumwa.ia.us Direct: 641-683-0641 Central:.			

**Midland Scientific Inc.**  
4810 Kimmel Drive  
Unit B

Please refer to the Quote number on all correspondence.

You can place your order as following:  
Phone: 402 346 8352 or  
800-642-5263

Please tell us about your recent customer service experience by completing a short survey. This should take no longer than three minutes. Enter the link into your browser : <http://www.midlandsci.com/survey>

Item ID Item Description	Disposition	Quantities			Unit Price	Extended Price
		Quoted		UOM		

**Delivery Instructions:** FOB:Shipping

1 SHEL SRI20P		1.0000		EA	5,058.65	5,058.65
Peltier BOD Incubator 19.3cuft						
<b>Item Packaging:</b> Each						
<b>Temp Control:</b>						

**SUB-TOTAL:** 5,058.65  
**TAX:** 0.00

**FREIGHT:** 400.00

Total Lines: 1

U.S. Dollars

**AMOUNT DUE:** 5,458.65

\*subject to additional shipping and handling, fees, and taxes as may apply

## Indicates item meets DEA regulated Iodine concent

General Terms and Conditions of sale can be found: [here](#)

# QUOTATION

THE LAB DEPOT  
 469 LUMPKIN CAMPGROUND RD S  
 DAWSONVILLE, GA 30534  
 706-265-2320

Order Number	
372821	
Order Date	Page
7/27/2020 12:53:24	1 of 1

Quote Expires On 10/25/2020

**Bill To:**  
 CITY OF OTTUMWA WATER POLLUTION FACILIT  
 ATTN: ACCOUNTS PAYABLE  
 2222 EMMA STREET  
 OTTUMWA, IA 52501

**Ship To:**  
 CITY OF OTTUMWA WATER POLLUTION FACILIT  
 ATTN: JULAINE OLSON  
 2222 EMMA STREET  
 OTTUMWA, IA 52501

Requested By: . JULAINE OLSON

Customer ID: 168028

<i>PO Number</i>	<i>Ship Route</i>	<i>Taker</i>
QUOTE 7/27		SHAY_HAMRICK

<i>Quantities</i>				<i>Item ID</i>	<i>Item Description</i>	<i>Pricing UOM</i>	<i>Unit Price</i>	<i>Extended Price</i>
<i>Ordered</i>	<i>Allocated</i>	<i>Remaining</i>	<i>UOM Unit Size</i>					

1 0000	0 0000	1 0000	EA	SRI20P		EA	5,268.00	5,268.00
--------	--------	--------	----	--------	--	----	----------	----------

1 0				BOD THERMO COOLED INCUBATOR, 19.3 CU FT		1 0		
				BOD THERMOELECTRIC COOLED INCUBATOR, 19.3 CU FT				

**Order Line Notes:** PLEASE NOTE THIS UNIT IS MADE TO ORDER AND WOULD HAVE AN APPROX 4 WEEK LEAD TIME - SHIPS FROM OR

Total Lines: 1

**SUB-TOTAL:** 5,268.00  
**TAX:** 0.00  
**FR SHIPPING CHARGE:** 420.00  
**AMOUNT DUE:** 5,688.00

U.S. Dollars

CITY OF OTTUMWA

Staff Summary

FILE  
2020 JUL 30 PM 1:10  
07/10

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

Council Meeting of: August 4, 2020

\_\_\_\_\_  
Street Lighting  
Department

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

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

AGENDA TITLE: Purchase six (6) galvanized light poles in the amount of \$16,464.

\*\*\*\*\*

**\*\*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 six (6) galvanized light poles in the amount of \$16,464.

DISCUSSION: The Electrical Department has been replacing the City's metal street light poles that the City maintains with galvanized poles that require less maintenance and resist rusting. The current poles are 34 years old and rusting out at the base. The cost of six (6) galvanized poles, bases and mast arms is \$16,464, which equates to \$2,744 per pole.

Our annual pole replacement program started in the 2015/2016 budget year. This is a CIP item funded by RU and is included in the 2020/2021 budget year.

Budgeted: \$16,770.  
Actual Cost: \$16,464.

Source of Funds: RU Street Lighting

Budgeted Item: Yes

Budget Amendment Needed: No



GATEWAY DR  
 OTTUMWA, IA 52501-2305  
 P 641-682-8181 F 641-682-0922



# QUOTATION

QUOTE DATE	QUOTE #	PAGE #
11/01/2019	S507193048	1 of 1

CUST #: 190632

**QUOTE TO:**

CITY OF OTTUMWA  
 ACCOUNTS PAYABLE  
 105 E 3RD ST  
 OTTUMWA, IA 52501-2999

**SHIP TO:**

CITY OF OTTUMWA-SHOP ACCT  
 ACCOUNTS PAYABLE  
 105 E 3RD ST  
 OTTUMWA, IA 52501-2999

REQUESTED BY		REFERENCE	ACCOUNT MANAGER	
BRIAN LEWIS		VALMONT POLES	ERIC E GRIFFITHS	
QUOTED BY		TERMS	FREIGHT TERMS	
ROGER D MCCOY		PASS THRU DISCOUNT	FREIGHT IF APPLICABLE	
ORDER QTY	AVAILABLE	DESCRIPTION	UNIT PRICE	EXT PRICE
4 ea		QUOTATION ITEM - PRICE/EACH DS50-900A320-6S-GV-HH-FST-LAB-M201 35 mounting height round tapered steel pole with 6' luminaire arm, hand hole, festoon box, steel transformer base and galvanized finish.  included. M201 has no bolt holes, flange only with trapiziod washers for securing to anchor bolts.	2744.000/ea	10976.00

PRICES SUBJECT TO CHANGE  
 QUANTITIES AVAILABLE SUBJECT TO PRIOR SALE  
 PLEASE SEE WWW.CESCO.COM FOR STANDARD TERMS  
 AND CONDITIONS

\* This line is taxable

<b>SUBTOTAL</b>	10976.00
<b>S&amp;H CHARGES</b>	0.00
<b>ESTIMATED TAX</b>	0.00
<b>AMOUNT DUE</b>	10976.00



CITY OF OTTUMWA  
CAPITAL ITEM REQUEST

REQUEST NO: 1

Budget Year 2020 - 2021

ACTIVITY NO: 230

ACTIVITY NAME: Street Lighting

REPLACEMENT

DESCRIPTION OF ITEM TO BE PURCHASED:

NEW ITEM

New galvanized street light poles to replace old ones that are 34 years old. We are budgeting to replace 6 poles per year.

IF REPLACEMENT, DESCRIPTION OF ITEM TO BE REPLACED:

The poles are 34 years old and are rusting out at the base and flange bolts of pole

YEAR PURCHASED: 1970's

COST ESTIMATES:

PURCHASE \$16,770 (OMIT CENTS)

OTHER COSTS \_\_\_\_\_

TOTAL COSTS \$16,770

SUBMITTED BY: Brian Lewis

COST CHECKED BY: Brian Lewis

FLEET COMMITTEE RECOMMENDATION: \_\_\_\_\_ DATE 11/1/2019

Note: This form must be completed for each capital item requested. Capital items purchased must be specifically budgeted.

CITY OF OTTUMWA

Staff Summary

2020 JUL 30 PM 1:40

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

Council Meeting of: August 4, 2020

Chad Carlson

Prepared By

Street Lighting

Department

Larry Seals

Department Head

*Larry Seals*

*PLH RTH*

City Administrator Approval

AGENDA TITLE: Purchase of Forty (40) LED Street lights in the amount of \$12,701.04.

\*\*\*\*\*

\*\*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 forty (40) LED Street lights in the amount of \$12,701.04.

DISCUSSION: The City of Ottumwa is responsible for an estimated 477 Street Lights. In 2016, an effort began to replace the existing fluorescent cobra head street lights with longer life, energy efficient LED lights. For Street Lights, Alliant Energy has been issuing a 50% rebate. Between annual budgeting and taking advantage the significant Alliant Energy rebates, the City Electrical Department has been able to replace 354 Street lights.

Quotes were taken with Van Meter providing the lowest quote of \$317.526 per LED street light. 40 LED Street lights will be purchased totaling \$12,701.04.

As Alliant Energy rebates are received, additional LED street lights will be purchased. At the current rate, it is anticipated that all City owned Street lights will have been converted to energy efficient LED lights by fall of 2021.

This is a CIP item funded from RU fund and is included in the 2020/2021 budget year.

FY 20/21 Budget: \$13,000.00

Actual Purchase Price: \$12,701.04

Source of Funds: RU Fund-Street Lighting

Budgeted Item: Yes

Budget Amendment Needed: No



# Quotation

800 Gateway Drive  
 Ottumwa, IA 52501-2206  
 641-682-6932 Fax 641-682-7838

QUOTE DATE	QUOTE NUMBER
07/20/20	S011210339
ORDER TO:	PAGE NO.
(4) VAN METER INC. 800 Gateway Drive Ottumwa, IA 52501-2206 641-682-6932 Fax 641-682-7838	1

QUOTE TO:  
 CITY OF OTTUMWA  
 105 EAST 3RD STREET  
 FINANCE DEPARTMENT  
 OTTUMWA, IA 52501-2999

SHIP TO:  
 CITY OF OTTUMWA  
 ELECTRICAL DEPARTMENT  
 OTTUMWA CITY HALL  
 105 E. 3RD ST.  
 OTTUMWA, IA 52501

CUSTOMER NUMBER	CUSTOMER ORDER NUMBER	ORDERED BY	SALESPERSON	PRICE BR	SHIP BR
170			STEWARTM	4	4
WRITER	SHIP VIA	TERMS	BID EXP DATE	FREIGHT ALLOWED	
Koree Strong OTT	BW BEST WAY	NET 30 DAYS	See Below	No	
ORDER QTY	DESCRIPTION	UNIT PRICE	EXTENSION		
40ea	^RFM-160W48LED4K-G2-R2M-UNV-DMG -RCD-FAWS-GY3	317.526e	12701.04		

*Wire, conduit, and Solar modules quoted prices valid for 24 hours. Quoted prices for other items valid 30 days, based on qtys supplied. Any nonstock item that is not returnable to the manufacturer may not be returned to Van Meter for a refund or credit. Any nonstock item that is returnable to the manufacturer may be returned to Van Meter for a credit, but subject to any restocking charges, based on the manufacturer's terms and conditions. Freight charges or applicable tax not included. All pricing on sales quotes and orders impacted by trade tariffs are subject to adjustment. Van Meter shall not be responsible for any failure to perform, or delay in performance of, its obligations resulting from COVID-19 pandemic or any future epidemic, and Buyer shall not be entitled to any damages resulting thereof. For complete terms and conditions as well as EEO Compliance regulations please go to : <https://vanmeterinc.com/terms-conditions.html>*

Subtotal	\$12701.04
SS&H CHGS	To be Determined
Tax	To be Determined
<b>Amount Due</b>	<b>\$12701.04</b>



610 GATEWAY DR  
OTTUMWA, IA 52501-2305  
P 641-682-8181 F 641-682-0922



# QUOTATION

QUOTE DATE	QUOTE #	PAGE #
07/17/2020	S508081834	1 of 1

CUST #: 190632

**QUOTE TO:**

CITY OF OTTUMWA  
ACCOUNTS PAYABLE  
105 E 3RD ST  
OTTUMWA, IA 52501-2999

**SHIP TO:**

CITY OF OTTUMWA-SHOP ACCT  
ACCOUNTS PAYABLE  
105 E 3RD ST  
OTTUMWA, IA 52501-2999

REQUESTED BY		REFERENCE	ACCOUNT MANAGER	
GREG CANTRELL			ERIC E GRIFFITHS	
QUOTED BY		TERMS	FREIGHT TERMS	
STEVEN T SNOOK		PASS THRU DISCOUNT	FREIGHT IF APPLICABLE	
ORDER QTY	AVAILABLE	DESCRIPTION	UNIT PRICE	EXT PRICE
40 ea		RFM-160W48LED4K-G2-R2M-UNV-DMG-RCD-FAWS-GY3 PHILIPS LED ROAD FOCUS **NON-STOCK / SPECIAL ORDER**	324.000/ea	12960.00

PRICES SUBJECT TO CHANGE  
QUANTITIES AVAILABLE SUBJECT TO PRIOR SALE  
PLEASE SEE WWW.CESCO.COM FOR STANDARD TERMS  
AND CONDITIONS

\* This line is taxable

<b>SUBTOTAL</b>	12960.00
<b>S&amp;H CHARGES</b>	0.00
<b>ESTIMATED TAX</b>	0.00
<b>AMOUNT DUE</b>	12960.00

CITY OF OTTUMWA

Staff Summary

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

Council Meeting of: August 4, 2020

Engineering  
Department

Alicia Bankson  
Prepared By  
Larry Seals  
Department Head

[Signature]  
City Administrator Approval

AGENDA TITLE: Resolution #173-2020. Approving the contract, bond, and certificate of insurance for WPCF – Rebid Final Clarifier Select Repaint 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 #173-2020.

DISCUSSION: These are the required bonds, certificate of insurance and signed contract with Willco, Inc. of Omaha, Nebraska for the above referenced project and are now on file with the City Clerk. This project was awarded at the July 21, 2020 City Council Meeting in the amount of \$49,100.00.

Bid Amount: \$49,100.00.

Engineer's Opinion of Cost: \$50,000.00

Funding: \$60,000 WPCF Fund Balance

RESOLUTION #173-2020

A RESOLUTION APPROVING THE CONTRACT, BOND, AND CERTIFICATE OF INSURANCE FOR THE WPCF CLARIFIER REPAINT PROJECT

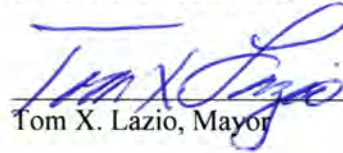
WHEREAS, The City Council of the City of Ottumwa, Iowa accepted bids for the above referenced project and awarded the contract to Willco, Inc. of Omaha, Nebraska in the amount of \$49,100.00 based on total unit price and estimated quantities; and,

WHEREAS, All proper bonds and a certificate of insurance have been filed with the City Clerk and the contract executed.

NOW, THEREFORE, BE IT RESOLVED, BY THE CITY COUNCIL OF THE CITY OF OTTUMWA, IOWA THAT: The contract, bond and certificate of insurance with Willco, Inc. of Omaha, Nebraska, for the above referenced project are hereby approved.

APPROVED, PASSED, AND ADOPTED, this 4<sup>th</sup> day of August, 2020

CITY OF OTTUMWA, IOWA

  
Tom X. Lazio, Mayor

ATTEST:

  
Christina Reinhard, City Clerk



**SECTION 00500**  
**CONTRACT**

THIS AGREEMENT, made and entered into this **August 4, 2020**, by and between the **City of Ottumwa, Wapello County, Iowa**, the party of the first part, hereinafter called the OWNER and **Willco, Inc. of Omaha, Nebraska**, the party of the second part, hereinafter called the CONTRACTOR.

WITNESSETH, the Contractor and the Owner for the consideration hereinafter named agree as follow:

**ARTICLE I**

SCOPE OF WORK. The Contractor shall furnish all materials and perform all work shown on the Plans and described in the Specifications entitled: **"Rebid Final Clarifier Select Repainting - 2020 - Ottumwa, Iowa"** prepared by the City Engineering Department of Ottumwa, Iowa, acting as and in these documents entitled, the ENGINEER, and shall do everything required by this Agreement, the General Conditions of the Contract, the Specifications and the Plans.

**ARTICLE II**

TIME OF COMPLETION. The work performed under this Contract shall be commenced on or before the date specified in the "Notice to Proceed" and shall be completed September 30, 2020 and in accordance with any special timeframes as indicated on construction documents. The time of commencing and completing said work is the essence of this Contract.

**ARTICLE III**

THE CONTRACT SUM. The Owner shall pay the Contractor the sum of **\$49,100.00** payable as set forth in Article IV below, for the performance of the Contract subject to increases or decreases as provided in the Specifications.

**ARTICLE IV**

PROGRESS PAYMENTS. In consideration to the foregoing, the Owner agrees to make payments according and subject to the conditions set forth in the Official Notice and Specifications.

**ARTICLE V**

CONTRACTOR'S RESPONSIBILITY: The Contractor assumes full responsibility for the safekeeping of all materials and equipment and for all unfinished work until final acceptance by the Owner, and if any of it be damaged or be destroyed from any cause, he shall replace it at his own expense.

The Contractor shall indemnify and hold harmless the Owner against any liens filed for nonpayment of his bills in connection with the Contract work. The Contractor shall furnish the Owner satisfactory evidence that all persons who have done work or furnished materials, equipment or service of any type under this Contract have been fully paid prior to the acceptance of the work by the Owner.

The Contractor agrees to accept full responsibility for all construction means, methods, sequences, techniques, proceedings, property and personal safety on the project site, including the same for all subcontractors, and do not expect that the Owner, Engineer or Engineer's Representatives will assume any of these duties or responsibilities.

A certificate of insurance for liability, bodily injury and property damage satisfactory to the Owner in the amount of \$500,000 for each person bodily injury and \$1,000,000 per occurrence of or aggregate limit, or \$2,000,000 combined single limit. The Owner must be included as an additional insured to the certificate of insurance. Also, Worker's Compensation coverage in accordance with State of Iowa statutes must be provided.

The Contractor shall indemnify and hold harmless the Owner, the Owner's employees, the Engineer, and the Engineer's employees from any and all liability, loss, cost, damage, and expense (including reasonable attorney's fees and court costs) resulting from, arising out of, or incurred by reason of any claims, actions, or suits based upon or alleging bodily injury, including death, or property damage rising out of or resulting from the Contractor's operations under this Contract, whether such operations be by himself or by any subcontractor or by anyone directly or indirectly employed by either of them. The Contractor shall obtain insurance for this purpose, which shall insure the interests of the Owner and Engineer as the same may appear, and shall file with the Owner and Engineer certificates of such insurance.

#### ARTICLE VI

ACCEPTANCE AND FINAL PAYMENT. The manner of making final acceptance and final payment shall be as provided in the Specifications. The Owner may require the Contractor to show satisfactory evidence that all payroll, materials, bills and other indebtedness connected with the work shall have been paid before final acceptance of the work. The making and acceptance of the final payment shall constitute a waiver of all claims by the Owner other than those arising from unsettled liens and from all claims by the Contractor except those previously made and still unsettled, and except potential claims by owner against Contractor pursuant to the one (1) year warranty or guaranty period as provided for in the specifications, the Notice of Letting and the Performance Bond.

#### ARTICLE VII

CONTRACT DOCUMENTS. The Official Notice, the Proposal, this Contract, Detailed Plan Drawings and Specifications (including Measurement and Payment), the General Specifications, the Instruction to Bidders, the Special Conditions, the General Conditions and the Contractor's Bond and the Performance Bond form the Contract and they are as fully a part of this Agreement and Contract and to the same effect as if each of them had been set forth in complete detail herein.

IN WITNESS WHEREOF. The parties have executed this Agreement and Contract and one other of like tenor as of the day and year first above written.

CITY OF OTTUMWA, IOWA

By *Tom L. Siguo*  
Title Mayor

ATTEST:

*Christa Reinhard*  
Title City Clerk

*Willeo Inc*  
Contractor

By *Shawn LeFleur*  
Title *Vice President*

Address *212 S. 72<sup>nd</sup> St Suite 200*  
City, State, Zip *Omaha, NE 68106*



**SECTION 00510**  
**PERFORMANCE BOND**

bond number 107294587

KNOW ALL PERSONS BY THESE PRESENTS: that

Willco Inc.

\_\_\_\_\_  
(Name of Contractor)

212 S 74th St suite 200, Omaha, NE 68114

\_\_\_\_\_  
(Address of Contractor)

a \_\_\_\_\_ Corporation, hereinafter called Principal, and  
(Corporation, Partnership, or Individual)

Travelers Casualty and Surety Company of America

\_\_\_\_\_  
(Name of Surety)

One Tower Square Hartford, CT 06183

\_\_\_\_\_  
(Address of Surety)

hereinafter called Surety, are held and firmly bound unto:

City of Ottumwa, Iowa

\_\_\_\_\_  
(Name of Owner)

105 East Third Street, Ottumwa, Iowa 52501

\_\_\_\_\_  
(Address of Owner)

hereinafter called OWNER, in the penal sum of fifty six thousand one hundred and no/100  
(\$ 56,100.00) in lawful money of the United States, for the payment of which sum well and truly to be made, we bind ourselves, successors, and assigns, jointly and severally, firmly by these presents.

THE CONDITION OF THIS OBLIGATION is such that whereas, the PRINCIPAL entered into a certain contract with the OWNER, dated this 4th day of August, 2020, a copy of which is hereto attached and made a part hereof for the construction of:

**REBID FINAL CLARIFIER SELECT REPAINTING**

**Ottumwa, Iowa**

Now, therefore, if the Principal shall well, truly and faithfully perform its duties, all the undertakings, covenants, terms, conditions and agreements of said contract during the original term thereof, and any extensions thereof which may be granted by the OWNER, with or without notice to the SURETY and during the one (1) year guaranty period, and if he shall satisfy all claims and demands incurred under such contract, and shall fully indemnify and save harmless the OWNER from all costs and damages which it may suffer by reason of failure to do so, and shall reimburse and repay the OWNER all outlay and expense which it may suffer by reason of failure to do so, and shall reimburse and repay the OWNER all outlay and expense which the OWNER may incur in making good any default, then this obligation shall be void, otherwise to remain in full force and effect.

PROVIDED, FURTHER, that the said surety, for value received hereby stipulates and agrees that no change, extension of time, alteration or addition to the terms of the contract or to WORK to be performed thereunder or the SPECIFICATIONS accompanying the same shall in anyway affect its obligation on this BOND, and it does hereby waive notice of any such change, extension of time, alteration or addition to the terms of the contract or to the WORK or to the SPECIFICATIONS.

PROVIDED, FURTHER, that no final settlement between the OWNER and the CONTRACTOR shall abridge the right of the other beneficiary hereunder, whose claim may be unsatisfied.

IN WITNESS WHEREOF, this instrument is executed in three (3) counterparts, each one of which shall be deemed an original, this 4th day of August, 2020.

ATTEST:

\_\_\_\_\_  
(Principal) Secretary

(SEAL)

\_\_\_\_\_  
(Witness as to Principal)

\_\_\_\_\_  
(Address)

ATTEST:

\_\_\_\_\_  
(Surety) Secretary

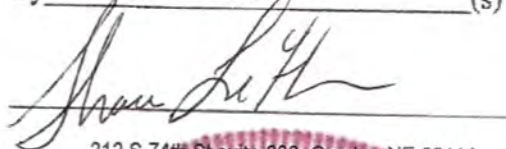
(SEAL)

\_\_\_\_\_  
Witness as to Surety

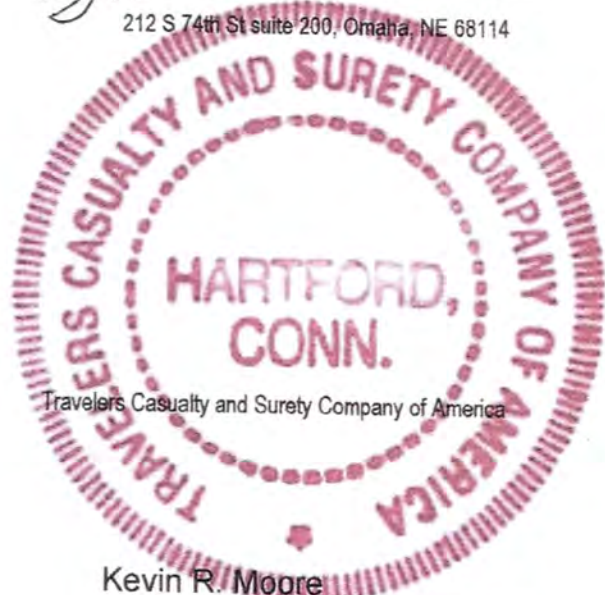
\_\_\_\_\_  
(Address)

Willco, INC.

Principal  
By Shawn LeFleur (s)




212 S 74th St suite 200, Omaha, NE 68114



Travelers Casualty and Surety Company of America

Kevin R. Moore

Attorney-in-Fact



2894 106th Street Suite 120 Urbandale, IA 50322

(Address)

NOTE: Date of Bond must not be prior to date of Contract. If CONTRACTOR is Partnership, all partners should execute BOND.

**SECTION 00520  
PAYMENT BOND**

bond number 107294587

KNOW ALL PERSONS BY THESE PRESENTS: that

Willco Inc.

(Name of Contractor)

212 S 74th St suite 200, Omaha, NE 68114

Corporation (Address of Contractor)

a \_\_\_\_\_, hereinafter called Principal, and  
(Corporation, Partnership, or Individual)

Travelers Casualty and Surety Company of America

(Name of Surety)

One Tower Square Hartford, CT 06183

(Address of Surety)

hereinafter called Surety, are held and firmly bound unto:

City of Ottumwa, Iowa

(Name of Owner)

105 East Third Street, Ottumwa, Iowa 52501

(Address of Owner)

hereinafter called OWNER, in the penal sum of fifty six thousand one hundred and no/100  
(\$ 56,100.00 ) in lawful money of the United States, for the payment of which sum well and truly to be  
made, we bind ourselves, successors, and assigns, jointly and severally, firmly by these presents.

THE CONDITION OF THIS OBLIGATION is such that whereas, the PRINCIPAL entered into a certain  
contract with the OWNER, dated this 4th day of August, 2020, a copy of which is hereto  
attached and made a part hereof for the construction of:

**REBID FINAL CLARIFIER SELECT REPAINTING**

**Ottumwa, Iowa**

Now, therefore, if the Principal shall promptly make payment to all persons, firms, and corporations  
furnishing materials for or performing labor in the prosecution of the WORK provided for in such contract,  
and any authorized extensions or modifications thereof, including all amounts due for materials, lubricants,  
oil, gasoline, coal and coke, repairs on machinery, equipment and tools, consumed or used in connection  
with the construction of such WORK, and all insurance premiums on said WORK and for all labor  
performed in such WORK whether by SUBCONTRACTOR or otherwise, then this obligation shall be  
void: otherwise to remain in full force and effect.

PROVIDED, FURTHER, that the said surety, for value received hereby stipulates and agrees that no change, extension of time, alteration or addition to the terms of the contract or to WORK to be performed thereunder or the SPECIFICATIONS accompanying the same shall in anyway affect its obligation on this BOND, and it does hereby waive notice of any such change, extension of time, alteration or addition to the terms of the contract or to the WORK or to the SPECIFICATIONS.

PROVIDED, FURTHER, that no final settlement between the OWNER and the CONTRACTOR shall abridge the right of the other beneficiary hereunder, whose claim may be unsatisfied.

IN WITNESS WHEREOF, this instrument is executed in three (3) counterparts, each one of which shall be deemed an original, this 4th day of August, 2020.

ATTEST:

\_\_\_\_\_  
(Principal) Secretary

(SEAL)

\_\_\_\_\_  
(Witness as to Principal)

\_\_\_\_\_  
(Address)

ATTEST:

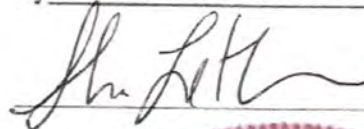
\_\_\_\_\_  
(Surety) Secretary

(SEAL)

\_\_\_\_\_  
Witness as to Surety

\_\_\_\_\_  
(Address)

Willco, INC.  
Principal  
By Shawn LeFleur (s)



212 S 74th St suite 200, Omaha, NE 68114



Travelers Casualty and Surety Company of America

Kevin R. Moore

Attorney-in-Fact



2894 106th Street Suite 120 Urbandale, IA 50322

\_\_\_\_\_  
(Address)

NOTE: Date of Bond must not be prior to date of Contract. If CONTRACTOR is Partnership, all partners should execute BOND.



**Travelers Casualty and Surety Company of America  
Travelers Casualty and Surety Company  
St. Paul Fire and Marine Insurance Company**

**POWER OF ATTORNEY**

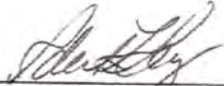
KNOW ALL MEN BY THESE PRESENTS: That Travelers Casualty and Surety Company of America, Travelers Casualty and Surety Company, and St. Paul Fire and Marine Insurance Company are corporations duly organized under the laws of the State of Connecticut (herein collectively called the "Companies"), and that the Companies do hereby make, constitute and appoint **KEVIN R MOORE** of **URBANDALE Iowa** their true and lawful Attorney-in-Fact to sign, execute, seal and acknowledge any and all bonds, recognizances, conditional undertakings and other writings obligatory in the nature thereof on behalf of the Companies in their business of guaranteeing the fidelity of persons, guaranteeing the performance of contracts and executing or guaranteeing bonds and undertakings required or permitted in any actions or proceedings allowed by law.

IN WITNESS WHEREOF, the Companies have caused this instrument to be signed, and their corporate seals to be hereto affixed, this 17th day of January, 2019.



State of Connecticut

City of Hartford ss.

By:   
Robert L. Raney, Senior Vice President

On this the 17th day of January, 2019, before me personally appeared Robert L. Raney, who acknowledged himself to be the Senior Vice President of Travelers Casualty and Surety Company of America, Travelers Casualty and Surety Company, and St. Paul Fire and Marine Insurance Company, and that he, as such, being authorized so to do, executed the foregoing instrument for the purposes therein contained by signing on behalf of said Companies by himself as a duly authorized officer.

IN WITNESS WHEREOF, I hereunto set my hand and official seal.

My Commission expires the 30th day of June, 2021



  
Anna P. Nowik, Notary Public

This Power of Attorney is granted under and by the authority of the following resolutions adopted by the Boards of Directors of Travelers Casualty and Surety Company of America, Travelers Casualty and Surety Company, and St. Paul Fire and Marine Insurance Company, which resolutions are now in full force and effect, reading as follows:

**RESOLVED**, that the Chairman, the President, any Vice Chairman, any Executive Vice President, any Senior Vice President, any Vice President, any Second Vice President, the Treasurer, any Assistant Treasurer, the Corporate Secretary or any Assistant Secretary may appoint Attorneys-in-Fact and Agents to act for and on behalf of the Company and may give such appointee such authority as his or her certificate of authority may prescribe to sign with the Company's name and seal with the Company's seal bonds, recognizances, contracts of indemnity, and other writings obligatory in the nature of a bond, recognizance, or conditional undertaking, and any of said officers or the Board of Directors at any time may remove any such appointee and revoke the power given him or her; and it is

**FURTHER RESOLVED**, that the Chairman, the President, any Vice Chairman, any Executive Vice President, any Senior Vice President or any Vice President may delegate all or any part of the foregoing authority to one or more officers or employees of this Company, provided that each such delegation is in writing and a copy thereof is filed in the office of the Secretary; and it is

**FURTHER RESOLVED**, that any bond, recognizance, contract of indemnity, or writing obligatory in the nature of a bond, recognizance, or conditional undertaking shall be valid and binding upon the Company when (a) signed by the President, any Vice Chairman, any Executive Vice President, any Senior Vice President or any Vice President, any Second Vice President, the Treasurer, any Assistant Treasurer, the Corporate Secretary or any Assistant Secretary and duly attested and sealed with the Company's seal by a Secretary or Assistant Secretary; or (b) duly executed (under seal, if required) by one or more Attorneys-in-Fact and Agents pursuant to the power prescribed in his or her certificate or their certificates of authority or by one or more Company officers pursuant to a written delegation of authority; and it is

**FURTHER RESOLVED**, that the signature of each of the following officers: President, any Executive Vice President, any Senior Vice President, any Vice President, any Assistant Vice President, any Secretary, any Assistant Secretary, and the seal of the Company may be affixed by facsimile to any Power of Attorney or to any certificate relating thereto appointing Resident Vice Presidents, Resident Assistant Secretaries or Attorneys-in-Fact for purposes only of executing and attesting bonds and undertakings and other writings obligatory in the nature thereof, and any such Power of Attorney or certificate bearing such facsimile signature or facsimile seal shall be valid and binding upon the Company and any such power so executed and certified by such facsimile signature and facsimile seal shall be valid and binding on the Company in the future with respect to any bond or understanding to which it is attached.

I, **Kevin E. Hughes**, the undersigned, Assistant Secretary of Travelers Casualty and Surety Company of America, Travelers Casualty and Surety Company, and St. Paul Fire and Marine Insurance Company, do hereby certify that the above and foregoing is a true and correct copy of the Power of Attorney executed by said Companies, which remains in full force and effect.

Dated this 29th day of July, 2020



  
Kevin E. Hughes, Assistant Secretary

**To verify the authenticity of this Power of Attorney, please call us at 1-800-421-3880.  
Please refer to the above-named Attorney-in-Fact and the details of the bond to which this Power of Attorney is attached.**



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
07/29/2020

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

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

<b>PRODUCER</b>  Fortress Insurance Services 2894 - 106th Street, Suite 120 Urbandale, IA 50322	<b>CONTACT NAME:</b> Kevin Moore		
	<b>PHONE (A/C, No, Ext):</b> 515-262-5724	<b>FAX (A/C, No):</b> 515-225-1749	
<b>E-MAIL ADDRESS:</b> kevin@thefortress.net <b>PRODUCER CUSTOMER ID #:</b>			
<b>INSURED</b>  Willco Inc. 212 S 74th St Suite 200 Omaha, NE 68114	<b>INSURER(S) AFFORDING COVERAGE</b>		<b>NAIC #</b>
	<b>INSURER A:</b> Auto-Owners Insurance Company		32700
	<b>INSURER B:</b>		
	<b>INSURER C:</b>		
	<b>INSURER D:</b>		
	<b>INSURER E:</b>		

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

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC		52-740459	03/01/2020	03/01/2021	EACH OCCURRENCE	\$ 2,000,000
						DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 300,000
						MED EXP (Any one person)	\$ 10,000
						PERSONAL & ADV INJURY	\$ 2,000,000
						GENERAL AGGREGATE	\$ 5,000,000
						PRODUCTS - COMP/OP AGG	\$ 5,000,000
							\$
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input checked="" type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS		52-738038	03/01/2020	03/01/2021	COMBINED SINGLE LIMIT (Ea accident)	\$ 2,000,000
						BODILY INJURY (Per person)	\$
						BODILY INJURY (Per accident)	\$
						PROPERTY DAMAGE (Per accident)	\$
							\$
							\$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE  DEDUCTIBLE RETENTION \$		52-738038-01	07/24/2020	07/24/2021	EACH OCCURRENCE	\$ 5,000,000
						AGGREGATE	\$ 5,000,000
							\$
							\$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below Y/N <input checked="" type="checkbox"/> N/A		EXEMPT			WC STATUTORY LIMITS	OTHER
						E.L. EACH ACCIDENT	\$
						E.L. DISEASE - EA EMPLOYEE	\$
						E.L. DISEASE - POLICY LIMIT	\$

**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)**

Workers compensation exempt for business owners

<b>CERTIFICATE HOLDER</b>  City of Ottumwa 105 E. Third St. Ottumwa, Iowa 52501	<b>CANCELLATION</b>  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE  <b>Kevin Moore</b>
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**CITY OF OTTUMWA**  
Staff Summary

FILE  
2020 JUL 30 PM 12:00  
CITY  
OTTUMWA

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

Council Meeting of : Aug 4, 2020

Philip Rath

Prepared By

Administration

Department

Department Head

City Administrator Approval

AGENDA TITLE: Resolution 174-2020 - Set August 18, 2020 at 5:30 PM for the Public Hearing on the Lease Agreement for Usage of the facilities at Beach Ottumwa.

\*\*\*\*\*

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

RECOMMENDATION: Pass and adopt Resolution 174-2020 to set the public hearing for the three-year Lease Agreement between the City of Ottumwa and the Ottumwa School District for August 18, 2020.

DISCUSSION: Lease agreements of three years or longer require a public hearing prior to consideration by the City Council. With the proposed change of the Lease Agreement to a three-year term, a public hearing will be required.

Source of Funds:

Budgeted Item:

Budget Amendment Needed:

**RESOLUTION NO. 174-2020**

**RESOLUTION SETTING A PUBLIC HEARING ON THE INTENT OF THE  
CITY COUNCIL TO ENTER INTO A THREE-YEAR LEASE AGREEMENT  
WITH THE OTTUMWA SCHOOL DISTRICT**

**WHEREAS**, the City of Ottumwa, Iowa desires to approve a three-year Lease Agreement with the Ottumwa School District for the annual use of the Beach Ottumwa facility for District educational activities; and

**WHEREAS**, the Lease Agreements with a term of at least three years require a public hearing prior to adoption by the City Council.

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


That the 18<sup>th</sup> day of August, 2020 at 5:30 PM in the City Council Chambers located on the Second Floor of City Hall in the City of Ottumwa, Iowa, be, and the same is hereby fixed as the date, time, and place for a public hearing to obtain public input on the proposed lease agreement with the Ottumwa School District for the use of the Beach Ottumwa facility for District educational purposes.

APPROVED, PASSED AND ADOPTED, this 4<sup>th</sup> day of August, 2020.

CITY OF OTTUMWA, IOWA

  
Tom X. Lazio, Mayor

ATTEST:

  
Christina Reinhard, City Clerk



**BEACH OTTUMWA USAGE AGREEMENT  
BETWEEN  
THE CITY OF OTTUMWA, IOWA  
AND  
THE OTTUMWA COMMUNITY SCHOOL DISTRICT**

THIS AGREEMENT is made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2020, by and between the City of Ottumwa, hereinafter referred to as "City", and the Ottumwa Community School District, hereinafter referred to as "District", pursuant to the provisions of Chapter 28E of the Code of Iowa.

WITNESSETH:

WHEREAS, City is a municipal corporation of the State of Iowa located in Wapello County, Iowa and, as such, is the owner and operator of a water recreational facility which contains an indoor standard swimming pool and an indoor minimum depth instructional pool.

WHEREAS, District is a school corporation and independent school district organized under the school laws of the State of Iowa and is located in Wapello County, Iowa; and

WHEREAS, the City and District entered into an Agreement dated April 2, 1991 regarding the construction and rental of a water recreational facility in Ottumwa known as Beach Ottumwa; and

WHEREAS, the Agreement dated April 2, 1991 was modified on June 21, 2016 and is further amended to meet the current needs of the City and the District; and

WHEREAS, the current facility is more than 25 years of age and is currently undergoing capital improvements to ensure the present Beach Ottumwa facilities are up to date and adequate to meet the District's needs for swimming facilities; and

WHEREAS, the District is authorized by law to enter into a rental agreement for the long term use of said facilities.

NOW, THEREFORE, IT IS HEREBY AGREED by and between the City and the District as follows:

1. District does rent from the City its indoor water recreational facility, including the indoor standard swimming pool, the indoor minimum depth instructional swimming pool, dressing rooms, equipment, parking areas, and occasionally the outdoor facility and all easements and appurtenances thereto belonging, incidental or necessary to the

use hereof, all for the periods of time and for the rent hereinafter set forth and upon all of the terms and conditions herein contained.

2. That said rental shall be for the use of the facilities. During said rental times, the use of said indoor pools shall be exclusive unless hereinafter set out. The use of the outdoor pool areas shall not be exclusive unless prior arrangements are made. The use of dressing rooms, appurtenances, areas, equipment, and parking lots shall be non-exclusive but priority thereto shall be afforded to the District. That the City shall make the demised premises available to the District for at least 400 hours during the District's school year as established by the District (which school year will commence in approximately August of one calendar year and terminate in May or June of the succeeding calendar year; that said minimum number of hours shall be guaranteed to the District; that the District shall not be required to utilize the entire amount of said hours, but may do so if it desires. That, in addition to said minimum number of hours as aforesaid, the District may utilize said demised facility for such additional hours as the District and the City may agree upon. If the District desires additional hours of use it shall be given priority over all other proposed users of the City's facility as it pertains to those hours not already scheduled for use by others at the time District's request is made. No right shall exist to require the city to reschedule events or cancel the same as to any request for additional hours of use.
3. The District shall, on or before thirty (30) days prior to the commencement of the school year each year, give notice to the City Parks Director of a tentative schedule of hours that it desires to utilize said facility for the school year, including a tentative schedule of practices and meets before the first practice of the season for each sport. Notice of deviations to the schedule will also be provided to the Parks Director. The giving of such notice is to assist the City in planning the operation of said facility and failure to designate a specific time or date shall not deprive the District of its rights to utilize its minimum hours. In the utilization thereof, the District shall have priority over all other users for those hours so designated. Providing, however, that when any events are scheduled during the District's school year, the District shall be promptly notified of their scheduling which term shall mean within ten (10) days except in the case of an emergency. In the event that the District desires to utilize said facility in excess of the minimum hours aforesaid and does not believe the City has used reasonable steps to assure the District priority for said additional hours, then the matter shall be resolved by consideration of a panel which shall serve for the term of this Agreement and any renewal thereof, and which shall consist of three (3) persons, one (1) appointed by the Superintendent of Schools of the District, one (1) appointed by the City Administrator of the City, and one (1) appointed jointly by the Mayor of the City and the President of the School Board.

4. Rental shall be paid as follows:
  - (a) The District shall pay during the term hereof and any subsequent renewal hereof an annual rental fee of \$48,600 for the school year commencing in August of 2020. The annual rental fee may be paid in quarterly installments to be paid on or before the first day of August, October, January, and April of each year for the respective school term beginning in August. Commencing on July 1, 2021, the rent shall be adjusted to an annual fee of \$54,488. Commencing on July 1, 2022, the rent shall be adjusted to an annual fee of \$56,687.
  - (b) The District shall pay during the term and any subsequent renewal hereof an hourly rental fee for each hour that exceeds 400 hours annually the sum of \$150 per hour.
  - (c) That the City shall include with said billing a full statement of the CPI and CIP calculations made and utilized in connection therewith. In the event the District shall disagree with said calculations, the District shall pay the undisputed amount, and the matter shall be submitted to binding arbitration, the same to be conducted by an arbitrator chosen from a list of three provided by the Public Employees Relations Board (PERB). City and District shall each strike one from the list and the person so remaining shall conduct the arbitration in the manner agreed upon by the City and the District, or determined by the arbitrator if they cannot agree. The decision of the arbitrator shall be final and binding upon the parties and judgment may be entered thereon, if necessary, in the Wapello County, Iowa District Court. No interest shall be required to be paid on the disputed portion until judgment, if necessary, if entered and only thereafter shall interest accrue.
  - (d) In the event students wish to utilize the pool for individualized practices during non-exclusive times, each student shall be charged the sum of \$4.00. Students and/or school coaching staff will obtain pre-approval from school administration and provide the authorization to City staff before usage. City will bill for said usage on a monthly basis.
  - (e) Students utilizing the pool for the PTYC program, the Migrant Summer School Program or school sponsored swim parties; each student will be charged the sum of \$3.00 each. The school district will be billed separately on a monthly basis.
  - (f) City will provide a report monthly to school administration indicating the number of hours utilized toward the annual cap of 400 hours for exclusive pool usage.
5. The term of this rental agreement shall be for a period of three (3) years, commencing on July 1, 2020 and terminating on June 30, 2023.

6. The District may utilize the demised premises for such purposes as are consistent with such facility and as the District may determine are within the District's powers and duties and in furtherance of the District's goals and objectives. By way of specification but not limitation, the District may utilize said facilities for physical educational classes, practices and conditioning for athletic teams, intramural activities, interscholastic activities and meets, and community recreation.
7. During the use of the facilities by the District, the City shall provide such maintenance, as may be necessary to effect the efficient operation of the facility and the exclusive use thereof by the District. Providing, however, that at all times the District shall utilize said facility, the District shall provide its own coaches, and such other personnel, including security personnel and life guards for special events, as may be necessary to properly supervise students, parents of students, employees, families of employees, and guests of District utilizing said facilities.
8. Maintenance in connection with the demised premises shall be the sole responsibility of the City, provided the maintenance is NOT related to damage caused by District use of the facility. Basic repairs and maintenance costs are built into the rental fees set out above. District will be billed separately for maintenance required to repair damage as a result of District use of the facility.
9. All utilities and services of any nature whatsoever shall be the sole responsibility of City.
10. The District shall, during the times it utilizes the demised premises, maintain in full force and effect a policy of liability insurance with limits of liability at a minimum of One Million Dollars (\$1,000,000.00) insuring the District against liability for all District activities at the facility; that the District shall cause the City of Ottumwa to be named as an additional named insured on said policy. The District shall hold the City of Ottumwa harmless from any liability resulting from the District's exclusive usage of said facility.
11. That if by reason of fire, wind, storm or any other natural casualty or disaster which shall destroy the demised premises or render it useless for the purposes of the District, and shall make it impossible for the District to exercise its rights under this Agreement, then the District shall be reimbursed that prorated portion of the rent for the school year that the District was unable to utilize the facilities.

12. The City shall further procure and maintain liability insurance with limits of liability not less than One Million Dollars (\$1,000,000.00) covering liability for the operation of said premises, which said policy shall name the District as an additional named insured for claims and causes of actions brought against the District by reason of its rental of the premises, which claims are not founded on the negligence of the District but the negligence of the city.
13. In the event of a partial damage or destruction of the demised premises, which is interference, that is, which prevents the normal use of the district of said facility and which is repairable within sixty (60) days, then the City shall repair such damage within sixty (60) days of its occurrence.
14. If default shall be made by either party in the performance or compliance with any of the terms, covenants, or conditions of this agreement, and such default shall have continued for thirty (30) days after written notice thereof from one party to the other, the person aggrieved, in addition to all other remedies now or hereafter provided by law, may but need not perform such term, covenant or condition and make good such default and the amount advanced shall be repaid forthwith on demand, together with interest at a rate of eleven percent (11%) per annum.
15. The District shall have the right and privilege of attaching, affixing, painting or exhibiting signs on the leased premises, provided that such signs shall comply with the ordinances of the City and the laws of the State of Iowa, and that such signs shall not change the structure of the building, or damage the same when taken down. Such signs are subject to the written approval of the City, which approval shall not be unreasonably withheld.
16. The various rights, powers, options, elections and remedies of either party provided in this lease shall be construed as cumulative and no one of them is exclusive of the other or exclusive of any rights, remedies, or priorities allowed either party by law and shall, in no way affect or impair the right of either party to pursue any other equitable or legal remedy to which either party may be entitled as long as any default remains in any way unremedied, unsatisfied, or discharged.
17. Notices, as provided for in this agreement, shall be given to the respective parties hereto, at their respective addresses, as hereinafter designated unless either party notifies the other in writing of a different address. Without prejudice to any other method of notifying a party in writing or making a demand or other communication, such message shall be considered given under the terms of this lease when sent addressed as designated, postage prepaid, by registered or certified mail, return receipt

requested, by the United State Mail, and so deposited in the United States mail box. Said designation of addresses shall be as follows:

DISTRICT:

C/O Superintendent of Schools  
Ottumwa Community School District  
P.O. Box 698  
Ottumwa, IA 52501

CITY:

C/O City Administrator  
City Hall  
105 East Third Street  
Ottumwa, IA 52501

18. Each and every covenant and agreement hereto shall extend to and be binding upon the respective successors, heirs, administrators, executors, and assigns of the parties hereto. That this agreement and rights and obligations hereunder may not be assigned by either party without the prior express written consent of the other; said consent not to be unreasonably withheld.
19. None of the covenants, provisions, terms or conditions of this agreement to be kept or performed shall be in any manner modified, waived or abandoned, except by written instrument duly signed by the parties and delivered to each. This lease contains the whole agreement of the parties.
20. Words and phrases herein, including acknowledgment hereof, shall be construed in the singular or plural number and as masculine, feminine, or neuter gender according to the context.

Signed and dated in Ottumwa, Iowa on the date first above written.

CITY OF OTTUMWA

ATTEST:

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

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

OTTUMWA COMMUNITY SCHOOL DISTRICT

\_\_\_\_\_  
By President

\_\_\_\_\_  
By Secretary

STATE OF IOWA )  
 ) SS.  
COUNTY OF WAPELLO )

Subscribed and sworn to before me, the undersigned, a Notary Public, in and for the State of Iowa, personally appeared Tom X. Lazio and Christina Reinhard, to me personally known, who, being by me duly sworn, did say that they are the Mayor and City Clerk of the City of Ottumwa, Iowa, executing the above and foregoing to which this is attached; that said instrument was signed on behalf of the City of Ottumwa, Iowa and that the said Tom X. Lazio and Christina Reinhard, as such officers, acknowledged the execution of said instrument to be the voluntary act and deed of the City of Ottumwa, Iowa, by it and by them voluntarily executed.

\_\_\_\_\_  
Notary Public in and for said County and State

STATE OF IOWA )  
 ) SS.  
COUNTY OF WAPELLO )

Subscribed and sworn to before me, the undersigned, a Notary Public, in and for the State of Iowa, personally appeared \_\_\_\_\_ and \_\_\_\_\_, to me personally known, who, being by me duly sworn, did say that they are the President and Secretary of the Board of Directors of Ottumwa Community School District, executing the above and foregoing to which this is attached; that said instrument was signed on behalf of the Board of Directors of the Ottumwa Community School District and that the said President and Secretary, as such officers, acknowledged the execution of said instrument to be the voluntary act and deed of the Board of Directors of the Ottumwa Community School District, by it and by them voluntarily executed.

\_\_\_\_\_  
Notary Public in and for said County and State

Publish August 6, 2020

## **NOTICE OF PUBLIC HEARING**

### **TO WHOM IT MAY CONCERN:**

Notice is hereby given that the City Council of the City of Ottumwa, Iowa, will hold a public hearing on Tuesday, August 18, 2020 at 5:30 P.M. at City Hall in the City of Ottumwa, Iowa on its intent to approve a three-year Lease Agreement with the Ottumwa Community School District for the use of the Beach Ottumwa facilities. All persons interested in the intent to approve the three-year Lease Agreement are invited to be present at the above time and place on the date mentioned to present their objections to, or arguments for the approval of the three-year Lease Agreement. Statements can also be given to the City Clerk up to 4:30 P.M. on Tuesday, August 18, 2020.

FOR THE CITY OF OTTUMWA:  
Christina Reinhard, City Clerk



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

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

Council Meeting of: Aug 4, 2020

Christina Reinhard

Prepared By

Kevin Flanagan

Department Head

Planning & Development

Department

City Administrator Approval

AGENDA TITLE: Resolution No. 179-2020. Settling a Public Hearing on the adoption of Our Ottumwa Comprehensive Plan.

\*\*\*\*\*



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

RECOMMENDATION: Pass and adopt Resolution No. 179-2020.

DISCUSSION: Setting August 18, 2020, 5:30 P.M., City Hall, Ottumwa, Iowa, as the time, place and date set for a public hearing adopting Our Ottumwa Comprehensive Plan.

Our Ottumwa plan is a new comprehensive plan that will be used to help guide growth and development within our community. Public meetings and planning workshops have been held over the past year. Participants within several work sessions helped assess the current state of the City and identify issues that will be most important to Ottumwa in the future. The plan was developed using ideas and suggestions from citizens. The

Source of Funds:

Budgeted Item:

Budget Amendment Needed:

planning sessions helped to determine the recommendations contained in Our Ottumwa plan. The plan outlines different ways for the City to grow and expand in the coming years.

Anyone who would like to review Our Ottumwa plan visit [OurOttumwa.com](http://OurOttumwa.com).

Any and all persons wishing to comment on Our Ottumwa plan are invited to be present at the above listed time and place to present their comments, or contact Zach Simonson at [simonsonz@ottumwa.us](mailto:simonsonz@ottumwa.us); 641-683-0606.

RESOLUTION NO. 179-2020

A RESOLUTION SETTING A PUBLIC HEARING ON THE ADOPTION OF OUR OTTUMWA  
COMPREHENSIVE PLAN

WHEREAS, the Ottumwa City Council proposes to set a public hearing for public comment regarding the proposed adoption of Our Ottumwa Comprehensive Plan; and

WHEREAS, Our Ottumwa plan is a new comprehensive plan that will be used to help guide growth and development within our community; and

WHEREAS, participants within several work sessions helped assess the current state of Ottumwa and identified issues that will be most important to Ottumwa in the future by determining recommendations that help outline different ways for the City to grow and expand in the coming years; and

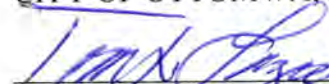
WHEREAS, *Confluence* was selected as the consultant to assist in performing and guiding the City in development of said plan.

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

That the 18<sup>th</sup> day of August, 2020 at 5:30 P.M. in the City Council Chambers on the Second Floor of City Hall in the City of Ottumwa, Iowa, be and the same is hereby fixed as the date, time and place for a public hearing to obtain public input on the proposed adoption of Our Ottumwa Comprehensive Plan.

PASSED, ADOPTED and APPROVED this 4<sup>th</sup> day of August, 2020.

CITY OF OTTUMWA, IOWA

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

ATTEST:

  
Christina Reinhard, City Clerk

Publish August 4, 2020

## NOTICE OF PUBLIC HEARING

The City Council of the City of Ottumwa, Iowa, will hold a public hearing at 5:30 p.m. on Tuesday, August 18, 2020 at City Hall of the City of Ottumwa, Iowa for the purpose of passing and adopting Our Ottumwa Comprehensive Plan.

Our Ottumwa plan is a new comprehensive plan that will be used to help guide growth and development within our community. Public meetings and planning workshops have been held over the past year. Participants within several work sessions helped assess the current state of the City and identify issues that will be most important to Ottumwa in the future. The plan was developed using ideas and suggestions from citizens. The planning sessions helped to determine the recommendations contained in Our Ottumwa plan. The plan outlines different ways for the City to grow and expand in the coming years.

Anyone who would like to review Our Ottumwa plan visit [OurOttumwa.com](http://OurOttumwa.com).

Any and all persons wishing to comment on Our Ottumwa plan are invited to be present at the above-listed time and place to present their comments, or contact Zach Simonson at [simonsonz@ottumwa.us](mailto:simonsonz@ottumwa.us); 641-683-0606.

City of Ottumwa, Iowa

By: Tom X. Lazio, Mayor

ATTEST: Christina Reinhard, City Clerk

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

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

Council Meeting of : Aug 4, 2020

Police  
Department

Mary Lou Donaldson

Prepared By  
  
Department Head

  
City Administrator Approval

AGENDA TITLE: Consider accepting the 2020 Justice Assistance Grant (JAG) from the Bureau of Justice Assistance in the amount of \$15,462.00.

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

RECOMMENDATION: To approve the submission of the grant over the Internet and authorize the Mayor, City Administrator, and Chief of Police to sign any related documents as may be required.

DISCUSSION:  
The 2020 Justice Assistance Grant (JAG) does not require a local match. The Department's proposed use of the funds is for the purchase of equipment to include an L-Tron OSCR360 High Resolution Camera Image Capture Kit and OSCR360 Desktop Presentation Package. Federal requirements state the funds can only be used to supplement the Department's budget, not supplant it.

The amount of funds we receive from the JAG Grant is based on the number of violent crimes we report to the Federal government. As in

Source of Funds: N/A

Budgeted Item:  Budget Amendment Needed:

previous years, the Wapello County Sheriff's Department is considered a disparate agency within the JAG Program. They are considered a disparate agency because they do not qualify for a direct award; yet the county is responsible for providing criminal justice services such as incarceration for the municipality.

Because the Sheriff's Department is considered a disparate agency, the Bureau of Justice Assistance requires that we discuss with the Sheriff the sharing of our JAG Grant funds. After reviewing the grant with Sheriff Phillips, it was agreed that the County would receive 15% of the grant funds (\$2,319.00), the Police Department would receive 85% (\$13,143.00), and the Police Department would administer the grant.

Staff recommends approving the submission of the grant over the Internet and authorizing the Mayor, City Administrator, and Chief of Police to sign any related documents as may be required.

<b>APPLICATION FOR FEDERAL ASSISTANCE</b>		2. DATE SUBMITTED	Applicant Identifier
1. TYPE OF SUBMISSION		3. DATE RECEIVED BY STATE	State Application Identifier
Application Non-Construction		4. DATE RECEIVED BY FEDERAL AGENCY	Federal Identifier
<b>5. APPLICANT INFORMATION</b>			
Legal Name		Organizational Unit	
City of Ottumwa		Ottumwa Police Department	
Address		Name and telephone number of the person to be contacted on matters involving this application	
105 East Third Street Ottumwa, Iowa 52501-2505		Farrington, Chad (641) 683-0636	
6. EMPLOYER IDENTIFICATION NUMBER (EIN)		7. TYPE OF APPLICANT	
42-6005094		Municipal	
8. TYPE OF APPLICATION		9. NAME OF FEDERAL AGENCY	
New		Bureau of Justice Assistance	
10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE		11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT	
NUMBER: 16.738 CFDA TITLE: Edward Byrne Memorial Justice Assistance Grant Program		Edward Byrne Memorial Justice Assistance Grant (JAG)	
12. AREAS AFFECTED BY PROJECT			
Within the city limits of Ottumwa, Iowa and within the borders of Wapello County, Iowa.			
13. PROPOSED PROJECT		14. CONGRESSIONAL DISTRICTS OF	
Start Date: October 01, 2019 End Date: September 30, 2021		a. Applicant b. Project IA02	
15. ESTIMATED FUNDING		16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?	
Federal	\$15,462	Program has not been selected by state for review	
Applicant	\$0		
State	\$0		
Local	\$0		
Other	\$0		
Program Income	\$0	17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT?	
TOTAL	\$15,462	N	
18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION PREAPPLICATION ARE TRUE AND CORRECT, THE DOCUMENT HAS BEEN DULY AUTHORIZED BY GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS REQUIRED.			

Close Window

**Ottumwa Police Department**  
**Ottumwa, Iowa**  
**2020 Justice Assistance Grant Program**  
**GMS Application Number: 2020-H7479-IA-DJ**

**Program Narrative – Attachment**

The Wapello County (Iowa) Sheriff's Department is considered a disparate agency by the Bureau of Justice Assistance. Therefore, the City of Ottumwa negotiated with the Sheriff's Department a mutually agreeable settlement to share funding received from the Justice Assistance Grant Program. The settlement provides for the following: the Wapello County Sheriff's Department would receive 15% of the grant funds (\$2,319.00), the Ottumwa Police Department would receive 85% (\$13,143.00), and the Ottumwa Police Department would administer the grant. This is the same settlement both entities have always agreed to when sharing funds from the former Local Law Enforcement Block Grant Program and past Justice Assistance Grants.

The Ottumwa Police Department and the Wapello County Sheriff's Department's strategy for the FY 2020 JAG funds is to identify and prioritize needed equipment; identify and select vendors; and then purchase the equipment.

The Ottumwa Police Department will act as the applicant, fiscal agent, and will gather the information needed to complete all required reports, including performance measures.

The Wapello County Sheriff's Department will be using its funds under the purpose area of "Law Enforcement Programs". The Sheriff's Department will use funds to purchase equipment for law enforcement use, to include:

*One Honda 25HP Four Stroke Outboard Boat Motor (\$2,319.00)* – The Sheriff's Department would like to purchase one (1) Honda 25HP four stroke outboard boat motor for law enforcement use. The outboard boat motor will be used on the department boat they use for patrol along with search and rescue. The Sheriff's Department patrols Wapello County which includes the Des Moines River. This river is a large tributary that flows through the whole county making the Sheriff's Department responsible for water patrol along with search and rescue. This outboard boat motor is known for reliability, fuel efficiency, and durability, making it a safe and efficient way for officers to operate their patrol boat on the water.

The Ottumwa Police Department will also be using its funds under the purpose area of "Law Enforcement Programs". The Police Department will use funds to purchase equipment and software for law enforcement use to include:



*L-Tron OSCR360 High Resolution Camera Image Capture Kit (\$5,290.00)* – The Police Department would like to purchase one (1) L-Tron OSCR360 high resolution camera image capture kit which will allow officers to capture and view 360-degree spherical images, associated GPS coordinates and cardinal direction (compass) information instantly. This information can be used for crime scene investigations, crash investigations, search warrants, emergency planning, and training. This kit will provide officers with an efficient and effective way to capture and preserve digital evidence.

*L-Tron OSCR360 Desktop Presentation Package (\$7,853.00)* – The Department would like to purchase one (1) L-Tron OSCR360 desktop presentation package with extended software updates, upgrades, and maintenance. This presentation package will allow officers to easily consolidate, organize, and connect all digital evidence from a case, creating a virtual walkthrough of the scene. Officers can also use the presentation package for incident preplanning in the community and training. This will be a versatile tool for officers conducting investigations and training.

Without funding from the Justice Assistance Grant Program, neither agency would be able to purchase the needed equipment listed above. Both agencies anticipate utilizing the funds within the first 18 months of the grant program.

**Ottumwa Police Department  
Ottumwa, Iowa  
2020 Justice Assistance Grant Program  
GMS Application Number: 2020-H7479-IA-DJ**

**Proposed Spending Plan of Grant Funds**

1 Honda 25HP Four Stroke Outboard Boat Motor	(County)	- 2,319.00
1 L-Tron OSCR360 High Resolution Camera Image Capture Kit	(City)	- 5,290.00
1 L-Tron OSCR360 Desktop Presentation Package	(City)	- 7,853.00
<hr/>		
<b>Total Expenditures</b>	<b>-</b>	<b>\$15,462.00</b>

<u>Ottumwa Police Department</u> 85%		<u>Wapello County Sheriff's Department</u> 15%	
Federal Funds:	\$15,462	Federal Funds:	\$15,462
<u>x</u>	<u>.85</u>	<u>x</u>	<u>.15</u>
Total Amount:	\$13,143	Total Amount:	\$ 2,319

# Budget Detail - Year 1

Does this budget contain conference costs which is defined broadly to include meetings, retreats, seminars, symposia, and training activities? - Y/N

(DOJ Financial Guide, Section 3.10)

## A. Personnel

Name <i>List each name, if known.</i>	Position <i>List each position, if known.</i>	Computation <i>Show annual salary rate &amp; amount of time devoted to the project for each name/position.</i>						
		Salary	Rate	Time Worked <i>(# of hours, days, months, years)</i>	Percentage of Time	Total Cost	Non-Federal Contribution	Federal Request
						\$0		\$0
					<b>Total(s)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

## Narrative

<b>B. Fringe Benefits</b>						
<b>Name</b>		<b>Computation</b>				
<i>List each grant-supported position receiving fringe benefits.</i>		<i>Show the basis for computation.</i>				
	<b>Base</b>	<b>Rate</b>	<b>Total Cost</b>	<b>Non-Federal Contribution</b>	<b>Federal Request</b>	
			\$0		\$0	
		<b>Total(s)</b>	\$0	\$0	\$0	\$0
<b>Narrative</b>						

Purpose Area #4

<b>C. Travel</b>		<b>Computation</b>								
<b>Purpose of Travel</b>	<b>Location</b>	<b>Type of Expense</b>	<b>Basis</b>	<b>Cost</b>	<b>Quantity</b>	<b># of Staff</b>	<b># of Trips</b>	<b>Total Cost</b>	<b>Non-Federal Contribution</b>	<b>Federal Request</b>
<i>Indicate the purpose of each trip or type of trip (training, advisory group meeting)</i>	<i>Indicate the travel destination.</i>	<i>Lodging, Meals, Etc.</i>	<i>Per day, mile, trip, Etc.</i>					\$0		\$0
			N/A							
							<b>Total(s)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Narrative</b>										

Purpose Area #4

<b>D. Equipment</b>		<b>Computation</b>				
<b>Item</b>	<b>Computation</b>	<b># of Items</b>	<b>Unit Cost</b>	<b>Total Cost</b>	<b>Non-Federal Contribution</b>	<b>Federal Request</b>
<i>List and describe each item of equipment that will be purchased</i>		<i>Compute the cost (e.g., the number of each item to be purchased X the cost per item)</i>				
L-Tron OSCR360 High Resolution Camera Image Capture Kit		1	\$5,290.00	\$5,290		\$5,290
L-Tron OSCR360 Desktop Presentation Package		1	\$7,853.00	\$7,853		\$7,853
				<b>Total(s)</b>	<b>\$0</b>	<b>\$13,143</b>

**Narrative**

The Police Department would like to purchase one (1) L-Tron OSCR360 high resolution camera image capture kit which will allow officers to capture and view 360-degree spherical images, associated GPS coordinates and cardinal direction (compass) information instantly. This information can be used for crime scene investigations, crash investigations, search warrants, emergency planning, and training. This kit will provide officers with an efficient and effective way to capture and preserve digital evidence. The Department would like to purchase one (1) L-Tron OSCR360 desktop presentation package with extended software updates, upgrades, and maintenance. This presentation package will allow officers to easily consolidate, organize, and connect all digital evidence from a case, creating a virtual walkthrough of the scene. Officers can also use the presentation package for incident preplanning in the community and training. This will be a versatile tool for officers conducting investigations and training.

Purpose Area #4

<b>E. Supplies</b>		<b>Computation</b>			
<b>Supply Items</b> <i>Provide a list of the types of items to be purchased with grant funds.</i>	<i>Describe the item and the compute the costs. Computation: The number of each item to be purchased X the cost per item.</i>	<b># of Items</b>	<b>Unit Cost</b>	<b>Total Cost</b>	<b>Federal Request</b>
				\$0	\$0
		<b>Total(s)</b>		\$0	\$0
<b>Narrative</b>					

Purpose Area #4

<b>F. Construction</b>							
<b>Purpose</b> <i>Provide the purpose of the construction</i>	<b>Description of Work</b> <i>Describe the construction project(s)</i>	<b>Computation</b> <i>Compute the costs (e.g., the number of each item to be purchased X the cost per item)</i>					
		<b># of Items</b>	<b>Cost</b>	<b>Total Cost</b>	<b>Non-Federal Contribution</b>	<b>Federal Request</b>	
				\$0		\$0	
		<b>Total(s)</b>			\$0	\$0	\$0
<b>Narrative</b>							



Purpose Area #4

<b>G. Subawards (Subgrants)</b>						
Description	Purpose	Consultant?	Total Cost	Non-Federal Contribution	Federal Request	
<i>Provide a description of the activities to be carried out by subrecipients.</i>	<i>Describe the purpose of the subaward (subgrant)</i>	<i>Is the subaward for a consultant? If yes, use the section below to explain associated travel expenses included in the cost.</i>				
Honda 25HP Four Stroke Outboard Boat Motor	The Wapello County Sheriff's Department is a disparate agency. Per agreement, it will receive \$2,319.00 to purchase law enforcement equipment.		\$2,319		\$2,319	
			<b>Total(s)</b>	<b>\$0</b>	<b>\$2,319</b>	
<b>Consultant Travel (if necessary)</b>						
Purpose of Travel	Location	Type of Expense	Computation			
<i>Indicate the purpose of each trip or type of trip (training, advisory group meeting)</i>	<i>Indicate the travel destination.</i>	<i>Hotel, airfare, per diem</i>	<i>Compute the cost of each type of expense X the number of people traveling.</i>			
			<b>Cost</b>	<b>Duration or Distance</b>	<b># of Staff</b>	<b>Federal Request</b>
			\$0			\$0
			<b>Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Narrative</b>						

<b>H. Procurement Contracts</b>							
<b>Description</b> <i>Provide a description of the products or services to be procured by contract and an estimate of the costs. Applicants are encouraged to promote free and open competition in awarding contracts. A separate justification must be provided for sole source procurements in excess of the Simplified Acquisition Threshold (currently \$150,000).</i>	<b>Purpose</b> <i>Describe the purpose of the contract</i>	<b>Consultant?</b> <i>Is the subaward for a consultant? If yes, use the section below to explain associated travel expenses included in the cost.</i>		<b>Total Cost</b>	<b>Non-Federal Contribution</b>	<b>Federal Request</b>	
						\$0	
				<b>Total(s)</b>	\$0	\$0	\$0
<b>Consultant Travel (if necessary)</b>							
<b>Purpose of Travel</b> <i>Indicate the purpose of each trip or type of trip (training, advisory group meeting)</i>	<b>Location</b> <i>Indicate the travel destination.</i>	<b>Type of Expense</b> <i>Hotel, airfare, per diem</i>	<b>Computation</b> <i>Compute the cost of each type of expense X the number of people traveling.</i>				
			<b>Cost</b>	<b>Duration or Distance</b>	<b># of Staff</b>	<b>Total Cost</b>	<b>Federal Request</b>

Purpose Area #4

								\$0			\$0
								\$0			\$0
								\$0			\$0
<b>Narrative</b>											\$0
<b>I. Other Costs</b>											
<b>Description</b>				<b>Computation</b>							
List and describe items that will be paid with grants funds (e.g. rent, reproduction, telephone, janitorial, or security services, and investigative or confidential funds).				Show the basis for computation							
				<b>Quantity</b>	<b>Basis</b>	<b>Cost</b>	<b>Length of Time</b>	<b>Total Cost</b>	<b>Non-Federal Contribution</b>	<b>Federal Request</b>	
								\$0		\$0	
<b>Narrative</b>											\$0
<b>Total(s)</b>											\$0

Purpose Area #4

<b>J. Indirect Costs</b>						
<b>Description</b> <i>Describe what the approved rate is and how it is applied.</i>		<b>Computation</b> <i>Compute the indirect costs for those portions of the program which allow such costs.</i>				
	<b>Base</b>	<b>Indirect Cost Rate</b>	<b>Total Cost</b>	<b>Non-Federal Contribution</b>	<b>Federal Request</b>	
			\$0		\$0	
			<b>Total(s)</b>	\$0	\$0	
<b>Narrative</b>						

**Ottumwa Police Department**  
**Ottumwa, Iowa**  
**Edward Byrne Memorial Justice Assistance Grant (JAG) Program**  
**FY 2020 Local Solicitation**  
*GMS Application Number: 2020-H7479-IA-DJ*

**Project Identifiers - Attachment**

Applicant's Name:	City of Ottumwa
Title of Project:	2020 JAG Grant
Top 5 Project Identifiers:	Community Policing, Computer Software/Hardware, Equipment-General, Equipment-Video/Audio, Officer Safety



**Background**

Recipients' financial management systems and internal controls must meet certain requirements, including those set out in the "Part 200 Uniform Requirements" (2.C.F.R. Part 2800).

Including at a minimum, the financial management system of each OJP award recipient must provide for the following:

- (1) Identification, in its accounts, of all Federal awards received and expended and the Federal programs under which they were received. Federal program and Federal award identification must include, as applicable, the CFDA title and number, Federal award identification number and year, and the name of the Federal agency.
- (2) Accurate, current, and complete disclosure of the financial results of each Federal award or program.
- (3) Records that identify adequately the source and application of funds for Federally-funded activities. These records must contain information pertaining to Federal awards, authorizations, obligations, unobligated balances, assets, expenditures, income, and interest, and be supported by source documentation.
- (4) Effective control over, and accountability for, all funds, property, and other assets. The recipient must adequately safeguard all assets and assure that they are used solely for authorized purposes.
- (5) Comparison of expenditures with budget amounts for each Federal award.
- (6) Written procedures to document the receipt and disbursement of Federal funds including procedures to minimize the time elapsing between the transfer of funds from the United States Treasury and the disbursement by the OJP recipient.
- (7) Written procedures for determining the allowability of costs in accordance with both the terms and conditions of the Federal award and the cost principles to apply to the Federal award.
- (8) Other important requirements related to retention requirements for records, use of open and machine readable formats in records, and certain Federal rights of access to award-related records and recipient personnel.

1. Name of Organization and Address:

Organization Name: City of Ottumwa  
 Street1: 105 East Third Street  
 Street2:  
 City: Ottumwa  
 State: IOWA  
 Zip Code: 52501

2. Authorized Representative's Name and Title:

Prefix: First Name: Chad Middle Name:  
 Last Name: Farrington Suffix:  
 Title: Chief of Police

3. Phone: (641) 683-0636 4. Fax: 6416834584

5. Email: farringtonc@ottumwa.us

6. Year Established: 1851	7. Employer Identification Number (EIN): 426005094	8. DUNS Number: 73490542
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9. a) Is the applicant entity a nonprofit organization (including a nonprofit institution of higher education) as described in 26 U.S.C. 501(c)(3) and exempt from taxation under 26 U.S.C. 501(a)?  Yes  No

If "No" skip to Question 10.

If "Yes", complete Questions 9. b) and 9. c).



**AUDIT INFORMATION**

9. b) Does the applicant nonprofit organization maintain offshore accounts for the purpose of avoiding paying the tax described in 26 U.S.C. 511(a)?

Yes  No

9. c) With respect to the most recent year in which the applicant nonprofit organization was required to file a tax return, does the applicant nonprofit organization believe (or assert) that it satisfies the requirements of 26 C.F.R. 53.4958-6 (which relate to the reasonableness of compensation of certain individuals)?

Yes  No

If "Yes", refer to "Additional Attachments" under "What An Application Should Include" in the OJP solicitation (or application guidance) under which the applicant is submitting its application. If the solicitation/guidance describes the "Disclosure of Process related to Executive Compensation," the applicant nonprofit organization must provide -- as an attachment to its application -- a disclosure that satisfies the minimum requirements as described by OJP.

For purposes of this questionnaire, an "audit" is conducted by an independent, external auditor using generally accepted auditing standards (GAAS) or Generally Governmental Auditing Standards (GAGAS), and results in an audit report with an opinion.

10. Has the applicant entity undergone any of the following types of audit(s)(Please check all that apply):

- "Single Audit" under OMB A-133 or Subpart F of 2 C.F.R. Part 200
- Financial Statement Audit
- Defense Contract Agency Audit (DCAA)
- Other Audit & Agency (list type of audit):

[Redacted text]

None (if none, skip to question 13)

11. Most Recent Audit Report Issued:  Within the last 12 months  Within the last 2 years  Over 2 years ago  N/A

Name of Audit Agency/Firm: Anderson Larkin & Co.

**AUDITOR'S OPINION**

12. On the most recent audit, what was the auditor's opinion?

- Unqualified Opinion
- Qualified Opinion
- Disclaimer, Going Concern or Adverse Opinions
- N/A: No audits as described above

Enter the number of findings (if none, enter "0"): 0

Enter the dollar amount of questioned costs (if none, enter "\$0"): \$ 0

Were material weaknesses noted in the report or opinion?  Yes  No

13. Which of the following best describes the applicant entity's accounting system:

- Manual
- Automated
- Combination of manual and automated

14. Does the applicant entity's accounting system have the capability to identify the receipt and expenditure of award funds separately for each Federal award?  Yes  No  Not Sure

15. Does the applicant entity's accounting system have the capability to record expenditures for each Federal award by the budget cost categories shown in the approved budget?  Yes  No  Not Sure

16. Does the applicant entity's accounting system have the capability to record cost sharing ("match") separately for each Federal award, and maintain documentation to support recorded match or cost share?  Yes  No  Not Sure



<p>17. Does the applicant entity's accounting system have the capability to accurately track employees actual time spent performing work for each federal award, and to accurately allocate charges for employee salaries and wages for each federal award, and maintain records to support the actual time spent and specific allocation of charges associated with each applicant employee?</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure</p>
<p>18. Does the applicant entity's accounting system include budgetary controls to preclude the applicant entity from incurring obligations or costs that exceed the amount of funds available under a federal award (the total amount of the award, as well as the amount available in each budget cost category)?</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure</p>
<p>19. Is applicant entity familiar with the "cost principles" that apply to recent and future federal awards, including the general and specific principles set out in 2 C.F.R. Part 200?</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure</p>
<b>PROPERTY STANDARDS AND PROCUREMENT STANDARDS</b>	
<p>20. Does the applicant entity's property management system(s) maintain the following information on property purchased with federal award funds (1) a description of the property; (2) an identification number; (3) the source of funding for the property, including the award number; (4) who holds title; (5) acquisition date; (6) acquisition cost; (7) federal share of the acquisition cost; (8) location and condition of the property; (9) ultimate disposition information?</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure</p>
<p>21. Does the applicant entity maintain written policies and procedures for procurement transactions that – (1) are designed to avoid unnecessary or duplicative purchases; (2) provide for analysis of lease versus purchase alternatives; (3) set out a process for soliciting goods and services, and (4) include standards of conduct that address conflicts of interest?</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure</p>
<p>22. a) Are the applicant entity's procurement policies and procedures designed to ensure that procurements are conducted in a manner that provides full and open competition to the extent practicable, and to avoid practices that restrict competition?</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure</p>
<p>22. b) Do the applicant entity's procurement policies and procedures require documentation of the history of a procurement, including the rationale for the method of procurement, selection of contract type, selection or rejection of contractors, and basis for the contract price?</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure</p>
<p>23. Does the applicant entity have written policies and procedures designed to prevent the applicant entity from entering into a procurement contract under a federal award with any entity or individual that is suspended or debarred from such contracts, including provisions for checking the "Excluded Parties List" system (<a href="http://www.sam.gov">www.sam.gov</a>) for suspended or debarred sub-grantees and contractors, prior to award?</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure</p>
<b>TRAVEL POLICY</b>	
<p>24. Does the applicant entity:</p> <p>(a) maintain a standard travel policy? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>(b) adhere to the Federal Travel Regulation (FTR)? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>	
<b>SUBRECIPIENT MANAGEMENT AND MONITORING</b>	
<p>25. Does the applicant entity have written policies, procedures, and/or guidance designed to ensure that any subawards made by the applicant entity under a federal award – (1) clearly document applicable federal requirements, (2) are appropriately monitored by the applicant, and (3) comply with the requirements in 2 CFR Part 200 (see 2 CFR 200.331)?</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure</p> <p><input type="checkbox"/> N/A - Applicant does not make subawards under any OJP awards</p>





26. Is the applicant entity aware of the differences between subawards under federal awards and procurement contracts under federal awards, including the different roles and responsibilities associated with each?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure <input type="checkbox"/> N/A - Applicant does not make subawards under any OJP awards
27. Does the applicant entity have written policies and procedures designed to prevent the applicant entity from making a subaward under a federal award to any entity or individual is suspended or debarred from such subawards?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure <input type="checkbox"/> N/A - Applicant does not make subawards under any OJP awards

**DESIGNATION AS 'HIGH-RISK' BY OTHER FEDERAL AGENCIES**

28. Is the applicant entity designated "high risk" by a federal grant-making agency outside of DOJ? (High risk includes any status under which a federal awarding agency provides additional oversight due to the applicant's past performance, or other programmatic or financial concerns with the applicant.)  If "Yes", provide the following: (a) Name(s) of the federal awarding agency: [REDACTED] (b) Date(s) the agency notified the applicant entity of the "high risk" designation: [REDACTED] (c) Contact information for the "high risk" point of contact at the federal agency: Name: [REDACTED] Phone: [REDACTED] Email: [REDACTED] (d) Reason for "high risk" status, as set out by the federal agency: [REDACTED]	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Not Sure
--	---

**CERTIFICATION ON BEHALF OF THE APPLICANT ENTITY**

(Must be made by the chief executive, executive director, chief financial officer, designated authorized representative ("AOR"), or other official with the requisite knowledge and authority)

On behalf of the applicant entity, I certify to the U.S. Department of Justice that the information provided above is complete and correct to the best of my knowledge. I have the requisite authority and information to make this certification on behalf of the applicant entity.

Name: **Kala Mulder**      Date: **2020-07-13**

Title:    Executive Director    Chief Financial Officer    Chairman  
          Other: [REDACTED]

Phone: **(641) 683-0622**      [REDACTED]

**DISCLOSURE OF LOBBYING ACTIVITIES** OMB Control Number: 4040-0013

Expiration Date: 2/28/2022

Complete this form to disclose lobbying activities pursuant to 31 U.S.C.1352

<b>1. * Type of Federal Action:</b> <input type="checkbox"/> a. contract <input checked="" type="checkbox"/> b. grant <input type="checkbox"/> c. cooperative agreement <input type="checkbox"/> d. loan <input type="checkbox"/> e. loan guarantee <input type="checkbox"/> f. loan insurance	<b>2. * Status of Federal Action:</b> <input type="checkbox"/> a. bid/offer/application <input checked="" type="checkbox"/> b. initial award <input type="checkbox"/> c. post-award	<b>3. * Report Type:</b> <input checked="" type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change
--	--	--

**4. Name and Address of Reporting Entity:**

Prime     SubAwardee

\* Name:

\* Street 1:     Street 2:

\* City:     State:     Zip:

Congressional District, if known:

**5. If Reporting Entity in No.4 is Subawardee, Enter Name and Address of Prime:**

<b>6. * Federal Department/Agency:</b> <input type="text" value="Bureau of Justice Assistance"/>	<b>7. * Federal Program Name/Description:</b> <input type="text" value="Edward Byrne Memorial Justice Assistance Grant (JAG)"/> CFDA Number, if applicable: <input type="text" value="16.738"/>
---	---

<b>8. Federal Action Number, if known:</b> <input type="text"/>	<b>9. Award Amount, if known:</b> \$ <input type="text" value="15,462.00"/>
--	--

**10. a. Name and Address of Lobbying Registrant:**

Prefix:     \* First Name:     Middle Name:

\* Last Name:     Suffix:

\* Street 1:     Street 2:

\* City:     State:     Zip:

**b. Individual Performing Services** (including address if different from No. 10a)

Prefix:     \* First Name:     Middle Name:

\* Last Name:     Suffix:

\* Street 1:     Street 2:

\* City:     State:     Zip:

**11.** Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when the transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

\* Signature:

\* Name: Prefix:     \* First Name:     Middle Name:

\* Last Name:     Suffix:

Title:     Telephone No.:     Date:

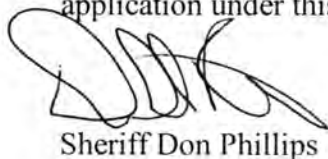
**Ottumwa Police Department**  
**Ottumwa, Iowa**  
**2020 Justice Assistance Grant Program**  
**GMS Application Number: 2020-H7479-IA-DJ**

**Applicant Disclosure of Pending Applications**

The City of Ottumwa / Ottumwa Police Department does not have pending applications submitted within the last 12 months for federally funded assistance that include requests for funding to support the same project being proposed under this solicitation and will cover the identical cost items outlined in the budget narrative and worksheet in the application under this solicitation.

  
Chief Chad Farrington

The Wapello County Sheriff's Department (subrecipient/disparate agency) does not have pending applications submitted within the last 12 months for federally funded assistance that include requests for funding to support the same project being proposed under this solicitation and will cover the identical cost items outlined in the budget narrative and worksheet in the application under this solicitation.

  
Sheriff Don Phillips

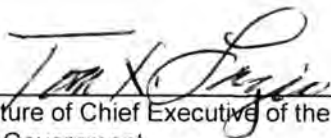
**U.S. DEPARTMENT OF JUSTICE  
OFFICE OF JUSTICE PROGRAMS**

**Edward Byrne Justice Assistance Grant Program FY 2020 Local Solicitation**

**Certifications and Assurances by the Chief Executive of the Applicant Government**

On behalf of the applicant unit of local government named below, in support of that locality's application for an award under the FY 2020 Edward Byrne Justice Assistance Grant ("JAG") Program, and further to 34 U.S.C. § 10153(a), I certify to the Office of Justice Programs ("OJP"), U.S. Department of Justice ("USDOJ"), that all of the following are true and correct:

1. I am the chief executive of the applicant unit of local government named below, and I have the authority to make the following representations on my own behalf as chief executive and on behalf of the applicant unit of local government. I understand that these representations will be relied upon as material in any OJP decision to make an award, under the application described above, to the applicant unit of local government.
2. I certify that no federal funds made available by the award (if any) that OJP makes based on the application described above will be used to supplant local funds, but will be used to increase the amounts of such funds that would, in the absence of federal funds, be made available for law enforcement activities.
3. I assure that the application described above (and any amendment to that application) was submitted for review to the governing body of the unit of local government (e.g., city council or county commission), or to an organization designated by that governing body, not less than 30 days before the date of this certification.
4. I assure that, before the date of this certification— (a) the application described above (and any amendment to that application) was made public; and (b) an opportunity to comment on that application (or amendment) was provided to citizens and to neighborhood or community-based organizations, to the extent applicable law or established procedure made such an opportunity available.
5. I assure that, for each fiscal year of the award (if any) that OJP makes based on the application described above, the applicant unit of local government will maintain and report such data, records, and information (programmatic and financial), as OJP may reasonably require.
6. I have carefully reviewed 34 U.S.C. § 10153(a)(5), and, with respect to the programs to be funded by the award (if any), I hereby make the certification required by section 10153(a)(5), as to each of the items specified therein.

  
\_\_\_\_\_  
Signature of Chief Executive of the Applicant Unit of  
Local Government

Tom X. Lazio  
\_\_\_\_\_  
Printed Name of Chief Executive

City of Ottumwa  
\_\_\_\_\_  
Name of Applicant Unit of Local Government

7/15/2020  
\_\_\_\_\_  
Date of Certification

Mayor  
\_\_\_\_\_  
Title of Chief Executive

**Information regarding Communication with the Department of Homeland Security (DHS) and/or Immigration and Customs Enforcement (ICE)**

Each applicant must provide responses to the following questions as an attachment to the application:

- (1) Does your jurisdiction have any laws, policies, or practices related to whether, when, or how employees may communicate with DHS or ICE? YES
- (2) Is your jurisdiction subject to any laws from a superior political entity (e.g., a state law that binds a city) that meet the description in question 1? YES
- (3) If yes to either: • Please provide a copy of each law or policy; • Please describe each practice; and • Please explain how the law, policy, or practice complies with section 1373.

Note: Responses to these questions must be provided by the applicant to BJA as part of the JAG application. Further, the requirement to provide this information applies to all tiers of JAG funding, for all subawards made to state or local government entities, including public institutions of higher education. All subrecipient responses must be collected and maintained by the direct recipient of JAG funding and must be made available to DOJ upon request. Responses to these questions are not required from subrecipients that are either a tribal government/organization, a nonprofit organization, or a private institution of higher education.



CITY OF  
OTTUMWA

**Ottumwa Police Department**

330 West Second Street  
Ottumwa, Iowa 52501  
Telephone 641-683-0661  
Fax 641-683-4584

Communication with Department of Homeland Security (DHS) and/or  
Immigration and Customs Enforcement (ICE)

The City of Ottumwa, Iowa complies with all State and Federal Law relating to communications with the Department of Homeland Security (DHS) and/or Immigration and Customs Enforcement (ICE).

In particular, the City is complying with the Iowa Code Chapter 27A (formerly Chapter 825) which prohibits the City from adopting or enforcing any policy or action which prohibits or discourages the enforcement of immigration laws. To conform to Iowa Code Chapter 27A, the City adopted written policies regarding the enforcement of immigration laws that are consistent with Iowa law as well as Federal law. Iowa Code Chapter 27A complies with Federal Section 1373.

Attached to this response is a copy of Iowa Code Chapter 27A as well as the City's written policies that are consistent with Chapter 27A and Federal Section 1373.

---

Philip Rath, City Administrator

**Reuben A. Neff**

Elizabeth K. Lee  
Steviee Grove  
Heidi Weiland  
Joseph Petrillo

July 15, 2020



219 N. Court  
Ottumwa, Iowa 52501-2518  
Phone: (641) 683-0030  
Fax: (641) 683-0039

## Wapello County Attorney

### Communication with the Department of Homeland Security (DHS) and/or Immigration and Customs Enforcement (ICE)

1. Iowa, as a state, imposes requirements, through Iowa Code Chapter 27A, on our jurisdiction requiring that our law enforcement and county government employees fully cooperate with DHS and ICE.
2. Our jurisdiction is subject to state law that binds our county and city. Specifically, Iowa Code Chapter 27A binds our jurisdiction.
3. Iowa Code Chapter 27A, through Iowa Code § 27A.4 specifically prohibits any restriction that would prohibit or discourage the enforcement of immigration laws in our jurisdiction. Any enforcement officers, corrections officers, county attorneys, city attorney, or other official employed by a local government entity in our jurisdiction must cooperate and communicate with ICE or DHS officials with regards to actions designed to enforce federal immigration laws. A failure to do so will result, under Iowa Code § 27A.9, in the denial of state funds to our local government entities.

A handwritten signature in black ink, appearing to read "Reuben Neff", is written over a horizontal line.

Reuben Neff, Wapello County Attorney

# Ottumwa Police Department

Subject <b>IMMIGRATION ENFORCEMENT</b>				Policy No. <b>L-13</b>
Type GENERAL ORDER	Issued 1/1/19	Revised	Reference	Total Pages <b>2</b>

*Senate File 481, "An Act relating to the Enforcement of Immigration Laws and Providing Penalties and Remedies, Including the Denial of State Funds", was passed by the Iowa legislature in 2018 (codified at Chapter 825, Iowa Code). It requires that law enforcement agencies adopt written policies that are consistent with SF 481. This Policy will set forth Department practices in writing and provide additional detail as required by SF 481.*

**Policy:**

The primary function of the Department is to protect public safety for the benefit of all persons who reside in and visit the community. The enforcement of immigration law is a function of the federal government that currently resides with Immigration and Customs Enforcement (ICE) of the Department of Homeland Security (DHS). If a federal immigration officer requests assistance or cooperation from the Department in connection with immigration enforcement, the Department shall conduct all immigration enforcement activities in a manner consistent with this policy, the Constitutions of the United States and the State of Iowa, and local, state and federal laws.

The need for community trust and cooperation is an essential component of effective policing and public safety. In furtherance of this principle, victims and witnesses of crime shall not be the focus of immigration inquiries and should be encouraged to cooperate in the reporting and investigation of crime. Officers should be aware that the enforcement of state and federal laws related to immigration is a complex effort requiring the cooperation of multiple agencies and the consideration of multiple facts and circumstances. Absent an emergency, the determination of whether a request for enforcement assistance from a federal immigration officer is reasonable or necessary shall be made by a Division Commander. The operational needs of the agency and the overall safety of the community necessarily take priority when deciding how best to use limited department resources. Supervisors and commanders may direct law enforcement resources as the needs of the agency, or particular situations dictate, based upon existing circumstances.

**Definitions:**

**Immigration Detainer Request:** An immigration detainer request is a written federal government request to the Department to maintain temporary custody of a person, including DHS form I-247 or similar/successor form, that is accompanied by one of the following forms (or similar or successor form) signed by an authorized United States immigration and customs enforcement officer: a) DHS form I-200 (Warrant for Arrest of Alien); or b) DHS form I-205 (Warrant of Removal/Deportation). A request that is not accompanied by one of these forms is not an "immigration detainer request."

**Immigration Law:** Any law of this state or a federal law relating to aliens, immigrants, or immigration, including but not limited to the federal Immigration and Nationality Act.

**Public Offense:** A public offense is that which is prohibited by statute and is punishable by fine or imprisonment. For the purpose of this policy "public offense" excludes traffic violations.



Lawful Detention: The detention of a person for the investigation of a "public offense" as defined above. Lawful detention excludes a detention if the sole reason for the detention is that a person is a victim of or witness to a public offense or is reporting a public offense.

Procedures:

- A. Each officer and employee of the Department must fully comply with all federal and state laws, including Iowa Senate File 481 (Chapter 825 of the Iowa Code), and is prohibited from preventing another officer or employee from complying with said laws. If a conflict between laws is identified or an interpretation of a law is required the Department will consult with the City Attorney to determine the appropriate course of action.
- B. Officers that have custody of a person subject to an immigration detainer request issued by United States immigration and customs enforcement shall fully comply with any instructions made in the detainer request and in any other legal document provided by the federal agency.
  1. Any question as to whether a request is an "immigration detainer request" or a legal document, or how to proceed in response to the request shall be referred to a Division Commander. If the Division Commander cannot resolve the question the Department shall consult with the City Attorney to determine the appropriate course of action.
  2. Note: there is a federal consular notification requirement upon the arrest or detention of foreign nationals (persons who are not U.S. citizens without regard to whether they are legally in the United States). This federal requirement stipulates that all foreign nationals must be offered the opportunity to communicate with their consular officer (e.g. consular in embassy) and for some countries there is a mandatory requirement that the consular officer be notified by law enforcement.
- C. If the Department receives a request for assistance or cooperation from a federal immigration officer, the Department will provide such assistance or cooperation when it is reasonable or necessary.
  1. Absent an emergency, if a request for assistance or cooperation is received the on-duty supervisor shall be alerted and will determine what is "reasonable or necessary". In making that determination the supervisor shall consider the particular circumstances presented, including the operational needs of the department and the overall safety of the community.
- D. Officers shall not consider race, skin color, language spoken, or national origin when assisting in the enforcement of immigration laws except to the extent permitted by the Constitution of the United States and the Constitution of the State of Iowa.
- E. No officer or employee of the Ottumwa Police Department shall ask for or collect any information from a victim of or witness to an alleged public offense, or from a person reporting an alleged public offense, including the victim's witness's or person's national origin, that is not pertinent to the investigation of the alleged public offense. Officers should presume that when investigating an incident or handling a call for service that all persons are assumed to be witnesses (at most) until identified as a victim or there is probable cause to be classified a suspect.

CHAPTER 27A

ENFORCEMENT OF IMMIGRATION LAWS

Chapter applies to the release of a person from custody in this state on or after July 1, 2018; 2018 Acts, ch 1089, §12

27A.1	Definitions.	27A.7	Victim of or witness to a crime — limitation on collection of information.
27A.2	Law enforcement agency duties — immigration detainer requests.	27A.8	Complaints — notification — civil action.
27A.3	Completion of sentence in federal custody.	27A.9	Denial of state funds.
27A.4	Restriction on enforcement of immigration law prohibited.	27A.10	Reinstatement of eligibility to receive state funds.
27A.5	Written policies.	27A.11	Attorney general database.
27A.6	Discrimination prohibited.		

**27A.1 Definitions.**

1. “*Immigration detainer request*” means a written federal government request to a local entity to maintain temporary custody of an alien, including a United States department of homeland security form I-247 or a similar or successor form. “*Immigration detainer request*” includes only written federal government requests that are accompanied by any of the following properly completed forms or similar or successor forms, if such forms or similar or successor forms are signed by an authorized United States immigration and customs enforcement officer:

- a. United States department of homeland security form I-200.
- b. United States department of homeland security form I-205.

2. “*Immigration law*” means a law of this state or a federal law relating to aliens, immigrants, or immigration, including but not limited to the federal Immigration and Nationality Act, 8 U.S.C. §1101 et seq.

3. “*Lawful detention*” means the detention of a person by a local entity for the investigation of a public offense. “*Lawful detention*” excludes a detention if the sole reason for the detention is that a person is a victim of or witness to a public offense or is reporting a public offense.

4. “*Local entity*” means the governing body of a city or county. “*Local entity*” includes an officer or employee of a local entity or a division, department, or other body that is part of a local entity, including but not limited to a sheriff, police department, city attorney, or county attorney.

5. “*Policy*” includes a formal, written rule, policy, procedure, regulation, order, ordinance, motion, resolution, or amendment and an informal, unwritten policy.

6. “*Public offense*” excludes a moving traffic violation under chapter 321.

2018 Acts, ch 1089, §1, 12

Section applies to the release of a person from custody in this state on or after July 1, 2018; 2018 Acts, ch 1089, §12  
NEW section

**27A.2 Law enforcement agency duties — immigration detainer requests.**

A law enforcement agency in this state that has custody of a person subject to an immigration detainer request issued by United States immigration and customs enforcement shall fully comply with any instruction made in the detainer request and in any other legal document provided by a federal agency.

2018 Acts, ch 1089, §2, 12

Section applies to the release of a person from custody in this state on or after July 1, 2018; 2018 Acts, ch 1089, §12  
NEW section

**27A.3 Completion of sentence in federal custody.**

1. The court, in a criminal proceeding in this state in which the sentence requires a defendant who is the subject of an immigration detainer request to be confined in a correctional facility, shall issue an order at the time of sentencing requiring the correctional facility in which the defendant is to be confined and all appropriate government officers to require the defendant to be transferred to serve in federal custody the final portion of the

defendant's sentence, not to exceed a period of seven days, if a facility or officer determines that the change in the place of confinement will facilitate the seamless transfer of the defendant into federal custody. The court in a criminal proceeding in this state shall retain jurisdiction to issue such an order at a later date if the court receives notice from a federal agency that a defendant was the subject of an immigration detainer request at the time of sentencing. The court shall issue such an order as soon as practicable after receiving such notice.

2. In the absence of an order issued under this section, a facility or officer acting under exigent circumstances may perform such a transfer after making a determination that the change in the place of confinement will facilitate the seamless transfer of the defendant into federal custody.

3. A defendant shall be transferred pursuant to this section only if appropriate officers of the federal government consent to the transfer of a defendant into federal custody under the circumstances described in this section.

2018 Acts, ch 1089, §3, 12

Section applies to the release of a person from custody in this state on or after July 1, 2018; 2018 Acts, ch 1089, §12

NEW section

#### **27A.4 Restriction on enforcement of immigration law prohibited.**

1. A local entity shall not adopt or enforce a policy or take any other action under which the local entity prohibits or discourages the enforcement of immigration laws.

2. A local entity shall not prohibit or discourage a person who is a law enforcement officer, corrections officer, county attorney, city attorney, or other official who is employed by or otherwise under the direction or control of the local entity from doing any of the following:

a. Inquiring about the immigration status of a person under a lawful detention or under arrest.

b. Doing any of the following with respect to information relating to the immigration status, lawful or unlawful, of any person under a lawful detention or under arrest, including information regarding the person's place of birth:

(1) Sending the information to or requesting or receiving the information from United States citizenship and immigration services, United States immigration and customs enforcement, or another relevant federal agency.

(2) Maintaining the information.

(3) Exchanging the information with another local entity or a federal or state governmental entity.

c. Assisting or cooperating with a federal immigration officer as reasonable or necessary, including providing enforcement assistance.

d. Permitting a federal immigration officer to enter and conduct enforcement activities at a jail or other detention facility to enforce a federal immigration law.

2018 Acts, ch 1089, §4, 12

Section applies to the release of a person from custody in this state on or after July 1, 2018; 2018 Acts, ch 1089, §12

NEW section

#### **27A.5 Written policies.**

No later than January 1, 2019, each state or local law enforcement agency subject to this chapter shall do all of the following:

1. Formalize in writing any unwritten, informal policies relating to the enforcement of immigration laws.

2. Update the agency's policies to be consistent with this chapter, to require each officer or other employee of the law enforcement agency to fully comply with this chapter, and to prohibit an officer or other employee of the law enforcement agency from preventing law enforcement agency personnel from fully complying with this chapter.

2018 Acts, ch 1089, §5, 12

Section applies to the release of a person from custody in this state on or after July 1, 2018; 2018 Acts, ch 1089, §12

NEW section

**27A.6 Discrimination prohibited.**

A local entity or a person employed by or otherwise under the direction or control of a local entity shall not consider race, skin color, language spoken, or national origin while enforcing immigration laws except to the extent permitted by the Constitution of the United States or the Constitution of the State of Iowa.

2018 Acts, ch 1089, §6, 12

Section applies to the release of a person from custody in this state on or after July 1, 2018; 2018 Acts, ch 1089, §12  
NEW section

**27A.7 Victim of or witness to a crime — limitation on collection of information.**

A local entity or a person employed by or otherwise under the direction or control of a local entity shall not ask for or collect any information from a victim of or witness to an alleged public offense or from a person reporting an alleged public offense, including the victim's, witness's, or person's national origin, that is not pertinent to the investigation of the alleged public offense.

2018 Acts, ch 1089, §7, 12

Section applies to the release of a person from custody in this state on or after July 1, 2018; 2018 Acts, ch 1089, §12  
NEW section

**27A.8 Complaints — notification — civil action.**

1. Any person, including a federal agency, may file a complaint with the attorney general alleging that a local entity has violated or is violating this chapter if the person offers evidence to support such an allegation. The person shall include with the complaint any evidence the person has in support of the complaint.

2. A local entity for which the attorney general has received a complaint pursuant to this section shall comply with any document requests, including a request for supporting documents, from the attorney general relating to the complaint.

3. A complaint filed pursuant to subsection 1 shall not be valid unless the attorney general determines that a violation of this chapter by a local entity was intentional.

4. If the attorney general determines that a complaint filed pursuant to this section against a local entity is valid, the attorney general, not later than ten days after the date of such a determination, shall provide written notification to the local entity by certified mail, with return receipt requested, stating all of the following:

- a. A complaint pursuant to this section has been filed and the grounds for the complaint.
- b. The attorney general has determined that the complaint is valid.
- c. The attorney general is authorized to file a civil action in district court pursuant to subsection 6 to enjoin a violation of this chapter no later than forty days after the date on which the notification is received if the local entity does not come into compliance with the requirements of this chapter.

d. The local entity and any entity that is under the jurisdiction of the local entity will be denied state funds pursuant to section 27A.9 for the state fiscal year following the year in which a final judicial determination in a civil action brought under this section is made.

5. No later than thirty days after the date on which a local entity receives written notification under subsection 4, the local entity shall provide the attorney general with all of the following:

- a. Copies of all of the local entity's written policies relating to immigration enforcement actions.
- b. A copy of each immigration detainer request received by the local entity from a federal agency.
- c. A copy of each response sent by the local entity to an immigration detainer request described by paragraph "b".
- d. A description of all actions the local entity has taken or will take to correct any violations of this chapter.

e. If applicable, any evidence that would refute the allegations made in the complaint.

6. No later than forty days after the date on which the notification pursuant to subsection

4 is received, the attorney general shall file a civil action in district court to enjoin any ongoing violation of this chapter by a local entity.

2018 Acts, ch 1089, §§, 12

Referred to in §27A.9, 27A.10

Section applies to the release of a person from custody in this state on or after July 1, 2018; 2018 Acts, ch 1089, §12

NEW section

#### **27A.9 Denial of state funds.**

1. Notwithstanding any other provision of law to the contrary, a local entity, including any entity under the jurisdiction of the local entity, shall be ineligible to receive any state funds if the local entity intentionally violates this chapter.

2. State funds shall be denied to a local entity pursuant to subsection 1 by all state agencies for each state fiscal year that begins after the date on which a final judicial determination that the local entity has intentionally violated this chapter is made in a civil action brought pursuant to section 27A.8, subsection 6. State funds shall continue to be denied until eligibility to receive state funds is reinstated under section 27A.10. However, any state funds for the provision of wearable body protective gear used for law enforcement purposes shall not be denied under this section.

3. The department of management shall adopt rules pursuant to chapter 17A to implement this section and section 27A.10 uniformly across state agencies from which state funds are distributed to local entities.

2018 Acts, ch 1089, §9, 12

Referred to in §27A.8, 27A.11

Section applies to the release of a person from custody in this state on or after July 1, 2018; 2018 Acts, ch 1089, §12

NEW section

#### **27A.10 Reinstatement of eligibility to receive state funds.**

1. Except as provided by subsection 5, no earlier than ninety days after the date of a final judicial determination that a local entity has intentionally violated the provisions of this chapter, the local entity may petition the district court that heard the civil action brought pursuant to section 27A.8, subsection 6, to seek a declaratory judgment that the local entity is in full compliance with this chapter.

2. A local entity that petitions the court as described by subsection 1 shall comply with any document requests, including a request for supporting documents, from the attorney general relating to the action.

3. If the court issues a declaratory judgment declaring that the local entity is in full compliance with this chapter, the local entity's eligibility to receive state funds is reinstated beginning on the first day of the month following the date on which the declaratory judgment is issued.

4. A local entity shall not petition the court as described in subsection 1 more than twice in one twelve-month period.

5. A local entity may petition the court as described in subsection 1 before the date provided in subsection 1 if the person who was the director or other chief officer of the local entity at the time of the violation of this chapter is subsequently removed from or otherwise leaves office.

6. A party shall not be entitled to recover any attorney fees in a civil action described by subsection 1.

2018 Acts, ch 1089, §10, 12

Referred to in §27A.9

Section applies to the release of a person from custody in this state on or after July 1, 2018; 2018 Acts, ch 1089, §12

NEW section

#### **27A.11 Attorney general database.**

The attorney general shall develop and maintain a searchable database listing each local entity for which a final judicial determination described in section 27A.9, subsection 2, has been made. The attorney general shall post the database on the attorney general's internet site.

2018 Acts, ch 1089, §11, 12

Section applies to the release of a person from custody in this state on or after July 1, 2018; 2018 Acts, ch 1089, §12

NEW section

THE STATE OF IOWA  
COUNTY OF WAPELLO

INTERLOCAL AGREEMENT

BETWEEN THE CITY OF OTTUMWA, IOWA, AND COUNTY OF WAPELLO, IOWA

2020 BYRNE JUSTICE ASSISTANCE GRANT (JAG) PROGRAM AWARD

This Agreement is made and entered into this 21st Day of July, 2020, by and between The COUNTY of Wapello, Iowa, acting by and through its governing body, the Wapello County, Iowa Board of Supervisors, hereinafter referred to as COUNTY, and the CITY of Ottumwa, acting by and through its governing body, the City Council of the City of Ottumwa, Iowa, hereinafter referred to as CITY, both of Wapello County, State of Iowa, and

**WHEREAS**, each governing body, in performing governmental functions or in paying for the performance of governmental functions hereunder, shall make that performance or those payments from current revenues legally available to that party, and

**WHEREAS**, each governing body finds that the performance of this Agreement is in the best interests of both parties, that the undertaking will benefit the public, and that the division of costs fairly compensates the performing party for the services or functions under this Agreement, and

**WHEREAS**, the CITY and COUNTY agree that the CITY will be the financial administrator of the JAG program, which includes a grant award to the CITY of \$15,462.00, and to the COUNTY of \$0, and

**WHEREAS**, the CITY and COUNTY agree to share the CITY's award wherein the CITY will receive 85% of the funds (\$13,143.00) and the COUNTY will receive 15% of the funds (\$2,319.00), and

**WHEREAS**, the CITY and COUNTY believe it to be in their best interests to allocate the JAG funds for the purpose area of "Law Enforcement Programs", and specifically the purchase of law enforcement equipment.

**NOW, THEREFORE, the COUNTY and CITY agree as follows:**

**Section 1.**

CITY agrees to act as financial administrator of said JAG award and the CITY and COUNTY agree to share the funds as previously setout.

**Section 2.**

Once JAG authorized and awarded, all funds are to be expended by the proscribed time allotment of the current fiscal year of acceptance, and the following one year, for a total of two grant period years or as may be directed by grant rules and regulations.

**Section 3.**

CITY and COUNTY agree to all conditions set forth in the JAG award, including but not limited to: JAG purpose areas, prohibited uses, financial and programmatic reporting, etc.

**Section 4:**

Nothing in the performance of this Agreement shall impose any liability for claims against the CITY or the COUNTY other than claims for which liability may be imposed by the Tort Claims Act.

**Section 5.**

Each party to this Agreement will be responsible for its own actions in providing services under this Agreement and shall not be liable for any civil liability that may arise from the furnishing of the services by the other party.

**Section 6.**

The parties to this Agreement do not intend for any third party to obtain a right by virtue of this Agreement.


**Section 7.**

By entering into this Agreement, the parties do not intend to create any obligations express or implied other than those set out herein; further, this Agreement shall not create any rights in any party not a signatory hereto.


CITY OF OTTUMWA, IOWA

  
\_\_\_\_\_  
Mayor

COUNTY OF WAPELLO, IOWA

  
\_\_\_\_\_  
Chair, Wapello County, Iowa Board of Supervisors

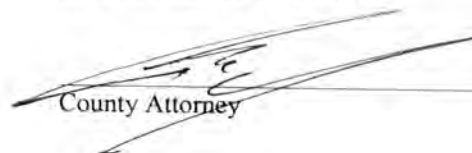
ATTEST:

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

APPROVED AS TO FORM:

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

APPROVED AS TO FORM:

  
\_\_\_\_\_  
County Attorney

CITY OF OTTUMWA

Staff Summary

2020 JUL 30 PM 1:39

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

Council Meeting of: August 4, 2020

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

\_\_\_\_\_  
Alicia Bankson  
Prepared By  
*Darryl Seal*  
\_\_\_\_\_  
Department Head

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

AGENDA TITLE: Approving Agreement and Consent to Lien for Water Service Costs for part of the 200 block of E. Main Street in connection with the Ottumwa Main Street Project (Downtown Streetscape).

\*\*\*\*\*

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

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

RECOMMENDATION: Authorize the Mayor to sign the attached Agreements and Consent to Lien for Water Service Costs for part of the 200 block of East Main Street.

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

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

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

203 E. Main

Source of Funds: LOST

Budgeted Item:

Budget Amendment Needed:



**AGREEMENT AND CONSENT TO LIEN FOR WATER SERVICE COSTS**

This Agreement, is made and entered into this 4 day of August, 2020, by and between Jerry Houk, (hereinafter referred to as "Property Owner") and the City of Ottumwa, Iowa, (hereinafter referred to as the "City").

**RECITALS**

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

WHEREAS, Property Owner is the record titleholder of real estate within the city located at: 203 E. Main Street, ("the Property"); and

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

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

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

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

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

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

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

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

NOW, THEREFORE, IT IS HEREBY AGREED AS FOLLOWS:

**Section 1. Obligations of Property Owner:**

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

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

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

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

**Section 2. Obligations of the City.**

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

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

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

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

**Section 3. Miscellaneous.**

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

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

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

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

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

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

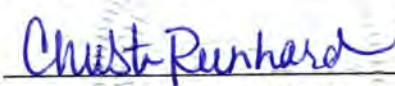
CITY OF OTTUMWA, IOWA

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

Property Owner

  
\_\_\_\_\_  
Jerry Houk

ATTEST:

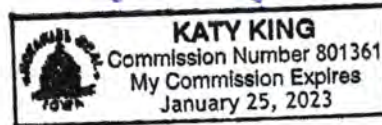
  
\_\_\_\_\_  
Christina Reinhard, City Clerk

STATE OF IOWA )  
 ) SS:  
WAPELLO COUNTY )

On this 4th day of August, 2020, before me, the undersigned, a Notary Public in and for the State of Iowa, personally appeared Tom X. Lazio and Christina Reinhard, to me personally known, who, being by me duly sworn, did say that they are the Mayor and City Clerk, respectively, of the City of Ottumwa, Iowa, a Municipality, created and existing under the laws of the State of Iowa, and that the seal affixed to the foregoing instrument is the seal of said Municipality, and that said instrument was signed and sealed on behalf of said Municipality by authority and resolution of its City Council and said Mayor and City Clerk acknowledged said instrument to be the free act and deed of said Municipality by it voluntarily executed.

Katy King  
\_\_\_\_\_  
Notary Public in and for said State

STATE OF IOWA )  
 ) SS:  
WAPELLO COUNTY )



On this 23rd day of July, 2020, before me, Jerry Hawk personally appeared, to me personally known, who being by me duly (sworn or affirmed) did say that said instrument was signed as the voluntary act and deed of said Property Owner.

Alicia L. Bankson  
\_\_\_\_\_  
Notary Public in and for said State



2020 JUL 29 11:11:63

# CITY OF OTTUMWA Staff Summary

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

Council Meeting of : Aug 4, 2020

Park & Recreation  
Department

Gene Rathje

Prepared By

Gene Rathje

Department Head

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

AGENDA TITLE: Price Quote from Winger Mechanical for Repairs to the Beach HVAC

\*\*\*\*\*

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

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

**RECOMMENDATION:**

Approve the price quote from Winger Mechanical for \$14,663.56 for repairs to the Beach HVAC unit.

**DISCUSSION:**

The compressor and condenser fan assembly on the Beach HVAC unit have failed and need to be replaced. Winger Mechanical has provided a price quote for \$14,663.56 to do the work. This is a Seresco unit that was installed by Winger Mechanical in 2015 and is no longer under warranty. Winger Mechanical is the only local company that is qualified to do repair work on this unit. The repairs will be funded by the Beach Renovation project.

**Source of Funds:** Beach Renovation Project

**Budgeted Item:**

Budget Amendment Needed: No



PLUMBING      SHEETMETAL      PROCESS PIPING      SERVICE AND MAINTENANCE  
FIRE SPRINKLER SYSTEMS      MILLWRIGHTS      ELECTRICAL      DATA TECHNOLOGY

**Proposal # 20-138**

DATE: 7/17/2020

LOCATION: The Beach Ottumwa

PROJECT CONTACT: Gene Rathje

Project name: Repairs to indoor pool dehumidifier.

Our quote is to:

1. Replace 1 condenser fan assembly.  
\$1726.56
2. Replace failed compressor.  
\$10,457.00
3. Freight  
\$620.00
4. Parts and materials to complete the change outs.  
\$460.00
5. Labor  
App. \$1400.00

**CLARIFICATIONS:**

1. All work to be done during normal working hours Mon-Fri 8am-4:30 pm.
2. Any work performed outside of working hours will be subject to additional overtime or double time on Sundays or holidays.
3. Tax not included if applicable.
4. Further troubleshooting and parts may be required to determine root cause of compressor failure. This price does not reflect this.

Thank you for considering Winger Service for this quote.

"All balances are due in full within thirty (30) days of the invoice date. Past due balances will accrue interest at the rate of 3.5%. If collection requires litigation, we will be entitled to reimbursement for reasonable attorney fees and court cost incurred."

**JEREMY COURTNEY**

Service Manager  
Winger Contracting Company  
918 Hayne Street PO Box 637  
Ottumwa, IA 52501  
(641) 682-3407 office ext. 1027  
Email [jcourtney@wingermechanical](mailto:jcourtney@wingermechanical)

P. O. Box 637    918 Hayne Street    Ottumwa, IA 52501-0637    Telephone (641) 682-3407    Fax (641) 682-2421  
[WWW.WINGERMECHANICAL.COM](http://WWW.WINGERMECHANICAL.COM)

2020 JUL 29 11:11 AM

# CITY OF OTTUMWA Staff Summary

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

Council Meeting of: Aug 4, 2020

Health & Inspections  
Department

Jody Gates  
Prepared By  
Kevin C Flanagan  
Department Head

[Handwritten Signature]  
City Administrator Approval

AGENDA TITLE: Bid report and contract award for demolition and clean-up of asbestos contaminated debris and excavation, filling and grading at 640 - 642 E. Main Street

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

RECOMMENDATION: Accept bid and award contract for the above described work to Dan Laursen and Dustan Smith for the bid sum of \$34,800

DISCUSSION: The City accepted bids for this project until 2:00 P.M. July 28, 2020 and received one bid. Due to the difficulty of the project, two contractors partnered to provide one bid. Dan Laursen and Dustan Smith submitted the sole bid in the amount of \$34,800. The majority of the bid amount is to remove the asbestos contaminated portion of the remaining building and surrounding debris. The second part of the project is to excavate unsuitable fill material that has been buried on site and bring in suitable fill. Staff recommends awarding them the contract.

Source of Funds: 001-2-290-6499

Budgeted Item:  Budget Amendment Needed:

<b>640 - 642 East Main</b>		
<b>Bidder</b>	<b>Asbestos Clean Up</b>	<b>Excavation Fill and Grading</b>
<b>Dan Laursen and Dustan Smith</b>	<b>\$24,900.00</b>	<b>\$9,900.00</b>
<b>There was only one bid for this project</b>		



<b>Total</b>
<b>\$34,800.00</b>



[ CITY OF ]  
**OTTUMWA**

REQUEST FOR BID FOR DEMOLITION AND CLEAN UP OF  
ASBESTOS CONTAMINATED DEBRIS AT 640 EAST MAIN STREET  
AND EXCAVATION OF UNSUITABLE FILL MATERIAL, FILLING  
AND GRADING AT 640 AND 642 EAST MAIN

BID FORM

TASKS	BID AMOUNT	TOTAL
Demolition of remaining structure and clean-up of building debris at 640-642 E. Main Only asbestos contractors may bid this portion of project	\$ 24,900. <sup>00</sup>	\$ 24,900. <sup>00</sup>
Excavation of unsuitable fill material, filling and grading at 640 - 642 E. Main All contractors may bid this portion of project	\$ 9,900. <sup>00</sup>	\$ 9,900. <sup>00</sup>
<b>TOTAL</b>	\$ 34,800. <sup>00</sup>	\$ 34,800. <sup>00</sup>

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

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

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

**The Bid Form and Work Required document** automatically become part of the final contract should this proposal be accepted. **All of the debris from this property is declared to be asbestos contaminated and must be removed and disposed of by a licensed asbestos contractor.**

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

*Dustin Smith & Dan Laurson*  
Signature

Dustin Smith & Dan Laurson  
Printed Name

510 MARSHALL DRIVE OTTUMWA IA.  
2801 ROEMER AVE OTTUMWA, IA.  
Address

641-799-3818.  
641-226-4483  
Telephone Number

OTTUMWA IA. 52501  
City, State, Zip

7-28-2020.  
7-28-2020  
Date

dustanpo@msn.com  
E-mail Address



CITY OF BRIDGES...RIVER OF OPPORTUNITY

CITY HALL  
109 EAST THIRD STREET  
OTTUMWA, IOWA 52501

DAN LAUREN  
510 MORRELL DR.  
OTTUMWA, IA-52501.

20 JUL 23 PM 1:00

City of Ottumwa, Inc.  
For Asbestos Demo & af.  
640-642 EAST MAIN ST. OTTUMWA IA.

CASH \$3,500

CITY OF OTTUMWA

Staff Summary

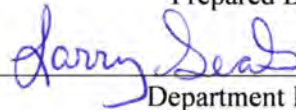
2020 JUL 30 PM 1:39

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

Council Meeting of: August 4, 2020

Alicia Bankson

Prepared By



Department Head

Engineering

Department



City Administrator Approval

AGENDA TITLE: Award the Contract for the 2020 RFP #1 City Hall Driveway Widening and authorizing the Mayor to sign the Contract.

\*\*\*\*\*

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

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

RECOMMENDATION: Award the Contract to DC Concrete and Construction of Douds, Iowa in the amount of \$8,640.00 and authorized the Mayor to sign the Contract.

DISCUSSION: This project will allow for additional driveway width and repair edge of pavement failure. This Contract will consist of saw cutting, removing and disposing of approximately 8.5 SY of asphalt and brick, excavation, digging a 12" trench footing, placing and finishing of 35 SY of 7" PCC pavement with 6" integral curb.

Bids were received and opened by the City of Ottumwa on July 29, 2020 at 2:00 p.m. Five (5) sets of plans were distributed and five (5) bids were received. The low bidder is DC Concrete and Construction of Douds, Iowa in the amount of \$8,640.00.

Bid Tab and Plan Holders List are attached.

Source of Funds: Road Use Fund Balance

Budgeted Item:

Budget Amendment Needed:

RFP #1 City Hall Drive Widening		7/29/2020		CONSTRUCTION ESTIMATE		CREMER CONCRETE		DC CONCRETE		DRISH CONSTRUCTION		McCLURE CONCRETE		CHRISTY CONSTRUCTION	
ITEM	DESCRIPTION	UNIT	QTY	UNIT PRICE	EXTENSION	UNIT PRICE	EXTENSION	UNIT PRICE	EXTENSION	UNIT PRICE	EXTENSION	UNIT PRICE	EXTENSION	UNIT PRICE	EXTENSION
1	PAVEMENT REMOVAL	SY	8.5	\$ 175.00	\$1,487.50	\$ 65.00	\$552.50	\$20.00	\$170.00	\$ 170.00	\$1,445.00	\$ 55.5	\$471.75	\$620.00	\$5,270.00
2	7" PCC PAVEMENT, W/6" INTEGRAL CURB	SY	35	\$ 200.00	\$7,000.00	\$ 75.00	\$2,625.00	\$242.00	\$8,470.00	\$ 214.00	\$7,490.00	\$270.00	\$9,450.00	\$286.00	\$10,010.00
					<b>\$8,487.50</b>		<b>\$3,177.50</b>		<b>\$8,640.00</b>		<b>\$9,935.00</b>		<b>\$9,921.75</b>		<b>\$15,280.00</b>
		<b>TOTAL</b>													
CONTRACTOR TURNED BID IN ON NON COMPLIANT FORM															
I HEREBY CERTIFY THAT THIS IS A TRUE TABULATION															
OF THE BIDS RECEIVED AT 2:00 P.M. ON 7-29-2020															
BY: Phillip Burgmeir															



**CONTRACT**

This contract made and entered into in duplicate at Ottumwa, IA this 30 day of July 2020 by and between the CITY OF OTTUMWA, IA hereinafter called the "OWNER" and DC Concrete & Construction, LLC hereinafter called the "CONTRACTOR."

## WITNESSETH:

The Contractor hereby agrees to furnish all labor, tools, materials, transportation and equipment necessary to fulfill the contract consisting of: 7" PCC PAVEMENT ON CITY HALL DRIVEWAY WIDENING as stated in the attached RFP #1. RFP #1 and signed proposal included as part of this contract.

In the following location to wit; CITY HALL DRIVEWAY WIDENING, 105 E. 3<sup>rd</sup> Street.

It is understood and agreed: Contract paid upon satisfactory completion of project and acceptance as directed by City of Ottumwa Engineering Department.

The Owner shall have the right to deduct said liquidated damages from any monies in its hands, otherwise due, or to become due, to said Contractor or to sue for and recover compensation for damages resulting from non-performance of this contract.

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

Section 423.3 of the 2007 Code of Iowa, requires the Contractor to pay sales or use tax on materials or equipment used or supplied during construction. All Contractors shall prepare and require their subcontractors to prepare, sign and acknowledge before a Notary Public the Iowa Department of Revenue Form 35-002, listing their respective expenses for all materials and equipment that becomes an integral part of the completed project. All Contractors shall file with the Owner executed copies of these forms. Receipt of said executed forms by the Owner shall be a pre-requisite of final payment for retained percentage of contract price to the Contractor.

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

Upon completion of said work, the Owner agrees to pay to the Contractor therefore, the prices as set out in RFP #1, said payment to be made upon presentation of an invoice for aforesaid improvement.

A certificate of insurance for liability, bodily injury, and property damage satisfactory to the Owner in the amount of \$300,000 for each person bodily injury and \$1,000,000 per occurrence of or aggregate limit, or \$1,000,000 combined single limit. The Owner must be included as an additional insured to the certificate of insurance. Also, Worker's Compensation coverage in accordance with State of Iowa statutes must be provided.



7/15/2020

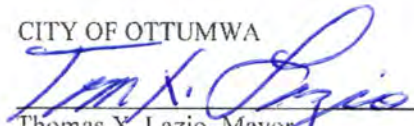
Contractor hereby agrees to and shall defend, indemnify and save harmless the Owner and any jurisdiction or agency issuing permits for any work included in the improvement, their officers, agent and representatives from all suits, actions, loss, damage, expense, cost, or claims of any character or any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

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


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

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

CITY OF OTTUMWA

  
Thomas X. Lazio, Mayor

ATTEST:

  
Chris Reinhard, City Clerk

DC Concrete & Construction, LLC  
Contractor  
15476 Emerald RD  
Address  
Dowds IA 52551  
City, State, Zip

CITY OF OTTUMWA

Staff Summary

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

FILE  
2020 JUL 30 PM 1:40  
CITY OF OTTUMWA

Council Meeting of: August 4, 2020

\_\_\_\_\_  
Public Works  
Department

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

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

AGENDA TITLE: Approve the replacement of an over-head garage door on the east side of the Public Works Garage.

\*\*\*\*\*

\*\*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 replacement of an over-head garage door.

DISCUSSION: The overhead doors at the Public Works garage are original from when the building was built in 1978. Four of the overhead doors were in poor condition and would no longer seal well, were prone to mechanical and structural hinge failures and had significant corrosion. Two of those overhead doors have been replaced with two more in need of replacement. We will continue to replace doors as they reach the end of their useful service life and budget allows.

Bids to replace a single overhead door were received from Klodt Door Service and Frase Company. Klodt Door Service submitted the best bid of \$7,260.00 which includes installing a 20' 2" x 14' commercial door. The door is white with a steel back and insulated. It also has two insulated windows a 3" RAT track, perimeter seals, continuous duty commercial operator and two remotes. Any needed modifications to the electrical wiring will be completed by the City Electricians.

Replacing the door will eliminate the maintenance costs due to mechanical failures and help reduce heat loss and heating costs.

Budgeted: \$8,000.00  
Actual Cost: \$7,260.00

Source of Funds: Road Use/Sewer

Budgeted Item: Yes

Budget Amendment Needed: No

**KLODT DOOR SERVICE**  
 10574 BLADENSBURG RD.  
 OTTUMWA, IA 52501

**Proposal**

PROPOSAL NO.	3108
SHEET NO.	1
DATE	5-15-2020

PROPOSAL SUBMITTED TO:

WORK TO BE PERFORMED AT:

NAME	Dan - Central Garage
ADDRESS	550 Gateway Dr.
	Ottumwa, IA. 52501
PHONE NO.	

ADDRESS	
DATE OF PLANS	
ARCHITECT	

We hereby propose to furnish the materials and perform the labor necessary for the completion of \_\_\_\_\_

To door #2 Supply and install 20x14 Commercial door insulated, steel back, 2 windows, 3" RAT Track, Operator, 2 Remotes.

\$ 7,260<sup>00</sup>

All material is guaranteed to be as specified, and the above work to be performed in accordance with the drawings and specifications submitted for above work and completed in a substantial workmanlike manner for the sum of \_\_\_\_\_

Dollars (\$ \_\_\_\_\_ ) with payments to be made as follows.

net 15 days

Any alteration or deviation from above specifications involving extra costs will be executed only upon written order, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, or delays beyond our control.

Respectfully submitted

*Klodt Door Service*

Per

*James Klodt*

Note — this proposal may be withdrawn by us if not accepted within \_\_\_\_\_ days.

**ACCEPTANCE OF PROPOSAL**

The above prices, specifications, and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payments will be made as outlined above.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Signature \_\_\_\_\_



The Genuine. The Original.



July 22, 2020

**Attention:**

Dan Crossman  
City of Ottumwa  
Public Works Dept.  
550 Gateway Dr.  
Ottumwa, IA 52501  
641-684-2180  
crossmond@ci.ottumwa-  
.ia.us

Dear Dan Crossman,

Thank you for the opportunity to provide you with a quote for the installation of a new garage door.

Below is the scope of work and projected cost for your project.

**Scope of Work**

- Provide and install one 20' 2" x 14' Midland Garage Door Brand Flush Panel Door and one RSX Operator.
- Door to be insulated, white in color, with two windows.
- This quote includes two (2) one button remotes.
- This quote includes the removal and disposal of existing door and operator.
- This quote includes the labor, materials, and equipment needed to complete the installation.

The total estimated cost for the above scope of work is **\$7,443.47.**

Partial payment may be required upon signing of agreement and before product can be ordered.

This estimate is valid and good for 30 days. If you decide to move forward with the above described scope of work after 30 days of the dated estimate, we will re-evaluate and send you an updated estimate.

If you have questions or need additional information, please feel free to contact us. We look forward to working with you on this project.

By signing this document, the customer agrees to the services and conditions outlined in this document.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

**Frase Company, Inc. • Overhead Door of Ottumwa**  
**641-682-3886 (Phone) • 641-682-1779 (Fax) • 205 S. Iowa Ave. Ottumwa, IA 52501**  
**www.frasescompany.com • ohd@frasescompany.com**

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

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

Council Meeting of : Aug 4, 2020

Philip Rath

Prepared By

Administration

Department

Department Head

City Administrator Approval

AGENDA TITLE: Approval of Appendix A related to the School Resource Officer Agreement between the City of Ottumwa and the Ottumwa Community School District.

\*\*\*\*\*

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

RECOMMENDATION: Adopt Appendix A as part of the School Resource Officer Agreement between the City and the School District.

DISCUSSION: The current Agreement with the Ottumwa School District related to School Resource Officers (SRO) expired on June 30, 2020. City staff negotiated with Ottumwa School District staff and reached a tentative agreement regarding compensation. Attached is Appendix A - reflecting the compensation schedule as part of a three-year agreement. Staff from both entities Superintendent McGrory will present the schedule to the Ottumwa School Board at its next meeting. Staff from both entities are working together to improve language and expectations within the Agreement, but wanted to establish the compensation schedule as a showing of good faith.

Source of Funds: OCSD (65%)

Budgeted Item:  Budget Amendment Needed:

**SCHOOL RESOURCE OFFICER AGREEMENT  
JULY 1, 2020 – JUNE 30, 2023**

APPENDIX A

SCHOOL RESOURCE OFFICER AGREEMENT  
OTTUMWA COMMUNITY SCHOOL DISTRICT  
and  
CITY OF OTTUMWA

Per the Agreement, SRO's shall be stationed at selected school district facilities for 8 hours daily during regularly scheduled school days for a total of 180 days. The base annual cost for providing this service (exclusive of overtime costs) shall be the lesser of 1) the Actual SRO Cost and 2) the OCSD Not to Exceed \$ amount as identified in the table below.

The calculation used in determining the actual base SRO costs for the year shall include the annual salary as well as the City's contributions for pension, health insurance, life insurance, workman's compensation, and Medicare. The table below illustrates these costs for the 2020-21 contract year. In subsequent years the City will update the table to reflect actual costs. If the updated actual costs fall below the contractual "not to exceed" amount, the District would only pay the amount represented by the District share (1,440 hours) of these actual costs.

**Calculated Actual SRO Costs - July 1, 2020 through June 30, 2021**

	<u>OHS SRO#1</u>	<u>OHS SRO#2</u>	<u>Evans SRO</u>
Salary:	\$73,578.96	\$72,945.60	\$64,362.48
Pension:	18,622.83	18,462.53	16,290.14
Medicare:	1,066.89	1,057.71	933.26
Life Insurance:	441.47	437.67	386.17
Work Comp:	713.71	707.57	624.32
Health Insurance:	24,840.00	24,840.00	24,840.00
Salary & Benefits:	\$119,263.86	\$118,451.08	\$107,436.37
Base S&B Hourly Rate (2,184 hours):	\$54.61	\$54.24	\$49.19
Scheduled SRO Comp (1,440 hours):	<b>\$78,638.40</b>	<b>\$78,105.60</b>	<b>\$70,833.60</b>

**Contractual Costs by Year - July 1, 2020 through June 30, 2023**

	<b>07/01/20-06/30/21</b>	<b>07/01/21-06/30/22</b>	<b>07/01/22-06/30/23</b>
OHS SRO# 1:	\$78,638.40		
OHS SRO# 2:	78,105.60		
Evans SRO:	70,833.60		
Actual SRO Cost (2021):	\$227,577.60	\$227,577.60	\$227,577.60
OCSD Not to Exceed \$:	\$196,817.00	\$206,658.00	\$216,991.00
DARE Program:	10,000.00	10,000.00	10,000.00
Amount Paid by District:	<b>\$206,817.00</b>	<b>\$216,658.00</b>	<b>\$226,991.00</b>

FILE

2020 JUL 30 10:10 AM  
CITY OF OTTUMWA  
Staff Summary

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

Council Meeting of: Aug 4, 2020

Philip Rath

Prepared By

Administration

Department

Department Head



City Administrator Approval

AGENDA TITLE: Authorizing the City Administrator to solicit Request for Proposals regarding general legal services.

\*\*\*\*\*

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

RECOMMENDATION: Approve the City Administrator to proceed with issuing RFP's related to legal services for the City of Ottumwa.

DISCUSSION: With the vacancy of the City Attorney position, City Administration has recommended contracting out the legal services. If authorized by the City Council, Request for Proposals will be released on our around August 5, 2020 with the goal of appointing a firm to take on legal services for the City beginning no later than October 1, 2020.

Source of Funds:

Budgeted Item:  Budget Amendment Needed:

FILED  
2020 JUL 30 PM 1:40  
CITY CLERK  
OTTUMWA

CITY OF OTTUMWA

Staff Summary

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

Council Meeting of: August 4, 2020

Alicia Bankson

Prepared By

*Darry Seal*  
Department Head

Engineering  
Department

*PLB/BK*

City Administrator Approval

AGENDA TITLE: Resolution #176-2020. Approving the Plans, Specifications, Form of Contract and Estimated Cost for WPCF – Concrete Repairs 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 #176-2020.

DISCUSSION: This project consists of the removal of all deteriorated concrete and replacing with new horizontal and vertical or overhead concrete repairs found in the Primary Clarifier and the VLR Aeration Basins. The \$90,000 budgeted amount was based on observations when the basins were filled. At the time of design, additional inspection was performed with the basins drained and a more detailed account of the repairs were noted. This is a unit priced contract where the scope can be adjusted and prioritized to meet the available funding.

Bids will be received and opened by the City of Ottumwa on August 26, 2020. The bid report and bid award recommendation will be presented at the City Council meeting on September 1, 2020. Construction on this project is expected to commence on or about October 1, 2020 and shall be substantially complete on or before April 30, 2021.

Engineer's Opinion of Cost: \$124,760.00 (Based on Unit Pricing)

Funding: \$90,000.00 WPCF Fund Balance



RESOLUTION #176-2020

A RESOLUTION APPROVING THE PLANS, SPECIFICATIONS, FORM OF CONTRACT, AND ESTIMATED COST FOR WPCF – CONCRETE REPAIRS PROJECT

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

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



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

APPROVED, PASSED, AND ADOPTED, this 4<sup>th</sup> day of August, 2020.

CITY OF OTTUMWA, IOWA

  
Tom X. Lazio, Mayor

ATTEST:

  
  
Christina Reinhard, City Clerk

# PROOF OF PUBLICATION

STATE OF IOWA  
WAPELLO COUNTY

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

Section 00010 Water Pollution Control Concrete Repairs  
City of Ottumwa hereto attached was  
published in said newspaper for 1 consecutive weeks to-wit: 7/18/2020 Subscribed and sworn to  
before me, and in my presence, by the said 18th day of July, 2020



Notary Public

In and for Wapello County

Printer's fee \$ 21.32

## COPIES OF NOTICE OF PUBLIC HEARING

SECTION 00010  
NOTICE OF PUBLIC HEARING

The City Council of Ottumwa, Iowa, will hold a public hearing on the proposed Plans and Specifications, form of contract and estimate of cost for the construction of said improvements described in general as "Water Pollution Control Concrete Repairs, Ottumwa, Iowa" at 5:30 o'clock p.m. on August 4, 2020, in the Council Chambers, City Hall, Ottumwa, Iowa. At said hearing any interested person may appear and file objections thereto or to the cost of the improvements. At the hearing, the City will receive and consider any objections made by any interested party, to the Plans and Specifications, proposed form of Contract, and the estimate of cost for the project. The work to be done is as follows: Furnish all labor, materials and equipment to construct the following: Remove all deteriorated concrete and replace with new horizontal and vertical or overhead concrete repairs found in the Primary Clarifier and the VLR Aeration Basins. All work and materials are to be in strict compliance with the Plans and Specifications prepared by the City of Ottumwa Engineering Department which together with the proposed form of contract

and estimate of cost have heretofore been approved by the City and are now on file for public examination in the office of the Clerk, and are by this reference made a part hereof as though fully set out and incorporated herein. CITY OF OTTUMWA, IOWA By: Tom X. Lazio, Mayor ATTEST: Christina Reinhard, City Clerk

NPCF-PH Notice  
Approve PIs - Concrete Repairs

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

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

Council Meeting of : Aug 4, 2020

Philip Rath

Prepared By

Administration

Department

Department Head



City Administrator Approval

AGENDA TITLE: Resolution No. 168-2020 - Incorporating a policy related to recalling and/or reinstating of former city employees into the City personnel policies and procedures.

\*\*\*\*\*

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

RECOMMENDATION: Pass and adopt Resolution 168-2020.

DISCUSSION: On June 2, 2020 the City Council approved the new and revised personnel policies for the City of Ottumwa. On June 30, due to budgetary constraints, the City reduced staffing in the Fire Department by six positions resulting in the forced layoff of four employees. Since that time the City has been notified of a resignation of an additional firefighter.

Recognizing that it would be financial advantageous to recall one of the recent departures versus hiring a new employee, it was identified that the new policies do not reflect policy language for recalling employees from layoff status. The attached policy aims to address that oversight.

Source of Funds: N/A

Budgeted Item:

Budget Amendment Needed:

**RESOLUTION NO. 168-2020**

**RESOLUTION INCORPORATING A POLICY RELATED TO RECALLING  
AND/OR REINSTATING OF FORMER CITY EMPLOYEES INTO THE CITY  
PERSONNEL POLICIES AND PROCEDURES**

**WHEREAS**, the City Council approved new and revised personnel policies on June 2, 2020 in accordance with the Municipal Code of the City of Ottumwa, Sections 2-144 and 2-145; and

**WHEREAS**, stated policies failed to incorporate a policy addressing the process for recalling employees who were laid off and/or are reinstated at a later date through the regular and legal hiring process in place for the position; and

**WHEREAS**, the City desires to incorporate a policy related to the possibility to recall employees from layoff status and/or recognize the potential of employees return to the City; and

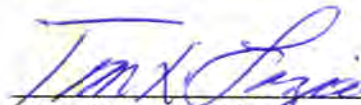
**WHEREAS**, the City of Ottumwa has reviewed and revised said policy addition(s) and finds that approval of said policies and procedures, as revised, would be in the interest of the City and the employees of the City.

**NOW, THEREFORE, BE IT RESOLVED, BY THE CITY COUNCIL OF THE CITY OF OTTUMWA, IOWA**, that the stated personnel policy additions with an effective date of August 4, 2020 are hereby adopted by and for the City of Ottumwa, Iowa, and rescinding all others; and

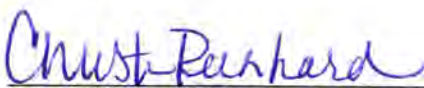
**BE IT FURTHER RESOLVED**, that the Mayor and the City Clerk of the city of Ottumwa, Iowa, are hereby authorized and directed to execute said renewal on behalf of the City.

APPROVED, PASSED AND ADOPTED, this 4<sup>th</sup> day of August, 2020.

CITY OF OTTUMWA, IOWA

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

ATTEST:

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

## **RECALLING OR REINSTATING FORMER EMPLOYEES<sup>1</sup>**

Employees who leave service with the City due to resignation, retirement, or layoff MAY be eligible to return to employment with the City. Employees who have been laid off will be placed on a "Preferred List" for their respective position classification for up to three years from the date of the layoff<sup>2</sup>. Employees who separate from the City for other reasons, are applying for a different position, and/or the Preferred List for their position classification has timed out may apply for positions through the regular civil service entrance list or hiring procedures for the respective position.

**Recall from Layoff:** Whenever the Employer is looking to fill a vacancy, the affected Supervisor shall first identify if any names appear on a Preferred List for the particular position classification. If any names appear on the list, appointments shall be made from that list in the order of greater seniority until the list has been exhausted or time expires.

**Reinstatement:** In accordance with the City Personnel Policy employees returning to City service through Preferred Lists, Entrance Lists, or other open hiring practices for the City will be assigned their most recent "Date of Hire" upon their return. The Date of Hire is typically referenced for purposes relevant to seniority. Where "Years of Service" is utilized (e.g. calculating vacation benefits) the returning employee shall receive credit for their prior service in regular, full time position(s). In these instances the Employer will establish an "Adjusted Date of Hire." The Adjusted Date of Hire will be calculated by identifying the total number of days the Employee had previously served in a regular, full-time position for the City and roll back this total from the current Date of Hire.

---

<sup>1</sup> This policy does not refer to temporary part time employee labor who may be reinstated on an annual basis upon recommendation of the affected Department Head and approval of the City Administrator.

<sup>2</sup> In accordance with Section 5.2 of the Ottumwa Civil Service Commission – Local Rules & Regulations.

**CITY OF OTTUMWA**

FILED  
2020 JUL 27 PM 3:53

**Staff Summary**

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

Council Meeting of: August 4, 2020

Zach Simonson

Prepared by

Planning & Development

Department

Kevin Flanagan

Department Head

City Administrator Approval

AGENDA TITLE: RES. 171-2020, A RESOLUTION AUTHORIZING THE PLANNING DIRECTOR TO HOST THE AMERICORPS REFUGEE RISE PROGRAM.

\*\*\*\*\*

RECOMMENDATION: Pass and adopt Resolution 171-2020.

DISCUSSION: Refugee RISE is an AmeriCorps program started by EMBARC Iowa that trains emerging leaders from the refugee and immigrant communities to connect and support fellow refugees and immigrants with education, jobs and services to increase economic opportunity. Governments and nonprofits can host teams of AmeriCorps members using an arrangement where one member of the team is an established member of the community and the other team member is a recently arrived immigrant or refugee.

The Planning Department is interested in supporting one two-member team to create a community needs assessment that would identify specific needs in our immigrant and refugee communities and provide goals and measurable action items that will help improve how we provide services. Secondary goals will include organizing a workforce training program that authentically serves the needs of our refugee and immigrant workers and coordinating translation

of City forms and notices. This training could come in the form of workshops, one-on-one counseling or whatever form the members identify as needed by the community. These members would start in September or October of 2020 and work full time throughout the fall.

AmeriCorps members are not paid staff members; instead, they are members of the community who commit to service project. The AmeriCorps program provides these members a living stipend as well as a benefit that can be applied to their education after completing the program. In this way, AmeriCorps is often described as the "domestic Peace Corps."

Hosting the program requires the hosting organization to provide working space for the team, supervision and direction as well as \$6,000 to help provide the living stipend and education benefit. The Ottumwa Regional Legacy Foundation and JBS have agreed to partner with the City on the project as follows:

- City of Ottumwa: The City will provide hosting, supervision and direction for the program. Supervision will be done by Zach Simonson, City Planner.
- JBS: JBS will provide \$1,000 as well as support in recruiting our team members and cooperation with the team members seeking to obtain information about refugee and immigrant workforce needs.
- Ottumwa Regional Legacy Foundation: Legacy Foundation will provide \$5,000.

RESOLUTION NO. 171-2020

A RESOLUTION AUTHORIZING THE PLANNING DIRECTOR TO HOST THE  
AMERICORPS REFUGEE RISE PROGRAM

WHEREAS, preparing the City's upcoming Comprehensive Plan has identified a need to improve the provision of services to refugee and immigrant communities in Ottumwa; and

WHEREAS, AmeriCorps Refugee RISE is a program started by EMBARC Iowa that trains emerging leaders from the refugee and immigrant communities to connect and support fellow refugees and immigrants with education, jobs and services to increase economic opportunity; and

WHEREAS, AmeriCorps Refugee RISE uses a team-based model where one member of the team is an established member of the community and the other team member is a recently arrived immigrant or refugee; and

WHEREAS, the City will direct the AmeriCorps Refugee Rise team members to complete a community needs assessment that identifies specific needs in Ottumwa's immigrant and refugee communities and provides goals and measurable action items for improving services; and

WHEREAS, hosting the program requires the hosting organization to provide working space for the team, supervision and direction as well as \$6,000; and

WHEREAS, Ottumwa Regional Legacy Foundation has agreed to provide \$5,000 to support the program and JBS has agreed to provide \$1,000 to support the program; and

WHEREAS, City Hall can provide working space for the team members and the Planning Department can provide supervision and direction; and


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

That the City of Ottumwa hereby authorizes the Planning Director to host AmeriCorps Refugee RISE Program for fall 2020.

Approved, passed and adopted this 4<sup>th</sup> of August 2020.

CITY OF OTTUMWA, IOWA

BY

  
Tom Lazio, Mayor

ATTEST:

  
Chris Reinhard, City Clerk



CITY OF OTTUMWA  
Staff Summary

\*\*ACTION ITEM\*\*

Council Meeting of: Aug 4, 2020

Airport  
Department

Chris Cobler

Prepared By

Phillip Rath

Department Head

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

AGENDA TITLE: Resolution #172-2020, authorizing the Mayor to sign a task order to do an Aeronautical Topographical Mapping (AGIS) of the Ottumwa Regional Airport.

\*\*\*\*\*

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

**D**

RECOMMENDATION: Pass and adopt resolution # 172-2020. A resolution authorizing the Mayor to sign a task order allowing Kirkham Michael to do a AGIS (Aeronautical Topographical Mapping) of the Ottumwa Regional Airport.

DISCUSSION: Since runway 13/31 was lengthened to 6001 ft. during the reconstruction, the approaches for landing airplanes has to be recalibrated. In order to make this happen the FAA is requiring the city to do a topographical map for the length of 10 miles each direction of the airport for all obstructions. This mapping can be used with the (Airport Layout Plan) for future projects and development of the Airport. Kirkham Michael will hire Quantum Spacial from Michigan to perform this mapping at a cost of \$63,000.00. This was approved by the Airport Advisory Board on July 14,2020.

Source of Funds: Airport Fund Balance or Airport TIF

Budgeted Item: **D** Budget Amendment Needed:

**RESOLUTION# 172-2020**

**A RESOLUTION AUTHORIZING THE MAYOR TO SIGN A TASK ORDER  
ALLOWING KIRKHAM MICHAEL TO DO AN AERONAUTICAL  
TOPOGRAPHICAL MAPPING (AGIS) OF THE OTTUMWA REGIONAL AIRPORT.**

WHEREAS, The City Council of the City of Ottumwa, Iowa authorizes Mayor to sign a task order with Kirkham Michael to do AGIS mapping for the Ottumwa Regional Airport.

WHEREAS, The cost of the AGIS mapping is \$63,000.00.


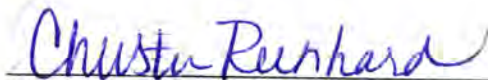
NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF OTTUMWA, IOWA. THAT; The Mayor is authorized to sign the task order from Kirkham Michael to do the AERONAUTICAL TOPGRAPHICAL MAPPING (AGIS) for the Ottumwa Regional Airport.

PASSED ADOPTED and APPROVED this 4<sup>th</sup> day of August, 2020.

CITY OF OTTUMWA, IOWA

  
Tom X. Lazio, Mayor

ATTEST:

  
  
Christina Reinhard, City Clerk

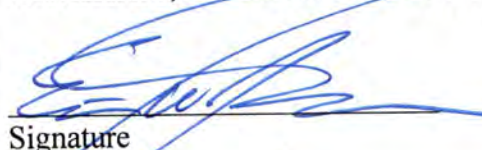

**CITY OF OTTUMWA REGIONAL AIRPORT IA  
AIRPORT DESIGN AND PLANNING SERVICES FOR**

**TASK ORDER #: 17**

**TASK ORDER  
FOR  
Airport GIS (AGIS)  
Runway 13/31 and 4/22  
Including Airport Features**

**CITY  
NAME:** Ottumwa Iowa  
**PROJECT  
NAME:** 2020 AGIS  
**PROJECT#:** 43

SERVICES PROVIDED SHALL BE IN ACCORDANCE WITH PROVISIONS OF THE MASTER AGREEMENT EXECUTED April 21, 2020.

1. SCOPE OF SERVICES	2. COMPENSATION
<p>A. AGIS Services including aerials are as follows:</p> <ol style="list-style-type: none"> <li>1. AC 150/5070-6B, Change 2 "Airport Master Plans"</li> <li>2. AC 150/5300-13A, Change 1 "Airport Design"</li> <li>3. AC 150/5300-16A "General Guidance and Specifications for Aeronautical Surveys: Establishment of Geodetic Control and Submission to the National Geodetic Survey"</li> <li>4. AC 150/5300-17C, Change 1 "Standards for Using Remote Sensing Technologies in Airport Surveys"</li> <li>5. AC 150/5300-18B, Change 1 "Survey and Data Standards for Submission of Aeronautical Data Using Airports GIS"</li> </ol> <p>(see attached for further details)</p>	<p>Lump Sum \$ 63,000.00</p>
3. DELIVERABLES	4. SCHEDULED MILESTONES
<ol style="list-style-type: none"> <li>A. Aerial flight</li> <li>B. FAA SOW</li> <li>C. Data entry in the AGIS data base</li> </ol>	<p>Anticipated July 2020 Anticipated July 2020 To be Announced</p>
5. EXECUTION	
<p><b>KIRKHAM, MICHAEL &amp; ASSOCIATES, INC.</b></p> <p> Signature _____ Date <u>7/14/20</u></p> <p><u>Eric W. Johnson, Vice President</u> Printed name</p>	<p><b>CITY OF OTTUMWA, IOWA</b></p> <p> Signature: _____ Date <u>8/04/2020</u></p> <p><u>Tom X. Lazio, Mayor</u> Printed name</p>



April 27, 2020

Mr. Eric Johnson  
Vice President  
Kirkham Michael  
411 South 13<sup>th</sup> Street, Suite 101  
Lincoln, NE 68501

Project: Aeronautical Obstruction Survey – Ottumwa Regional Airport (OTM)

Dear Mr. Johnson,

This summary of work describes our understanding of the scope of work and services required for an Airport Layout Plan and aeronautical obstruction survey at the Ottumwa Regional Airport (OTM) located in Ottumwa, IA. The project will be done in compliance with AGIS policies and will include an airport airspace analysis for vertically-guided operations for EXISTING Runways 4/22 and 13/31. The Advisory Circulars identified below detail the data collection requirements and accuracies for the project and the verification process by the Federal Aviation Administration (FAA) and the National Geodetic Survey (NGS).

- AC 150/5070-6B, Change 2 "Airport Master Plans"
- AC 150/5300-13A, Change 1 "Airport Design"
- AC 150/5300-16A "General Guidance and Specifications for Aeronautical Surveys: Establishment of Geodetic Control and Submission to the National Geodetic Survey"
- AC 150/5300-17C, Change 1 "Standards for Using Remote Sensing Technologies in Airport Surveys"
- AC 150/5300-18B, Change 1 "Survey and Data Standards for Submission of Aeronautical Data Using Airports GIS"

## Summary of Work

We understand that the purpose of this project is to accomplish an FAA Airport Airspace Analysis Survey for all surfaces defined in FAA Advisory Circular 150/5300 - 18B: Section 2.7.1.1 Runways with Vertical Guidance.

For this project, we will acquire new vertical stereo digital imagery at a physical image scale of 1"= 2,679' of the obstruction surface areas and 1"= 1,339' of the airport property. The aerial imagery will cover all of the VG Airspace Analysis surfaces using an UltraCam Eagle (UCE), or comparable, during leaf-on conditions.

From the 1"= 2,679' imagery, we will produce the following:

- Limited landmark feature planimetric mapping
- Color digital orthophotos with a 1.0' pixel resolution
- Identification and mapping of obstruction obstacles for all of the VG surfaces

From the 1"= 1,331' imagery, we will produce the following:

- 100 scale mapping with 2' contours of the existing airport property (1595 acres)
- Identification and mapping of obstruction obstacles for the VGRPS, VGPCS & VGPS surfaces

The online SOW will be prepared during project initiation with input from the airport, client and Quantum Spatial. Quantum Spatial will be responsible for preparation and submittal of the Survey and Quality Control Plan, Imagery Acquisition Plan, Imagery Acquisition Report and all associated data files as required for submission to the FAA AGIS online database. Kirkham Michael will provide QSI with survey documents required for the Image Delivery. QSI will provide data relating to our effort for Kirkham Michael to prepare the Final Report.



## Quality Standards

The project has been designed to conform to the National Map Accuracy Standards for 1"=100' scale planimetric feature collection, two foot contours and six and twelve inch orthophoto production. In addition, we insure that the photogrammetric mapping will meet all FAA and NGS standards. We will exercise reasonable care and will conform to the standards of practice ordinarily used by the photogrammetric profession.

## Project Area

The project area encompasses all of Ottumwa Regional Airport (OTM) inclusive of the obstruction surfaces as defined in AC 150/5300-18B.

## Control Surveying

The aerial photography will be completed with ABGPS control which will be used for the base control for the geo-referencing of the aerial imagery. Quantum Spatial will process the ABGPS data using COR stations and reference it to the project control datums:

Horizontal: North American Datum of 1983/2011 (NAD 83(2011)), in the IA State Plane Coordinate System, south zone in US survey feet.

Vertical: North American Vertical Datum of 1988 (NAVD 88)

Kirkham Michael will complete all of the remaining on-site ground control surveys, including:

- Geodetic control validation of the existing airport PACS and SACS stations or establish temporary airport control according to the guidelines established in AC 150/5300-16A
- Establishing all necessary photo-identifiable ground control and FAA mandated check-points required to validate the ABGPS and IMU control. Quantum Spatial will provide information on the specific locations of the required control and check points.
- Collection of all the airport runway end positions
- Collection of vertical profiles for all runways
- Collection of the position, elevation, and where required the appropriate navigational aid perpendicular point of all electronic and visual navigational aids (NAVAIDS) located on the airport and associated with any current instrument approach servicing the airport
- *Full field-collected attribution of all airport features*
- All other tasks, not specifically listed above, as outlined in FAA AC-18B, Table 2-1 "Survey Requirements Matrix for *Airport Layout Plan*."
- **Data upload and Final Survey Report**

## Photogrammetric Mapping

We will collect the features normally shown on 1"=100' scale mapping within the mapping limits identified in the RFP (see exhibit).

We will build a digital terrain model (DTM) by collecting masspoints and breaklines. These DTM elements will be used to construct a triangulated irregular network (TIN) surface from which 2' contours will be interpolated. Contours will be dashed in areas where the ground is obscured by trees, dense brush, deep shadows or other obstructing features. Dashed contours indicate a lower level of accuracy. Additional field surveys should be performed in areas of dashed contours prior to design. All contours will be continuous polylines. The final data will be delivered in ESRI Shapefile format (FAA) and AutoCAD format (Kirkham Michael).



## Orthophoto Mapping

We will use the control solution and imagery to generate a Digital Elevation Model (DEM) of the VG surfaces. The imagery will be processed into color digital orthophotos using the aforementioned DEM to rectify the images. Orthophotos for the entire project area will be developed with a 1.0' pixel resolution and for the airport property, with a 0.5' pixel resolution. Orthos will be delivered in a GeoTIFF file format.

## 18B Obstruction Surveys

The Obstructions Surfaces to be uploaded to the AGIS database will satisfy the requirements of AC 150/5300-18B:

- 2.7.1.2 Analysis of EXISTING Runways 13/31 and 4/22 with Vertically Guided Operations (Surfaces include the VGRPS, VGPCS, VGAS, VGPS, VGATS, VGHS and VGCS)

The specific types and quantities of obstructions for each surface are outlined and clearly defined for the particular surface in each circular section. Any obstructions that meet the requirement of the circular, but are of a nature that elevations at the highest point of the obstruction are virtually impossible to read through photogrammetric methods (cell tower, electrical tower, etc.), will be identified and relayed to the surveyor to initiate field surveyed elevations for the obstruction.

The obstruction delivery will include the limited landmark planimetric feature collection.

The final data will be uploaded in AGIS in ESRI Shapefile format.

## Production Schedule

We will work with you to finalize a mutually agreeable schedule for the project after FAA Control Plan approvals. We will make a reasonable effort to maintain the agreed-upon schedule. However, should the project be interrupted by technical problems beyond our control, including control deficiencies or map file re-deliveries rescheduling may become necessary.

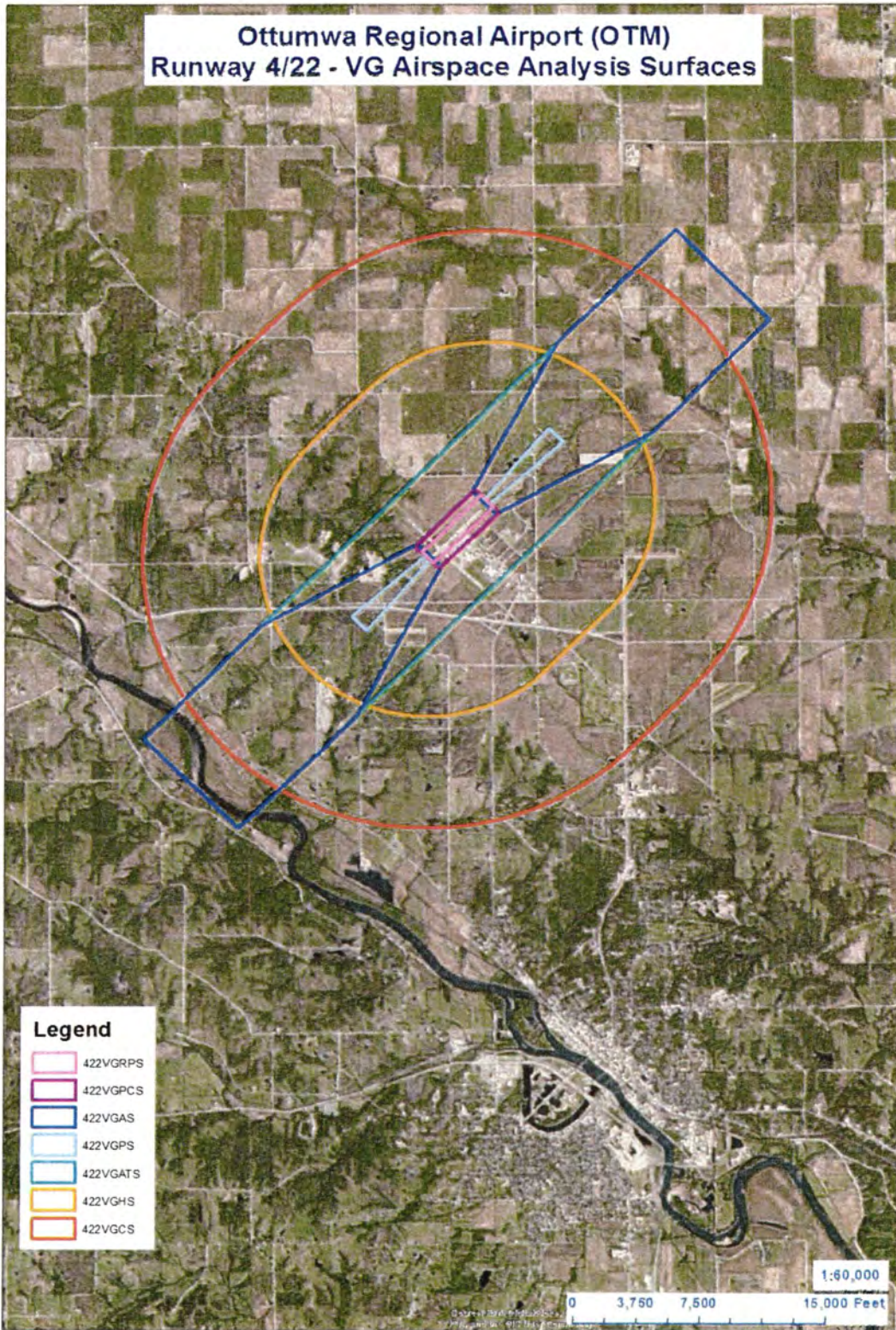
## Deliverables

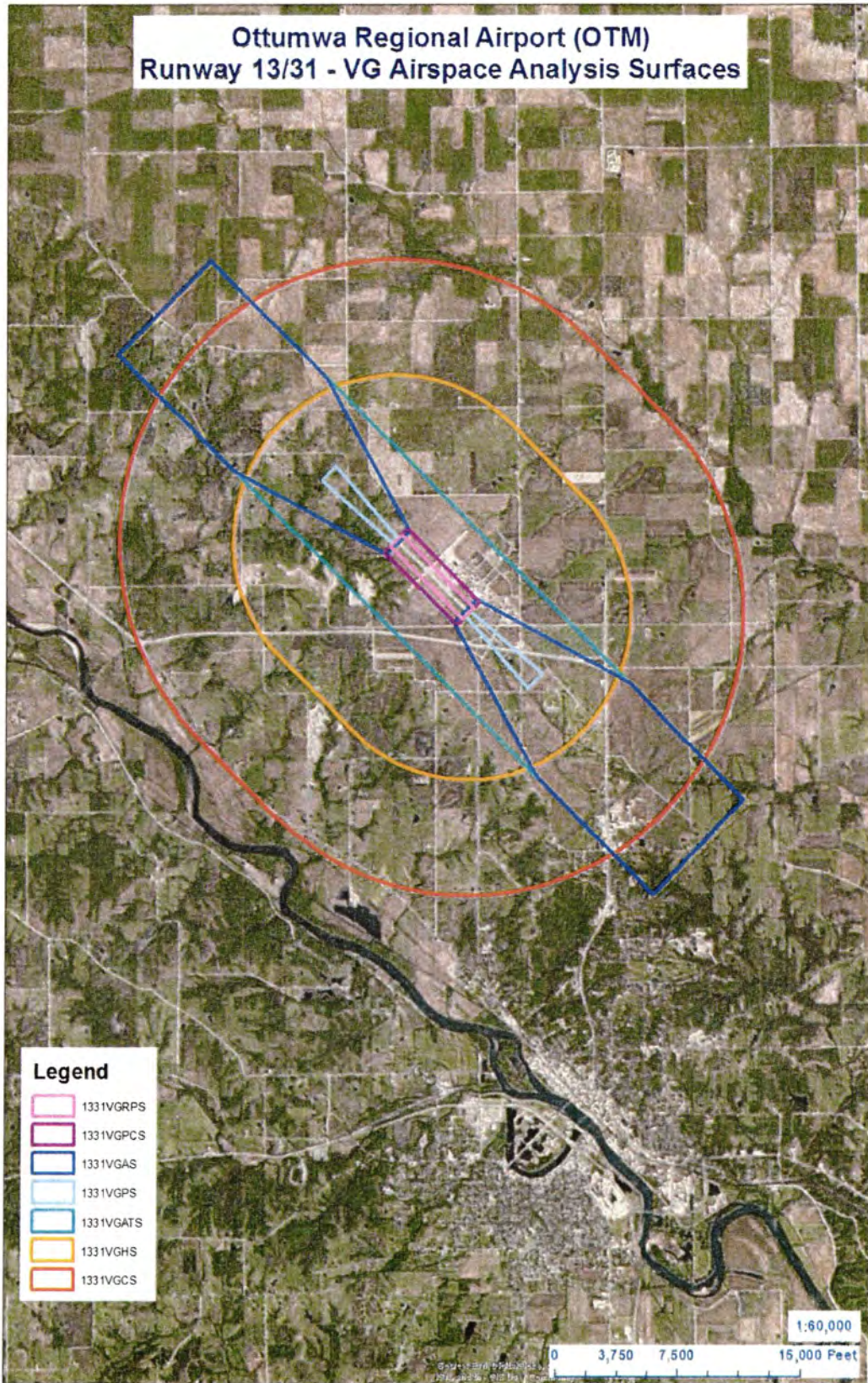
Quantum Spatial will submit all data collected and associated required deliverable in the formats specified in the appropriate advisory circulars to the FAA Office of Airports, Airports Surveying-GIS Program. All data submissions to the FAA will be through the program's web site at <http://airports-gis.faa.gov>.

The AC 150/5300-17C project data deliveries that will not be submitted through the web site will be delivered on external hard drives or DVDs.

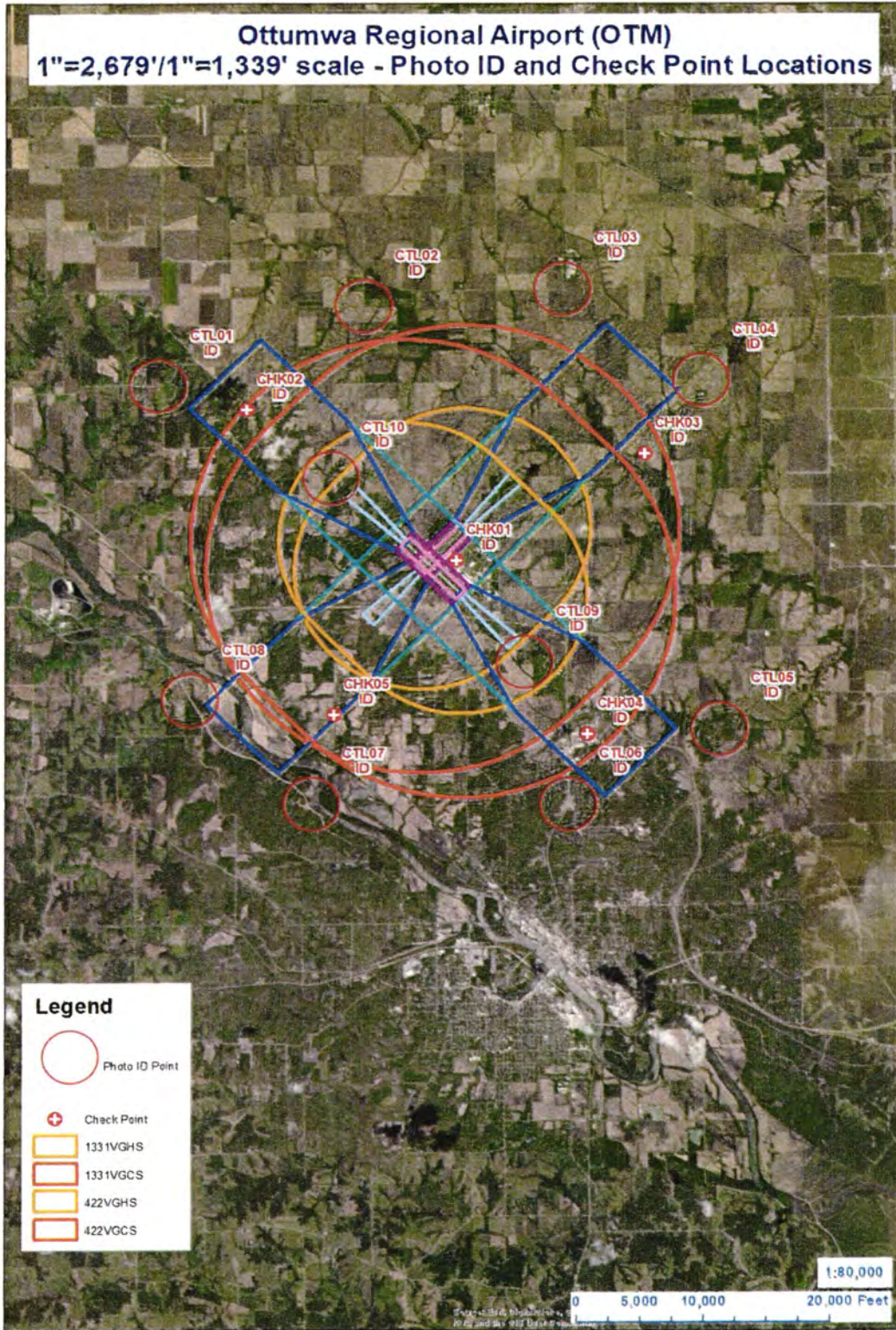
The 18B deliverables that will be uploaded to the AGIS website include:

- Imagery Plan and Survey and Quality Control Plan
- Image Delivery (sent to FAA)
- Color digital orthophotos (sent to FAA)
- Digital limited landmark detail outside the airport
- Obstruction survey data for **EXISTING** Runways 13/31 and 4/22
- Planimetric data and two foot contours to 18B specs (Shapefile format)
- Photogrammetrically derived and surveyed attributes in defined format
- Surveyed ends and profile for each runway
- NAVAID data
- FGDC compliant metadata
- Final Report



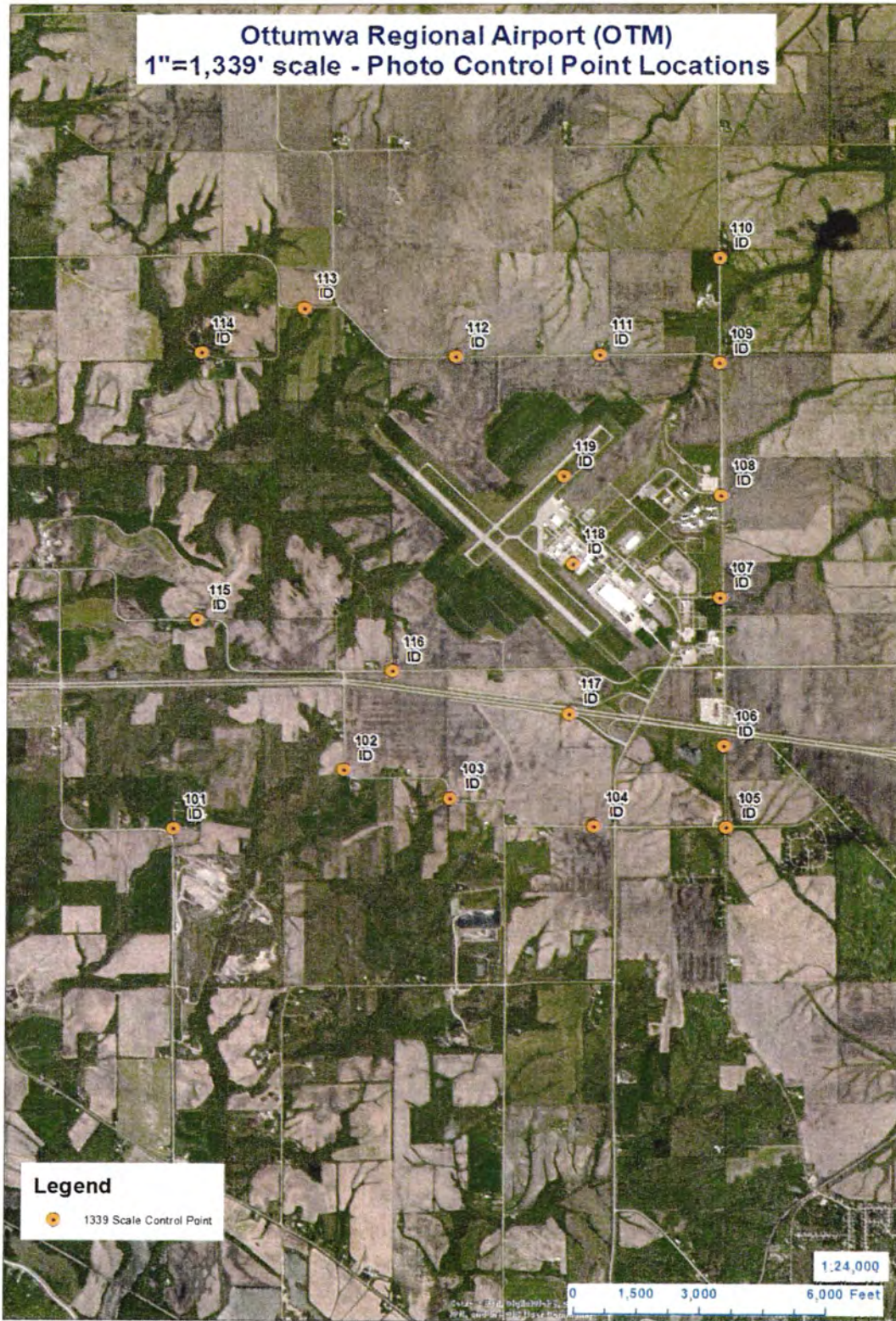














CITY OF OTTUMWA

FILE

Staff Summary

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

2020 JUL 30 PM 1:39

Council Meeting of: August 4, 2020

CITY OF OTTUMWA

Alicia Bankson

Prepared By

*Darryl Seal*  
Department Head

Engineering  
Department

*Ply Rott*

City Administrator Approval

AGENDA TITLE: Resolution #175-2020. Awarding Fox Sauk and North Court Intersection Project.

\*\*\*\*\*

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

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

RECOMMENDATION: Pass and adopt Resolution #175-2020.

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

Bids were received and opened by the City of Ottumwa on July 29, 2020 at 2:00 p.m. Seven (7) sets of plans were either sent out or downloaded from the City website, and three (3) bids were received. The low bidder is TK Concrete, Inc. of Pella, Iowa, in the amount of \$151,095.00.

Bid Amount: \$151,095.00  
Estimated cost: \$138,007.00  
Budgeted amount: \$142,347.00

Plan Holders' list and bid tab are attached.

Source of Funds: USDA RBDG

Budgeted Item:

Budget Amendment Needed:

RESOLUTION #175-2020

A RESOLUTION AWARDDING THE FOX SAUK AND  
NORTH COURT INTERSECTION PROJECT

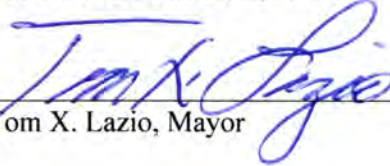
WHEREAS, The City Council of the City of Ottumwa, Iowa did advertise and accept bids for the above referenced project; and,

WHEREAS, Bids were received, proper, and mathematically correct.

NOW, THEREFORE, BE IT RESOLVED, BY THE CITY COUNCIL OF THE CITY OF OTTUMWA, IOWA THAT: The award of the above referenced project is made to the lowest responsible bidder, TK Concrete, Inc. of Pella, Iowa, in the amount of \$151,095.00.

APPROVED, PASSED, AND ADOPTED, this 4<sup>th</sup> day of August, 2020.

CITY OF OTTUMWA, IOWA

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

ATTEST:

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



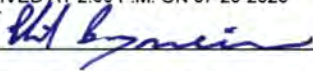


**BID TABULATION FOR:**  
North Court - Fox Sauk Intersection

Item No	Item Description	Unit	Qty	Engineers Estimate		TK Contracting		DC Concrete		Drish Construction	
				Price	Extension	Price	Extension	Price	Extension	Price	Extension
1	CLEARING AND GRUBBING	LS	1	\$1,500.00	\$1,500.00	\$2,500.00	\$2,500.00	\$2,000.00	\$2,000.00	\$3,800.00	\$3,800.00
2	TOPSOIL, STRIP, SALVAGE AND SPREAD	CY	40	\$40.00	\$1,600.00	\$35.00	\$1,400.00	\$100.00	\$4,000.00	\$125.00	\$5,000.00
3	EXCAVATION, CLASS 10, ROADWAY AND BORROW	CY	346	\$15.00	\$5,190.00	\$20.00	\$6,920.00	\$15.00	\$5,190.00	\$27.00	\$9,342.00
4	EXCAVATION, BELOW GRADE CORE OUT	CY	50	\$50.00	\$2,500.00	\$40.00	\$2,000.00	\$50.00	\$2,500.00	\$75.00	\$3,750.00
5	SUBGRADE PREPARATION	SY	1150	\$5.00	\$5,750.00	\$4.00	\$4,600.00	\$3.00	\$3,450.00	\$4.00	\$4,600.00
6	MODIFIED SUBBASE	SY	1150	\$10.00	\$11,500.00	\$10.00	\$11,500.00	\$9.00	\$10,350.00	\$8.50	\$9,775.00
7	MANHOLE ADJUSTMENT, MINOR	EA	1	\$1,000.00	\$1,000.00	\$1,500.00	\$1,500.00	\$4,500.00	\$4,500.00	\$2,000.00	\$2,000.00
8	MANHOLE ADJUSTMENT, MAJOR	EA	1	\$3,000.00	\$3,000.00	\$3,500.00	\$3,500.00	\$2,000.00	\$2,000.00	\$3,000.00	\$3,000.00
9	STANDARD OR SLIP FORM PCC PAVEMENT, CLASS C, CLASS 3, 9"	SY	1025	\$75.00	\$76,875.00	\$68.00	\$69,700.00	\$75.00	\$76,875.00	\$90.00	\$92,250.00
10	CLASS A CRUSHED STONE	TN	75	\$25.00	\$1,875.00	\$35.00	\$2,625.00	\$100.00	\$7,500.00	\$30.00	\$2,250.00
11	REMOVAL OF PAVEMENT	SY	560	\$10.00	\$5,600.00	\$12.50	\$7,000.00	\$27.00	\$15,120.00	\$15.00	\$8,400.00
12	CURB AND GUTER REMOVAL	LF	375	\$15.00	\$5,625.00	\$12.00	\$4,500.00	\$5.50	\$2,062.50	\$10.00	\$3,750.00
13	TEMPORARY TRAFFIC CONTROL	LS	1	\$5,000.00	\$5,000.00	\$6,850.00	\$6,850.00	\$6,000.00	\$6,000.00	\$5,100.00	\$5,100.00
14	SEEDING, FERTILIZING, AND MULCHING (CONVENTIONAL)	LS	1	\$2,000.00	\$2,000.00	\$2,500.00	\$2,500.00	\$6,000.00	\$6,000.00	\$3,000.00	\$3,000.00
15	EROSION CONTROL - SILT FENCE AND FILTER SOCK	LF	200	\$5.00	\$1,000.00	\$5.00	\$1,000.00	\$4.50	\$900.00	\$8.00	\$1,600.00
16	EROSION CONTROL - SILT FENCE AND FILTER SOCK	LF	200	\$5.00	\$1,000.00	\$2.50	\$500.00	\$2.00	\$400.00	\$5.00	\$1,000.00
17	CONSTRUCTION SURVEY	LS	1	\$2,500.00	\$2,500.00	\$22,500.00	\$22,500.00	\$9,000.00	\$9,000.00	\$8,400.00	\$8,400.00
					\$133,515.00		\$151,095.00		\$157,847.50		\$167,017.00

Denotes mathematical error

I HEREBY CERTIFY THAT THIS IS A TRUE TABULATION  
OF THE BIDS RECEIVED AT 2:00 P.M. ON 07-29-2020  
BY: Phillip Burgmeier



# Item No. H.-5.

CITY OF OTTUMWA

Staff Summary

2020 JUL 30 PM 1:40

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

Council Meeting of: August 4, 2020

Engineering  
Department

Alicia Bankson  
Prepared By  
*Alicia Bankson*  
Department Head

*[Signature]*  
City Administrator Approval

AGENDA TITLE: Resolution #177-2020. Approving Change Order No. 1 for Rebid Final Clarifier Select Repainting Project.

\*\*\*\*\*

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

RECOMMENDATION: Pass and adopt Resolution #177-2020.

DISCUSSION: The City Council has approved the contract in the amount of \$49,100.00 to Willco, Inc. of Omaha, Nebraska. Since the Council approved the contract award, staff has had discussions with the contractor regarding the project scope. In consideration of the contractor's pricing, staff is recommending the project scope address repainting of the north and south clarifier structures. Change Order #1 includes deleting recoating of the perimeter effluent trough on the north clarifier in the base bid and adding mobilization to the Alternate Bid Item #1 for the repainting of the south clarifier structure. Contract completion date of September 30, 2020 remains unchanged.

Change Order #1 increases the contract amount by \$7,000.00 for a new contract sum of \$56,100.00.

Contract Summary is as follows

Base Contract	\$49,100.00
Change Order #1	\$7,000.00
Revised Contract Amount	<u>\$56,100.00</u>

Funding: \$60,000 WPCF Fund Balance

RESOLUTION #177-2020

A RESOLUTION APPROVING CHANGE ORDER #1 FOR THE REBID FINAL CLARIFIER  
SELECT REPAINTING PROJECT

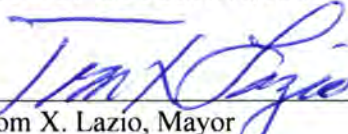
WHEREAS, The City Council of the City of Ottumwa, Iowa entered into a contract on August 4, 2020 with Willco, Inc., of Omaha, Nebraska for the above referenced project; and

WHEREAS, Change Order #1 increases the contract amount by \$7,000.00 to address repainting of the north and south clarifier structures. The new contract sum is \$56,100.00.


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

APPROVED, PASSED, AND ADOPTED, this 4<sup>th</sup> day of August 2020.

CITY OF OTTUMWA, IOWA

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

ATTEST:

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



**Section 640  
CHANGE ORDER**

Project: Rebid Final Clarifier Select Repainting To Contractor: Willco, Inc.

Change Order Number: 1 DATE: July 29, 2020

The Contract is changed as follows:

Delete Base Bid North Perimeter Effluent Trough Work	-\$24,550.00
Add Alternate #1 Bid Item	\$24,550.00
Add Additional Mobilization	\$7,000.00
	\$0.00
	\$0.00
	\$0.00
	\$0.00
Total:	\$7,000.00

Base bid amount \$49,100.00

**NEW PROJECT TOTAL \$56,100.00**

**NOT VALID UNTIL SIGNED BY THE OWNER AND CONTRACTOR**

The Original Contract Sum was	\$49,100.00
Net change by previously authorized Change Orders	\$0.00
The Contract Sum prior to this change order	\$49,100.00
The Contract Sum will be <u>increased</u> by this change order in the amount of	\$7,000.00
The new Contract Sum including this change order	\$56,100.00
The Contract Time will be <u>unchanged</u> by	0 days

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

\_\_\_\_\_  
ENGINEER/  
DIRECTOR OF PUBLIC WORKS

\_\_\_\_\_  
DATE

Willco, Inc.  
\_\_\_\_\_  
CONTRACTOR

7/29/20  
\_\_\_\_\_  
DATE

[Signature]  
\_\_\_\_\_  
BY

Vice President  
\_\_\_\_\_  
TITLE

CITY OF OTTUMWA

Staff Summary

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

Council Meeting of: August 4, 2020

Public Works Department  
Department

Chad Carlson  
Prepared By  
*Larry Seals*  
Department Head

*PLF Rtt*  
City Administrator Approval

AGENDA TITLE: Approving the purchase of a John Deere 544L Wheel Loader from Murphy Tractor and Equipment of Des Moines, Iowa for a price of \$184,116.51.

\*\*\*\*\*

RECOMMENDATION: Approve purchase of a John Deere 544L Wheel Loader from Murphy Tractor and Equipment of Des Moines, Iowa for a price of \$184,116.51.

DISCUSSION: This loader will replace a 2000 Case 621C Wheel Loader (current hours 8069) that is on a 20 year replacement schedule. This wheel loader is used to load trucks with rock, concrete, dirt, sand and debris. It is also used to move construction materials, load and unload heavy items, for snow removal and other uses as needed. The new wheel loader will include a 7 year Power Train and Hydraulic Warranty.

The loader will be purchased from the state bid process provider.

This replacement was approved by the Fleet Committee at its meeting held on November 20, 2019 and specifications for the wheel loader were approved on May 29, 2020. This replacement is included in the 2020/21 budget cycle. The new wheel loader will be on a 20 year replacement schedule.

Budgeted: \$190,000.00  
Actual Cost: \$184,116.51

Source of funds: Road Use

Budgeted Item: Yes

Budget Amendment Needed: Yes

RESOLUTION #178-2020

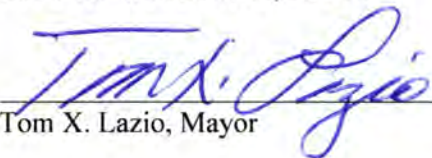
A RESOLUTION APPROVING THE PURCHASE OF A JOHN DEERE 544L WHEEL LOADER FROM MURPHY TRACTOR AND EQUIPMENT OF DES MOINES, IOWA FOR A PRICE OF \$184,116.51.

- WHEREAS, Annual evaluations of the City's equipment were made, and it was recommended that the 2000 Case 621C wheel loader was recommended for replacement; and
- WHEREAS, This recommendation was presented to, and approved by, the Fleet Committee at its November 20, 2019 meeting; and
- WHEREAS, Specifications for the new wheel loader were approved by the Fleet Committee on May 29, 2020; and
- WHEREAS, This replacement was budgeted in the 2020/2021 budget cycle.

NOW, THEREFORE, BE IT RESOLVED, BY THE CITY COUNCIL OF THE CITY OF OTTUMWA, IOWA THAT: The purchase of a John Deere 544L Wheel Loader from Murphy Tractor and Equipment of Des Moines, Iowa for a price of \$184,116.51 is hereby approved.

APPROVED, PASSED, AND ADOPTED, this 4<sup>th</sup> day of August 2020.

CITY OF OTTUMWA, IOWA

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

ATTEST:

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





# 544L SPECIFICATIONS

While general information, pictures, and descriptions are provided, some illustrations and text may include product options and accessories NOT AVAILABLE in all regions, and in some countries products and accessories may require modifications or additions to ensure compliance with the local regulations of those countries.

<b>Engine</b>		<b>544L Z-BAR / HIGH-LIFT / HIGH-LIFT PLUS</b>	
Manufacturer and Model	John Deere PowerTech™ PVS 6068	Gross Peak Torque (ISO 9249)	770 Nm (568 ft.-lb.) at 1,600 rpm
Non-Road Emission Standard	EPA Final Tier 4/EU Stage V	Net Torque Rise	47%
Cylinders	6	Fuel System (electronically controlled)	High-pressure common rail
Valves Per Cylinder	4	Lubrication	Full-flow spin-on filter and integral cooler
Displacement	6.8 L (414 cu. in.)	Aspiration	Turbocharged, charge air cooled
Net Peak Power (ISO 9249)	123 kW (166 hp) at 1,700 rpm	Air Cleaner	Under-hood, dual-element dry type, restriction indicator in cab monitor for service
Gross Peak Power (ISO 9249)	130 kW (174 hp) at 1,700 rpm		
Net Peak Torque (ISO 9249)	740 Nm (546 lb.-ft.) at 1,100 rpm		
<b>Cooling</b>			
Fan Drive	Hydraulically driven, proportionally controlled, fan aft of coolers		
<b>Electrical</b>			
Electrical System	24 volt with 100-amp alternator (optional 130-amp alternator)		
Batteries (2 – 12 volt)	950 CCA (each)		
<b>Transmission System</b>			
Type	Countershaft-type PowerShift™		
Torque Converter	Single stage, single phase		
Shift Control	Electronically modulated, adaptive, load and speed dependent		
Operator Interface	Steering-column or joystick-mounted F-N-R and gear-select lever; kick-down button on hydraulic lever		
Shift Modes	Manual/auto (1st-D or 2nd-D); Quick-Shift button with 2 selectable modes: kick-down or kick-up/down; and 4 clutch cutoff settings		
	<i>Standard 5-Speed with Lockup Torque Converter</i>		<i>Optional 5-Speed without Lockup Torque Converter</i>
Maximum Travel Speeds (with 20.5 R 25 tires)	<i>Forward</i>	<i>Reverse</i>	<i>Forward</i>
Range 1	6.1 km/h (3.7 mph)	5.9 km/h (3.6 mph)	5.6 km/h (3.5 mph)
Range 2	12.0 km/h (7.4 mph)	12.7 km/h (7.8 mph)	11.2 km/h (7.0 mph)
Range 3	18.6 km/h (11.5 mph)	29.4 km/h (18.3 mph)	17.4 km/h (10.8 mph)
Range 4	27.9 km/h (17.3 mph)	N/A	26.2 km/h (16.2 mph)
Range 5	40.0 km/h (24.8 mph)	N/A	40.0 km/h (24.8 mph)
			<i>Reverse</i>
			6.0 km/h (3.7 mph)
			11.9 km/h (7.3 mph)
			27.6 km/h (17.1 mph)
			N/A
			N/A
<b>Axles/Brakes</b>			
Final Drives	Heavy-duty inboard-mounted planetary		
Differentials	Hydraulic locking front with conventional rear — standard; dual locking front and rear — optional		
Rear Axle Oscillation, Stop to Stop (with 20.5 R 25 tires)	24 deg. (12 deg. each direction)		
Brakes (conform to ISO 3450)			
Service	Hydraulically actuated, spring-retracted, self-adjusting inboard sun-shaft mounted, oil cooled, single disc		
Parking	Automatic spring applied, hydraulically released, driveline mounted, sealed wet multi disc		
<b>Tires/Wheels (see page 24 for complete tire adjustments)</b>			
	<i>Tread Width</i>	<i>Width Over Tires</i>	
Michelin 20.5 R 25, 1 Star L-3 XHA2	1950 mm (76.8 in.)	2546 mm (100.2 in.)	
<b>Serviceability</b>			
<b>Refill Capacities</b>			
Fuel Tank (with lockable cap)	298 L (79 gal.)	Axle Oil (each)	
Cooling System	29.9 L (31.6 qt.)	Front	16.6 L (17.5 qt.)
Diesel Exhaust Fluid (DEF)	15.6 L (16.5 qt.)	Rear	18 L (19 qt.)
Engine Oil with Vertical Spin-On Filter	19.5 L (20.6 qt.)	Hydraulic Reservoir and Filter	82.1 L (21.7 gal.)
Transmission Reservoir with Vertical Filter	21 L (22.2 qt.)	Park Brake Oil (wet disc)	0.3 L (10 oz.)
<b>Hydraulic System/Steering</b>			
Pump (loader and steering)	Variable-displacement, axial-piston pump; closed-center, pressure-compensating system		
Maximum Rated Flow at 6895 kPa (1,000 psi) and 2,200 rpm	220 L/m (58 gpm)		
System Relief Pressure (loader and steering)	25 166 kPa (3,650 psi)		
Loader Controls	2-function valve, joystick control or fingertip controls, hydraulic-function enable/disable, optional 3rd- and 4th-function valve with auxiliary lever		
Steering (conforms to ISO 5010)	Steering-column-mounted, twist-grip shift lever; Quick-Shift button on hydraulic lever		
Type	Power, fully hydraulic		
Articulation Angle	80-deg. arc (40 deg. each direction)		
Turning Radius (measured to centerline of outside tire)	5.0 m (16 ft. 5 in.)		
Hydraulic Cycle Times	<i>Z-Bar / High-Lift / High-Lift Plus</i>		
Raise	5.5 sec.		
Dump	2.2 sec.		
Lower (power down)	3.5 sec.		
Total	11.2 sec.		

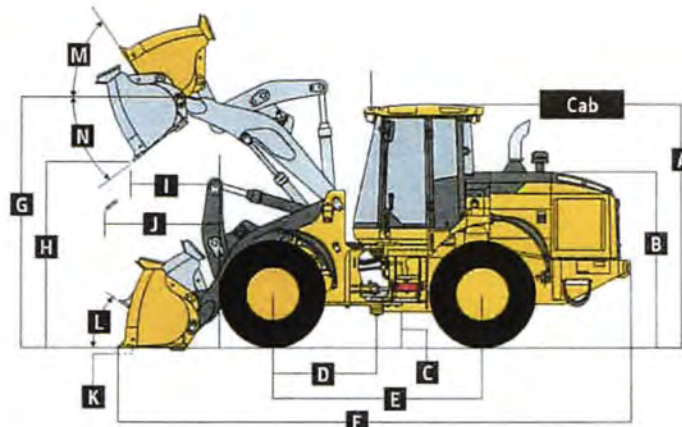
# 544L SPECIFICATIONS



While general information, pictures, and descriptions are provided, some illustrations and text may include product options and accessories NOT AVAILABLE in all regions, and in some countries products and accessories may require modifications or additions to ensure compliance with the local regulations of those countries.

## Dimensions and Specifications with Pin-On Bucket

### 544L Z-BAR / HIGH-LIFT / HIGH-LIFT PLUS



544L Z-BAR / HIGH-LIFT / HIGH-LIFT PLUS LOADERS WITH PIN-ON BUCKET WITH BOLT-ON EDGE

	Z-Bar 2.3-m <sup>3</sup> (3.0 cu. yd.) general purpose	Z-Bar 2.5-m <sup>3</sup> (3.25 cu. yd.) general purpose	High-Lift 2.1-m <sup>3</sup> (2.75 cu. yd.) general purpose	High-Lift 2.3-m <sup>3</sup> (3.0 cu. yd.) general purpose	High-Lift Plus 2.1-m <sup>3</sup> (2.75 cu. yd.) general purpose	High-Lift Plus 2.3-m <sup>3</sup> (3.0 cu. yd.) general purpose
<b>A</b> Height to Top of Cab	3.33 m (10 ft. 11 in.)	3.33 m (10 ft. 11 in.)	3.33 m (10 ft. 11 in.)	3.33 m (10 ft. 11 in.)	3.33 m (10 ft. 11 in.)	3.33 m (10 ft. 11 in.)
<b>B</b> Hood Height	2.375 m (7 ft. 9 in.)	2.375 m (7 ft. 9 in.)	2.375 m (7 ft. 9 in.)	2.375 m (7 ft. 9 in.)	2.375 m (7 ft. 9 in.)	2.375 m (7 ft. 9 in.)
<b>C</b> Ground Clearance	0.40 m (15.7 in.)	0.40 m (15.7 in.)	0.40 m (15.7 in.)	0.40 m (15.7 in.)	0.40 m (15.7 in.)	0.40 m (15.7 in.)
<b>D</b> Length from Centerline to Front Axle	1.45 m (4 ft. 9 in.)	1.45 m (4 ft. 9 in.)	1.45 m (4 ft. 9 in.)	1.45 m (4 ft. 9 in.)	1.45 m (4 ft. 9 in.)	1.45 m (4 ft. 9 in.)
<b>E</b> Wheelbase	2.93 m (9 ft. 7 in.)	2.93 m (9 ft. 7 in.)	2.93 m (9 ft. 7 in.)	2.93 m (9 ft. 7 in.)	2.93 m (9 ft. 7 in.)	2.93 m (9 ft. 7 in.)
<b>F</b> Overall Length, Bucket on Ground	7.49 m (24 ft. 7 in.)	7.49 m (24 ft. 7 in.)	7.80 m (25 ft. 7 in.)	7.88 m (25 ft. 10 in.)	8.17 m (26 ft. 10 in.)	8.25 m (27 ft. 1 in.)
<b>G</b> Height to Hinge Pin, Fully Raised	3.89 m (12 ft. 9 in.)	3.89 m (12 ft. 9 in.)	4.17 m (13 ft. 8 in.)	4.17 m (13 ft. 8 in.)	4.49 m (14 ft. 9 in.)	4.49 m (14 ft. 9 in.)
<b>H</b> Dump Clearance, 45 deg., Full Height	2.80 m (9 ft. 2 in.)	2.80 m (9 ft. 2 in.)	3.14 m (10 ft. 4 in.)	3.09 m (10 ft. 2 in.)	3.47 m (11 ft. 4 in.)	3.41 m (11 ft. 2 in.)
<b>I</b> Reach, 45-deg. Dump, Full Height	1.01 m (3 ft. 4 in.)	1.01 m (3 ft. 4 in.)	1.09 m (3 ft. 7 in.)	1.14 m (3 ft. 9 in.)	1.13 m (3 ft. 8 in.)	1.19 m (3 ft. 11 in.)
<b>J</b> Reach, 45-deg. Dump, 2.13-m (7 ft. 0 in.) Clearance	1.51 m (4 ft. 11 in.)	1.51 m (4 ft. 11 in.)	1.81 m (5 ft. 11 in.)	1.84 m (6 ft. 0 in.)	2.10 m (6 ft. 11 in.)	2.14 m (7 ft. 0 in.)
<b>K</b> Maximum Digging Depth	0.1 m (4 in.)	0.1 m (4 in.)	0.19 m (8 in.)	0.2 m (8 in.)	0.2 m (8 in.)	0.2 m (8 in.)
<b>L</b> Maximum Rollback at Ground Level	44 deg.	44 deg.	48 deg.	48 deg.	49 deg.	49 deg.
<b>M</b> Maximum Rollback, Boom Fully Raised	60 deg.	60 deg.	60 deg.	60 deg.	61 deg.	61 deg.
<b>N</b> Maximum Bucket Dump Angle, Fully Raised	48 deg.	48 deg.	46 deg.	46 deg.	45 deg.	45 deg.
<b>Loader Clearance Circle, Bucket Carry Position</b>	11.46 m (37 ft. 7 in.)	11.58 m (38 ft. 0 in.)	11.68 m (38 ft. 4 in.)	11.7 m (38 ft. 5 in.)	12.16 m (39 ft. 11 in.)	12.20 m (40 ft. 0 in.)
<b>Specifications with Bucket with Bolt-On Edge</b>						
Capacity, Heaped	2.3 m <sup>3</sup> (3.0 cu. yd.)	2.5 m <sup>3</sup> (3.25 cu. yd.)	2.1 m <sup>3</sup> (2.75 cu. yd.)	2.3 m <sup>3</sup> (3.0 cu. yd.)	2.1 m <sup>3</sup> (2.75 cu. yd.)	2.3 m <sup>3</sup> (3.0 cu. yd.)
Capacity, Struck	1.9 m <sup>3</sup> (2.5 cu. yd.)	2.1 m <sup>3</sup> (2.7 cu. yd.)	1.7 m <sup>3</sup> (2.3 cu. yd.)	1.9 m <sup>3</sup> (2.5 cu. yd.)	1.7 m <sup>3</sup> (2.3 cu. yd.)	1.9 m <sup>3</sup> (2.5 cu. yd.)
Bucket Weight with Bolt-On Cutting Edge	1095 kg (2,415 lb.)	1131 kg (2,493 lb.)	1056 kg (2,327 lb.)	1095 kg (2,415 lb.)	1056 kg (2,327 lb.)	1095 kg (2,415 lb.)
Bucket Width	2.54 m (8 ft. 4 in.)	2.68 m (8 ft. 10 in.)	2.55 m (8 ft. 4 in.)	2.54 m (8 ft. 4 in.)	2.55 m (8 ft. 4 in.)	2.54 m (8 ft. 4 in.)
Breakout Force	13 166 kg (29,026 lb.)	13 145 kg (28,979 lb.)	13 983 kg (30,827 lb.)	13 005 kg (28,672 lb.)	14 138 kg (31,168 lb.)	13 149 kg (28,988 lb.)
Tipping Load, Straight, No Tire Deflection	11 139 kg (24,557 lb.)	11 097 kg (24,464 lb.)	9 699 kg (21,384 lb.)	9 591 kg (21,145 lb.)	8 630 kg (19,026 lb.)	8 537 kg (18,820 lb.)
Tipping Load, Straight, with Tire Deflection	10 533 kg (23,221 lb.)	10 491 kg (23,129 lb.)	9 231 kg (20,351 lb.)	9 120 kg (20,106 lb.)	8 244 kg (18,175 lb.)	8 145 kg (17,957 lb.)
Tipping Load, 40-deg. Full Turn, No Tire Deflection	9 653 kg (21,281 lb.)	9 612 kg (21,190 lb.)	8 374 kg (18,460 lb.)	8 274 kg (18,241 lb.)	7 410 kg (16,336 lb.)	7 323 kg (16,145 lb.)
Tipping Load, 40-deg. Full Turn, with Tire Deflection	8 865 kg (19,544 lb.)	8 823 kg (19,451 lb.)	7 755 kg (17,097 lb.)	7 650 kg (16,865 lb.)	6 891 kg (15,192 lb.)	6 807 kg (15,007 lb.)
Rated Operating Load, 50% Full-Turn Tipping Load, No Tire Deflection (conforms to ISO 14397-1)*	4 827 kg (10,641 lb.)	4 806 kg (10,595 lb.)	4 187 kg (9,230 lb.)	4 137 kg (9,120 lb.)	3 705 kg (8,168 lb.)	3 662 kg (8,073 lb.)
Rated Operating Load, 50% Full-Turn Tipping Load, with Tire Deflection (conforms to ISO 14397-1)*	4 433 kg (9,772 lb.)	4 412 kg (9,726 lb.)	3 878 kg (8,548 lb.)	3 825 kg (8,433 lb.)	3 446 kg (7,596 lb.)	3 404 kg (7,503 lb.)
Operating Weight	13 844 kg (30,520 lb.)	13 879 kg (30,598 lb.)	13 992 kg (30,847 lb.)	14 032 kg (30,935 lb.)	14 178 kg (31,257 lb.)	14 218 kg (31,345 lb.)

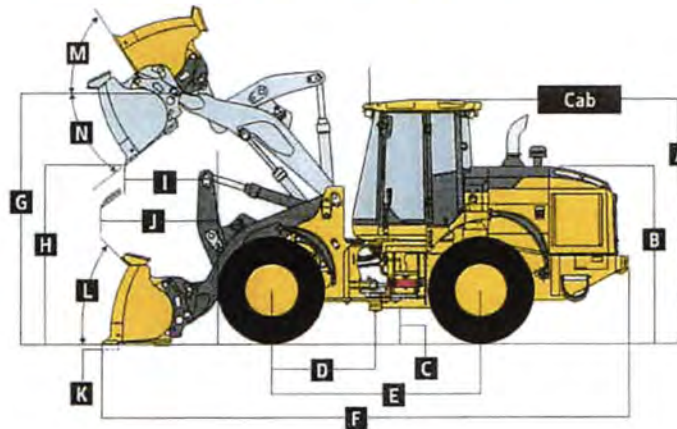
Loader operating information is based on machine with identified linkage and standard equipment, PowerTech PVS 6068 (EPA Final Tier 4/EU Stage V) engine, ROPS cab, rear cast bumper/counterweight, transmission side-frame guards, bottom guards, standard tires, full fuel tank, and 79-kg (175 lb.) operator. This information is affected by changes in tires, ballast, and different attachments.

\*Rated operating capacity based on Deere attachments only.



While general information, pictures, and descriptions are provided, some illustrations and text may include product options and accessories NOT AVAILABLE in all regions, and in some countries products and accessories may require modifications or additions to ensure compliance with the local regulations of those countries.

**Dimensions and Specifications with Hi-Vis Coupler and Hook-On Bucket** **544L Z-BAR / HIGH-LIFT / HIGH-LIFT PLUS**



**544L Z-BAR / HIGH-LIFT / HIGH-LIFT PLUS LOADERS WITH HI-VIS COUPLER AND HOOK-ON BUCKET WITH BOLT-ON EDGE**

	Z-Bar 2.3-m <sup>3</sup> (3.0 cu. yd.) <i>general purpose</i>	Z-Bar 2.5-m <sup>3</sup> (3.25 cu. yd.) <i>general purpose</i>	Z-Bar 3.4-m <sup>3</sup> (4.5 cu. yd.) <i>light material</i>	High-Lift 2.1-m <sup>3</sup> (2.75 cu. yd.) <i>general purpose</i>	High-Lift 2.3-m <sup>3</sup> (3.0 cu. yd.) <i>general purpose</i>	High-Lift 3.1-m <sup>3</sup> (4.0 cu. yd.) <i>light material</i>	High-Lift Plus 1.9-m <sup>3</sup> (2.5 cu. yd.) <i>general purpose</i>	High-Lift Plus 3.1-m <sup>3</sup> (4.0 cu. yd.) <i>light material</i>
<b>Dimensions with Bucket with Bolt-On Edge</b>								
<b>A</b> Height to Top of Cab	3.33 m (10 ft. 11 in.)	3.33 m (10 ft. 11 in.)	3.33 m (10 ft. 11 in.)	3.33 m (10 ft. 11 in.)	3.33 m (10 ft. 11 in.)	3.33 m (10 ft. 11 in.)	3.33 m (10 ft. 11 in.)	3.33 m (10 ft. 11 in.)
<b>B</b> Hood Height	2.375 m (7 ft. 9 in.)	2.375 m (7 ft. 9 in.)	2.375 m (7 ft. 9 in.)	2.375 m (7 ft. 9 in.)	2.375 m (7 ft. 9 in.)	2.375 m (7 ft. 9 in.)	2.375 m (7 ft. 9 in.)	2.375 m (7 ft. 9 in.)
<b>C</b> Ground Clearance	0.40 m (15.7 in.)	0.40 m (15.7 in.)	0.40 m (15.7 in.)	0.40 m (15.7 in.)	0.40 m (15.7 in.)	0.40 m (15.7 in.)	0.40 m (15.7 in.)	0.40 m (15.7 in.)
<b>D</b> Length from Centerline to Front Axle	1.45 m (4 ft. 9 in.)	1.45 m (4 ft. 9 in.)	1.45 m (4 ft. 9 in.)	1.45 m (4 ft. 9 in.)	1.45 m (4 ft. 9 in.)	1.45 m (4 ft. 9 in.)	1.45 m (4 ft. 9 in.)	1.45 m (4 ft. 9 in.)
<b>E</b> Wheelbase	2.93 m (9 ft. 7 in.)	2.93 m (9 ft. 7 in.)	2.93 m (9 ft. 7 in.)	2.93 m (9 ft. 7 in.)	2.93 m (9 ft. 7 in.)	2.93 m (9 ft. 7 in.)	2.93 m (9 ft. 7 in.)	2.93 m (9 ft. 7 in.)
<b>F</b> Overall Length, Bucket on Ground	7.56 m (24 ft. 10 in.)	7.64 m (25 ft. 1 in.)	7.83 m (25 ft. 8 in.)	7.95 m (26 ft. 1 in.)	7.95 m (26 ft. 1 in.)	8.08 m (26 ft. 6 in.)	8.23 m (27 ft. 0 in.)	8.45 m (27 ft. 9 in.)
<b>G</b> Height to Hinge Pin, Fully Raised	3.89 m (12 ft. 9 in.)	3.89 m (12 ft. 9 in.)	3.89 m (12 ft. 9 in.)	4.17 m (13 ft. 8 in.)	4.17 m (13 ft. 8 in.)	4.17 m (13 ft. 8 in.)	4.49 m (14 ft. 9 in.)	4.49 m (14 ft. 9 in.)
<b>H</b> Dump Clearance, 45 deg., Full Height	2.76 m (9 ft. 1 in.)	2.70 m (8 ft. 10 in.)	2.58 m (8 ft. 6 in.)	3.04 m (10 ft. 0 in.)	3.04 m (10 ft. 0 in.)	2.96 m (9 ft. 9 in.)	3.43 m (11 ft. 3 in.)	3.28 m (10 ft. 9 in.)
<b>I</b> Reach, 45-deg. Dump, Full Height	1.06 m (3 ft. 6 in.)	1.12 m (3 ft. 8 in.)	1.25 m (4 ft. 1 in.)	1.19 m (3 ft. 11 in.)	1.19 m (3 ft. 11 in.)	1.29 m (4 ft. 3 in.)	1.17 m (3 ft. 10 in.)	1.33 m (4 ft. 5 in.)
<b>J</b> Reach, 45-deg. Dump, 2.13-m (7 ft. 0 in.) Clearance	1.54 m (5 ft. 1 in.)	1.56 m (5 ft. 1 in.)	1.62 m (5 ft. 4 in.)	1.87 m (6 ft. 2 in.)	1.87 m (6 ft. 2 in.)	1.92 m (6 ft. 4 in.)	2.13 m (7 ft. 0 in.)	2.23 m (7 ft. 4 in.)
<b>K</b> Maximum Digging Depth	0.1 m (4 in.)	0.11 m (4 in.)	0.11 m (5 in.)	0.2 m (8 in.)	0.2 m (8 in.)	0.2 m (8 in.)	0.2 m (8 in.)	0.21 m (8 in.)
<b>L</b> Maximum Rollback at Ground Level	44 deg.	44 deg.	44 deg.	48 deg.	48 deg.	48 deg.	49 deg.	49 deg.
<b>M</b> Maximum Rollback, Boom Fully Raised	60 deg.	60 deg.	60 deg.	60 deg.	60 deg.	60 deg.	61 deg.	61 deg.
<b>N</b> Maximum Bucket Dump Angle, Fully Raised	48 deg.	48 deg.	48 deg.	46 deg.	46 deg.	46 deg.	45 deg.	45 deg.
Loader Clearance Circle, Bucket Carry Position	11.60 m (38 ft. 1 in.)	11.60 m (38 ft. 0 in.)	11.88 m (39 ft. 0 in.)	11.78 m (38 ft. 8 in.)	11.86 m (38 ft. 11 in.)	12.22 m (40 ft. 1 in.)	12.12 m (39 ft. 9 in.)	12.62 m (41 ft. 5 in.)
<b>Specifications with Bucket with Bolt-On Edge</b>								
Capacity, Heaped	2.3 m <sup>3</sup> (3.0 cu. yd.)	2.5 m <sup>3</sup> (3.25 cu. yd.)	3.4 m <sup>3</sup> (4.5 cu. yd.)	2.1 m <sup>3</sup> (2.75 cu. yd.)	2.3 m <sup>3</sup> (3.0 cu. yd.)	3.1 m <sup>3</sup> (4.0 cu. yd.)	1.9 m <sup>3</sup> (2.5 cu. yd.)	3.1 m <sup>3</sup> (4.0 cu. yd.)
Capacity, Struck	1.9 m <sup>3</sup> (2.4 cu. yd.)	2.1 m <sup>3</sup> (2.7 cu. yd.)	2.9 m <sup>3</sup> (3.8 cu. yd.)	1.9 m <sup>3</sup> (2.4 cu. yd.)	1.9 m <sup>3</sup> (2.4 cu. yd.)	2.5 m <sup>3</sup> (3.3 cu. yd.)	1.6 m <sup>3</sup> (2.1 cu. yd.)	2.5 m <sup>3</sup> (3.3 cu. yd.)
Bucket Weight with Bolt-On Cutting Edge	1489 kg (3,283 lb.)	1537 kg (3,388 lb.)	1747 kg (3,850 lb.)	1454 kg (3,205 lb.)	1489 kg (3,283 lb.)	1683 kg (3,711 lb.)	1385 kg (3,052 lb.)	1683 kg (3,711 lb.)
Bucket Width	2.68 m (8 ft. 10 in.)	2.68 m (8 ft. 10 in.)	2.89 m (9 ft. 6 in.)	2.55 m (8 ft. 4 in.)	2.68 m (8 ft. 10 in.)	2.89 m (9 ft. 6 in.)	2.55 m (8 ft. 4 in.)	2.89 m (9 ft. 6 in.)
Breakout Force	12 307 kg (27,131 lb.)	11 539 kg (25,439 lb.)	10 013 kg (22,074 lb.)	12 179 kg (26,849 lb.)	12 155 kg (26,797 lb.)	10 907 kg (24,045 lb.)	13 305 kg (29,333 lb.)	11 028 kg (24,313 lb.)
Tipping Load, Straight, No Tire Deflection	10 362 kg (22,844 lb.)	10 250 kg (22,597 lb.)	9912 kg (21,853 lb.)	8963 kg (19,759 lb.)	8910 kg (19,642 lb.)	8663 kg (19,099 lb.)	8085 kg (17,825 lb.)	7679 kg (16,614 lb.)
Tipping Load, Straight, with Tire Deflection	9789 kg (21,581 lb.)	9675 kg (21,330 lb.)	9321 kg (20,549 lb.)	8508 kg (18,757 lb.)	8460 kg (18,651 lb.)	8199 kg (18,076 lb.)	7713 kg (17,004 lb.)	7290 kg (15,774 lb.)

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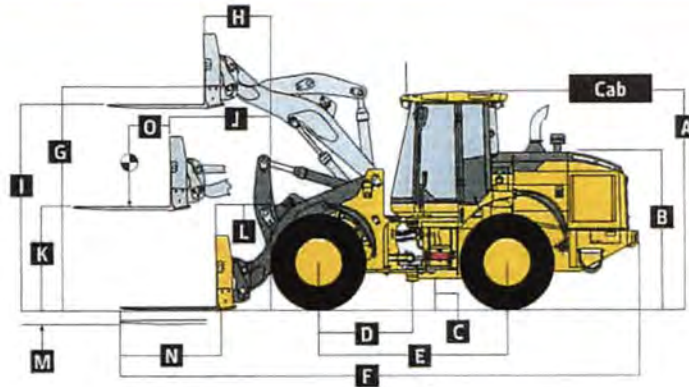
**Dimensions and Specifications with Hi-Vis Coupler and Hook-On Bucket**  
(continued)

	544L Z-BAR / HIGH-LIFT / HIGH-LIFT PLUS							
	Z-Bar	Z-Bar	Z-Bar	High-Lift	High-Lift	High-Lift	High-Lift Plus	High-Lift Plus
	2.3-m <sup>3</sup> (3.0 cu. yd.)	2.5-m <sup>3</sup> (3.25 cu. yd.)	3.4-m <sup>3</sup> (4.5 cu. yd.)	2.1-m <sup>3</sup> (2.75 cu. yd.)	2.3-m <sup>3</sup> (3.0 cu. yd.)	3.1-m <sup>3</sup> (4.0 cu. yd.)	1.9-m <sup>3</sup> (2.5 cu. yd.)	3.1-m <sup>3</sup> (4.0 cu. yd.)
<b>Specifications with Bucket with Bolt-On Edge (continued)</b>	<i>general purpose</i>	<i>general purpose</i>	<i>light material</i>	<i>general purpose</i>	<i>general purpose</i>	<i>light material</i>	<i>general purpose</i>	<i>light material</i>
Tipping Load, 40-deg. Full Turn, No Tire Deflection	8931 kg (19,690 lb.)	8827 kg (19,459 lb.)	8499 kg (18,736 lb.)	7686 kg (16,945 lb.)	7635 kg (16,833 lb.)	7390 kg (16,293 lb.)	6899 kg (15,209 lb.)	6501 kg (14,040 lb.)
Tipping Load, 40-deg. Full Turn, with Tire Deflection	8181 kg (18,036 lb.)	8073 kg (17,798 lb.)	7731 kg (17,044 lb.)	7083 kg (15,615 lb.)	7035 kg (15,510 lb.)	6771 kg (14,927 lb.)	6393 kg (14,094 lb.)	5988 kg (12,884 lb.)
Rated Operating Load, 50% Full-Turn Tipping Load, No Tire Deflection (conforms to ISO 14397-1)*	4466 kg (9,845 lb.)	4413 kg (9,730 lb.)	4249 kg (9,368 lb.)	3843 kg (8,473 lb.)	3818 kg (8,417 lb.)	3695 kg (8,146 lb.)	3449 kg (7,604 lb.)	3251 kg (7,020 lb.)
Rated Operating Load, 50% Full-Turn Tipping Load, with Tire Deflection (conforms to ISO 14397-1)*	4091 kg (9,018 lb.)	4037 kg (8,899 lb.)	3866 kg (8,522 lb.)	3542 kg (7,808 lb.)	3518 kg (7,755 lb.)	3386 kg (7,464 lb.)	3197 kg (7,047 lb.)	2994 kg (6,442 lb.)
Operating Weight	14 258 kg (31,433 lb.)	14 305 kg (31,538 lb.)	14 515 kg (32,000 lb.)	14 411 kg (31,771 lb.)	14 446 kg (31,849 lb.)	14 641 kg (32,277 lb.)	14 528 kg (32,029 lb.)	14 827 kg (32,827 lb.)

Loader operating information is based on machine with identified linkage and standard equipment, PowerTech PVS 6068 (EPA Final Tier 4/EU Stage V) engine, ROPS cab, rear cast bumper/counterweight, transmission side-frame guards, bottom guards, standard tires, full fuel tank, and 79-kg (175 lb.) operator. This information is affected by changes in tires, ballast, and different attachments.

\*Rated operating capacity based on Deere attachments only.

**Dimensions and Specifications with Hi-Vis Coupler and Hook-On Construction Forks**



544L Z-BAR / HIGH-LIFT / HIGH-LIFT PLUS LOADERS WITH HI-VIS COUPLER AND HOOK-ON CONSTRUCTION FORKS

	Z-Bar	Z-Bar	High-Lift	High-Lift	High-Lift Plus	High-Lift Plus
<b>Dimensions with Forks</b>						
	1.52-m (60 in.)	1.83-m (72 in.)	1.52-m (60 in.)	1.83-m (72 in.)	1.52-m (60 in.)	1.83-m (72 in.)
	<i>tine length</i>	<i>tine length</i>	<i>tine length</i>	<i>tine length</i>	<i>tine length</i>	<i>tine length</i>
<b>A</b> Height to Top of Cab	3.33 m (10 ft. 11 in.)	3.33 m (10 ft. 11 in.)	3.33 m (10 ft. 11 in.)	3.33 m (10 ft. 11 in.)	3.33 m (10 ft. 11 in.)	3.33 m (10 ft. 11 in.)
<b>B</b> Hood Height	2.375 m (7 ft. 9 in.)	2.375 m (7 ft. 9 in.)	2.375 m (7 ft. 9 in.)	2.375 m (7 ft. 9 in.)	2.375 m (7 ft. 9 in.)	2.375 m (7 ft. 9 in.)
<b>C</b> Ground Clearance	0.40 m (15.7 in.)	0.40 m (15.7 in.)	0.40 m (15.7 in.)	0.40 m (15.7 in.)	0.40 m (15.7 in.)	0.40 m (15.7 in.)
<b>D</b> Length from Centerline to Front Axle	1.45 m (4 ft. 9 in.)	1.45 m (4 ft. 9 in.)	1.45 m (4 ft. 9 in.)	1.45 m (4 ft. 9 in.)	1.45 m (4 ft. 9 in.)	1.45 m (4 ft. 9 in.)
<b>E</b> Wheelbase	2.93 m (9 ft. 7 in.)	2.93 m (9 ft. 7 in.)	2.93 m (9 ft. 7 in.)	2.93 m (9 ft. 7 in.)	2.93 m (9 ft. 7 in.)	2.93 m (9 ft. 7 in.)
<b>F</b> Overall Length, Forks on Ground	8.29 m (27 ft. 2 in.)	8.59 m (28 ft. 2 in.)	8.68 m (28 ft. 6 in.)	8.98 m (29 ft. 6 in.)	9.04 m (29 ft. 8 in.)	9.35 m (30 ft. 8 in.)
<b>G</b> Height to Hinge Pin, Fully Raised	3.89 m (12 ft. 9 in.)	3.89 m (12 ft. 9 in.)	4.17 m (13 ft. 8 in.)	4.17 m (13 ft. 8 in.)	4.49 m (14 ft. 9 in.)	4.49 m (14 ft. 9 in.)
<b>H</b> Reach, Fully Raised	0.80 m (31 in.)	0.80 m (31 in.)	0.92 m (3 ft. 0 in.)	0.92 m (3 ft. 0 in.)	0.97 m (3 ft. 2 in.)	0.97 m (3 ft. 2 in.)
<b>I</b> Fork Height, Fully Raised	3.56 m (11 ft. 8 in.)	3.56 m (11 ft. 8 in.)	3.84 m (12 ft. 7 in.)	3.84 m (12 ft. 7 in.)	4.16 m (13 ft. 8 in.)	4.16 m (13 ft. 8 in.)
<b>J</b> Maximum Reach, Fork Level	1.59 m (5 ft. 3 in.)	1.59 m (5 ft. 3 in.)	1.89 m (6 ft. 2 in.)	1.89 m (6 ft. 2 in.)	2.16 m (7 ft. 1 in.)	2.16 m (7 ft. 1 in.)
<b>K</b> Fork Height, Maximum Reach	1.66 m (5 ft. 5 in.)	1.66 m (5 ft. 5 in.)	1.66 m (5 ft. 5 in.)	1.66 m (5 ft. 5 in.)	1.66 m (5 ft. 5 in.)	1.66 m (5 ft. 5 in.)
<b>L</b> Reach, Ground Level	1.03 m (3 ft. 5 in.)	1.03 m (3 ft. 5 in.)	1.40 m (4 ft. 7 in.)	1.40 m (4 ft. 7 in.)	1.72 m (5 ft. 8 in.)	1.72 m (5 ft. 8 in.)
<b>M</b> Depth Below Ground	91 mm (4 in.)	91 mm (4 in.)	190 mm (7 in.)	190 mm (7 in.)	195 mm (8 in.)	195 mm (8 in.)
<b>N</b> Tine Length	1.52 m (60 in.)	1.83 m (72 in.)	1.52 m (60 in.)	1.83 m (72 in.)	1.52 m (60 in.)	1.83 m (72 in.)
<b>O</b> Load Position, 50% Tine Length	0.76 m (30 in.)	0.91 m (3 ft. 0 in.)	0.76 m (30 in.)	0.91 m (3 ft. 0 in.)	0.76 m (30 in.)	0.91 m (3 ft. 0 in.)

**Dimensions and Specifications  
with Hi-Vis Coupler and Hook-On  
Construction Forks (continued)**

	544L Z-BAR / HIGH-LIFT / HIGH-LIFT PLUS					
	Z-Bar 1.52-m (60 in.) tine length	Z-Bar 1.83-m (72 in.) tine length	High-Lift 1.52-m (60 in.) tine length	High-Lift 1.83-m (72 in.) tine length	High-Lift Plus 1.52-m (60 in.) tine length	High-Lift Plus 1.83-m (72 in.) tine length
Specifications with Forks						
Tipping Load, Straight, No Tire Deflection	7263 kg (16,013 lb.)	6852 kg (15,107 lb.)	6480 kg (14,287 lb.)	6132 kg (13,520 lb.)	5909 kg (13,027 lb.)	5604 kg (12,355 lb.)
Tipping Load, Straight, with Tire Deflection	7068 kg (15,582 lb.)	6669 kg (14,703 lb.)	6309 kg (13,909 lb.)	5973 kg (13,168 lb.)	5751 kg (12,679 lb.)	5451 kg (12,017 lb.)
Tipping Load, 40-deg. Full Turn, No Tire Deflection	6261 kg (13,804 lb.)	5897 kg (13,001 lb.)	5556 kg (12,249 lb.)	5248 kg (11,569 lb.)	5033 kg (11,096 lb.)	4763 kg (10,501 lb.)
Tipping Load, 40-deg. Full Turn, with Tire Deflection	5991 kg (13,208 lb.)	5649 kg (12,454 lb.)	5319 kg (11,726 lb.)	5031 kg (11,091 lb.)	4830 kg (10,648 lb.)	4566 kg (10,066 lb.)
Rated Operating Load, 50% Full-Turn Tipping Load, with Tire Deflection (conforms to ISO 14397-1 and SAE J1197)*	2996 kg (6,604 lb.)	2825 kg (6,227 lb.)	2660 kg (5,863 lb.)	2516 kg (5,546 lb.)	2415 kg (5,324 lb.)	2283 kg (5,033 lb.)
Rated Operating Load, Rough Terrain, 60% Full-Turn Tipping Load, with Tire Deflection (conforms to EN474-3)*	3595 kg (7,925 lb.)	3389 kg (7,472 lb.)	3191 kg (7,036 lb.)	3019 kg (6,655 lb.)	2898 kg (6,389 lb.)	2740 kg (6,040 lb.)
Rated Operating Load, Firm and Level Ground, 80% Full-Turn Tipping Load, with Tire Deflection (conforms to EN474-3)*	4793 kg (10,566 lb.)	4519 kg (9,963 lb.)	4255 kg (9,381 lb.)	4025 kg (8,873 lb.)	3864 kg (8,519 lb.)	3653 kg (8,053 lb.)
Operating Weight	14 108 kg (31,103 lb.)	14 168 kg (31,236 lb.)	14 297 kg (31,520 lb.)	14 357 kg (31,652 lb.)	14 483 kg (31,930 lb.)	14 544 kg (32,063 lb.)

Loader operating information is based on machine with identified linkage and standard equipment; PowerTech PVS 6068 (EPA Final Tier 4/EU Stage V) engine, ROPS cab, rear cast bumper/counterweight, transmission side-frame guards, bottom guards, standard tires, full fuel tank, and 79-kg (175 lb.) operator. This information is affected by changes in tires, ballast, and different attachments.

\*Rated operating capacity based on Deere attachments only.

**Adjustments to Operating Weights and Tipping Loads with Buckets**

Adjustments to operating weights, tipping loads, and tires are based on Z-Bar machine with pin-on 2.3-m<sup>3</sup> (3.0 cu. yd.) general-purpose bucket with bolt-on cutting edge, ROPS cab, rear cast bumper/counterweight, transmission side-frame guards, bottom guards, standard tires, full fuel tank, and 79-kg (175 lb.) operator\*

Add (+) or deduct (-) kg (lb.) as indicated for loaders with 3-piece rims	Tipping Load, Straight		Tipping Load, 40-deg. Full Turn		Tread Width	Width Over Tires	Vertical Height
	Operating Weight						
Michelin 20.5 R 25, 1 Star L-3 XHA2	0 kg (0 lb.)	0 kg (0 lb.)	0 kg (0 lb.)	0 kg (0 lb.)	0 mm (0 in.)	0 mm (0 in.)	0 mm (0 in.)
Bridgestone 20.5 R 25, 1 Star L-3 VJT	+4 kg (+9 lb.)	+3 kg (+6 lb.)	+2 kg (+5 lb.)	+2 kg (+5 lb.)	0 mm (0 in.)	+2 mm (+0.1 in.)	-41 mm (-1.6 in.)
Titan 20.5 R 25, 1 Star L-3 STL3	+11 kg (+23 lb.)	+7 kg (+16 lb.)	+7 kg (+16 lb.)	+7 kg (+16 lb.)	0 mm (0 in.)	-7 mm (-0.3 in.)	-5 mm (-0.2 in.)
Michelin 20.5 R 25, 1 Star L-2 XTLA	-152 kg (-335 lb.)	-107 kg (-235 lb.)	-94 kg (-207 lb.)	-94 kg (-207 lb.)	0 mm (0 in.)	+4 mm (+0.2 in.)	-11 mm (-0.4 in.)
Bridgestone 20.5 R 25, 1 Star L-2 VUT	-65 kg (-144 lb.)	-46 kg (-101 lb.)	-40 kg (-89 lb.)	-40 kg (-89 lb.)	0 mm (0 in.)	+3 mm (+0.1 in.)	-10 mm (-0.4 in.)
Titan 20.5 R 25, 1 Star L-2 TGD2	-85 kg (-188 lb.)	-60 kg (-132 lb.)	-53 kg (-116 lb.)	-53 kg (-116 lb.)	0 mm (0 in.)	-7 mm (-0.3 in.)	-10 mm (-0.4 in.)
Titan 20.5-25, 16 PR L-2	-245 kg (-541 lb.)	-172 kg (-379 lb.)	-152 kg (-335 lb.)	-152 kg (-335 lb.)	0 mm (0 in.)	+8 mm (+0.3 in.)	-2 mm (-0.1 in.)
Firestone 20.5-25, 16 PR L-2 SGG LD	-280 kg (-617 lb.)	-196 kg (-433 lb.)	-173 kg (-382 lb.)	-173 kg (-382 lb.)	0 mm (0 in.)	+5 mm (+0.2 in.)	-1 mm (0 in.)
Titan 20.5-25, 12 PR L-2	-266 kg (-587 lb.)	-187 kg (-412 lb.)	-165 kg (-363 lb.)	-165 kg (-363 lb.)	0 mm (0 in.)	+8 mm (+0.3 in.)	-2 mm (-0.1 in.)
Firestone 20.5-25, 16 PR L-3 SRG LD	-276 kg (-608 lb.)	-194 kg (-427 lb.)	-171 kg (-376 lb.)	-171 kg (-376 lb.)	0 mm (0 in.)	+8 mm (+0.3 in.)	+3 mm (+0.1 in.)
Michelin 20.5 R 25, 1 Star L2 SNO-PLUS	-96 kg (-212 lb.)	-67 kg (-148 lb.)	-59 kg (-131 lb.)	-59 kg (-131 lb.)	0 mm (0 in.)	+6 mm (+0.2 in.)	-16 mm (-0.6 in.)
Michelin 620/75R26 MegaXbib <sup>6</sup>	-189 kg (-417 lb.)	-133 kg (-293 lb.)	-117 kg (-258 lb.)	-117 kg (-258 lb.)	+187 mm (+7.4 in.)	+247 mm (+9.7 in.)	+23 mm (+0.9 in.)
Michelin 750/65R26 MegaXbib <sup>6</sup>	+55 kg (+121 lb.)	+38 kg (+85 lb.)	+34 kg (+75 lb.)	+34 kg (+75 lb.)	+322 mm (+12.7 in.)	+521 mm (+20.5 in.)	+36 mm (+1.4 in.)
CaCl <sub>2</sub> in 20.5-25, L-3 Rear Tires, 75% Fill	+825 kg (+1,820 lb.)	+1157 kg (+2,551 lb.)	+1020 kg (+2,250 lb.)		N/A	N/A	N/A

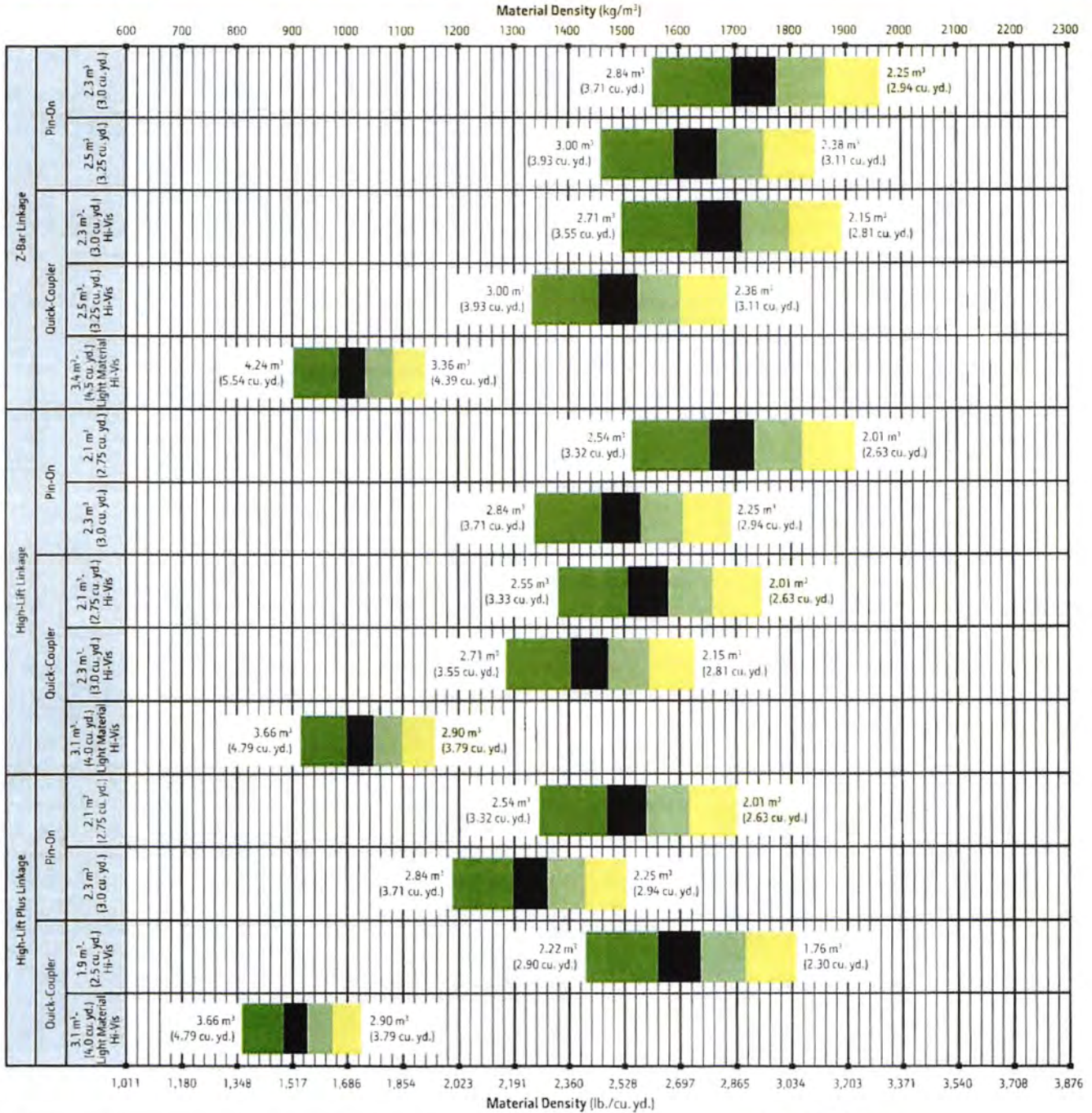
\*May change based on vehicle configuration, weight, or tire-pressure adjustments.

<sup>6</sup>Equipped with 1-piece rims.

<sup>6</sup>Requires 8-deg. rear axle stops.

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**Bucket Selection Guides** **544L Z-BAR / HIGH-LIFT / HIGH-LIFT PLUS**



LOOSE MATERIALS		kg/m <sup>3</sup>	lb./cu. yd.	LOOSE MATERIALS		kg/m <sup>3</sup>	lb./cu. yd.
Chips, pulpwood	288	486	Limestone, coarse, sized	1570	2,646		
Cinders (coal, ashes, clinkers)	673	1,134	Limestone, mixed sizes	1682	2,835		
Clay and gravel, dry	1602	2,700	Limestone, pulverized or crushed	1362	2,295		
Clay, compact, solid	1746	2,943	Sand, damp	2083	3,510		
Clay, dry in lump loose	1009	1,701	Sand, dry	1762	2,970		
Clay, excavated in water	1282	2,160	Sand, voids, full of water	2083	3,510		
Coal, anthracite, broken, loose	865	1,458	Sandstone, quarried	1314	2,214		
Coal, bituminous, moderately wet	801	1,350	Shale, broken crushed	1362	2,295		
Earth, common loam, dry	1218	2,052	Slag, furnace granulated	1955	3,294		
Earth, mud, packed	1843	3,105	Stone or gravel, 37.5 to 87.5-mm (1.5 to 3.5 in.) size	1442	2,430		
Granite, broken	1538	2,592	Stone or gravel, 18.75-mm (0.75 in.) size	1602	2,700		
Gypsum	2275	3,834					



# Additional equipment

Key: ● Standard ▲ Optional or special See your John Deere dealer for further information.

524	544	624	Engine
●	●	●	Wet-sleeve cylinder liners
●	●	●	Automatic glow plugs for cold start
●	●	●	Programmable auto-idle and auto shutdown
●	●	●	Selected idle adjustment from 900–1,250 rpm
●	●	●	Starter protection
●	●	●	Automatic engine cool-down timer
●	●	●	Automatic derating for exceeded system temperatures
●	●	●	Serpentine drive belt for automatic tensioner
●	●	●	Electrical fuel-priming pump
●	●	●	Dual-stage fuel filter and water separator
●	●	●	500-hour vertical spin-on oil filter
▲	▲	▲	Engine-compartment light
▲	▲	▲	Chrome exhaust stack
▲	▲	▲	Engine-block heater (recommended for cold starts below –23 deg. C [–10 deg. F])
▲	▲	▲	Centrifugal engine air pre-cleaner
▲	▲	▲	Throttle lock
			Powertrain
●	●	●	Programmable maximum high gear
●	●	●	Clutch calibration engaged from monitor
●	●	●	2,000-hour vertical spin-on transmission filter
●	●	●	Transmission fill tube and sight gauge
●	●	●	Transmission diagnostic ports
●	●	●	5-speed transmission with lockup torque converter
●	▲	▲	5-speed transmission with non-lockup torque converter
●	●	●	Front locking differential
▲	▲	▲	Rear locking differential
●	●	●	Brake retractors and adjusters
▲	▲	▲	Automatic differential lock
●	●	●	Axle oil temperature sensing
▲	▲	▲	Wheel-spin control
			Quad-Cool™ Cooling System
●	●	●	Heavy-duty, trash-resistant radiator and high-ambient cooling package
●	●	●	2-side access to all coolers
●	●	●	Isolated from engine compartment
●	●	●	Engine radiator
●	●	●	Integral engine oil cooler
●	●	●	Hydraulic oil cooler (oil to air)
●	●	●	Transmission oil cooler (oil to air)
●	●	●	Charge air cooler (air to air)
●	●	●	Fuel cooler
●	●	●	Coolant recovery tank
●	●	●	Antifreeze, –37 deg. C [–34 deg. F]
●	●	●	Cool-on-demand, hydraulically driven, swing-out fan
●	●	●	Enclosed fan safety guard
▲	▲	▲	Automatic reversing fan drive
▲	▲	●	Axle and service-brake coolers

524	544	624	Hydraulics
●	●	●	In-cab adjustable automatic return-to-dig bucket positioner
●	●	●	In-cab adjustable automatic boom-height kickout/return to carry
●	●	●	Reservoir with sight gauge and fill strainer
●	●	●	Hydraulic diagnostic ports
●	●	●	4,000-hour in-tank filter
●	●	●	2 function — joystick with F-N-R
▲	▲	▲	2 function — 2-lever fingertip controls and steering column F-N-R
▲	▲	▲	3 function — joystick with F-N-R and integrated 3rd-function roller
▲	▲	▲	3 function — 3-lever fingertip controls and steering column F-N-R
▲	▲	▲	4 function — joystick with F-N-R and integrated 3rd/4th function rollers
●	●	●	2 programmable multifunction buttons
●	●	●	Adjustable and continuous hydraulic-flow settings
●	●	●	Programmable attachment settings
▲	▲	▲	Ride control, automatic with monitor-adjustable speed settings
▲	▲	▲	Hydraulic control system for quick-coupler locking pins
▲	▲	▲	Hydrau™ XR cold-temperature hydraulic fluid recommended below –25 deg. C. [–13 deg. F]
			Steering Systems
●	●	●	Conventional steering wheel with spinner knob
▲	▲	▲	Secondary steering
			Electrical
●	●	●	Solid-state electrical power-distribution system
●	●	●	Lockable master electrical-disconnect switch
●	●	●	Battery-terminal safety covers
●	●	●	By-pass start safety cover at starter
●	●	●	Remote jump-start access in battery box
●	●	●	Pre-wired for beacon/strobe light
●	●	●	Lights: Halogen driving lights with guards (2) / Front (4), rear cab (2), and rear grille (2) work lights / LED front turn signals and flashers / LED stop and taillights
▲	▲	▲	Premium LED light package (all exterior lights are heavy-duty LED)
●	●	●	Programmable courtesy lights
●	●	●	Horn, electric
●	●	●	Reverse warning alarm
●	●	●	Multifunction/multi-language 178-mm (7 in.) LCD color monitor includes: Digital instruments — Analog display (hydraulic oil temperature, engine coolant temperature, transmission oil temperature, and engine oil pressure) / Digital display (engine rpm, transmission gear/direction indicator, hour meter, fuel level, diesel exhaust fluid (DEF) level, speedometer, odometer, and average fuel consumption)
▲	▲	▲	Multifunction/multi-language 127-mm (5 in.) LCD color monitor includes: Digital instruments — Analog display (hydraulic oil temperature, engine coolant temperature, transmission oil temperature, and engine oil pressure) / Digital display (engine rpm, transmission gear/direction indicator, hour meter, fuel level, DEF level, speedometer, odometer, and average fuel consumption)
▲	▲	▲	Integrated cycle counter with 5 categories
●	●	●	Indicator lights: Standard and selected options / Amber caution and red stop

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# Additional equipment *(cont.)*

Key: ● Standard ▲ Optional or special See your John Deere dealer for further information.

524	544	624	Electrical <i>(continued)</i>
●	●	●	Operator-warning messages
●	●	●	Built-in diagnostics: Diagnostic-code details / Sensor values / Calibrations / Individual circuit tester
▲	▲	▲	Electrical corrosion-prevention package
●	●	●	Standard AM/FM/Weather-Band (WB) radio with remote auxiliary port
▲	▲	▲	Premium AM/FM/WB radio with Bluetooth®, remote auxiliary port, and remote USB port (premium cab only)
●	●	●	24- to 12-volt, 8-amp converter and 3 in-cab power ports
▲	▲	▲	24- to 12-volt, 15- or 30-amp converter and 3 in-cab power ports
Operator's Station			
●	●	●	Standard cab with air conditioning/heater (ROPS/FOPS Level 1, isolation mounted)
▲	▲	▲	Premium cab with air conditioning/heater (ROPS/FOPS Level 1, isolation mounted)
▲	▲	▲	Automatic temperature control (premium cab only)
●	●	●	Keyless start with multiple security modes
●	●	●	Sealed-switch module with function indicators
●	●	●	Seat with backrest extension, deep foam, fabric cover, and adjustable air suspension
▲	▲	▲	Premium seat with high-wide back and headrest extension, heated and ventilated, leather/fabric cover, and adjustable heavy-duty air suspension
●	●	●	Hydraulic controls integrated to seat
●	●	●	High-visibility, bright-orange seat belt, 76 mm {3 in.}, with retractor
●	●	●	Cup holder and cup/thermos holder with retaining strap
●	●	●	Lunch-box/cooler holder with tie-down brackets
●	●	●	Coat hook
●	●	●	LED dome and reading light
●	●	●	Rubber floor mat
●	●	●	Dual-tilt steering column
●	●	●	Operator's manual storage compartment
●	●	●	Outside (2) and inside (1) rearview mirrors
▲	▲	▲	Heated outside mirrors with convex lens
▲	▲	▲	In-cab adjustable heated outside mirrors with convex lens (premium cab only)
●	●	●	Left-side operator-station access
●	●	●	Slip-resistant steps and ergonomic handholds
●	●	●	Pull-down front sun visor
●	●	●	Front and rear intermittent windshield wipers and washers
▲	▲	▲	Powered cab air pre-cleaner
▲	▲	▲	Beacon bracket only
▲	▲	▲	Beacon bracket with strobe beacon
▲	▲	▲	Rearview camera
▲	▲	▲	Rearview camera and radar object-detection system
▲	▲	▲	Dedicated 178-mm (7 in.) rear camera display
●	●	●	LOADRITE™ L2180™ Payload Scale Ready
▲	▲	▲	LOADRITE L2180 Payload Scale
▲	▲	▲	Fire extinguisher

524	544	624	Loader Linkage
●	●	●	Z-Bar loader linkage (parallel lift)
▲	▲	▲	High-Lift Z-Bar loader linkage (parallel lift)
▲	▲	▲	High-Lift Plus Z-Bar loader linkage (parallel lift)
▲	▲	▲	Tool Carrier linkage for visibility (parallel lift)
Buckets and Attachments			
▲	▲	▲	Full line of Deere pin-on buckets
▲	▲	▲	Worksite Pro™ hydraulic coupler which accepts JRB-pattern attachments
▲	▲	▲	Hi-Vis hydraulic coupler which accepts Euro-pattern attachments (ISO)
▲	▲	▲	Full line of Deere hook-on buckets and forks
Overall Vehicle			
●	●	●	JDLink™ wireless communication system (available in specific countries; see your dealer for details)
●	●	●	NeverGrease™ rear-axle oscillation
●	●	●	Front and rear tie-downs
●	●	●	Rear cast bumper/counterweight with rear hitch and locking pin
●	●	●	Articulation locking bar
●	●	●	Loader boom service locking bar
●	●	●	40-deg. steering articulation to each side with rubber-cushion stops on frame
●	●	●	Vandal protection with lockable engine enclosures, right counterweight storage, and filler access for radiator/fuel/DEF/hydraulic transmission
●	●	●	Left-side service steps and handholds
▲	▲	▲	Right-side service steps and handrails
▲	▲	▲	Left-side close-mounted steps
●	●	●	Storage compartment
●	●	●	Fuel-tank fill strainer
●	●	●	Heavy-duty fuel-tank guard
●	●	●	DEF and ground-level fueling
●	●	●	Same-side ground-level daily servicing
●	●	●	20.5R25 tires on 3-piece rims
▲	▲	▲	Ag material-handling package
		▲	Waste handler (Z-Bar and High-Lift)
▲	▲	▲	Environmental drains and sample ports for engine, transmission, hydraulic oils, and engine coolant
●	●	●	Fenders, front narrow
▲	▲	▲	Fenders, front full width
▲	▲	▲	Fenders, front and rear full width
▲	▲	▲	Fenders, front and rear full width with mudflaps
▲	▲	▲	Less wheels and tires with 8-deg. axle stops
▲	▲	▲	Rims less tires
▲	▲	▲	Transmission side-frame and bottom guards
▲	▲	▲	Lift eyes
▲	▲	▲	License-plate bracket and light
		▲	Special guarding for waste applications

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