



TENTATIVE AGENDA  
OTTUMWA CITY COUNCIL

REGULAR MEETING NO. 10  
Bridge View Center, 102 Church St.

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

PLEDGE OF ALLEGIANCE

- A. ROLL CALL: Council Member Bossou, Galloway, Hoffman, McAntire, Caviness and Mayor Johnson.
- B. CONSENT AGENDA:
1. Minutes from Regular Meeting No. 8 on February 20, 2024 and Special Meeting No. 9 on February 26, 2024 as presented.
  2. Acknowledge and approve March 5, 2024 Claims List as submitted by the Finance Department.
  3. Civil Service Eligibility List for February 28, 2024: Automotive Mechanic Entrance.
  4. Proclamation of March 14, 2024 as World Kidney Day and March being National Kidney Month.
  5. Approve Drug Task Force Bryne-JAG Grant Submission via internet and authorize the Mayor to sign all related documents.
  6. Fixing date for a public hearing to consider revision of Lease Agreement between the City of Ottumwa and Musco Sport Lighting, LLC.
  7. Fixing date for a public hearing to consider a Ground Lease Agreement between the City of Ottumwa and the Southeast Iowa Sports Commission for the construction of an Indoor Sports Facility.
  8. Resolution No. 61-2024, fixing date for a public hearing on the proposal to convey certain real property located at 119 North Ward Street and providing for publication of notice thereof.
  9. Resolution No. 63-2024, fixing date for a public hearing on the proposal to convey certain real property to The Wapello County Historical Society, and providing for publication of notice thereof.
  10. Beer and/or liquor applications for: LIDTKA Ventures LLC dba Garrison Rock, 305 E. Main Street, with outdoor service area; Joes Kitchen, LLC dba Joes Italian Restaurant, 332 E. Main Street, with outdoor service area; Cerro Grande Meats & Market, 311 E. Main Street; all applications pending final inspections.

C APPROVAL OF AGENDA

D. ADMINISTRATORS REPORT TO COUNCIL AND CITIZENS:

1. Status of Financial Reporting of City Funds – Jessica Kinser, Interim Finance Director.

***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. PUBLIC HEARING:

1. This is the time, place and date set for a public hearing on the proposal to convey certain real property to Indian Hills Community College.
  - A. Open the public hearing.
  - B. Close the public hearing.
  - C. Resolution No. 46-2024, approving and authorizing the conveyance of certain real property located at 508 North Court to Indian Hills Community College for \$1.

RECOMMENDATION: Pass and adopt Resolution No. 46-2024.

G. ORDINANCES:

1. Ordinance No. 3223-2024, amending the Municipal Code of the City of Ottumwa, Iowa, by Amending Section 31-14(a) entitled "Fees and Charges, Costs."

RECOMMENDATION: Pass the Third Consideration and Adopt Ordinance No. 3223-2024.

2. Ordinance No. 3224-2024, an Ordinance permitting Class B Master Electricians to perform electrical work in the City of Ottumwa by Repealing and Replacing Section 13-5 of the Municipal Code of the City of Ottumwa, Wapello County, Iowa.

RECOMMENDATION: Pass the First Consideration of Ordinance No. 3224-2024.

H. DEPARTMENTAL, BOARD, OR COMMISSION RECOMMENDATIONS/REPORTS:

1. Open Letter for Municipalities to the Environmental Protection Agency to urge finalization of the eRIN Pathway.

RECOMMENDATION: Authorize the Mayor to sign the open letter prepared by Vespene Energy.

2. Historic Preservation Certified Local Government Annual Report.

RECOMMENDATION: Accept Certified Local Government Annual Report.

I. RESOLUTIONS:

1. Resolution No. 59-2024, setting April 2, 2024 at 5:30 P.M. for a Public Hearing on the FY25 Proposed Property Tax Levy.

RECOMMENDATION: Pass and adopt Resolution No. 59-2024.

2. Resolution No. 60-2024, awarding the contract for the Sanitary Sewer Spot Repair Project to Central Iowa Televising DBA CIT Sewer Solutions, of McCallsburg, Iowa, in the amount of \$39,196.

RECOMMENDATION: Pass and adopt Resolution No. 60-2024.

3. Resolution No. 65-2024, approving Amendment to Agreement between the City of Ottumwa and Shive-Hattery to add construction services for the Albia Road-Quincy Avenue Roundabout project.

RECOMMENDATION: Pass and adopt Resolution No. 65-2024.

4. Resolution No. 66-2024, approving Change Order No. 1 for the Legacy Fields Soccer Complex Project.

RECOMMENDATION: Pass and adopt Resolution No. 66-2024.

5. Resolution No. 67-2024, approving Professional Services Agreement between the City of Ottumwa and HDR Inc. for the WPCF Primary Clarifier Repair Project and authorizing the Mayor to sign the agreement.

RECOMMENDATION: Pass and adopt Resolution No. 67-2024.

6. Resolution No. 68-2024, approving the Design Contract between the City of Ottumwa and Willett Hofmann and Associates, Inc. for the Depot Building A/C Project.

RECOMMENDATION: Pass and adopt Resolution No. 68-2024.

#### 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. MAYOR/CITY COUNCIL REPORT AND/OR COMMUNICATIONS

#### ADJOURN

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



[ CITY OF ]  
O T T U M W A

**FAX COVER SHEET**

City of Ottumwa

DATE: 3/1/2024 TIME: 12:45 PM NO. OF PAGES 4  
(Including Cover Sheet)

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

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

FROM: Christina Reinhard

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

MEMO: Tentative Agenda for the Regular City Council Meeting #10 to be held on 3/5/2024 at 5:30 P.M. at the Bridge View Center, 102 Church Street.

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 DEPT. ID 4717  
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KTVO  
 Ottumwa Waterworks  
 Ottumwa Courier  
 Tom FM



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TX REPORT  
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REGULAR MEETING NO. 8  
Bridge View Center, 102 Church St.

February 20, 2024  
5:30 O'Clock P.M.

The meeting was called to order at 5:30 P.M.

Present were Council Member McAntire, Caviness, Bossou, Galloway, Hoffman and Mayor Johnson.

Mayor Johnson did Oath of Office to members of Ottumwa Youth City Council: David Ewing, Arrielle Griffin, Lara Laguerre, Isabella Hoffman, Hayley Miller, Griffin Hayek, Kylie Norman.

Galloway moved, seconded by Bossou to approve consent agenda items: Mins. from Regular Mtg. No. 6 on Feb. 6, 2024 and Special Work Session No. 7 on Feb. 13, 2024 as presented; Ack. and approve Feb. 20, 2024 Claims List submitted by Finance Dept.; Ack. Dec. 2023 and Jan. 2024 Financial Stmt. And bank reconciliations submitted by Finance Dept.; Res. No. 45-2024, fixing date for public hearing on proposal to convey certain real property to IHCC and providing for publication of notice thereof; Beer and/or liquor applications for: Cedar Creek Golf Course, 13120 Angle Rd., with osa; all applications pending final inspections. All ayes.

Caviness moved, seconded by Hoffman to approve agenda as presented. All ayes.

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

This was the time, place and date set for a public hearing on proposal to convey certain real property to Wilson B&L, LLC. PW Dir./City Eng. Burgmeier reported this is an exchange of real estate parcels; the City is conveying 0.24 acres to Wilson B&L, LLC, located on the northeast side of the intersection of N. Quincy Ave., and Albia Rd.; and in exchange, Wilson B&L, LLC is conveying 0.41 acres, located on the south side of the same intersection. No monetary exchange. No objections rec'd. Galloway moved, seconded by McAntire to close public hearing. All ayes.

Caviness moved, seconded by Hoffman that Res. No. 27-2024, approving and auth. conveyance of certain real property to Wilson B & L, LLC, be passed and adopted. All ayes.

This was the time, place and date set for a public hearing to review Environmental Information Document (EID) for State Revolving Fund (SRF) Loan and to make available to the public the contents of said document. Burgmeier reported this is one of the required steps in the process to secure SRF funding for Ph. 8, Div. 3 Sewer Separation Project. Randy Johnson with V&K was also present for any questions. No objections rec'd. Galloway moved, seconded by Hoffman to close public hearing. All ayes.

Caviness moved, seconded by McAntire that Res. No. 47-2024, approving Environmental Information Document for State Revolving Fund (SRF) Loan for Ph. 8, Div. 3, Sewer Separation Project, and auth. Mayor to sign, be passed and adopted. All ayes.

This was the time, place and date set for a public hearing approving plans, specs., form of contract and est. cost for S. Milner St. Reconstruction (Portafield to Hand) Project. Burgmeier reported. No objections rec'd. Galloway moved, seconded by Hoffman to close public hearing. All ayes.

Caviness moved, seconded by McAntire that Res. No. 48-2024, approving plans, specs., form of contract and est. cost for S. Milner Reconstruction (Portafield to Hand) Project, be passed and adopted. All ayes.

This was the time, place and date set for a public hearing approving plans, specs., form of contract and est. cost for Asphalt St. Repair Program 2024. No objections rec'd. Galloway moved, seconded by McAntire to close public hearing. All ayes.

Caviness moved, seconded by Hoffman that Res. No. 49-2024, approving plans, specs., form of contract and est. cost for Asphalt St. Repair Program 2024, be passed and adopted. All ayes.

This was the time, place and date set for a public hearing approving plans, specs., form of contract and est. cost for Albia Rd. N. Quincy Ave. Roundabout Project. No objections rec'd. Caviness moved, seconded by McAntire to close public hearing. All ayes.

Caviness moved, seconded by McAntire that Res. No. 50-2024, approving plans, specs., form of contract and est. cost for Albia Rd. N. Quincy Ave. Roundabout Project, be passed and adopted. All ayes.

This was the time, place and date set for a public hearing on auth. of Loan Agt. and issuance of Notes not to exceed \$6,000,000 to evidence the obligation of the City thereunder. No objections rec'd. Caviness moved, seconded by Hoffman to close public hearing. All ayes.

Galloway moved, seconded by McAntire that Res. No. 51-2024, instituting proceedings to take additional action for issuance of Not to exceed \$6,000,000 Gen. Obligation Capital Loan Notes (ECP-1), be passed and adopted. All ayes.

This was the time, place and date set for a public hearing on auth. of Loan Agt. and issuance of Notes not to exceed \$700,000 to evidence the obligation of the City thereunder. No objections rec'd. McAntire moved, seconded by Bossou to close public hearing. All ayes.

Caviness moved, seconded by McAntire that Res. No. 52-2024, instituting proceedings to take additional action for issuance of Notes not to exceed \$700,000 Gen. Obligation Capital Loan Notes (GCP-2), be passed and adopted. All ayes.

This was the time, place and date set for a public hearing on auth. of Loan Agt. and issuance of Notes not to exceed \$700,000 to evidence the obligation of the City thereunder. No objections rec'd. Galloway moved, seconded by McAntire to close public hearing. All ayes.

Caviness moved, seconded by McAntire that Res. No. 53-2024, instituting proceedings to take additional action for issuance of Notes not to exceed \$700,000 Gen. Obligation Capital Loan Notes (GCP-3), be passed and adopted. All ayes.

Hoffman moved, seconded by McAntire that Res. No. 54-2024, auth. Issuance of \$7,400,000 Gen. Obligation Capital Loan Notes, Series 2024, and Levying a Tax for the Payment Thereof, be passed and adopted. All ayes.

This was the time, place and date set for a public hearing on the matter of a petition to re-establish and continue the Downtown Ottumwa Self-Supporting Municipal Improvement District (SSMID). No objections rec'd. Galloway moved, seconded by McAntire to close public hearing. All ayes.

Caviness moved, seconded by Hoffman that Res. No. 56-2024, auth. an ord. for re-establishment and cont. of Downtown Ottumwa SSMID, be passed and adopted. All ayes.



Caviness moved, seconded by Hoffman to pass the second consideration of Ord. No. 3223-2024, amending Municipal Code of City of Ottumwa, IA, by Amending Section 31-14(a) entitled "Fees and Charges, Costs." All ayes.

Caviness moved, seconded by McAntire that Res. No. 28-2024, approving and auth. purchase of certain real property and auth. execution of real estate purchase Agt. with Iowa State Bank and Trust Company of Fairfield, IA, be passed and adopted. All ayes.

Caviness moved, seconded by Hoffman that Res. No. 29-2024, approving and auth. purchase of certain real property and auth. execution of a real estate purchase Agt. with Rodney Burns, be passed and adopted. All ayes.

Caviness moved, seconded by McAntire that Res. No. 33-2024, auth. Mayor to execute two (2) Permanent Easements and four (4) Temporary Construction Easement Agts. for the Construction and Maintenance of Albia Rd. and Quincy Ave. Roundabout Project, be passed and adopted. All ayes.

Caviness moved, seconded by McAntire that Res. No. 44-2024, waiving bldg. permit fees for Ottumwa Sportsplex Project, be passed and adopted. All ayes.

Caviness moved, seconded by Hoffman that Res. No. 55-2024, approving New Lab and Hauled Waste Fees for WPCF, be passed and adopted. All ayes.

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

Council person Bossou reported she will be absent March 5, 2024 due to Parent Teacher Conferences.

City Admin. Rath further reported on FY24/25 Budget items. Enterprise Funds – 670 Landfill; 671 Landfill Reserve; 673 Recycling. 750 Golf Course Fund. HR Dir. Codjoe reported on Internal Service Funds - 860 Group Health Insurance 861 Post 65 Retiree Insurance; 862 Dental Insurance; 863 Life Insurance.

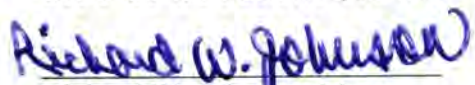
There being no further business, Caviness moved, seconded by McAntire that the mtg. adjourn. All ayes.

Adjournment was at 7:02 P.M.

ATTEST:

  
Christina Reinhard, CMC, City Clerk

CITY OF OTTUMWA, IOWA

  
Richard W. Johnson, Mayor

Published in the Ottumwa Courier on 3/02/2024.

OTTUMWA CITY COUNCIL MINUTES

SPECIAL MEETING NO. 9  
Room 8B – Depot Conference Room

February 26, 2024  
5:30 O’Clock P.M.

The meeting was called to order at 5:30 P.M.

Present were Council Member Caviness, Bossou, Galloway, Hoffman, McAntire and Mayor Johnson.

Hoffman moved, seconded by McAntire to approve agenda as presented. All ayes.

Galloway moved, seconded by Caviness to enter closed session in accordance with IA Code Section 21.5(1)(i). (“To evaluate the professional competency of an individual whose appointment, hiring, performance, or discharge is being considered when necessary to prevent needless and irreparable injury to that individual’s reputation and that individual requests a closed session.”) for the purpose of discussing City Administrator’s performance goals tied to his evaluation and Speemployment contract. All ayes.

The meeting entered closed session at 5:32 P.M.

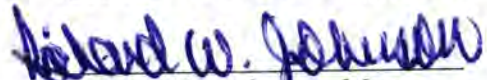
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Hoffman moved, seconded by Caviness to return to open session at 7:15 P.M. All ayes.

There being no further discussion, Galloway moved, seconded by Hoffman to adjourn. All ayes.

Adjournment was at 7:18 P.M.

CITY OF OTTUMWA, IOWA

  
Richard W. Johnson, Mayor

ATTEST:

  
Christina Reinhard, CMC, City Clerk

Published in the Ottumwa Courier on 3/07/2024.

BATCH NUMBER CHKX

CASH CODE	ACCOUNT NUMBER	ACCOUNT DESCRIPTION	VOUCHER NUMBER	INVOICE DATE	P.O. NUMBER	VOUCHER DESCRIPTION	TRANSACTION AMOUNT
01001	00166106411	LEGAL FEES	VR 24030601-004	02/19/2024	-	CLIENT 10981 MATTER 181	137.00
01001	00166106411	LEGAL FEES	VR 24030601-003	02/19/2024	-	CLIENT 10981 MATTER 184	486.00
01001	00166156411	Legal Fees	VR 24030601-001	02/19/2024	-	CLIENT 10981 MATTER 000	3562.00
01151	15133426411	LEGAL FEES	VR 24030601-007	02/19/2024	-	CLIENT 10981	1153.00
01001	00166106411	LEGAL FEES	VR 24030601-006	02/19/2024	-	CLIENT 10981 MATTER 92	216.00
01001	00166106411	LEGAL FEES	VR 24030601-005	02/19/2024	-	CLIENT 10981 MATTER 132	136.00
01125	12555526411	LEGAL FEES	VR 24030601-002	02/19/2024	-	CLIENT 10981 MATTER 185	238.00
01001	00166106411	LEGAL FEES	VR 24030601-008	02/20/2024	-	CLIENT 10981	11702.19
01151	15133426411	LEGAL FEES	VR 24030601-009	02/20/2024	-	CLIENT 10981	4658.03
CHECK TOTAL FOR CHECK NUMBER 220224 DATED 03/01/2024 WRITTEN TO 00800 AHLERS & COONEY P.C. for the amount of							22288.22
01110	11022986331	VHCL MTCE SUPPLIES	VR 24030602-032	02/09/2024	-	#29	43.66
CHECK TOTAL FOR CHECK NUMBER 220225 DATED 03/01/2024 WRITTEN TO 01304 ALL ROADS TRUCK & TRAILERfor the amount of							43.66
01670	67088406331	VHCL MTCE SUPPLIES	VR 24030601-010	02/06/2024	-	604779	1613.07
01670	67088406331	VHCL MTCE SUPPLIES	VR 24030601-011	02/06/2024	-	604779	266.58
01670	67088406331	VHCL MTCE SUPPLIES	VR 24030601-012	02/07/2024	-	604779	-800.51
CHECK TOTAL FOR CHECK NUMBER 220226 DATED 03/01/2024 WRITTEN TO 02080 ALTORFER INC. for the amount of							1079.14
01131	13122806507	OPERATING SUPPLIES	VR 24030602-007	02/22/2024	-	12985530	124.64
CHECK TOTAL FOR CHECK NUMBER 220227 DATED 03/01/2024 WRITTEN TO 02592 AMERICAN BOTTLING COMPANYfor the amount of							124.64
01610	61088156507	OPERATING SUPPLIES	VR 24030601-013	01/24/2024	-	SHOP DOOR	971.80
CHECK TOTAL FOR CHECK NUMBER 220228 DATED 03/01/2024 WRITTEN TO 05465 ARRC GARAGE DOORS LLC for the amount of							971.80
01110	11022986331	VHCL MTCE SUPPLIES	VR 24030604-032	02/21/2024	-	248088	78.99
CHECK TOTAL FOR CHECK NUMBER 220229 DATED 03/01/2024 WRITTEN TO 05860 AUTOZONE INC for the amount of							78.99
01173	17344136525	LIBRARY MAT-GRUBB ESTATE	VR 24030601-014	02/09/2024	-	133040	50.00
CHECK TOTAL FOR CHECK NUMBER 220230 DATED 03/01/2024 WRITTEN TO 09352 BLACKSTONE PUBLISHING for the amount of							50.00
01110	11022986331	VHCL MTCE SUPPLIES	VR 24030601-015	02/08/2024	-	#208	30.00
01110	11022986331	VHCL MTCE SUPPLIES	VR 24030602-033	02/21/2024	-	#124	57.50
01110	11022986331	VHCL MTCE SUPPLIES	VR 24030602-034	02/21/2024	-	#40	55.00
CHECK TOTAL FOR CHECK NUMBER 220231 DATED 03/01/2024 WRITTEN TO 09360 BLACK'S TIRE COMPANY LLC for the amount of							142.50
01610	61088156507	OPERATING SUPPLIES	VR 24030602-002	01/24/2024	-	118-001-7	49.98
01110	11022976507	OPERATING SUPPLIES	VR 24030602-003	01/30/2024	-	118-001-7	60.03
01610	61088156507	OPERATING SUPPLIES	VR 24030602-004	02/01/2024	-	118-001-7	16.00
01610	61088156507	OPERATING SUPPLIES	VR 24030602-005	02/09/2024	-	118-001-7	7.99
01610	61088176531	STREET MAINT SUPPLIES	VR 24030602-006	02/13/2024	-	118-001-7	23.25

BATCH NUMBER CHXX

CASH CODE	ACCOUNT NUMBER	ACCOUNT DESCRIPTION	VOUCHER NUMBER	INVOICE DATE	P.O. NUMBER	VOUCHER DESCRIPTION	TRANSACTION AMOUNT
CHECK TOTAL FOR CHECK NUMBER 220232 DATED 03/01/2024 WRITTEN TO 09692 BOMGAARS SUPPLY for the amount of							157.25
01673	67388436499	CONTRACTUAL SERVICES	VR 24030601-021	01/31/2024	-	0016053	585.00
01673	67388436372	SANITATION	VR 24030601-020	01/31/2024	-	0082600	50.00
01673	67388436372	SANITATION	VR 24030601-016	11/29/2023	-	0082600	125.00
01673	67388436372	SANITATION	VR 24030601-017	01/04/2024	-	0082600	125.00
01673	67388436372	SANITATION	VR 24030601-018	01/18/2024	-	0082600	125.00
01673	67388436498	MISC CONTRACT WORK	VR 24030601-019	01/24/2024	-	0082600	140.00
CHECK TOTAL FOR CHECK NUMBER 220233 DATED 03/01/2024 WRITTEN TO 11496 BRIDGE CITY SANITATION LLfor the amount of							1150.00
01001	00144306480	TREE TRIMMING	VR 24030601-026	02/13/2024	-	TRIM TREES-POND	150.00
01110	11022756480	TREE TRIMMING	VR 24030601-025	02/13/2024	-	PARK AVE	300.00
01001	00144306480	TREE TRIMMING	VR 24030601-024	02/14/2024	-	TRAIN STATION	400.00
01001	00144456320	GROUND MAINT & REPAIR	VR 24030601-023	02/12/2024	-	BEACH	150.00
01110	11022756480	TREE TRIMMING	VR 24030601-022	02/16/2024	-	OAKWOOD	150.00
01110	11022756480	TREE TRIMMING	VR 24030602-040	02/19/2024	-	WAPELLO 120 BLK	150.00
01110	11022756480	TREE TRIMMING	VR 24030602-039	02/20/2024	-	WILDWOOD PARK	400.00
01001	00144306480	TREE TRIMMING	VR 24030602-038	02/21/2024	-	OTTUMWA PARK	200.00
01110	11022756480	TREE TRIMMING	VR 24030602-037	02/21/2024	-	2111 N COURT	50.00
01110	11022756480	TREE TRIMMING	VR 24030602-036	02/22/2024	-	WOODLAND ST	100.00
01110	11022756480	TREE TRIMMING	VR 24030602-035	02/22/2024	-	145 HAWTHORNE	250.00
01001	00144306480	TREE TRIMMING	VR 24030602-041	02/24/2024	-	OTTUMWA CAMPGROUND	500.00
CHECK TOTAL FOR CHECK NUMBER 220234 DATED 03/01/2024 WRITTEN TO 12500 BUB'S TREE CARE for the amount of							2800.00
01301	30177436730	REAL ESTATE	VR 24030101-002	02/20/2024	-	ALBIA & QUINCY	325.00
CHECK TOTAL FOR CHECK NUMBER 220235 DATED 03/01/2024 WRITTEN TO 12995 RODNEY BURNS for the amount of							325.00
01135	13544506507	OPERATING SUPPLIES	VR 24030603-017	02/08/2024	-	632829	4.99
01001	00144456507	OPERATING SUPPLIES	VR 24030603-012	02/05/2024	-	632829	50.61
01610	61088156512	LAB SUPPLIES	VR 24030603-004	01/25/2024	-	632829	21.90
01610	61088156507	OPERATING SUPPLIES	VR 24030603-005	01/25/2024	-	632829	83.01
01673	67388436402	ADVERT/LEGAL PUBL	VR 24030603-018	02/08/2024	-	632829	66.99
01670	67088406506	OFFICE SUPPLIES	VR 24030603-001	01/22/2024	-	632829	5.94
01110	11022976507	OPERATING SUPPLIES	VR 24030603-003	01/24/2024	-	632829	169.40
01001	00122606532	SUSTENANCE SUPPLIES	VR 24030603-008	01/29/2024	-	632829	26.93
01001	00122606506	OFFICE SUPPLIES	VR 24030603-009	01/29/2024	-	632829	3.93
01001	00111506507	OPERATING SUPPLIES	VR 24030603-013	02/05/2024	-	632829	133.15
01673	67388436507	OPERATING SUPPLIES	VR 24030603-002	01/24/2024	-	632829	139.59
01673	67388436507	OPERATING SUPPLIES	VR 24030603-011	02/01/2024	-	632829	69.65
01001	00111506532	SUSTENANCE SUPPLIES	VR 24030603-010	01/29/2024	-	632829	43.82
01110	11022406531	STREET MAINT SUPPLIES	VR 24030603-006	01/25/2024	-	632829	21.54
01670	67088406532	SUSTENANCE SUPPLIES	VR 24030603-007	01/26/2024	-	632829	44.62
01001	00122606506	OFFICE SUPPLIES	VR 24030603-014	02/08/2024	-	632829	48.46
01001	00122606504	TOOLS & SMALL EQUIP	VR 24030603-015	02/08/2024	-	632829	9.78
01001	00122606507	OPERATING SUPPLIES	VR 24030603-016	02/08/2024	-	632829	10.88

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CASH CODE	ACCOUNT NUMBER	ACCOUNT DESCRIPTION	VOUCHER NUMBER	INVOICE DATE	P.O. NUMBER	VOUCHER DESCRIPTION	TRANSACTION AMOUNT
CHECK TOTAL FOR CHECK NUMBER 220236 DATED 03/01/2024 WRITTEN TO 14317 CAPITAL ONE for the amount of							955.19
01001	00111506533	EMS SUPPLIES	VR 24030601-027	11/17/2023	-	C0618001	708.00
CHECK TOTAL FOR CHECK NUMBER 220237 DATED 03/01/2024 WRITTEN TO 14494 CARDIO PARTNERS for the amount of							708.00
01110	11022106504	TOOLS & SMALL EQUIP	VR 24030604-034	02/22/2024	-	OTTCIT	43.96
01110	11022106504	TOOLS & SMALL EQUIP	VR 24030604-035	02/23/2024	-	OTTCIT	190.00
CHECK TOTAL FOR CHECK NUMBER 220238 DATED 03/01/2024 WRITTEN TO 15600 CARROLL DISTRIBUTING for the amount of							233.96
01110	11022986599	OTHER SUPPLIES	VR 24030601-028	02/14/2024	-	ITEM 6063	300.75
CHECK TOTAL FOR CHECK NUMBER 220239 DATED 03/01/2024 WRITTEN TO 16300 CENTRAL IOWA FASTENERS for the amount of							300.75
01110	11022506531	STREET MAINT SUPPLIES	VR 24030601-029	02/12/2024	-	C00584	2150.02
CHECK TOTAL FOR CHECK NUMBER 220240 DATED 03/01/2024 WRITTEN TO 16312 CENTRAL SALT LLC for the amount of							2150.02
01610	61088156373	TELEPHONE/IT	VR 24030604-036	02/22/2024	-	333514465	60.18
CHECK TOTAL FOR CHECK NUMBER 220241 DATED 03/01/2024 WRITTEN TO 16402 CENTURYLINK for the amount of							60.18
01610	61088156507	OPERATING SUPPLIES	VR 24030604-037	02/20/2024	-	OTTUMWA	872.50
CHECK TOTAL FOR CHECK NUMBER 220242 DATED 03/01/2024 WRITTEN TO 16456 CHARTER MACHINE COMPANY for the amount of							872.50
01503	5031141	CASH INVESTED PASSBK SVNGVR	24030602-042	02/23/2024	-	PERPETUAL CARE	259.00
CHECK TOTAL FOR CHECK NUMBER 220243 DATED 03/01/2024 WRITTEN TO 17825 CITY OF OTTUMWA, CEMETERY for the amount of							259.00
01001	00144456419	TECHNOLOGY SERVICES	VR 24030604-012	03/01/2024	-	TECH SUPPORT -MARCH 24	32.95
CHECK TOTAL FOR CHECK NUMBER 220244 DATED 03/01/2024 WRITTEN TO 18502 CLUB SENTRY SOFTWARE for the amount of							32.95
01820	8202132	CHILD SUPPORT PAYABLE	VR 24030102-004	03/01/2024	-	WITHHOLDING	322.25
01820	8202132	CHILD SUPPORT PAYABLE	VR 24030102-008	03/01/2024	-	WITHHOLDING	180.07
01820	8202132	CHILD SUPPORT PAYABLE	VR 24030102-007	03/01/2024	-	WITHHOLDING	110.76
01820	8202132	CHILD SUPPORT PAYABLE	VR 24030102-001	03/01/2024	-	WITHHOLDING	336.93
01820	8202132	CHILD SUPPORT PAYABLE	VR 24030102-005	03/01/2024	-	WITHHOLDING	22.74
01820	8202132	CHILD SUPPORT PAYABLE	VR 24030102-010	03/01/2024	-	WITHHOLDING	5.53
01820	8202132	CHILD SUPPORT PAYABLE	VR 24030102-006	03/01/2024	-	WITHHOLDING	146.30
01820	8202132	CHILD SUPPORT PAYABLE	VR 24030102-002	03/01/2024	-	WITHHOLDING	244.27
01820	8202132	CHILD SUPPORT PAYABLE	VR 24030102-003	03/01/2024	-	WITHHOLDING	181.38
01820	8202132	CHILD SUPPORT PAYABLE	VR 24030102-009	03/01/2024	-	WITHHOLDING	55.69
01820	8202132	CHILD SUPPORT PAYABLE	VR 24030102-011	03/01/2024	-	WITHHOLDING	373.05
CHECK TOTAL FOR CHECK NUMBER 220245 DATED 03/01/2024 WRITTEN TO 18980 CHILD SUPPORT SERVICES for the amount of							1978.97
01174	17444446499	CONTRACTUAL SERVICES	VR 24030602-001	11/14/2023	-	DEPOSIT	1125.00

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CASH CODE	ACCOUNT NUMBER	ACCOUNT DESCRIPTION	VOUCHER NUMBER	INVOICE DATE	P.O. NUMBER	VOUCHER DESCRIPTION	TRANSACTION AMOUNT
CHECK TOTAL FOR CHECK NUMBER 220246 DATED 03/01/2024 WRITTEN TO 22456 DL CONCRETE LLC for the amount of							1125.00
01001	00111106413	PAYMENTS- OTHER ENTITIES	VR 24030601-030	01/29/2024	-	REIMBURSE AGREEMENT	18910.44
CHECK TOTAL FOR CHECK NUMBER 220247 DATED 03/01/2024 WRITTEN TO 23049 DAVIS COUNTY for the amount of							18910.44
01110	11022506422	TOWING CHARGE	VR 24030602-047	01/12/2024	-	TRUCK-PLOW	500.00
01110	11022506422	TOWING CHARGE	VR 24030602-046	01/14/2024	-	PLOW TRUCK	500.00
01110	11022986422	TOWING CHARGE	VR 24030602-045	01/23/2024	-	DUMP TRUCK	600.00
01110	11022986422	TOWING CHARGE	VR 24030602-044	01/24/2024	-	DUMP TRUCK	640.00
01110	11022986422	TOWING CHARGE	VR 24030602-043	01/24/2024	-	SKIDSTEER	100.00
01001	00111506422	STATE TOWING/STORAGE FEE	VR 24030603-019	01/31/2024	-	FIRE CHIEF TRUCK	100.00
01137	13711556422	STATE TOWING/STORAGE FEE	VR 24030603-020	02/16/2024	-	FIRE TRUCK	160.00
01110	11022506422	TOWING CHARGE	VR 24030602-048	01/14/2024	-	DODGE SNOWPLOW 223	125.00
CHECK TOTAL FOR CHECK NUMBER 220248 DATED 03/01/2024 WRITTEN TO 24330 DERANS TOWING SERVICE for the amount of							2725.00
01670	67088406531	STREET MAINT SUPPLIES	VR 24030602-029	02/10/2024	-	7370	18428.96
CHECK TOTAL FOR CHECK NUMBER 220249 DATED 03/01/2024 WRITTEN TO 25361 DOUDS STONE LLC for the amount of							18428.96
01309	30977286499	CONTRACTUAL SERVICES	VR 24030603-021	02/19/2024	-	POND FILL	3800.00
CHECK TOTAL FOR CHECK NUMBER 220250 DATED 03/01/2024 WRITTEN TO 25394 DRISH CONSTRUCTION, INC. for the amount of							3800.00
01110	11022506331	VHCL MTCE SUPPLIES	VR 24030601-031	12/20/2023	-	144689	362.87
01670	67088406331	VHCL MTCE SUPPLIES	VR 24030601-032	12/27/2023	-	144689	327.79
01670	67088406331	VHCL MTCE SUPPLIES	VR 24030601-033	01/05/2024	-	144689	149.23
CHECK TOTAL FOR CHECK NUMBER 220251 DATED 03/01/2024 WRITTEN TO 25593 DXP ENTERPRISES, INC. for the amount of							839.89
01001	00111106532	SUSTENANCE SUPPLIES	VR 24030602-008	02/23/2024	-	MEDAL	706.95
CHECK TOTAL FOR CHECK NUMBER 220252 DATED 03/01/2024 WRITTEN TO 26041 EAGLE ENGRAVING, INC for the amount of							706.95
01610	61088156430	SLUDGE HAULING	VR 24030604-038	02/23/2024	-	468,000 GALLONS	18018.00
CHECK TOTAL FOR CHECK NUMBER 220253 DATED 03/01/2024 WRITTEN TO 26640 ECOSYSTEMS INC for the amount of							18018.00
01001	00111106419	TECHNOLOGY SERVICES	VR 24030601-034	02/21/2024	-	210048	17.63
01001	00111106419	TECHNOLOGY SERVICES	VR 24030601-035	02/20/2024	-	210048	641.00
01001	00111106419	TECHNOLOGY SERVICES	VR 24030602-009	02/22/2024	-	210048	47.43
CHECK TOTAL FOR CHECK NUMBER 220254 DATED 03/01/2024 WRITTEN TO 27010 CONSOLIDATED ELECTRICAL for the amount of							706.06
01110	11022986333	VHCL-FUEL	VR 24030601-036	02/16/2024	-	30395	7954.89
01110	11022986335	IOWA FUEL TAX	VR 24030601-037	02/16/2024	-	30395	1046.10

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CASH CODE	ACCOUNT NUMBER	ACCOUNT DESCRIPTION	VOUCHER NUMBER	INVOICE DATE	P.O. NUMBER	VOUCHER DESCRIPTION	TRANSACTION AMOUNT
CHECK TOTAL FOR CHECK NUMBER 220255 DATED 03/01/2024 WRITTEN TO 27272 ELLIOTT BULK SERVICES LLC for the amount of							9000.99
01110	11022506335	IOWA FUEL TAX	VR 24030102-013	02/07/2024	-	HOUSE CHARGE	9.21
01110	11022506333	VHCL-FUEL	VR 24030102-014	02/07/2024	-	HOUSE CHARGE	79.46
01610	61088156333	VHCL-FUEL	VR 24030102-015	02/07/2024	-	HOUSE CHARGE	117.98
01137	13711556333	VHCL-FUEL	VR 24030102-016	02/07/2024	-	HOUSE CHARGE	67.04
01001	00111106333	VHCL-FUEL	VR 24030102-017	02/07/2024	-	HOUSE CHARGE	762.98
01001	00111106335	IOWA FUEL TAX	VR 24030102-018	02/07/2024	-	HOUSE CHARGE	92.28
01001	00144306335	IOWA FUEL TAX	VR 24030102-019	02/07/2024	-	HOUSE CHARGE	1.50
01001	00144306333	VHCL-FUEL	VR 24030102-020	02/07/2024	-	HOUSE CHARGE	15.26
CHECK TOTAL FOR CHECK NUMBER 220256 DATED 03/01/2024 WRITTEN TO 27280 ELLIOTT OIL COMPANY for the amount of							1145.71
01001	00111906490	OTHER PROF SERV	VR 24030601-038	02/01/2024	-	JANUARY CHARGES	573.00
01001	00111906490	OTHER PROF SERV	VR 24030602-010	02/22/2024	-	VACCINATION	334.00
CHECK TOTAL FOR CHECK NUMBER 220257 DATED 03/01/2024 WRITTEN TO 29090 FAMILY ANIMAL CARE for the amount of							907.00
01110	11022986599	OTHER SUPPLIES	VR 24030601-039	02/02/2024	-	IAOTT0059	6.85
CHECK TOTAL FOR CHECK NUMBER 220258 DATED 03/01/2024 WRITTEN TO 29300 FASTENAL COMPANY for the amount of							6.85
01110	11022986599	OTHER SUPPLIES	VR 24030602-049	02/21/2024	-	12	144.00
CHECK TOTAL FOR CHECK NUMBER 220259 DATED 03/01/2024 WRITTEN TO 30130 1ST AYD CORPORATION for the amount of							144.00
01301	30177536407	ENGINEERING	VR 24030601-040	02/14/2024	-	5023130 MILNER ST	12135.54
01301	30177436490	OTHER PROF SERVICES	VR 24030604-013	02/14/2024	-	PROJECT 6023376	2200.00
CHECK TOTAL FOR CHECK NUMBER 220260 DATED 03/01/2024 WRITTEN TO 31797 GARDEN & ASSOCIATES LTD for the amount of							14335.54
01001	00166106499	CONTRACTUAL SERVICES	VR 24030601-041	02/14/2024	-	LEAN IN SPONSOR	5000.00
CHECK TOTAL FOR CHECK NUMBER 220261 DATED 03/01/2024 WRITTEN TO 33648 GREATER OTTUMWA PARTNERS for the amount of							5000.00
01110	11022976507	OPERATING SUPPLIES	VR 24030604-039	02/26/2024	-	GATE REPAIRS	2568.00
CHECK TOTAL FOR CHECK NUMBER 220262 DATED 03/01/2024 WRITTEN TO 34001 GULLET FENCE COMPANY for the amount of							2568.00
01610	61088156230	TRAINING	VR 24030601-042	02/16/2024	-	IA DNR OPERATOR CERT	32.29
CHECK TOTAL FOR CHECK NUMBER 220263 DATED 03/01/2024 WRITTEN TO 34913 TRAVIS HANCOCK for the amount of							32.29
01110	11022986331	VHCL MTCE SUPPLIES	VR 24030601-043	02/08/2024	-	539000	792.58
CHECK TOTAL FOR CHECK NUMBER 220264 DATED 03/01/2024 WRITTEN TO 36083 HAWKEYE TRUCK EQUIPMENT for the amount of							792.58
01110	11022976727	OTHER CAPITAL EQUIPMENT	VR 24030602-050	02/17/2024	-	ITEM K1.109-723	8408.75

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CASH CODE	ACCOUNT NUMBER	ACCOUNT DESCRIPTION	VOUCHER NUMBER	INVOICE DATE	P.O. NUMBER	VOUCHER DESCRIPTION	TRANSACTION AMOUNT
CHECK TOTAL FOR CHECK NUMBER 220265 DATED 03/01/2024 WRITTEN TO 36850 HELMUTH REPAIR, INC. for the amount of							8408.75
01861	86166706154	HEALTH CLAIMS	VR 24030601-044	02/13/2024	-	321575-001	25191.46
CHECK TOTAL FOR CHECK NUMBER 220266 DATED 03/01/2024 WRITTEN TO 39185 HUMANA INSURANCE CO for the amount of							25191.46
01135	13544506507	OPERATING SUPPLIES	VR 24030602-051	02/23/2024	-	REIMBURSE	21.40
CHECK TOTAL FOR CHECK NUMBER 220267 DATED 03/01/2024 WRITTEN TO 39187 JOHN HUNOLT for the amount of							21.40
01137	13711556507	OPERATING SUPPLIES	VR 24030601-045	01/25/2024	-	135129	39.47
CHECK TOTAL FOR CHECK NUMBER 220268 DATED 03/01/2024 WRITTEN TO 39438 HY-VEE ACCOUNTS RECEIVABLE for the amount of							39.47
01129	1291660	PREPAID INSURANCE	VR 24030604-001	02/20/2024	-	R0014PC2024-2	401633.00
01110	1101660	PREPAID INSURANCE	VR 24030604-002	02/20/2024	-	R0014PC2024-2	106053.00
01131	1311660	PREPAID INSURANCE	VR 24030604-003	02/20/2024	-	R0014PC2024-2	77907.00
01133	1331660	PREPAID INSURANCE	VR 24030604-004	02/20/2024	-	R0014PC2024-2	26486.00
01135	1351660	PREPAID INSURANCE	VR 24030604-005	02/20/2024	-	R0014PC2024-2	13744.00
01610	6101660	PREPAID INSURANCE	VR 24030604-006	02/20/2024	-	R0014PC2024-2	189814.00
01610	6101660	PREPAID INSURANCE	VR 24030604-007	02/20/2024	-	R0014PC2024-2	13309.00
01670	6701660	PREPAID INSURANCE	VR 24030604-008	02/20/2024	-	R0014PC2024-2	39864.00
01673	6731660	PREPAID INSURANCE	VR 24030604-009	02/20/2024	-	R0014PC2024-2	21000.00
01720	7201660	PREPAID INSURANCE	VR 24030604-010	02/20/2024	-	R0014PC2024-2	73689.00
01750	7501660	PREPAID INSURANCE	VR 24030604-011	02/20/2024	-	R0014PC2024-2	7111.00
CHECK TOTAL FOR CHECK NUMBER 220269 DATED 03/01/2024 WRITTEN TO 40078 ICAP for the amount of							970610.00
01130	13011246163	IMWCA 411 TPA FEES	VR 24030601-046	02/14/2024	-	OTTPA001	86.00
01130	13011246164	POLICE W/C 411 CLAIMS	VR 24030601-047	02/14/2024	-	OTTPA001	459.43
01130	13011546165	FIRE W/C 411 CLAIMS	VR 24030601-048	02/14/2024	-	OTTPA001	12369.13
CHECK TOTAL FOR CHECK NUMBER 220270 DATED 03/01/2024 WRITTEN TO 41505A IMWCA for the amount of							13914.56
01610	61088176531	STREET MAINT SUPPLIES	VR 24030601-049	02/10/2024	-	00006665	345.75
CHECK TOTAL FOR CHECK NUMBER 220271 DATED 03/01/2024 WRITTEN TO 41600 IDEAL READY MIX for the amount of							345.75
01131	13122806310	BLDG MAINT & REPAIR	VR 24030601-050	02/19/2024	-	AIRPORT	42.00
01673	67388436498	MISC CONTRACT WORK	VR 24030604-040	02/27/2024	-	RECYCLING	43.00
CHECK TOTAL FOR CHECK NUMBER 220272 DATED 03/01/2024 WRITTEN TO 41920A INDUSTRIAL CHEMICAL for the amount of							85.00
01133	13344106499	CONTRACTUAL SERVICES	VR 24030604-041	02/16/2024	-	100-1534849-000	928.92
CHECK TOTAL FOR CHECK NUMBER 220273 DATED 03/01/2024 WRITTEN TO 42090 INFOMAX OFF SYSTEMS INC for the amount of							928.92
01173	17344136525	LIBRARY MAT-GRUBB ESTATE	VR 24030602-018	02/08/2024	-	20U2012	52.51
01173	17344136525	LIBRARY MAT-GRUBB ESTATE	VR 24030602-021	02/09/2024	-	20U2012	31.28
01173	17344136525	LIBRARY MAT-GRUBB ESTATE	VR 24030602-019	02/13/2024	-	20U2012	213.55



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CASH CODE	ACCOUNT NUMBER	ACCOUNT DESCRIPTION	VOUCHER NUMBER	INVOICE DATE	P.O. NUMBER	VOUCHER DESCRIPTION	TRANSACTION AMOUNT
01173	17344136501	LIBRARY MATERIALS	VR 24030602-020	02/13/2024	-	20U2012	59.24
01173	17344136525	LIBRARY MAT-GRUBB ESTATE	VR 24030602-014	02/15/2024	-	20U2012	298.39
01173	17344136501	LIBRARY MATERIALS	VR 24030602-011	02/15/2024	-	20U2012	19.79
01173	17344136525	LIBRARY MAT-GRUBB ESTATE	VR 24030602-016	02/16/2024	-	20U2012	71.47
01173	17344136525	LIBRARY MAT-GRUBB ESTATE	VR 24030602-017	02/16/2024	-	20U2012	343.98
01173	17344136525	LIBRARY MAT-GRUBB ESTATE	VR 24030602-015	02/18/2024	-	20U2012	18.77
01173	17344136525	LIBRARY MAT-GRUBB ESTATE	VR 24030602-012	02/19/2024	-	20U2012	51.37
01173	17344136525	LIBRARY MAT-GRUBB ESTATE	VR 24030602-013	02/19/2024	-	20U2012	19.77
01173	17344136525	LIBRARY MAT-GRUBB ESTATE	VR 24030604-042	02/20/2024	-	20U2012	56.17
01173	17344136525	LIBRARY MAT-GRUBB ESTATE	VR 24030604-043	02/22/2024	-	20U2012	211.15
CHECK TOTAL FOR CHECK NUMBER 220274 DATED 03/01/2024 WRITTEN TO 42160 INGRAM LIBRARY SERVICES for the amount of							1447.44
01670	6701660	PREPAID INSURANCE	VR 24030603-022	02/26/2024	-	R0118PC2024-1	14789.60
01673	6731660	PREPAID INSURANCE	VR 24030603-023	02/26/2024	-	R0118PC2024-1	6338.40
CHECK TOTAL FOR CHECK NUMBER 220275 DATED 03/01/2024 WRITTEN TO 43465 IOWA COMMUNITIES ASSURANCfor the amount of							21128.00
01175	17511176507	OPERATING SUPPLIES	VR 24030602-022	02/01/2024	-	OVERTURF	100.00
01175	17511176507	OPERATING SUPPLIES	VR 24030602-023	02/01/2024	-	GRAVETT	100.00
01175	17511166507	OPERATING SUPPLIES	VR 24030602-024	02/01/2024	-	MURPHY	100.00
CHECK TOTAL FOR CHECK NUMBER 220276 DATED 03/01/2024 WRITTEN TO 43493 IOWA DARE ASSOCIATION for the amount of							300.00
01001	00111106419	TECHNOLOGY SERVICES	VR 24030602-025	02/19/2024	-	PZW1	8910.00
CHECK TOTAL FOR CHECK NUMBER 220277 DATED 03/01/2024 WRITTEN TO 43543 IOWA DEPT OF PUBLIC SAFETfor the amount of							8910.00
01301	30177436730	REAL ESTATE	VR 24030101-001	02/20/2024	-	ALBIA & QUINCY	1800.00
CHECK TOTAL FOR CHECK NUMBER 220278 DATED 03/01/2024 WRITTEN TO 44188 IOWA STATE BANK AND TRUSTfor the amount of							1800.00
01001	00133406470	WEED MOWING	VR 24030602-028	02/15/2024	-	NUISANCES	97.50
01001	00133416499	CONTRACTUAL SERVICES	VR 24030602-027	02/15/2024	-	NUISANCES	552.50
01151	15133426499	CONTRACTUAL SERVICES	VR 24030602-026	02/15/2024	-	NUISANCES	7200.00
01001	00133416499	CONTRACTUAL SERVICES	VR 24030602-030	02/15/2024	-	NUISANCES	1170.00
CHECK TOTAL FOR CHECK NUMBER 220279 DATED 03/01/2024 WRITTEN TO 45057 J & J MOWING for the amount of							9020.00
01001	00111506350	EQUIP REPAIR	VR 24030602-031	02/02/2024	-	SOUTHSIDE FIRE	195.00
CHECK TOTAL FOR CHECK NUMBER 220280 DATED 03/01/2024 WRITTEN TO 46150 JOHNS APPLIANCE for the amount of							195.00
01001	00111106504	TOOLS & SMALL EQUIP	VR 24030603-024	12/29/2023	-	L08099	2046.15
CHECK TOTAL FOR CHECK NUMBER 220281 DATED 03/01/2024 WRITTEN TO 48785 KIESLER POLICE SUPPLY for the amount of							2046.15
01001	00111506320	GROUNDS MAINT & REPAIR	VR 24030604-044	02/22/2024	-	FIRE STATION	2227.75

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		CHECK TOTAL FOR CHECK NUMBER 220282 DATED 03/01/2024 WRITTEN TO 49206		KLODT DOOR SERVICE LLC		for the amount of	2227.75
01173	17344136540	PROGRAM SUPPLIES	VR 24030604-033	02/27/2024	-	REMINISCE	400.00
		CHECK TOTAL FOR CHECK NUMBER 220283 DATED 03/01/2024 WRITTEN TO 49500		KNIGHTS OF COLUMBUS		for the amount of	400.00
01110	11022986331	VHCL MTCE SUPPLIES	VR 24030602-052	01/30/2024	-	#437	386.73
		CHECK TOTAL FOR CHECK NUMBER 220284 DATED 03/01/2024 WRITTEN TO 49701		KRAIG FORD		for the amount of	386.73
01177	17755706499	CONTRACTUAL SERVICES	VR 24030603-025	01/12/2024	-	HISTORIC PRES PLAN	205.00
01177	17755706499	CONTRACTUAL SERVICES	VR 24030603-026	02/15/2024	-	HISTORIC PRES PLAN	3811.47
		CHECK TOTAL FOR CHECK NUMBER 220285 DATED 03/01/2024 WRITTEN TO 50479		THE LAKOTA GROUP, INC		for the amount of	4016.47
01673	67388436492	TIRE DISPOSAL	VR 24030603-027	02/10/2024	-	2676664	2769.68
		CHECK TOTAL FOR CHECK NUMBER 220286 DATED 03/01/2024 WRITTEN TO 51968		LIBERTY TIRE		for the amount of	2769.68
01610	61088176331	VHCL MTCE SUPPLIES	VR 24030603-028	02/07/2024	-	124	111.21
		CHECK TOTAL FOR CHECK NUMBER 220287 DATED 03/01/2024 WRITTEN TO 59301		MIDWEST AUTO GLASS & TIRE		for the amount of	111.21
01173	17344136525	LIBRARY MAT-GRUBB ESTATE	VR 24030603-029	02/12/2024	-	2000006388	26.99
		CHECK TOTAL FOR CHECK NUMBER 220288 DATED 03/01/2024 WRITTEN TO 59382		MIDWEST TAPE		for the amount of	26.99
01820	8202130	ICMA DEF COMP PAYABLE	VR 24030102-012	03/01/2024	-	457 EMPLOYEE CONTRIBUTI	1235.38
		CHECK TOTAL FOR CHECK NUMBER 220289 DATED 03/01/2024 WRITTEN TO 60299		MISSIONSQUARE		for the amount of	1235.38
01001	00144396310	BLDG MAINT & REPAIR	VR 24030603-030	02/13/2024	-	NORTH ENTRY DOOR	836.73
		CHECK TOTAL FOR CHECK NUMBER 220290 DATED 03/01/2024 WRITTEN TO 60780		MOBILE LOCKSMITH & ALARM,		for the amount of	836.73
01001	00144306532	SUSTENANCE SUPPLIES	VR 24030603-031	02/16/2024	-	BOOT ALLOWANCE	96.25
01001	00144306532	SUSTENANCE SUPPLIES	VR 24030603-032	02/11/2024	-	BOOT ALLOWANCE	83.75
		CHECK TOTAL FOR CHECK NUMBER 220291 DATED 03/01/2024 WRITTEN TO 65494		TODD NICKEL		for the amount of	180.00
01110	11022986599	OTHER SUPPLIES	VR 24030604-046	02/23/2024	-	5755054-999	180.95
01610	61088156507	OPERATING SUPPLIES	VR 24030604-045	02/23/2024	-	5755055-999	210.95
		CHECK TOTAL FOR CHECK NUMBER 220292 DATED 03/01/2024 WRITTEN TO 65985		NORSOLV SYSTEMS ENVIRONM		for the amount of	391.90
01110	11022106531	STREET MAINT SUPPLIES	VR 24030603-033	02/17/2024	-	OTTUMSTR	2694.45
		CHECK TOTAL FOR CHECK NUMBER 220293 DATED 03/01/2024 WRITTEN TO 66001		NORRIS ASPHALT PAVING INC		for the amount of	2694.45
01137	13711556413	PAYMENT- OTHER ENTITIES	VR 24030603-034	12/18/2023	-	WAPELLO COUNTY TECH	1200.00

REPORT DATE 03/01/2024  
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BATCH NUMBER CHKX

CASH CODE	ACCOUNT NUMBER	ACCOUNT DESCRIPTION	VOUCHER NUMBER	INVOICE DATE	P.O. NUMBER	VOUCHER DESCRIPTION	TRANSACTION AMOUNT
CHECK TOTAL FOR CHECK NUMBER 220294 DATED 03/01/2024 WRITTEN TO 66558 OCCUPATIONAL SAFETY SOLUTfor the amount of							1200.00
01610	61088156499	CONTRACTUAL SERVICES	VR 24030603-035	02/18/2024	-	SERVICE LABOR	1350.00
CHECK TOTAL FOR CHECK NUMBER 220295 DATED 03/01/2024 WRITTEN TO 67058 ONSITE SERVICE SOLUTIONS for the amount of							1350.00
01610	61088176162	EMPLOYEE PHYSICALS/TESTS	VR 24030603-042	02/01/2024	-	3208K6270	40.00
01110	11022106162	EMPLOYEE PHYSICALS/TESTS	VR 24030603-040	02/01/2024	-	3208K6270	40.00
01110	11022986162	EMPLOYEE PHYSICALS/TESTS	VR 24030603-039	02/01/2024	-	3208K6270	40.00
01001	00144456162	EMPLOYEE PHYSICALS/TEST	VR 24030603-036	02/01/2024	-	3208K6270	40.00
01001	00111106162	EMPLOYEE PHYSICALS/TESTS	VR 24030603-037	02/01/2024	-	3208K6270	175.00
01610	61088176162	EMPLOYEE PHYSICALS/TESTS	VR 24030603-041	02/01/2024	-	3208K6270	80.00
01110	11022986162	EMPLOYEE PHYSICALS/TESTS	VR 24030603-038	02/01/2024	-	3208K6270	40.00
CHECK TOTAL FOR CHECK NUMBER 220296 DATED 03/01/2024 WRITTEN TO 68238 OTTUMWA HEALTH GROUP LLC for the amount of							455.00
01673	67388436402	ADVERT/LEGAL PUBL	VR 24030603-044	02/09/2024	-	INSERTS	199.40
01133	13344106374	WATER	VR 24030603-043	02/07/2024	-	129 N COURT	269.83
CHECK TOTAL FOR CHECK NUMBER 220297 DATED 03/01/2024 WRITTEN TO 69040 OTTUMWA WATER AND HYDRO for the amount of							469.23
01001	00111106415	RENTS & LEASES	VR 24030603-045	02/09/2024	-	0017486471	159.57
CHECK TOTAL FOR CHECK NUMBER 220298 DATED 03/01/2024 WRITTEN TO 72250 PITNEY BOWES GLOBAL for the amount of							159.57
01610	61088156507	OPERATING SUPPLIES	VR 24030604-047	02/23/2024	-	1721	103.63
CHECK TOTAL FOR CHECK NUMBER 220299 DATED 03/01/2024 WRITTEN TO 72560 PLUMB SUPPLY COMPANY for the amount of							103.63
01135	13544506508	POSTAGE & SHIPPING	VR 24030603-046	02/14/2024	-	REQUEST	68.00
CHECK TOTAL FOR CHECK NUMBER 220300 DATED 03/01/2024 WRITTEN TO 73125 POSTMASTER (CEMETERY) for the amount of							68.00
01001	00111506532	SUSTENANCE SUPPLIES	VR 24030603-047	02/20/2024	-	BOOTS	1644.00
CHECK TOTAL FOR CHECK NUMBER 220301 DATED 03/01/2024 WRITTEN TO 78718 SANDRY FIRE SUPPLY LLC for the amount of							1644.00
01670	67088406532	SUSTENANCE SUPPLIES	VR 24030603-048	02/21/2024	-	LOGO	47.25
CHECK TOTAL FOR CHECK NUMBER 220302 DATED 03/01/2024 WRITTEN TO 86196 THE STITCH DOCTOR for the amount of							47.25
01310	31044316710	AUTOMOTIVE EQUIPMENT	VR 24030603-049	02/20/2024	-	F-350	78178.00
CHECK TOTAL FOR CHECK NUMBER 220303 DATED 03/01/2024 WRITTEN TO 86199 STIVERS FORD for the amount of							78178.00
01610	61088156410	CONTRACT EMPLOYEES	VR 24030604-048	02/19/2024	-	03-0077	552.00
01670	67088406490	OTHER PROF SERV	VR 24030604-018	02/19/2024	-	017663	296.01
01673	67388436490	OTHER PROF SERV	VR 24030604-014	02/19/2024	-	03-0077	1715.34
01135	13544506410	CONTRACT EMPLOYEES	VR 24030604-017	02/26/2024	-	03-0077	609.96
01001	00144306410	CONTRACT EMPLOYEES	VR 24030604-015	02/26/2024	-	03-0077	1413.12

BATCH NUMBER CHKX

CASH CODE	ACCOUNT NUMBER	ACCOUNT DESCRIPTION	VOUCHER NUMBER	INVOICE DATE	P.O. NUMBER	VOUCHER DESCRIPTION	TRANSACTION AMOUNT
01001	00144306410	CONTRACT EMPLOYEES	VR 24030604-016	02/26/2024	-	03-0077	328.44
01610	61088156410	CONTRACT EMPLOYEES	VR 24030604-049	02/26/2024	-	03-0077	724.50
CHECK TOTAL FOR CHECK NUMBER 220304 DATED 03/01/2024 WRITTEN TO 86970 SUPREME STAFFING INC for the amount of							5639.37
01001	00166106507	OPERATING SUPPLIES	VR 24030604-019	02/07/2024	-	NAME	159.00
CHECK TOTAL FOR CHECK NUMBER 220305 DATED 03/01/2024 WRITTEN TO 88697 THUMBS UP GIFTS & AWARDS for the amount of							159.00
01001	00122606727	OTHER CAPITAL EQUIP	VR 24030604-020	02/20/2024	-	2753	27898.00
CHECK TOTAL FOR CHECK NUMBER 220306 DATED 03/01/2024 WRITTEN TO 89306 TRANSIT WORKS for the amount of							27898.00
01133	13344106499	CONTRACTUAL SERVICES	VR 24030604-050	02/28/2024	-	RENEWAL 3/31/24-3/31/25	650.00
CHECK TOTAL FOR CHECK NUMBER 220307 DATED 03/01/2024 WRITTEN TO 89989 TUMBLEWEED PRESS INC. for the amount of							650.00
01610	61088156512	LAB SUPPLIES	VR 24030604-051	01/24/2024	-	958610	38.50
01610	61088156512	LAB SUPPLIES	VR 24030604-052	02/25/2024	-	958610	38.50
CHECK TOTAL FOR CHECK NUMBER 220308 DATED 03/01/2024 WRITTEN TO 92698 VETTER'S INC-CULLIGAN WATfor the amount of							77.00
01001	00111106371	ELECTRIC	VR 24030604-022	02/15/2024	-	9/27-12/27/23	5026.36
01001	00111106370	NATURAL GAS	VR 24030604-021	02/15/2024	-	9/1/23-01/03/24	1725.40
CHECK TOTAL FOR CHECK NUMBER 220309 DATED 03/01/2024 WRITTEN TO 94720 WAPELLO COUNTY SHERIFF for the amount of							6751.76
01110	11022986331	VHCL MTCE SUPPLIES	VR 24030604-023	01/29/2024	-	#410	20.00
01110	11022986331	VHCL MTCE SUPPLIES	VR 24030604-024	02/14/2024	-	#154	20.00
CHECK TOTAL FOR CHECK NUMBER 220310 DATED 03/01/2024 WRITTEN TO 95368 WAYNE'S TIRE for the amount of							40.00
01610	61088156331	VHCL MTCE SUPPLIES	VR 24030604-025	02/16/2024	-	ITEM 7024701	255.74
CHECK TOTAL FOR CHECK NUMBER 220311 DATED 03/01/2024 WRITTEN TO 96741 WILCOX EQUIPMENT for the amount of							255.74
01001	00122606532	SUSTENANCE SUPPLIES	VR 24030604-026	02/21/2024	-	SAFETY ALLOWANCE	139.92
CHECK TOTAL FOR CHECK NUMBER 220312 DATED 03/01/2024 WRITTEN TO 97100 LUKE WIMSATT for the amount of							139.92
01110	11022976507	OPERATING SUPPLIES	VR 24030604-027	02/15/2024	-	058024-343	785.00
01110	11022976507	OPERATING SUPPLIES	VR 24030604-028	02/15/2024	-	058024-352	452.50
01131	13122806310	BLDG MAINT & REPAIR	VR 24030604-029	02/15/2024	-	058024-350	247.50
01001	00144396507	OPERATING SUPPLIES	VR 24030604-030	11/08/2023	-	FIRE EXTINGUISHERS	574.00
01610	61088156507	OPERATING SUPPLIES	VR 24030604-053	02/19/2024	-	WPCF	3455.16
CHECK TOTAL FOR CHECK NUMBER 220313 DATED 03/01/2024 WRITTEN TO 97320 WINGER COMPANIES for the amount of							5514.16
01001	00111506320	GROUNDS MAINT & REPAIR	VR 24030604-031	02/12/2024	-	FIRE DEPT	3658.22

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CASH CODE	ACCOUNT NUMBER	ACCOUNT DESCRIPTION	VOUCHER NUMBER	INVOICE DATE	P.O. NUMBER	VOUCHER DESCRIPTION	TRANSACTION AMOUNT
		CHECK TOTAL FOR CHECK NUMBER 220314 DATED 03/01/2024 WRITTEN TO 97321		WINGER SERVICE		for the amount of	----- 3658.22
		01 Bank Code TOTALS for 00091 Checks to 00091 Vendors				for the amount of	----- 1349083.02
		REPORT TOTALS for 00091 Checks to 00091 Vendors				for the amount of	===== 1349083.02

REPORT DATE 03/01/2024  
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SUMMARY PAGE INFORMATION

ERRORS DETECTED: 0

END OF REPORT

**OTTUMWA CIVIL SERVICE COMMISSION**

**Automotive Mechanic – Entrance Eligibility List**

1. Jeffrey Sly
2. Jacob Stiles

Certified February 28, 2024

**OTTUMWA CIVIL SERVICE COMMISSION**

Ed Wilson, Chairman  
Ann Youngman  
Amy Gardner



**PROCLAMATION  
National Kidney Month  
March 2024**

WHEREAS, There are estimated 37 million adults in the U.S. with kidney disease, and one in three adults in the U.S. are at risk; and

WHEREAS, Most people are unaware that the risk factors for kidney disease include diabetes, heart disease, high blood pressure, obesity and family history with diabetes being a leading cause for kidney disease; and

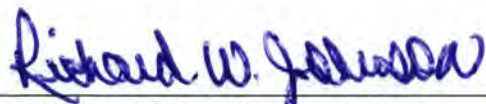
WHEREAS, Therefore it is critical that attention be brought to this often overlooked health crisis; and

WHEREAS, The month of March is National Kidney Month and March 14, 2024 is World Kidney Day; and

WHEREAS, The National Kidney Foundation is calling on everyone to participate in raising awareness of kidney disease and the one in three adults in the U.S. who are at risk. We are asking for your help in changing these numbers.

**NOW, THEREFORE, I, RICHARD W. JOHNSON, MAYOR** of the City of Ottumwa, in recognition of this important health observance, do hereby recognize March in the City of Ottumwa to be “National Kidney Month”.



  
Richard W. Johnson, Mayor



**received**  
2-28-24 1130

Item No. B.-5.

*[Redacted stamp]*

# CITY OF OTTUMWA

## Staff Summary

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

Council Meeting of: Mar 5, 2024

Police  
Department

Lt. Jason Bell  
Prepared By  
*[Signature]*  
Department Head

*[Signature]*  
City Administrator Approval

AGENDA TITLE: Consideration of Drug Task Force Byrne-JAG Grant.

\*\*\*\*\*  
 **\*\*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: To approve the submission via the internet and authorize the Mayor and Chief of Police to sign all related documents.

DISCUSSION: The Ottumwa Police Department is the grant administrator for the Southeast Iowa Inter-Agency Drug Task Force which includes funding for two Ottumwa Police Department officers and one Wapello County Deputy. This will be the 35th year this grant has provided funding for the Drug Task Force.

The City is responsible for the required 25% match for the two officer positions. Due to the decrease in forfeiture funds, the City of Ottumwa and Wapello County will provide funding to make up the difference not covered by the Byrne/JAG Grant. The funding has been included in the 2024/2025

Source of Funds: 001-112-6010

Budgeted Item:  Budget Amendment Needed: No

budget. Additional Task Force expenses will be financed by assessments made to other Task Force member agencies. The Southeast Iowa Inter-Agency Drug Task Force includes the counties of Davis, Jefferson, Keokuk, Van Buren, and Wapello.

# 547424 - Southeast Iowa Inter-Agency Drug Task Force

## Application Details

Funding Opportunity: 545968-SFY 2025 Byrne JAG - Continuation Applicants  
Funding Opportunity Due Date: Mar 8, 2024 4:30 PM  
Program Area: Byrne-Justice Assistance Grant Program (JAG)  
Status: Editing  
Stage: Final Application

Initial Submit Date:  
Initially Submitted By:  
Last Submit Date:  
Last Submitted By:

## Contact Information

### Primary Contact Information

First Name\*: Jason Phillip Bell  
First Name Middle Name Last Name

Title:

Email\*: bellj@ottumwa.us

Address\*: 330 W. 2nd

Ottumwa Iowa 52501  
City State/Province Postal Code/Zip

Phone\*: (641) 683-0631 Ext.  
Phone

###-###-####

Fax: ###-###-####

### Organization Information

Name\*: Ottumwa Police Department

Organization Type\*: City Government

DUNS: 10-670-8212  
###-###-####

Tax Id:

Unique Entity Identifier (UEI):

Organization Website: <http://www.cityofottumwa.org>

Address\*: 330 West Second Street

Ottumwa Iowa 52501  
City State/Province Postal Code/Zip

**Phone\*:** (641) 683-0636 Ext.  
###-###-####

**Fax:** (641) 683-0656  
###-###-####

## Cover Sheet

### Legal Applicant

**Legal Applicant - Agency\*:** Ottumwa Police Department  
Unit of government making application

**Legal Applicant - Name & Title\*:** Jason Bell Lieutenant  
Name Title

**Legal Applicant E-mail\*:** bellj@ottumwa.us

Enter the Unique Entity ID (UEI) assigned by SAM.gov. The Federal Government transitioned to the UEI April 4, 2022. The UEI replaced your DUNS number as the unique identifier for Federal Contractors and Assistance Recipients

**Unique Entity ID\*:** EBZ4BALLJVV6  
12 characters

The Vendor ID is the number assigned to your agency by the state accounting system (I3). The ID is used by state agencies to direct payments to the address and accounting systems defined by you. If you don't know your Vendor ID, first check with your accounting staff and then contact ODCP or State Accounting.

**Vendor ID Number\*:** 0000-2130148  
Four zeros followed by a dash and seven digit ID(0000-XXXXXXXX)

### Project Director

**Project Director\*:** Jason Bell  
First Name Last Name

**Street\*:** 330 W. 2nd Street

**Street:**

**City/State/Zip Code\*:** Ottumwa Iowa 52501  
City State Zip Code

**Phone\*:** 641-683-0631  
Enter 10 digit number - no special characters

**e-mail\*:** bellj@ottumwa.us

### Fiscal Officer

**Fiscal Officer\*:** Jason Bell  
First Name Last Name

**Phone\*:** 641-683-0631  
Enter 10 digit number - no special characters

**e-mail\*:** bellj@ottumwa.us

### Project Title

**Descriptive Title of the Project\*:** Southeast Iowa Inter-Agency Drug Task Force

### Level of Government

**Indicate the Applicant Agency level of government. \*:** Municipal

### High Risk Designation

Has the applicant agency been identified by a State or Federal Agency as a high risk grantee or been suspended or debarred? \*: No

If yes, please provide detail, including the state/federal agency(ies) involved and the nature of the issue. :

#### *Other Project Support*

Does this application request funding to expand or continue a project which was initiated with another funding source? \*: No

If yes, describe the funding history. Include the source(s) of funding and why you are applying to this grant program instead of/in addition to the original source(S).:

#### *Civil Rights Training*

Applicant agency has reviewed the civil rights training identified in the instructions above. Relevant information has been communicated to the appropriate agency personnel. \*: Yes

## Information & Instructions

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### *Application Information & Instructions*

General Grant Program Information and Instructions are available as an Adobe Acrobat (pdf) file in this solicitation. (See Attachments - Program Application Information and Instructions). Application instructions are also available on the Office of Drug Control Policy website <https://odcp.iowa.gov/>.

Grantees are strongly encouraged to review this information. Failure to comply with grant requirements may result in disqualification of your application. Contact Dennis Wiggins with questions 515-805-4141 or [wiggins@dps.state.ia.us](mailto:wiggins@dps.state.ia.us)

General Grant Program Information and Instructions have been received and reviewed. \*: Yes

## Minority Impact Statement

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### *Minority Impact Statement*

Does the proposed grant program or policy have a disproportionate or unique positive impact on minority persons? \*: No

Describe the positive impact expected from this project.:

Detail the rationale for the existence of the proposed program or policy.:

Indicate the group(s) positively impacted.:

Could the proposed grant program or policy have a disproportionate or unique negative impact on minority persons? \*: No

Describe the negative impact expected from this project.:

Detail the rationale for the existence of the proposed program or policy. :

Indicate the group(s) negatively impacted.:

Explain how you provided consultation with representatives of the minority groups impacted.:

I hereby certify the information above is complete and accurate to the best of my knowledge.\*: Yes

Chief of Police Chad Farrington  
 Title First Name Last Name

## Budget Detail Worksheet - No Match

### Personnel

Position/Title & Employing Agency	Federal Share	Priority
Unit Supervisor, Ottumwa Police Department	\$64,816.00	1
Investigator, Wapello County Sheriff's Office	\$57,299.00	2
Investigator, Ottumwa Police Department	\$63,358.00	3
	<b>\$185,473.00</b>	

### Fringe Benefits

Position/Title & Employing Agency	Federal Share	Priority
No Data for Table		

### Overtime

Position/Title & Employing Agency	Computation	Federal Share	Priority
No Data for Table			

### Travel

Purpose of Travel	Location	Item/Computation	Federal Share	Priority
No Data for Table				

### Equipment

Item	Computation	Federal Share	Priority
No Data for Table			

### Supplies

Item	Computation	Federal Share	Priority
No Data for Table			

### Procurement Contracts

Item	Computation	Federal Share	Priority
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No Data for Table

**Other Costs**

Item	Computation	Federal Share Priority
No Data for Table		

**Budget Summary**

**Federal Total\*:** \$185,473.00

**Budget Justification**

**Personnel**

Costs should be consistent with agency written policies, compensation should be reasonable and consistent with that paid for similar work in other comparable agencies.

List by Position Title. Base salary rate and other paid compensation need to be listed separately. Include any formulas used. Also include percent of time involved in this project.

Overtime should be included as a separate line item in the Overtime section below.

**Personnel:**

Personnel costs are determined by union contract and/or city determined amounts.

Unit Supervisor and Priority Position 1: This person is employed by the Ottumwa Police Department and assigned to the task force full time. 2184 hours @ \$39.57 = \$86,420.88. The 75% federal share requested amount for this position is **\$64,815.66**. The City of Ottumwa will continue to cover the local match 25% amount of \$21,605.22 or the amount not awarded for this position.

The Wapello County Investigator Position is assigned to the task force full time and is priority position 2. 2080 Hours @ \$36.73 = \$76,398.40. The federal share requested amount for this position is **\$57,298.80**. The Wapello County Sheriff's Department will continue to cover the local match 25% amount of \$19,099.60 or the amount not awarded for this position.

The Ottumwa Police Department Investigator Position is assigned to the task force full time and is priority position 3. 2184 hours @ \$38.68 = \$84,477.12. The 75% federal share requested for this position is **\$63,357.84**. The Ottumwa Police Department will continue to cover the local match 25% amount of \$21,119.28 or the amount not awarded for this position.

**Personnel Benefits**

Benefits	Employing Position/Title Agency	%to project	FICA	Insurance - Health, Dental, Life Retirement	Workers Comp Unemployment	Match Share	Federal Share	Total
Position #1		0.00%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00 \$0.00
Position #2		0.00%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00 \$0.00
Position #3		0.00%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00 \$0.00
Position #4		0.00%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00 \$0.00
Position #5		0.00%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00 \$0.00
Position #6		0.00%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00 \$0.00
Position #7		0.00%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00 \$0.00
Position #8		0.00%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00 \$0.00

Position #9	0.00%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Position #10	0.00%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Position #11	0.00%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Position #12	0.00%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Position #13	0.00%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Position #14	0.00%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Position #15	0.00%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Total</b>								<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

**OT**

Describe how OT will be utilized, list over time rate(s) and the number of overtime hours to be worked.

**Overtime:**

**Travel**

Transportation and subsistence of project personnel for project related travel and travel for training events. Out of state travel requires prior approval from ODCP. Use your agency travel policies.

Include contractor/consultant travel in Procurement Contracts section.

**Travel:**

**Equipment**

Type of equipment, quantity and unit price. Purpose of purchase and percent of time involved in project, and staff who will use the equipment. (Definition of Equipment = item with a value of \$5,000 and a life expectancy of 1 year or more - if an item does not meet this definition include it in the Supplies line item.) Use procedures consistent with agency's written procurement policies.

**Equipment:**

**Supplies**

Supplies, printing, expendables (telephone, gas, electricity). Relate costs to project activities. Itemize all expenses. Miscellaneous expenses will not be funded

**Supplies:**

**Procurement Contracts**

Individual consultants or service organizations. Specify purpose of contract and itemize all consultant fees, consultant expenses, and contracts.

Legal applicant shall follow the same policies and procedures used for competitive bid and procurement from its non-federal funds.

Contract services require ODCP approval.

**Contract Services:**

**Other Costs**

List items by type. Generally, Other Expenses include items such as rent, indirect costs, operating expenses, telephone, data services, rent, etc.

**Other Costs:**

**Prior Funding - Continuation**

**Expenditure Status**

**What Percent of your current grant award has been expended through December 31st.\*:** 83.00%



If less than 50% expended, provide explanation and plan for expenditure prior to June 30th. :

### **Sustainability**

Please describe your project's sustainability plan in the absence of federal funding.

#### **Sustainability\*:**

The Southeast Iowa Inter-Agency Drug Task Force was formed in 1990 and has received grant funding on an annual basis since that time. Currently, the task force member agencies consist of the Jefferson, Davis, Keokuk, Van Buren and Wapello Counties and the City of Ottumwa. Task force member agencies recognize the importance of supporting task force operations.

All costs not covered by the grant application will be covered by the City of Ottumwa and Wapello County.

### **Prior Funding**

List Byrne/JAG or RSAT grant funds previously received to fund the project described in this application.

<b>Byrne-JAG/RSAT Funding SFY24*:</b>	\$86,700.00
<b>Byrne-JAG/RSAT Funding SFY23:</b>	\$88,500.00
<b>Byrne-JAG/RSAT Funding SFY22:</b>	\$98,000.00

## Abstract - Continuation

### **Abstract**

Maximum of 4,000 characters

**Provide a descriptive summary of the need/problem to be addressed. Emphasis should be on data which describes the nature and extent of the problem and its impact on the target to be served by the proposed project. \*:**

The Southeast Iowa Inter-Agency Drug Task Force covers a five county area in southeast Iowa with a total population of 77,198. The City of Ottumwa, our task force's largest community, has a population of 25,350 which includes a diverse population. The City of Ottumwa is geographically a hub to drug distribution to the outlying areas in the task force coverage area. Methamphetamine continues to be the most widely abused drug in our area.

According to the "Methamphetamine-Substance Abuse Brief" published by the Iowa Health and Human Services website in January 2023, Wapello County ranks highest in the State of Iowa for Methamphetamine related treatment admission by county. Wapello County registered 1,012 admissions per 100,000 of population. The second closest was Webster County with 790 admissions 100,000 population. The lowest county for methamphetamine related treatment for methamphetamine treatment admission was Johnson County with 51 admissions per 100,000 population. This illustrates that Wapello County has a 181% worse treatment rate for methamphetamine abuse that the lowest county in Iowa.

The Ottumwa Police Department has recognized that persons suffering from mental distress are also likely to be abusers of illegal substances. During the last quarter of the calendar year '23, the Southern Iowa Mental Health Center, located in Ottumwa, conducted an evaluation of what percentage of persons seeking treatment at their facility tested positive for drugs other than alcohol. The results identified that 71% of the patients seen in the crisis response unit tested positive for the presence of illegal narcotics in their system. Of those patients who tested positive, over 30% of the persons tested were positive for methamphetamine, which was the highest drug found in the patients. The second highest illegal drug that people tested positive for was marijuana and that consisted of 28% of the patients who were evaluated.

High grade marijuana, THC Concentrates, and THC vape products continue to be a problem in our task force area. In calendar year 2022, the task force seized 1,734 grams of THC concentrates. In 2023, the task force seized 9,960 grams of THC concentrates. This represents a 474% increase in the amount seized over the last two years. In calendar year 2022, the task force seized 19,113 grams of high grade marijuana. In calendar year year 2023, the task force seized 28,067 grams of marijuana. This represents an almost 47% increase in the amount seized over the last two years.

There is a direct correlation between drug abuse and criminal activity. According to the Iowa Uniform Crime Reporting System, Wapello County had an almost 5% increase in crime in 2022 when compared to 2021. Wapello County also had a crime rate of 8350 per 100,000 population which is also the highest crime rate in the State of Iowa. (This was the most current data available)

All of these examples illustrate the necessity for the task force to continue investigative efforts to improve the overall welfare of the communities we serve and the state.

Maximum of 1,200 characters

**Describe the key activities of the proposed project. \*:**

Key activities of the task force are to investigate and successfully prosecute drug traffickers, drug trafficking organizations, and drug users. This is accomplished by various investigative methods such as; conducting controlled purchases of illicit drugs; executing search warrants; interdiction of controlled substances through shipping or mail providers; surveillance of case targets; analyzing intelligence obtained from search warrants of cell phones and social media; preparing for court by interacting with the prosecuting attorney; and continued interaction with our local, state, and federal law enforcement agencies.

Maximum of 1,500 characters

**Describe the expected outcomes of the proposed project. \*:**

The task force will utilize their available resources to reduce the availability of drugs and hold offenders accountable. The task force will prioritize investigative efforts on large scale drug distributors with the goal of disrupting or dismantling larger trafficking operations or groups. As a result of these efforts is is expected that this will contribute to an overall improvement to the quality of life to our task force coverage area.

## Project Objectives

### Goals and Objectives

Project Goal	Objective(s)
The goal of the task force is to reduce the availability of illicit drugs in the 5 county task force coverage area with an emphasis on methamphetamine, heroin & fentanyl, and THC.	To maintain or increase the total amounts of illicit drugs seized in FY25 in comparison to FY 24. This will be accomplished through investigative methods such as controlled purchases of narcotics, search warrants, and interdiction activities.
Update the community on recent drug trends in our area by participating in meetings or educational forums.	A representative from the task force will participate in at least 4 community meetings or presentations in the year. The intent of the participation would be to better engage with community members in our task force coverage area to provide education on emerging trends and concerns and to possibly assist citizens for referrals for treatment or other resources. This will also allow for the citizens in these meetings to have direct open dialog with task force personnel so they can promptly report and discuss suspicious activity to the investigators.
Support our task force member agencies with technical analysis of cell phone data for felony and or highly important investigations.	Task force investigations have become certified in the analysis of digital information obtained from suspect's cellular devices or other investigative means. Task force personnel have access to various investigative platforms such as Cellebrite's Digital Intelligence Suite. The cellebrite analysis provides law enforcement with an enterprise to analyze and manage investigative data. Task force investigators also have access to Cell Hawk which also assists in mapping some of the aforementioned data obtained from various devices. Task force personnel would continue to assist our member agencies in these evaluations which will strengthen their overall investigations.

## Project Evaluation - Continuation Grantee

### 1. Select Byrne JAG Performance Measures - Non Task Force Applicants

Year in which the project is currently operating with funding assistance from the Byrne JAG program. : N/A

Total number of participants receiving services during the reporting period.: 0

Number of program participants who successfully completed services during the reporting period.: 0

Number of participants served who unsuccessfully completed programming.: 0

Number of program slots offered through the program.: 0

**2. Select Byrne JAG Performance Measures - Drug Task Force Applicants**

Year in which the project is currently operating with funding assistance from the Byrne JAG program. : Second or Subsequent Year

Number of new investigations initiated: 105

Number of judicial search warrants served: 0 Federal 107 State

Number of individuals arrested for a felony: 56

Number of individuals arrested for a misdemeanor: 44

Heroin seized (grams): 15.34

Cocaine seized (grams): 163.01

Crack seized (grams): 1.80

Marijuana - commercial grade Seized (grams) : 34309.10

Methamphetamine/ice seized (grams): 10102.10

Pharmaceuticals (identify grams/dosage units/pills):

Acetaminophen hydrocodone: 56du Alprazolam: 344du Oxycodone: 101du Clonazepam: 13du Methylphenidate HCL: 51du Amphetamine and Dextroamphetamine: 67du Acetaminophen/Oxycodone HCL: 4du Zolpidem tartrate ER: 76du Sildenafil Citrate: 24du Gabapentin: 83du Lorazepam: 98du Morphine Sulfate: 10du Tramadol: 8du Daytrana methylphenidate transdermal patches: 8du Metronidazole: 11du Buspirone: 50du Amitriptyline: 10du Hydromorphone: 7du Prazosin: 71du Hydroxyzine: 97du Trazodone: 29du Fluoxetine: 30du Venlafaxine: 16du Montelukast: 4du Hydrochlorothiazide: 30du Amoxicillin: 4du Testosterone propionate

Firearms seized: 42

Number of defendants accepted for Federal prosecution - felony charges.: 0

Number of defendants accepted for Federal prosecution - misdemeanor charges.: 0

Number of defendants accepted for State prosecution - felony charges.: 56

Number of defendants accepted for State prosecution - misdemeanor charges.: 48

Number of criminal groups disrupted. : 2

Number of criminal groups dismantled.: 2

Clandestine laboratories seized: 0

Drug endangered children referred to DHS: 8

### 3. Project Evaluation - Narrative

*As with performance measures, the focus of the narrative should be on the past six quarters.*

*Maximum of approximately 11,000 Characters*

**Provide a narrative description of project performance. Include the key project activities as they relate to the need/problem described in the Summary of the Project.**

**Provide a narrative description of the project's impact on the community/problem. Emphasis should be on measurable outcomes/impact and supported with adequate data.\*:**

*The Southeast Iowa Inter-Agency Drug Task Force was formed in 1990 to investigate and prosecute drug traffickers in Southeast Iowa. Currently, the counties of Wapello, Jefferson, Davis, Van Buren, and Keokuk are member agencies along with the City of Ottumwa. The goal of the task force is to assist our member agencies in generating the best possible criminal cases to move forward to successful prosecution. Generally speaking, our task force member agencies do not have the available manpower to have a dedicated person to investigate narcotics related criminal activity. Having a drug task force allows for these jurisdictions to have another resource to utilize to further the Department's and the State's overall goal of reducing the availability of drugs in their community. Our task force investigators also work closely with members of the Iowa Division of Narcotics Enforcement in a collaborative through the course of their duties. This relationship promotes information from the local level to state and federal authorities.*

*One of the main goals for this current grant funding year was to increase the amounts of illicit drugs seized over the last two grant evaluation periods. During the evaluation period, task force investigators seized 10,102.1 grams of methamphetamine (22.27 pounds). This represents a 178% increase in the amount of methamphetamine seized during this evaluation period. During the current rating period, task force investigators seized 34,309.1 grams of marijuana. This amount represents a 77% increase in the amount of marijuana seized during this evaluation period. The task force also recorded increases in the number of new investigations initiated, number of individuals arrested for felonies, the amount of heroin seized, the amount of cocaine seized, the amount of firearms seized, the number of children referred to the Iowa Department of Human Services, and the number of people accepted for prosecution in state court.*

*Eight children were referred to the Iowa Department of Human Services during the evaluation period. There was an increase of 300% over the last evaluation period. Referral of these children to DHS affords the child and the family to potentially receive services from the department that would not be afforded to them if they were not referred by task force personnel.*

*Task force personnel have had success in conducting investigations that resulted in a source of supply from Nebraska being arrested who had never actually been to our area as a result of an effective conspiracy investigation. This particular case started with controlled purchases of methamphetamine from various distributors in our coverage area. Task force investigators obtained search warrants for phone records and social media accounts for the targets of the investigation. Investigators were also able to obtain information that had been gathered by authorities in Nebraska from phone analysis and residential search warrants that assisted in the prosecution of the individual from Nebraska for supplying methamphetamine to drug dealers in our coverage area. This complex and lengthy investigation resulted in the arrest of ten individuals and the filing of thirty-two charges related to the distribution of methamphetamine and other drugs in our enforcement area.*

*Task force personnel are often times consulted in violent crimes involving firearms. During the evaluation period, the Ottumwa Police Department was called to downtown Ottumwa to investigate an incident involving an assault with a firearm. Task force personnel were requested to assist in the identification of the suspect and subsequent investigation since the suspect was determined to live in Jefferson County and that is a member agency of the task force. Ottumwa Police personnel were able to obtain a search warrant for the suspect in the assault in Jefferson County to look for the firearm. The suspect in the case was also suspected to be involved in drug distribution. Investigators from the Ottumwa Police Department, Iowa Division of Narcotics Enforcement, Jefferson County Sheriff's Department, and the Fairfield Police Department executed a search at the suspect's residence. That suspect was found to be in possession of over a pound of marijuana and also had evidence of drug distribution at his residence. That suspect decided to cooperate with authorities and identified his source of supply of drugs also in Fairfield. Law enforcement personnel subsequently executed a search warrant at the additional drug distributor and seized 10 firearms, 15,410 grams of marijuana, 34 grams of methamphetamine, 42 grams of cocaine, and 392 grams of psilocybin mushrooms. These firearms and controlled substances were seized as a result of the initial assault investigation and the cooperation of the various law enforcement agencies that contributed to the investigation.*

During the rating period, a drug offender in Fairfield was arrested and decided to cooperate with authorities. This offender introduced an undercover DNE agent to their source of supply in Ottumwa. The undercover agent made multiple purchases of bulk methamphetamine from this source in Ottumwa. When law enforcement personnel executed a search warrant at the supplier's residence in Ottumwa, they were found to be in possession of approximately one pound of methamphetamine. That person decided to cooperate with law enforcement and identify other sources or methamphetamine supply outside of our area. As a result of this investigation, more than 25 pounds of methamphetamine has been seized and additional state and federal law enforcement jurisdictions have also joined in the investigation.

In September, 2023, the Davis County Sheriff contacted task force investigators after a citizen in a rural part of Davis County found some marijuana plants growing on public ground. Task force investigators began investigating the marijuana plants and found additional marijuana plants growing on both public and private properties. By conducting surveillance of the various marijuana grow sites, both remotely and in person, investigators were able to determine that the plants were all being maintained by the same person. The location of the marijuana grow was geographically located in close proximity to Wapello, Davis, and Van Buren Counties. By sharing the information regarding the investigation with the various counties, deputies from Van Buren County were able to identify the off road utility vehicle that was being operated by the suspect. The Iowa Department of Natural Resources was able to provide a list of all the persons with that specific utility vehicle registered in the area. The suspect was then able to be identified as a resident of Wapello County. Law enforcement personnel maintained surveillance on the marijuana grow and were able to observe the suspect leaving the area. A Bloomfield police officer and Davis County deputy were able to stop the suspect as he traveled back into Wapello County. The suspect was arrested, task force personnel obtained search warrants for his residence and additional properties. Additional marijuana plants were seized from the various outdoor growing locations. Investigators located an indoor marijuana grow and processing site in one of the properties the suspect owned along with several pounds of marijuana, marijuana seeds, and items of grow equipment. The suspect was arrested and charged with multiple drug felonies. A search of the suspect's cell phone utilizing the Cellebrite identified additional marijuana growing locations that were previously not known to investigators in both Davis and Wapello counties.

Task force personnel also continue to provide technical support and examination of records and mobile devices to our task force member agencies. Task force personnel regularly assist our member agencies with cellular phone downloads and analysis of the information extracted from the devices. These resources are not free and require annual costs and frequent updates to maintain these systems.

The few cases listed above illustrate how important continued funding for our task force is. Any decrease in funding would have a negative impact on already strained departments that are already dealing with reduced budgets and manpower issues. Elected officials from our area remain committed to the task force and supporting our efforts to combat the drug problem in our area. The reduction or the loss of funding would significantly impact the ability to keep dedicated personnel assigned to the task force.

## Other Attachments

### Attachments?

Do you have "other attachments"?  No Note - other attachments are not scored.

### Other Attachments

Description	File Name	Type	Size	Upload Date
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No files attached.

received  
3-1-24 8 AM

Item No. B.-6.

# CITY OF OTTUMWA Staff Summary

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

Council Meeting of: Mar 5, 2024

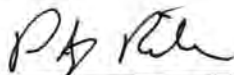
Philip Rath

Prepared By

Administration

Department

Department Head



City Administrator Approval

AGENDA TITLE: Set Public Hearing to Consider Revision of Lease Agreement between the City of Ottumwa and Musco Sport Lighting, LLC.

\*\*\*\*\*

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

RECOMMENDATION: Set the time, date, and place for public hearing as:

March 19, 2024 at 5:30 PM  
City Council Meeting  
Bridge View Center  
102 Church Street

DISCUSSION: The City of Ottumwa previously revised and renewed the Agreement with Musco Sport Lighting, LLC on or around July 19, 2022 for the lease of the South One-Half of Building #23 - a hangar at the Ottumwa Regional Airport. Since that time a significant repair of the facility was identified and remedied. Musco had fronted the cost of the repair and agreed to split the difference with the city. In exchange they have agreed to receive payment in the form of a rent credit. The revised lease includes this language for a period of eight years - extending into the automatic renewal period. The new agreement would be effective April 1, 2024 - June 30, 2032.

Source of Funds:

Budgeted Item:

Budget Amendment Needed:

**received**  
3.1.24 8AM

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

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

Council Meeting of: Mar 5, 2024

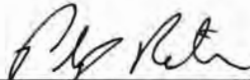
**Philip Rath**

Prepared By

**Administration**

Department

Department Head



City Administrator Approval

AGENDA TITLE: Set Public Hearing for the Purpose of Considering a Ground Lease Agreement between the City of Ottumwa and the Southeast Iowa Sports Commission for the Construction of an Indoor Sports Facility

\*\*\*\*\*

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

RECOMMENDATION: Set the time, date, and place for public hearing as:

March 19, 2024 at 5:30 PM  
City Council Meeting  
Bridge View Center  
102 Church Street

DISCUSSION: The Southeast Iowa Sports Commission has expressed interest in building and maintaining an indoor sports facility. This facility is to be located in Sycamore Park, which is consistent with the Greater Ottumwa Park Plan. The Commission has been fundraising and preparing plan documents.

Source of Funds:

Budgeted Item:  Budget Amendment Needed:

# CITY OF OTTUMWA

## Staff Summary

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

Council Meeting of : Mar 5, 2024

Planning & Development  
Department

Jake Rusch  
Prepared By  
Zach Simonson  
Department Head

*[Signature]*  
City Administrator Approval

AGENDA TITLE: Resolution No. 61- 2024, a resolution setting March 19th, 2024 as the date of a Public Hearing on the disposition of City owned property located at 119 N Ward Street.

\*\*\*\*\*  
 **\*\*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: Pass and adopt Resolution No. 61- 2024

DISCUSSION: The City owns a vacant lot at 119 N Ward. An individual is interested in purchasing this lot. The proposal will be brought to the March 19th, 2024 City Council meeting.

Source of Funds:

Budgeted Item:  Budget Amendment Needed:



RESOLUTION No. 61 - 2024

A RESOLUTION SETTING MARCH 19<sup>TH</sup>, 2024 AS THE DATE OF A PUBLIC HEARING ON THE DISPOSITION OF CITY OWNED PROPERTY LOCATED AT 119 NORTH WARD STREET

WHEREAS, the City of Ottumwa, is the present title holder to the property legally described as R S SMITH'S 3RD ADD LOT 22 BLK 10 (119 N WARD) City of Ottumwa, Wapello County, Iowa, also known as 119 North Ward Street; and

WHEREAS, the above described property is a vacant lot within the city of Ottumwa; and

WHEREAS, the City will dispose of the property to the interested party.

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

That the 19<sup>th</sup> day of March 2024 at 5:30 PM at the City Council meeting located at 102 Church Street in the City of Ottumwa, Iowa, be and the same is hereby fixed as the time, date and place for a public hearing on the notice of intent to dispose of real property legally described above to the interested party and the City Clerk is authorized and directed to publish notice of said public hearing as provided by law.

PASSED AND ADOPTED this 5th day of March 2024.

City of Ottumwa, Iowa

  
Richard W. Johnson, Mayor

ATTEST:

  
  
Christina Reinhard, City Clerk

# CITY OF OTTUMWA

## Staff Summary

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

Council Meeting of: Mar 5, 2024

Planning & Development  
Department

Zach Simonson  
Prepared By  
Zach Simonson  
Department Head

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

AGENDA TITLE: Resolution No. 63-2024: Resolution Fixing Date for a Public Hearing on the Proposal to Convey Certain Real Property to the Wapello County Historic Society

\*\*\*\*\*

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

RECOMMENDATION: Pass and adopt Resolution No. 63-2024.

DISCUSSION: The City owns a small parcel which it received from the DOT in 1978. The Parcel forms a portion of the driveway for the Iowa Heartland Historic Connection Museum at 1 Museum Dr. (formerly Farm Credit Dr.). This resolution sets a public hearing for the March 19 meeting to dispose of the parcel to Wapello Co. Historic Society and Museum.

Source of Funds:

Budgeted Item:  Budget Amendment Needed:

## **ITEM TO INCLUDE ON AGENDA**

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

March 5, 2024

5:30 P.M.

- Resolution fixing date for a public hearing on the proposal to convey certain real property to The Wapello County Historical Society, and providing for publication of notice thereof

### IMPORTANT INFORMATION

1. The above agenda items should be included, along with any other agenda items, in the meeting agenda. The agenda should be posted on a bulletin board or other prominent place easily accessible to the public and clearly designated for that purpose at the principal office of the body holding the meeting. If no such office exists, the notice must be posted at the building in which the meeting is to be held.
2. If you do not now have a bulletin board designated as above mentioned, designate one and establish a uniform policy of posting your notices of meeting and tentative agenda.
3. Notice and tentative agenda must be posted at least 24 hours prior to the commencement of the meeting.

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

March 5, 2024

The City Council of the City of Ottumwa in the State of Iowa, met in regular session, at the Bridge View Center, 102 Church Street, Ottumwa, Iowa at 5:30 P.M., on the above date. There were present Mayor Johnson in the chair, and the following named Council Members:

Cara Galloway, Bill Hoffman Jr., Doug McAntire, Keith Caviness

---

Absent: Cyan Bossou

Vacant: None

\* \* \* \* \*

Council Member Caviness then introduced the following proposed Resolution entitled "RESOLUTION FIXING DATE FOR A PUBLIC HEARING ON THE PROPOSAL TO CONVEY CERTAIN REAL PROPERTY TO THE WAPELLO COUNTY HISTORICAL SOCIETY", and moved that the same be adopted. Council Member McAntire seconded the motion to adopt. The roll was called, and the vote was:

AYES: Galloway, Hoffman, McAntire, Caviness

---

NAYS: ABSENT: Bossou

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

RESOLUTION NO. 63-2024

RESOLUTION FIXING DATE FOR A PUBLIC HEARING ON  
THE PROPOSAL TO CONVEY CERTAIN REAL PROPERTY  
TO THE WAPELLO COUNTY HISTORICAL SOCIETY

WHEREAS, the City Council of the City of Ottumwa (the "City") has received a proposal in the form of a proposed Real Estate Purchase Agreement with The Wapello County Historical Society (the "Agreement"), which Agreement proposes the conveyance of certain City-owned real property (the "Property") to The Wapello County Historical Society in exchange for \$130.00 and the buyer's payment of costs associated with the real estate transaction, under the terms and conditions set forth in the Agreement; and

WHEREAS, the Property proposed to be conveyed to The Wapello County Historical Society under the Agreement is legally described as follows:

A parcel of land located in Lot 310, Block 17 in Meadowdale Addition to the City of Ottumwa, Wapello County, Iowa, as shown is the Right of Way Plat recorded with the deed recorded in Book 409 at Page 697 of the Wapello County Recorder's records, more particularly described as:

Beginning at the SW Corner of said Lot 310; thence S89°41 1/2'E, 58.45 feet along the South line of said Lot 310; thence Northerly 52.88 feet along a 4729.0 foot radius curve concave Easterly having a long chord of 52.88 feet bearing N19°18 3/4'E, to the North line of said Lot 310; thence N89°41 1/2'W, 75.94 feet along said North line to the West line of said Lot 310; thence S00°00'E, 50.0 feet along said West line to the point of beginning; containing 3360 sq. ft., more or less.

WHEREAS, it is appropriate, pursuant to Iowa Code Section 364.7, for this Council to set a date for public hearing on the proposed conveyance of the City's interests in the Property and for the City to publish a notice of the public hearing.

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

Section 1. That this Council meet at the Bridge View Center, at 5:30 P.M. on March 19, 2024, for the purpose of taking action on the matter of the proposal to convey interests in real property to The Wapello County Historical Society pursuant to the terms and conditions of the proposed Agreement.

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

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

**(One publication required)**

NOTICE OF PUBLIC HEARING OF THE CITY COUNCIL OF THE  
CITY OF OTTUMWA IN THE STATE OF IOWA, ON THE MATTER  
OF THE PROPOSAL TO CONVEY REAL PROPERTY TO THE  
WAPELLO COUNTY HISTORICAL SOCIETY, AND THE HEARING  
THEREON

PUBLIC NOTICE is hereby given that the Council of the City of Ottumwa in the State of Iowa, will hold a public hearing on March 19, 2024, at 5:30 P.M. at the Bridge View Center, 102 Church Street, Ottumwa, Iowa, at which meeting the Council proposes to take action on the proposal to convey the City's interests in certain real property to The Wapello County Historical Society, in exchange for \$130.00 and the buyer's payment of costs associated with the real estate transaction, under the terms of a proposed Real Estate Purchase Agreement (the "Agreement"). The real property proposed to be conveyed is legally described as follows:

A parcel of land located in Lot 310, Block 17 in Meadowdale Addition to the City of Ottumwa, Wapello County, Iowa, as shown is the Right of Way Plat recorded with the deed recorded in Book 409 at Page 697 of the Wapello County Recorder's records, more particularly described as:

Beginning at the SW Corner of said Lot 310; thence S89°41 1/2'E, 58.45 feet along the South line of said Lot 310; thence Northerly 52.88 feet along a 4729.0 foot radius curve concave Easterly having a long chord of 52.88 feet bearing N19°18 3/4'E, to the North line of said Lot 310; thence N89°41 1/2'W, 75.94 feet along said North line to the West line of said Lot 310; thence S00°00'E, 50.0 feet along said West line to the point of beginning; containing 3360 sq. ft., more or less.

A copy of the Agreement is on file for public inspection during regular business hours in the office of the City Clerk, City Hall, City of Ottumwa, Iowa.

At the time and place set for the public hearing, interested individuals will be given the opportunity to express their views, both orally and in writing, on the proposed conveyance and proposed Agreement. After the public hearing, the Council may make a final determination to approve the Agreement as submitted, or upon condition that certain terms be changed, or the Council may defer action on the Agreement and proposal until a subsequent meeting.

This notice is given by order of the City Council of the City of Ottumwa in the State of Iowa, as provided by Section 364.7 of the City Code of Iowa.

Dated this 5 day of March 2024.

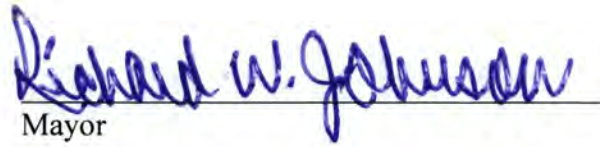
Christina Reinhard

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City Clerk, City of Ottumwa in the State of Iowa

(End of Notice)

PASSED AND APPROVED this March 5, 2024.

  
\_\_\_\_\_  
Mayor

ATTEST:

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

CERTIFICATE

STATE OF IOWA

)

) SS

COUNTY OF WAPELLO

)

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

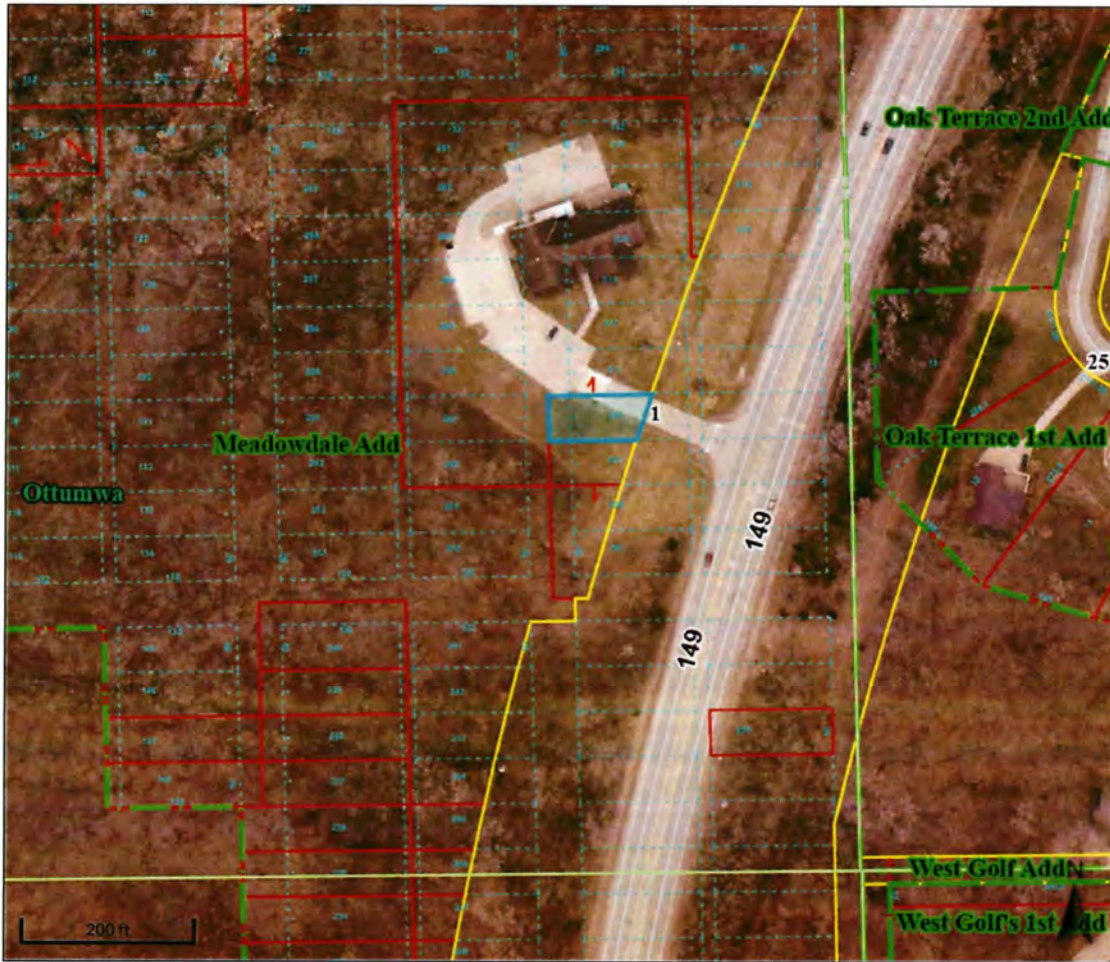
WITNESS my hand and the seal of the Council hereto affixed this 5 day of March 2024.

*Christina Reinhard*

City Clerk, City of Ottumwa, State of Iowa







Overview



Legend

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

Parcel ID	007413690059000	Alternate ID	n/a	Owner Address	City Of Ottumwa
Sec/Twp/Rng	0-0-0	Class	R		105 E Third
Property Address		Acreage	n/a		Ottumwa, IA 52501
District	OTTUMWA CITY/ OTTUMWA SCH				
Brief Tax Description	MEADOWDALE ADD PT L 310 BLK 17 BG SWCOR /S89E 58.45' ALG S LN LOT 310 ETC <i>(Note: Not to be used on legal documents)</i>				

Date created: 2/29/2024  
 Last Data Uploaded: 2/29/2024 2:28:48 AM

**(One publication required)**

NOTICE OF PUBLIC HEARING OF THE CITY COUNCIL OF THE CITY OF OTTUMWA IN THE STATE OF IOWA, ON THE MATTER OF THE PROPOSAL TO CONVEY REAL PROPERTY TO THE WAPELLO COUNTY HISTORICAL SOCIETY, AND THE HEARING THEREON

PUBLIC NOTICE is hereby given that the Council of the City of Ottumwa in the State of Iowa, will hold a public hearing on March 19, 2024, at 5:30 P.M. at the Bridge View Center, 102 Church Street, Ottumwa, Iowa, at which meeting the Council proposes to take action on the proposal to convey the City's interests in certain real property to The Wapello County Historical Society, in exchange for \$130.00 and the buyer's payment of costs associated with the real estate transaction, under the terms of a proposed Real Estate Purchase Agreement (the "Agreement"). The real property proposed to be conveyed is legally described as follows:

A parcel of land located in Lot 310, Block 17 in Meadowdale Addition to the City of Ottumwa, Wapello County, Iowa, as shown is the Right of Way Plat recorded with the deed recorded in Book 409 at Page 697 of the Wapello County Recorder's records, more particularly described as:

Beginning at the SW Corner of said Lot 310; thence S89°41 1/2'E, 58.45 feet along the South line of said Lot 310; thence Northerly 52.88 feet along a 4729.0 foot radius curve concave Easterly having a long chord of 52.88 feet bearing N19°18 3/4'E, to the North line of said Lot 310; thence N89°41 1/2'W, 75.94 feet along said North line to the West line of said Lot 310; thence S00°00'E, 50.0 feet along said West line to the point of beginning; containing 3360 sq. ft., more or less.

A copy of the Agreement is on file for public inspection during regular business hours in the office of the City Clerk, City Hall, City of Ottumwa, Iowa.

At the time and place set for the public hearing, interested individuals will be given the opportunity to express their views, both orally and in writing, on the proposed conveyance and proposed Agreement. After the public hearing, the Council may make a final determination to approve the Agreement as submitted, or upon condition that certain terms be changed, or the Council may defer action on the Agreement and proposal until a subsequent meeting.

This notice is given by order of the City Council of the City of Ottumwa in the State of Iowa, as provided by Section 364.7 of the City Code of Iowa.

Dated this 5 day of March 2024.

Christina Reinhard

---

City Clerk, City of Ottumwa in the State of Iowa

(End of Notice)

received Item No. F.-1.  
2/29/24 12:27 pm

# CITY OF OTTUMWA

## Staff Summary

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

Council Meeting of: Mar 5, 2024

Planning & Development  
Department

Jake Rusch  
Prepared By  
Zach Simonson  
Department Head

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

AGENDA TITLE: Resolution No. 46-2024, a resolution approving the sale of city property at 508 N Court to Indian Hills Community College for the sum of \$1.00.

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

RECOMMENDATION: Pass and adopt Resolution No. 46-2024

DISCUSSION: Indian Hills Community College submitted an application to purchase the city-owned property at lot 508 N Court. They plan to build a new single family dwelling on the property. A copy of the application is attached.

Source of Funds: 151-3-342-6499

Budgeted Item:  Budget Amendment Needed:

RESOLUTION No. 46 - 2024

A RESOLUTION ACCEPTING THE BID AND APPROVING THE SALE OF CITY OWNED PROPERTY LOCATED AT LOT 508 N COURT STREET TO INDIAN HILLS COMMUNITY COLLEGE FOR THE SUM OF \$1.00

WHEREAS, the City of Ottumwa, is the present title holder to the property legally described as ELLIOTT'S ADD LOT 2 (508 N COURT) City of Ottumwa, Wapello County, Iowa, also known as 508 N COURT Street and

WHEREAS, pursuant to Resolution No. 45 – 2024 approved, passed and adopted February 20, 2024 the City Council authorized and directed the City Clerk to publish notice regarding the sale of said property; and

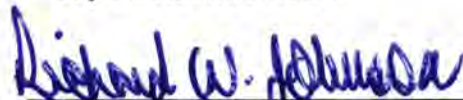
WHEREAS, Indian Hills Community College submitted an application to purchase the above property in the amount of \$1.00; and

WHEREAS, the property will be transferred by quit claim deed, with no abstract, and the buyer shall pay all costs associated with the conveyance of the property including any property taxes owed; and

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF OTTUMWA, IOWA, that the purchase price from Indian Hills Community College in the amount of \$1.00 and it is hereby accepted and the sale of said property is approved and the Mayor and City Clerk are hereby authorized to sign the appropriate deed on behalf of the city conveying said property.

PASSED AND ADOPTED this 5th day of March 2024.

City of Ottumwa, Iowa

  
Richard W. Johnson, Mayor

ATTEST:

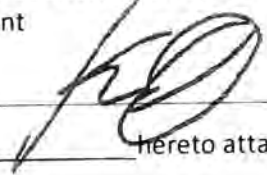
  
  
Christina Reinhard, City Clerk

# PROOF OF PUBLICATION

STATE OF IOWA  
WAPELLO COUNTY

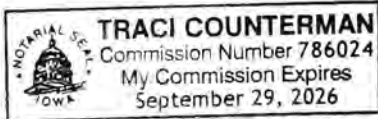
I, Kyle Ocker, being duly sworn on my oath, say I am the General Manager of the Ottumwa Courier, a newspaper printed in said Wapello County, Iowa and of general circulation there in, and that the advertisement

508 N. Court  
City of Ottumwa



hereto attached

was published in said newspaper for 1 consecutive week's to-wit: 2/29/24  
Subscribed and sworn to before me, and in my presence, by the said 29 day of February, 2024



Notary Public

In and for Wapello County

Printer's fee \$ 16.87

**C**

**CITY OF OTTUMWA  
NOTICE OF  
PUBLIC HEARING**  
TO WHOM IT MAY CONCERN:  
Notice is hereby given that the City Council of the City of Ottumwa, Iowa, will hold a public hearing Tuesday, March 5th, 2024 at 5:30 P.M. at the Bridge View Center in the City of Ottumwa, Iowa on its intent to dispose of real property legally described ELLIOTT'S ADD LOT 2 (508 N COURT) City of Ottumwa, Wapello County, Iowa, also known as 508 N Court Street to the successful bidder by quit claim deed, with no abstract and the buyer paying all costs of conveyance. All persons interested in the intent to dispose of said property are invited to be present at the above time and place on the date mentioned to present their objections to, or arguments for the intent to dispose of said property.  
FOR THE CITY OF OTTUMWA:  
Jake Rusch, Zoning  
and Housing Coordinator  
Published: February 29, 2024

**ISMENT**



CITY OF  
OTTUMWA

Petition No.: 5101-2024

**Petitioner Information:**

Name: Indian Hills Community College - Taren Ferguson, CFO

Address: 525 Grandview Ave Ottumwa, IA 52501

Phone Number: (641) 683-5295  Petition contains the required number of signatures

Summary of Petition:

Purchase Offer form for city owned property located at 508 North Court for \$1 for New Construction. Housing Proposal is required according to our listing on the website.

.....  
1. Engineering Department  Approve  Deny PB  
Comments: Date 02-01-24 Dept. Initials Required

2. Plan/Zoning/Dev. Department  Approve  Deny \_\_\_\_\_  
Comments: Date \_\_\_\_\_ Dept. Initials Required

3. Health Department  Approve  Deny \_\_\_\_\_  
Comments: Date \_\_\_\_\_ Dept. Initials Required

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



CITY OF  
OTTUMWA

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

Comments:

\_\_\_\_\_  
Date Dept Initials  
Required

2. Plan/Zoning/Dev. Department  Approve  Deny

Comments: For MLW housing, \$1.25 PRICED FOR  
BLDG TRADE PROGRAM.

JF  
Date 2/1/24 Dept Initials  
Required

3. Health Department  Approve  Deny

Comments:

JF  
Date 2/1/24 Dept Initials  
Required

\*\* If denied by your department automatically return to the City Clerk's Office.

\*\* If approved by your department submit to the next department for review.

\*\*\* Once the form is completed return to the City Clerk's Office

Petition 5101-2024



[ CITY OF ]

OTTUMWA

received  
2.1.2024

Revised 6-30-2021

PURCHASE OFFER FORM FOR CITY OWNED PROPERTY

Check which type of property you want to purchase.

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

Address or legal description of the property 508 North Court, Ottumwa, Iowa 52501

Buyers Name, address and phone number Indian Hills Community College, 525 Grandview Ave  
631-683-5295 - Taren Ferguson, CFO

Dollar amount of the offer \$1.00

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

If you are purchasing a vacant lot, what is the intended use of the lot? New Construction

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

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

If you are a not for profit organization, such as Habitat for Humanity, or other organization that builds housing, the price for a vacant lot is \$125 regardless of the length of time the City has owned the property. If you are a nonprofit seeking to operate a community garden, the price is \$1.00. You must demonstrate that your organization is sustainable and able to continuously operate community gardens. If you are an Ottumwa School District with a construction trades program and intend to build housing the price is \$1.00.

**Some lots are not available for green space. Verify if the requested lot requires a plan for developing new construction.**



**received**  
2-28-24 12:30p

**business**

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

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

Council Meeting of: Mar 5, 2024

Finance  
Department

Jessica Kinser

Prepared By

Jessica Kinser

Department Head



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

AGENDA TITLE: Ordinance No. 3223-2024 - Amending the Municipal Code of the City of Ottumwa, Iowa, by Amending Section 31-14(a) entitled "Fees and Charges, Costs."

\*\*\*\*\*

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

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

RECOMMENDATION: Pass the third consideration and adopt Ordinance No. 3223-2024.

DISCUSSION: Staff is working with Piper Sandler on financial modeling for the Phase 8 work. Part of this discussion has been Fund 613 Sewer Improvement Fund. This fund has very specific language establishing it and stating that it can only be used for future treatment plant projects in Code of Ordinance section 31-14, which establishes sewer rates. This current language would prevent the use of funds in current and upcoming sewer projects. Therefore additional language is recommended to allow monies in the Sewer Improvement Fund to be utilized to benefit the entire sewer system and not just the treatment plant. A public hearing is required since this is amending the section of the code related to utility rates.

Source of Funds: N/A

Budgeted Item:  Budget Amendment Needed: No

Ordinance No. 3223-2024

AN ORDINANCE AMENDING THE MUNICIPAL CODE OF THE CITY OF OTTUMWA, IOWA BY AMENDING SECTION 31-14(a) ENTITLED "FEES AND CHARGES, COSTS"

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

**SECTION ONE:** The Municipal Code of the City of Ottumwa, Iowa is hereby amended by repealing and replacing sec. 31-14(a) as follows:

Section 31-14. Fees and charges, costs.

(a)(1) The user charge system shall generate adequate annual revenues to pay costs of annual operating and maintenance including replacement and costs associated with debt retirement of bonded capital associated with financing the treatment works which the City may by Ordinance designate to be paid by the user charge system. That portion of the total user charge which is designated for operations and maintenance including replacement of the treatment works shall be established by this section.

(2) That portion of the total user charge collected which is designated for operation and maintenance including replacement purposes as established in subsection (b), shall be deposited in a separate non-lapsing fund known as the operation, maintenance, and replacement fund and will be kept in two primary accounts as follows:

a. An account designated for the specific purpose of defraying operation and maintenance costs (excluding replacement) of the treatment works (operation and maintenance account).

b. An account designated for improvements, capital equipment, construction, renovation, rehabilitation, remodeling or replacement of any wastewater treatment, collection, separation or distribution improvement (replacement account). Deposits in the replacement account shall be made at least annually from the operation, maintenance and replacement revenue in the amount of at least \$500,000.00 annually.

(3) Fiscal year-end balances in the operation and maintenance account and the replacement account shall be carried over to the same accounts in the subsequent fiscal year, and shall be used for no other purposes than those designated for these accounts. Monies which have been transferred from other sources to meet temporary shortages in the operation, maintenance and replacement fund shall be returned to their respective accounts upon appropriate adjustment of the user charge rates for operation, maintenance and replacement. The user charge rate(s) shall be adjusted such that the transferred monies will be returned to their respective accounts within the fiscal year in which the monies were borrowed.

...

**SECTION TWO.** Severability. If any section, subsection, sentence, clause, phrase or portion of this Ordinance be held invalid or unconstitutional by any court of competent jurisdiction, such

portion shall be deemed a separate, distinct and independent provision, and such holding shall not affect the validity of the remaining portion hereof.

**SECTION THREE.** Repealer. All ordinances or parts of ordinances in conflict with the provisions of this Ordinance are hereby repealed.

**SECTION FOUR.** Effective. This Ordinance shall be in full force and effect, from and after its passage, adoption, and approval and publication as required by law.

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

Passed on its first consideration on the 6 day of February, 2024.

Passed on its second consideration on the 20 day of February, 2024.

Passed on its third consideration on the 5 day of March, 2024.

Approved this 5 day of March, 2024.

CITY OF OTTUMWA, IOWA

  
Richard W. Johnson, Mayor

     No action taken by Mayor  
     Vetoed this      day of     , 2024.

\_\_\_\_\_  
Richard W. Johnson, Mayor

     Repassed and adopted over the veto this      day of     , 2024.  
     Veto affirmed this      day of     , 2024 by failure of vote taken to repass.  
     Veto affirmed no timely vote taken to repass over veto.

ATTEST:  
  
Christina Reinhard, CMC, City Clerk



# CITY OF OTTUMWA

## Staff Summary

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

Council Meeting of: Mar 5, 2024

Planning & Development  
Department

Zach Simonson  
Prepared By  
Zach Simonson  
Department Head

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

AGENDA TITLE: Ordinance No. 3224-2024: Ordinance Permitting Class B Master Electricians to Perform Electrical Work in the City of Ottumwa by Repealing and Replacing Section 13-5 of the Municipal Code of the City of Ottumwa, Wapello County, Iowa

\*\*\*\*\*

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

RECOMMENDATION: Pass first consideration of Ordinance No. 3224-2024.

DISCUSSION: The State of Iowa issues a Class B Master Electrician's License to an electrician who has worked in the electrical business since before January 1, 1998 and who has a total of at least 1,600 hours of experience. Currently, the City electrical code only permits electricians who have a Master Class A license to do electrical work. This is a more restrict standard than many other jurisdictions including rural Wapello County

Source of Funds:

Budgeted Item:  Budget Amendment Needed:

where the state electrical inspectors have jurisdiction. It appears the Class A limit has created an undue limit on property owners seeking qualified electrical contractors. Staff recommends permitting the Class B Masters to do work in the City as well as the Class A Masters.

**ORDINANCE NO. 3224-2024**

**ORDINANCE PERMITTING CLASS B MASTER ELECTRICIANS TO PERFORM ELECTRICAL WORK IN THE CITY OF OTTUMWA BY REPEALING AND REPLACING SECTION 13-5 OF THE MUNICIPAL CODE OF THE CITY OF OTTUMWA, WAPELLO COUNTY, IOWA**

WHEREAS, the State of Iowa issues a Class B Master Electrician's License to an electrician who has worked in the electrical business since before January 1, 1998 and who has a total of at least 1,600 hours of experience.

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

**SECTION ONE**

Section 13-5 of the municipal code of the City of Ottumwa is hereby amended by repealing Section 13-5 in its entirety and enacting the following in lieu thereof:

**Sec. 13-5. – License required.**

- (a) It shall be unlawful for any person except those exempt according to section 13-6 and those holding a Class "A" or Class "B" master electrician license issued by the state, to obtain required permits to perform electrical work in the city. The city will reciprocate with electrical licenses from other jurisdictions only as permitted by the state.
- (b) No license may be loaned, rented, assigned or transferred. No holder of a valid license shall obtain a permit under such license and then subcontract, sell, or otherwise assign the work covered by said permit to a person or firm who does not have a valid license; nor is the holder of a Class "A" or Class "B" master license allowed to take out work permits for anyone other than the license holder, or the person, firm or corporation with whom the license holder is employed.

**SECTION TWO.** Severability. If any section, subsection, sentence, clause, phrase or portion of this ordinance be held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision, and such holding shall not affect the validity of the remaining portion hereof.

**SECTION THREE.** Repealer. All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

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

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

PASSED on its first consideration the 5 day of March, 2024.

PASSED on its second consideration the \_\_\_\_\_ day of \_\_\_\_\_, 2024.

Requirement of consideration and vote at two (2) prior Council meetings suspended the \_\_\_\_\_ day of \_\_\_\_\_, 2024.

APPROVED this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

CITY OF OTTUMWA, IOWA

By: \_\_\_\_\_  
Richard W. Johnson, Mayor

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

\_\_\_\_\_ Vetoed this \_\_\_\_\_ day of \_\_\_\_\_, 2024

\_\_\_\_\_  
Richard W. Johnson, Mayor

\_\_\_\_\_ Repassed and adopted over the veto this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

\_\_\_\_\_ Veto affirmed this \_\_\_\_\_ day of \_\_\_\_\_, 2024 by failure of vote taken to repass.

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

ATTEST:

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

received  
2/29/24 12:27m

# CITY OF OTTUMWA

## Staff Summary

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

Council Meeting of: Mar 5, 2024

Planning & Development  
Department

Zach Simonson  
Prepared By  
Zach Simonson  
Department Head

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

AGENDA TITLE: Authorize the Mayor to Join Open Letter from Municipalities to the Environmental Protection Agency to Urge Finalization of the eRIN Pathway

\*\*\*\*\*

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

RECOMMENDATION: Authorize the Mayor to sign the open letter prepared by Vespene Energy.

DISCUSSION: The Ottumwa/Wapello County Solid Waste Commission is working on an agreement with Vepene Energy would result in Vespene capturing gas generated by the landfill and using it for energy production. The project would pay a royalty to the Landfill. While that royalty would initially come the profit generated by powering an on-site data center, the royalty stands to increase significantly when the EPA finalizes its rules for the Electric

Source of Funds:

Budgeted Item:  Budget Amendment Needed:



Pathway within the Renewal Fuel Standard. The so-called eRIN Pathway would allow Vespene to generate larger revenue and thus a larger royalty back to the City by selling the power produced at the landfill back to the grid to power electric vehicles. Capturing and utilizing landfill gas in this way from just 50 small landfills including the Ottumwa/Wapello County Landfill would reduce methane emissions equivalent to 1.2 million metric tons of carbon dioxide. The eRIN pathway would further create economic relief for smaller landfills, such as the Ottumwa/Wapello County Landfill which because of size and geography have not previously been suitable for projects that seek to generate value from capturing and using gas produced on site.

Vespene Energy has prepared an open letter to the EPA urging the Agency to act quickly on finalizing eRIN. Vespene is asking Mayors in partner communities to join the letter. Staff has evaluated the letter and believes that accelerating the adoption of the eRIN Pathway would be beneficial to the project at the Landfill and would make the royalty more valuable.

The Honorable Michael Regan  
Administrator  
U.S. Environmental Protection Agency  
1200 Pennsylvania Avenue NW  
Washington, DC 20460

Dear Administrator Regan,

The U.S. Environmental Protection Agency (EPA) has set laudable goals for reducing emissions of the potent greenhouse gas methane. Consistent with that goal, we implore you to act on the opportunity to credit renewable biomass electricity used as a transportation fuel to charge electric vehicles (EVs) by finalizing the Electric Pathway within the Renewable Fuel Standard (RFS) program, also known as the “eRIN Pathway”. Finalizing the eRIN Pathway in 2024 such that eRIN generation may begin in 2025 would ensure that the program is durable and would help significantly reduce methane emissions from landfills and other organic waste processors.

We represent communities across the U.S. that own and operate small landfills. Our communities strive to be good environmental stewards, and reducing methane emissions from our landfills is an important part of our efforts. For that reason, we were pleased that landfills were a focus of the Biden-Harris Administration’s 2021 Methane Emissions Reduction Action Plan. We believed this signaled that the Administration intended to use all of the policies at its disposal to address emissions from landfills.

In late 2022, after EPA proposed to finalize the eRIN Pathway, our municipalities began preparing immediately to leverage the opportunity to invest in and develop the systems to capture methane from our landfills and convert it into electricity that could be used to charge EVs. As an example, many of our landfills are part of an aggregated project that would reduce methane emissions from 50 smaller landfills equivalent to 1.2 million metric tons of carbon dioxide annually, a project predicated on the eRIN Pathway and that the U.S. Department of Energy’s Loan Program Office is also considering supporting<sup>1</sup>.

That project, and many more like it, are in jeopardy because EPA has delayed finalization and implementation of the eRIN Pathway.

It is important to note that these landfills are too small or located too far from relevant infrastructure to viably produce renewable natural gas. As such, producing electricity is the only option to use the methane emitted by the landfills. However, the electricity markets alone do not provide sufficient revenue to support investment in the relevant equipment, so access to the eRIN Pathway is necessary to developing these systems.

It is also important to note that many of our communities are categorized as disadvantaged under the Biden-Harris Administration’s Justice40 Initiative<sup>2</sup>. Developing systems to capture and use

---

<sup>1</sup> “Startup Targets Small Landfill Gas to Ease EV Power Grid Strain”, Daniel Moore, Bloomberg Law, February 7<sup>th</sup>, 2024. <https://news.bloomberglaw.com/environment-and-energy/startup-targets-small-landfill-gas-to-ease-ev-power-grid-strain>

<sup>2</sup> “Justice40”. The White House, February 23<sup>rd</sup>, 2024. <https://www.whitehouse.gov/environmentaljustice/justice40/>

the methane emitted from landfills located in “communities overburdened by pollution and underinvestment” would not only improve local environmental outcomes, it would also create good, high-paying jobs and new income for the municipalities. EPA’s failure to implement the eRIN Pathway therefore severely impairs its record of advancing environmental justice goals consistent with the Justice40 Initiative. Leaving the eRIN Pathway unfinalized preserves an unlevel playing field that disadvantages smaller landfills and other organic waste processors that cannot viably produce renewable natural gas.

Finally, the eRIN Pathway is broadly popular and has bipartisan support. Congressional Democrats and Republicans from states like Arizona, Michigan, Ohio, and Wisconsin have written to EPA to support the eRIN Pathway<sup>3</sup>, and polls from multiple organizations show that a large majority of all voters want EPA to implement it<sup>4</sup>.

Given how obviously and significantly the eRIN Pathway would advance the Administration’s stated goals for methane emissions reductions and for helping to develop disadvantaged communities, we simply cannot make sense of EPA’s decision to delay and potentially abandon implementation of the eRIN Pathway. The Agency recognized in 2010 that electricity from renewable biomass qualifies as a renewable transportation fuel under the RFS, and it has now already completed the hard work of developing rules to credit such electricity and taking comment on those rules. As such, the eRIN Pathway is “low-hanging fruit” for the final year of the first term of the Biden-Harris Administration.

We implore you not to let this go to waste. Specifically, we ask that you to finalize the programmatic rules regarding the process for eRIN generation as proposed in 2022 and then to revise via a separate, expedited rulemaking the 2025 renewable volume obligation to include eRINs. We believe these actions can be completed this summer.

Thank you for your consideration on this matter. Please let us know if we can provide additional information or be helpful as EPA moves forward.

*Richard W. Johnson, Mayor  
Ottumwa, Iowa 52501*

CC:  
Secretary Granholm  
Secretary Vilsak  
John Podesta  
Ali Zaidi

---

<sup>3</sup> <https://www.shaheen.senate.gov/shaheen-collins-and-brown-urge-epa-to-fully-implement-electricity-provisions-of-renewable-fuel-standards>

<sup>4</sup> <https://www.electricpathways.org/> [MORE TO COME SOON]

Item No. H.-2.  
**received**  
2/29/24 12:27 PM

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

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

Council Meeting of: Mar 5, 2024

Planning & Development  
Department

Zach Simonson  
Prepared By  
Zach Simonson  
Department Head

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

AGENDA TITLE: Historic Preservation Certified Local Government Annual Report

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

RECOMMENDATION: Accept Certified Local Government Annual Report

DISCUSSION: The Ottumwa Historic Preservation Commission has completed the Certified Local Government Annual Report for 2024 and has submitted the Report to City Council to be reviewed and accepted. The CLG Annual Report is required to be completed and submitted to the Iowa Department of Cultural Affairs.

Source of Funds:

Budgeted Item:  Budget Amendment Needed:

The Annual Report ensures the Ottumwa Historic Preservation Commission completes certain requirements to remain in good standing as a Certified Local Government. Such requirements include: meeting at least three times a year and attending at least one state-sponsored or state-approved training sessions.

After Council review, the report will be signed and submitted to the State Historic Preservation Office.

**▲** SHPO Certified Local Government Annual Report

# SHPO Certified Local Government Annual Report

\* indicates a required field

*Under the CLG Agreement with the State, local governments and their historic preservation commissions are responsible for submitting an annual report documenting the commission's preservation work and that they have met the requirements of the CLG program.*

*This annual report is also an important tool for your commission to evaluate its own performance and to plan for the coming year.*

*We look forward to hearing from each CLG this year!*

**▲ The questions on this form have changed since the last time you worked on them.**

Please review and confirm your answers.

[Confirm](#)

**1. I am aware the submission of this report requires a signature from my communities chief elected official.**

The signature form is located here:

yes

[Clear Answer](#)

**2. Name of the city, county, or land use district: \***

Please choose from the drop down list.

Ottumwa Historic Preservation Commission

**3. Did your commission undertake any survey, evaluation, and/or registration/nomination projects? \***

CLG Standards are in your local government's Certified Local Government (CLG) Agreement and the National Historic Preservation Act:

The CLG shall maintain a system for the survey and inventory of historic and prehistoric properties in a manner consistent with and approved by the STATE.

The CLG will review National Register nominations on any property that lies in the jurisdiction of its historic preservation commission.

Yes

No

- Yes  
 No  
 I don't know

**5. Does your local government designate local landmarks or local districts? \***

IMPORTANT: Most local governments do not have a program for local designation. If you have questions about whether you have a local designation program or not, please contact the CLG Coordinator at [historic.preservation@iowaeda.com](mailto:historic.preservation@iowaeda.com) before you complete this section.

- Yes  
 No  
 I don't know

**6. Has your community passed ordinances that directly or indirectly impact historic preservation during this calendar year? \***

- Yes  
 No  
 I don't know

**7. Did your city, county, LUD or its historic preservation commission undertake any of the following activities in this calendar year? Please think broadly about this question and include any activity (small or large) that facilitated historic preservation in your community. This is your opportunity to boast about your accomplishments and get credit for the great work you do! \***

Please check all that apply!

CLG Standards found in CLG Agreement and National Historic Preservation Act:

- 1) The CLG will enforce all appropriate state and local ordinances for designating and protecting historic properties.
- 2) The CLG shall provide for adequate public participation in the local historic preservation programs.

- a. Historic preservation planning. Examples include the development or revision of an preservation plan, development of a work plan for your commission, etc.  
 b. Provided technical assistance on historic preservation issues or projects. Examples include working with individual property owners, business owners, institutions to identify appropriate treatments and find appropriate materials, research advice, etc.  
 c. Sponsored public educational programming in historic preservation. Examples include training sessions offered to the public, walking tours, open houses, lectures, Preservation Month activities, etc.  
 d. Design guidelines/standards  
 Other:

**7.1.**

**Describe your communities historic preservation planning activities in this calendar year. \***

**1** Forms**2** Portfolio**3** Submit**NEXT** >

257 of 6000 characters

7.2.

**Please describe your community's public education programs in his calendar year. \***

Please provide specific details such as date of event, description of the event, how many people participated, whether the commission partnered with other organizations.

Members of the Commission assisted with a historic tour of Ottumwa Cemetery.

76 of 6000 characters

**8. Were there any issues, challenges or successes your preservation commission encountered or accomplished this year?**

We faced challenges with reaching as many community members and partners as we hoped for listening sessions on the Historic Preservation Plan. With the upcoming public meeting, we have tried to increase outreach efforts to engage a wider audience.

247 of 6000 characters

**9. What partnerships did your commission form or continue with other entities?**

Examples include local main street office, local school, historical society, library, museum, service club, etc.

If none, enter N/A

We maintained positive partnerships with Main Street Ottumwa, Ottumwa Legacy Foundation, the Ottumwa Friends of Historic Preservation and Iowa Heartland History Connection. During the course of the preservation plan, we have strengthen relationships during stakeholder meetings with Rippling Waters, a local non-profit housing developer; the Ottumwa Cemetery Board and the Ottumwa Public Library.

396 of 6000 characters

10.

**Did your historic preservation commission receive any grants (other than CLG or HRDP) this year? If so, please describe. If none, enter N/A.**



1 Forms

2 Portfolio

3 Submit

NEXT &gt;

123 of 6000 characters

**11. Does your Historic Preservation Commission have a website? \*** Yes No**11.1. What is the website address? \***

ottumwa.us/preservation

**12. Does your commission have social media accounts? \*** Yes No**13.****List dates of public commission meetings held (please note these are meetings actually held with a quorum, not just those that were scheduled). \***

CLG Standards found in CLG Agreement and National Historic Preservation Act: 1) The CLG will organize and maintain a historic preservation commission, which must meet at least three (3) times per year. 2) The commission will be composed of community members with a demonstrated positive interest in historic preservation, or closely related fields, to the extent available in the community. 3) The commission will comply with Iowa Code Chapter 21 (open meetings) in its operations. 4) Commission members will participate in state-sponsored or state-approved historic preservation training activities.

January 25, March 22, April 19, June 28, July 26, August 23, October 25

71 of 6000 characters

**14.****Based on the work plan submitted last year for your commission please provide a self assessment of the progress your commission made on the initiatives and programs that were identified last year. \***

stepped forward to redevelop the property. The W.R. Daum House has had even less interest. Finally, we were unsuccessful in generating nominations for Historic Preservation Awards and have identified a new approach for selecting an honoree for a Historic Preservation Month event in 2024.

612 of 6000 characters

**15. Where are your official CLG files located? \***

If your commission also has digital file storage please note how those are being stored.

CLG files are maintained by the Ottumwa Planning Department.

60 of 6000 characters

**16.****In this calendar year, what was the dollar amount of the historic preservation commission's annual budget? \***

We recommend that the local government provide the commission a minimum of \$750 annual budget to pay for training and other commission expense.

1450

**17. Additional Budget information**

This is an optional question, if there is any additional information you wish to share with the State Historic Preservation Office regarding your community's budget.

The operations budget for the Commission was \$1450, an additional \$45,000 was budgeted (including a \$25,000 Bright Ideas Grant) for the Ottumwa Historic Preservation Plan.

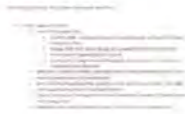
171 of 6000 characters

**18.****Please list the names of the Historic Preservation Commissioners who served during this calendar year. \***

Dennis Willhoit, Molly Myers Naumann, Wes Olson, Robert Swanson. Brenda Case joined the Commission in early 2024.


Initiatives and programs your commission plans to begin or complete.

 2024 Ottumwa Historic Preservation Commission Work Plan.docx (13KB) 



**20. Commission Training Table**

An important requirement of the Certified Local Government program is annual state-sponsored or state-approved training undertaken by at least one member of the historic preservation commission and/or staff liaison. In this table, please provide information about the commissioners' involvement in historic preservation training, listing the name of the conference, workshop or meeting (including online training opportunities); the sponsoring organization; the location and date when the training occurred. Be sure to provide the names of commissioners, staff, and elected officials who attended.

Name of Event	Sponsor Organization	Location	Date	Name of Attendees	
Preserve I	Dept. of Cultur	Sioux City Ic	June 1-3,	Wes Olson	

+ Add a row

**21.**

**Who of your commission members, staff, and/or elected officials attended the Preserve Iowa Summit? If so, please provide their names.\* \***

Please note this must be completed. If no one attended, enter none.

Now is also a good time to start planning to attend the 2024 Preserve Iowa Summit in Mount Pleasant on June 6-8, 2024. If no one attended please mark N/A.

Wes Olson

9 of 1000 characters

**22. Suggestions for improvement \***

Feedback on the CLG grant program was very unsatisfactory. Comments were very insubstantial, contradictory and did not help to understand what would improve future applications.

Opportunities for Commission training other than the Preserve Iowa Summit are very limited.

272 of 6000 characters

23.

**What training topic would be most helpful for your Historic Preservation Commission? \***

We will use this information to help design the CLG Roundtable at the Preserve Iowa Summit and other training opportunities throughout the year.

Role and responsibilities for Commission members. Department of the Interior standards. Historic Tax Credit application process and expectations.

145 of 6000 characters

**24. Chief Elected Official \***

Did your communities Chief Elected Official (Mayor, Chairman of the Board of Supervisors, or President of LUD Trustees) change in 2023?

- Yes
- No

**25. Has the contact information for your communities staff liaison changed? \***

If you have a new staff liaison please select yes.

- Yes
- No

**26. Commission Members**

Please include all commission members in this table.

If the commissioner represents a locally designated district please provide the district in their role field.

If the commissioner doesn't have an email address please enter a phone number.

For any new commissioners please include the biographical sketch in the following question.

First and Last Name	Mailing Address	Email Address	Term	Role
Wes Olson		weston.olson	1/1/2026	Commissic 

- 1 Forms
- 2 Portfolio
- 3 Submit

[NEXT >](#)

Molly Myers	mollynaumar	1/1/2025	Commissic
-------------	-------------	----------	-----------

+ Add a row

27.

**Please attach biographical sketches for commissioners who were newly appointed in last calendar year.**

Please be sure newly appointed commissioners sign and date their statement.

Choose a file

28.

**Does your commission have any vacancies? If so, how many? If you have no vacancies please enter N/A. \***

One vacancy

**29. Authorized Official Signature \***



[https://iowa1.sharepoint.com/:w:/s/PublicShares-SHPO2/EWJOyE84x5BEqsMBNQhGagMBGTwUBVRnzrokBawjj6h\\_3w?e=HeBDes](https://iowa1.sharepoint.com/:w:/s/PublicShares-SHPO2/EWJOyE84x5BEqsMBNQhGagMBGTwUBVRnzrokBawjj6h_3w?e=HeBDes)

This question is required.

Choose a file

Changes saved

## 2024 Ottumwa Historic Preservation Commission Work Plan

- Projects planned for 2024
  - Historic Preservation Plan
    - Conduct public meeting and survey to complete public comment on Historic Preservation Plan
    - Review drafts from Lakota Group and complete development of the plan
    - Present plan for approval by City Council
    - Develop plan to begin accomplishing goals set by workplan in the Historic Preservation Plan document
  - Work with City Staff to transfer ownership of the First National Bank and W.R. Daum House to private owners for rehabilitation
  - Host event honoring preservation projects and the community members who make them happen during Historic Preservation Month
  - Improve Commission training and have most Commission members complete at least one training activity
  - Additional project may be identified as part of the Historic Preservation Plan

# Certified Local Government Annual Report

Name of Certified Local Government:

*Signature of person who completed this report:*

\_\_\_\_\_ *Date:* \_\_\_\_\_

I certify that a representative of the historic preservation commission has attended a public meeting and presented the details of this report to the city council (city CLG) or the Board of Supervisors (county CLG).

*Date of public meeting:*

*Signature of Mayor or Chairman of the Board of Supervisors Date Printed:*

Richard W. Johnson      3-5-24  
Mayor

***Please upload this completed form with your annual report on SlideRoom. Thank you.***

received  
2/29/24 8:57am

2024

# CITY OF OTTUMWA Staff Summary

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

Council Meeting of: Mar 5, 2024

Finance  
Department

Jessica Kinser  
Prepared By  
Jessica Kinser  
Department Head

*[Signature]*  
City Administrator Approval

AGENDA TITLE: A RESOLUTION SETTING A PUBLIC HEARING ON CITY OF OTTUMWA FISCAL YEAR 2025 PROPOSED PROPERTY TAX LEVY

\*\*\*\*\*

**\*\*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 resolution as proposed.

DISCUSSION: The budget work has wrapped up, and everything discussed has been put in the State's form and is ready for publication and public hearings. This is the first of two public hearings to be held and is for the proposed tax levy, which is \$20.80779, which is a nearly 17% decrease from the current year tax levy of \$21.20106. As previously discussed, the property tax levy is decreasing due to the loss of 4 tax levies the City previously utilized. Those levies totaled \$8.775 and now the combined General Fund levy (CGFL) is at \$8.51, or a decrease of \$0.26. The debt service levy is also decreasing slightly, leading to the total decrease. This public hearing will be held on April 2nd at a separate meeting from the regular meeting.

Source of Funds: N/A

Budgeted Item:  Budget Amendment Needed: No



Prior to the public hearing, the City will submit the proposed tax rate to the Iowa Department of Management in order for the City's information to be combined with other taxing entities for the County Auditor to be able to mail out truth in taxation notices by March 20th.

Following the holding of the proposed property tax levy hearing, the public hearing on the total budget will be set at the April 2nd meeting, to be held on April 16th.

RESOLUTION NO. 59-2024

A RESOLUTION SETTING A PUBLIC HEARING ON CITY OF OTTUMWA FISCAL  
YEAR 2025 PROPOSED PROPERTY TAX LEVY

WHEREAS, the City of Ottumwa is required to hold a public hearing on the proposed property tax levy for the coming fiscal year; and,

WHEREAS, the property tax levy for the fiscal year beginning July 1, 2024 is proposed to be \$20.80779 per \$1,000 of taxable valuation, which is a 16.82 percent decrease from the current property tax levy; and


WHEREAS, the proposed date for this public hearing is Tuesday, April 2, 2024, at 5:30pm at the Bridgeview Center;

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

The public hearing for the proposed property tax levy is hereby set for Tuesday, April 2, 2024, at 5:30pm.

APPROVED, PASSED, AND ADOPTED, this 5<sup>th</sup> day of March 2024.

CITY OF OTTUMWA, IOWA

  
Richard W. Johnson, Mayor

ATTEST:

  
  
Christina Reinhard, City Clerk

FISCAL YEAR JULY 1, 2024 - JUNE 30, 2025  
**ADOPTION OF BUDGET AND CERTIFICATION OF CITY TAXES**  
 The City of: OTTUMWA County Name: WAPELLO COUNTY

Adopted On: (entered upon adoption) Resolution: (entered upon adoption)

The below-signed certifies that the City Council, on the date stated above, lawfully approved the named resolution adopting a budget for next fiscal year, as summarized on this and the supporting pages.

Attached is Long Term Debt Schedule Form 703 which lists any and all of the debt service obligations of the City.

		With Gas & Electric		Without Gas & Electric	
Regular	2a	699,574,040	2b	682,284,914	City Number: 90-868 Last Official Census: 25,529
DEBT SERVICE	3a	734,656,891	3b	717,367,765	
Ag Land	4a	996,930			

Consolidated General Fund Levy Calculation

	CGFL Max Rate	CGFL Max Dollars	Non-TIF Taxable w/ G&E	Taxable Growth %
FY 2024 Budget Data	8.77500	5,648,613	643,716,660	8.68
	Limitation Percentage			
	3			
	CGFL Max Rate	CGFL Max Dollars	Revenue Growth %	
Max Allowed CGFL for FY 2025	8.51942	5,959,965	5.51	

TAXES LEVIED

Code Sec.	Dollar Limit	Purpose	ENTER FIRE DISTRICT RATE BELOW		(A) Request with Utility Replacement	(B) Property Taxes Levied	(C) Rate
384.1	8.51942	Consolidated General Fund			5,959,965	5,812,672	43 8.51942
		<b>Non-Voted Other Permissible Levies</b>					
384.12(1)	0.95000	Opr & Maint publicly owned Transit		7		0	45 0.00000
384.12(2)	0.27000	Aviation Authority (under sec.330A.15)		11		0	49 0.00000
384.12(3)	Amt Nec	Liability, property & self insurance costs		14	500,000	487,643	52 0.71472
384.12(5)	Amt Nec	Support of a Local Emerg.Mgmt Comm.		462		0	465 0.00000
		<b>Voted Other Permissible Levies</b>					
28E.22	1.50000	Unified Law Enforcement		24		0	62 0.00000
		<b>Total General Fund Regular Levies (5 thru 24)</b>		25	6,459,965	6,300,315	
384.1	3.00375	Ag Land		26	2,995	2,995	63 3.00375
		<b>Total General Fund Tax Levies (25 + 26)</b>		27	6,462,960	6,303,310	<b>Do Not Add</b>
		<b>Special Revenue Levies</b>					
384.6	Amt Nec	Police & Fire Retirement		29	1,258,400	1,227,301	1 1.79881
	Amt Nec	FICA & IPERS (if general fund at levy limit)		30	860,916	839,640	1 2.3063
Rules	Amt Nec	Other Employee Benefits		31	3,025,007	2,950,248	4 3.32407
		<b>Subtotal Employee Benefit Levy (29,30,31)</b>		32	5,144,323	5,017,189	65 7.35351
			Valuation				
386	As Req	With Gas & Elec	Without Gas & Elec				
	SSMID 1 (A)	4,175,211 (B)	4,175,211	34	4,175	4,175	66 0.99995
	SSMID 2 (A)	5,005,404 (B)	5,005,404	35	10,010	10,010	67 1.99984
	SSMID 3 (A)	3,719,763 (B)	3,719,763	36	11,157	11,157	68 2.99938
	SSMID 4 (A)	0 (B)	0	37		0	69 0.00000
	SSMID 5 (A)	0 (B)	0	555		0	565 0.00000
	SSMID 6 (A)	0 (B)	0	556		0	566 0.00000
	SSMID 7 (A)	0 (B)	0	1177		0	1179 0.00000
	SSMID 8 (A)	0 (B)	0	1185		0	1187 0.00000
		<b>Total Special Revenue Levies</b>		39	5,169,665	5,042,531	
384.4	Amt Nec	Debt Service Levy 76.10(6)		40	3,100,354	3,027,392	70 4.22014
384.7	0.67500	Capital Projects (Capital Improv. Reserve)		41		0	71 0.00000
		<b>Total Property Taxes (27+39+40+41)</b>		42	14,732,979	14,373,233	72 20.80779

COUNTY AUDITOR - I certify the budget is in compliance with ALL the following: Budgets that DO NOT meet ALL the criteria below are not statutorily compliant & must be returned to the city for correction.

Richard W. Johnson (City Representative)      3-5-24 (Date)      \_\_\_\_\_ (County Auditor)      \_\_\_\_\_ (Date)

**CITY NAME:** NOTICE OF PUBLIC HEARING - CITY OF OTTUMWA - PROPOSED PROPERTY TAX LEVY  
**OTTUMWA** Fiscal Year July 1, 2024 - June 30, 2025 **CITY #: 90-868**

The City Council will conduct a public hearing on the proposed Fiscal Year City property tax levy as follows:

Meeting Date: 4/2/2024 Meeting Time: 05:30 PM Meeting Location: Bridgeview Center, 102 Church Street, Ottumwa, Iowa

At the public hearing any resident or taxpayer may present objections to, or arguments in favor of the proposed tax levy. After the hearing of the proposed tax levy, the City Council will publish notice and hold a hearing on the proposed city budget.

City Website (if available)  
 WWW.OTTUMWA.US

City Telephone Number  
 (641) 683-0622

Iowa Department of Management	Current Year Certified Property Tax 2023 - 2024	Budget Year Effective Property Tax 2024 - 2025	Budget Year Proposed Property Tax 2024 - 2025
Taxable Valuations for Non-Debt Service	625,379,213	682,284,914	682,284,914
Consolidated General Fund	5,487,702	5,487,702	5,812,672
Operation & Maintenance of Public Transit	0	0	0
Aviation Authority	0	0	0
Liability, Property & Self Insurance	518,665	518,665	487,643
Support of Local Emergency Mgmt. Comm.	0	0	0
Unified Law Enforcement	0	0	0
Police & Fire Retirement	1,135,182	1,135,182	1,227,301
FICA & IPERS (If at General Fund Limit)	804,544	804,544	839,640
Other Employee Benefits	2,559,940	2,559,940	2,950,248
Capital Projects (Capital Improv. Reserve)	0	0	0
Taxable Value for Debt Service	665,618,364	717,367,765	717,367,765
Debt Service	2,929,786	2,929,786	3,027,392
<b>CITY REGULAR TOTAL PROPERTY TAX</b>	<b>13,435,819</b>	<b>13,435,819</b>	<b>14,344,896</b>
<b>CITY REGULAR TAX RATE</b>	<b>21.20106</b>	<b>19.48239</b>	<b>20.80779</b>
Taxable Value for City Ag Land	963,137	996,930	996,930
Ag Land	2,893	2,893	2,995
<b>CITY AG LAND TAX RATE</b>	<b>3.00373</b>	<b>2.90191</b>	<b>3.00375</b>
<b>Tax Rate Comparison-Current VS. Proposed</b>			
Residential property with an Actual/Assessed Value of \$100,000	<b>Current Year Certified 2023/2024</b>	<b>Budget Year Proposed 2024/2025</b>	<b>Percent Change</b>
City Regular Resident	1,159	964	-16.82
Commercial property with an Actual/Assessed Value of \$100,000	<b>Current Year Certified 2023/2024</b>	<b>Budget Year Proposed 2024/2025</b>	<b>Percent Change</b>
City Regular Commercial	1,159	964	-16.82

Note: Actual/Assessed Valuation is multiplied by a Rollback Percentage to get to the Taxable Valuation to calculate Property Taxes. Residential and Commercial properties have the same Rollback Percentage at \$100,000 Actual/Assessed Valuation.

**Reasons for tax increase if proposed exceeds the current:**

The City of Ottumwa is not proposing an increase in the property tax rate for 2024/2025.



**received**  
2/29/24 8:57am

CITY OF OTTUMWA

Staff Summary

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

**copy**

Council Meeting of: March 5, 2023

Phillip Burgmeier

Prepared By

*Phillip Burgmeier*  
Department Head

Engineering  
Department

*[Signature]*  
City Administrator Approval

AGENDA TITLE: Resolution #60-2024. Awarding the contract for the Sanitary Sewer Spot Repair 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 #60-2024.

DISCUSSION: This project is to repair open joints and failed pipe in the sanitary sewer systems located at various locations within the City of Ottumwa. This work shall consist of all equipment, labor, and material necessary to perform trenchless repairs at these locations.

Plans for the project were posted on the City's website, submitted to Master Builders of Iowa for publication with their Construction Update plan service, and available for pick up in the Engineering Office. An announcement was published in the Ottumwa Courier notifying the public of the project.

Bids were received and opened by the City of Ottumwa on February 21, 2024 at 2:00 p.m. One (1) bid was received. The low bidder is CIT Sewer Solutions of McCallsburg, Iowa in the amount of \$39,196.00.

Bid Tab and Plan Holders List are attached.

Estimated Cost: \$40,000.00

RESOLUTION #60-2024

A RESOLUTION AWARDING THE CONTRACT FOR THE  
SANITARY SEWER SPOT REPAIR PROJECT

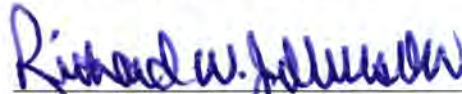
WHEREAS, The City Council of the City of Ottumwa, Iowa did advertise and accept bids for the above referenced project; and,

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 contract for the above referenced project is made to the lowest responsible bidder, CIT Sewer Solutions of McCallsburg, Iowa in the amount of \$39,196.00.

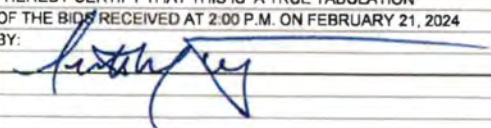
APPROVED, PASSED, AND ADOPTED, this 5<sup>th</sup> day of March, 2024.

CITY OF OTTUMWA, IOWA

  
Richard W. Johnson, Mayor

ATTEST:

  
  
Christina Reinhard, City Clerk

BID TABULATION FOR							
Sanitary Sewer Spot Repair Project							
DATE OF BID OPENING: February 21, 2024				CONSTRUCTION ESTIMATE		CIT Sewer Solutions	
ITEM	DESCRIPTION	UNIT	QTY	UNIT PRICE	EXTENSION	UNIT PRICE	EXTENSION
1	Sanitary Sewer Spot Repair by Pipe Replacements SDR-26, 8", CIPP Point Repair	LF	24	\$ -	\$0.00	\$ 900.00	\$21,600.00
2	Sanitary Sewer Spot Repair by Pipe Replacements SDR-26, 18", CIPP Point Repair	LF	8	\$ -	\$0.00	\$ 1,700.00	\$13,600.00
3	Mobilization	LS	1			\$ 3,996.00	\$3,996.00
<b>TOTAL</b>					<b>\$0.00</b>		<b>\$39,196.00</b>
I HEREBY CERTIFY THAT THIS IS A TRUE TABULATION OF THE BIDS RECEIVED AT 2:00 P.M. ON FEBRUARY 21, 2024 BY: 							



**PLAN HOLDERS LIST**

**Sanitary Sewer Spot Repair Project  
Ottumwa, Iowa 52501  
G&A #**

Engineer's Estimate: \$40,000.00

**Bids Received:**

**Plan Deposit: \$40.00 (\$40.00 refundable)**

Set No	Name & Address of Plan Holder	Phone/Fax	Plans Mailed	Deposit Received	Plans Returned Refund Mailed	Addendum No. 1
1	<b>CIT Sewer Solutions</b> 530 Dubois Ave McCallsburg, IA 50154 <a href="mailto:shane@citsewer.com">shane@citsewer.com</a>	515-434-2248	Emailed 2/7/2024			
2	<b>Municipal Pipe Tool Company</b> 515 5th St Hudson, IA 50643 <a href="mailto:KyleA@municipipe.com">KyleA@municipipe.com</a>	319-988-4205	Emailed 2/7/2024			
3	<b>Drish Construction Inc</b> 1701 S Main St Fairfield, IA 52556 <a href="mailto:dayle.drish@gmail.com">dayle.drish@gmail.com</a> ; <a href="mailto:drish.trevorb@gmail.com">drish.trevorb@gmail.com</a> ; <a href="mailto:smithburgb@gmail.com">smithburgb@gmail.com</a>	641-472-9506	City Website 2/8/2024			
4	<b>TK Concrete Inc</b> 1608 Fifield Rd Pella, IA 50219 <a href="mailto:Tvm@Vermeergroup.com">Tvm@Vermeergroup.com</a>	641-628-4590	City Website 2/15/2024			
5	<b>Accujet LLC</b> 913 Evelyn St Perry, IA 50220 <a href="mailto:kyle@accujetiowa.com">kyle@accujetiowa.com</a>	515-360-8582	City Website 2/19/2024			
	<b>Master Builders</b> 221 Park Street Des Moines, IA 50309 <a href="mailto:CAdams@mbionline.com">CAdams@mbionline.com</a>	800-362-2578 515-288-8718	Emailed 2/7/2024			
	<b>City of Ottumwa</b> 105 E Third St Ottumwa, IA 52501	641-683-0680	Emailed 2/7/2024			

**received**  
2/29/24 8:57am

Item No. I.-3.

CITY OF OTTUMWA

Staff Summary

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

**revision**

Council Meeting of: March 5, 2024

Phillip Burgmeier

Prepared By

Engineering Department

Department

*Phillip Burgmeier*  
Department Head

*[Signature]*  
City Administrator Approval

AGENDA TITLE: Resolution 65-2024. Approving Amendment to Agreement between the City of Ottumwa and Shive-Hattery to add construction services for the Albia Road-Quincy Avenue Roundabout.

\*\*\*\*\*

**\*\*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 65-2024.

DISCUSSION: The City of Ottumwa entered into an Agreement for Professional Services with Shive-Hattery on August 2, 2022 for the Albia Road-Quincy Avenue Roundabout project. Amendment 2 to the Agreement will add construction services. This will include full time inspection and observation, as well as administrative duties related to pay estimates, submittal approvals, and project close out.

The City has advertised 4 times in the last 18 months for Engineering Aides and Assistants, and still has one position unfilled. With the workload this summer there won't be enough to keep up with projects as well as monitor contractors in the Right of Way. Because this project is the most unique it is best to have new city inspectors on more typical projects so they get experience with the type of work they'll be seeing year-in and year-out.

Agreement:	\$83,450.00
Amendment 1:	\$11,500.00
Amendment 2:	<u>\$149,834.00</u>
New Agreement amount:	\$244,784.00

Source of Funds: TSIP Grant /RU-LOST

Budgeted Item: Yes

Budget Amendment Needed: No

RESOLUTION #65-2024

A RESOLUTION APPROVING SECOND AMENDMENT TO AGREEMENT BETWEEN  
THE CITY OF OTTUMWA AND SHIVE-HATTERY FOR THE ALBIA ROAD, QUINCY  
AVENUE ROUNDABOUT PROJECT

WHEREAS, An Agreement for Professional Services was entered into on August 2, 2022  
between the City of Ottumwa and Shive-Hattery;

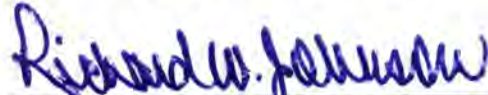
WHEREAS, An Amended Professional Services agreement was entered into on April 4, 2023  
between the City of Ottumwa and Shive-Hattery; and

WHEREAS, This resolution will be the Second Amendment to Agreement to add construction  
services for the project.

NOW, THEREFORE, BE IT RESOLVED, BY THE CITY COUNCIL OF THE CITY OF  
OTTUMWA, IOWA THAT: The said Second Amendment to Agreement between the City of  
Ottumwa and Shive-Hattery is hereby approved and the Mayor is authorized to sign.

APPROVED, PASSED, AND ADOPTED, this 5<sup>th</sup> day of March, 2024.

CITY OF OTTUMWA, IOWA



Richard W. Johnson, Mayor

ATTEST:



Christina Reinhard, City Clerk

**AMENDMENT TO AGREEMENT**  
**between SHIVE-HATTERY, INC. AND THE CLIENT**

**ATTN:** Philip Burgmeier PE  
**CLIENT:** City of Ottumwa, IA  
105 E. Third Street  
Ottumwa, IA 52501

**PROJECT:** City of Ottumwa - Quincy Roundabout, Added Services

**PROJECT LOCATION:** Ottumwa, IA

**DATE OF ORIGINAL AGREEMENT:** July 26, 2022

**DATE OF AMENDMENT NO. 2:** February 28, 2024

**PROJECT DESCRIPTION**

The Project Description is revised as follows:

*NO CHANGES*

**SCOPE OF SERVICES**

**Tasks for the Scope of Services are revised as follows:**

**1. Construction Observation**

The CONSULTANT will provide:

- a. Schedule and coordinate weekly progress meetings to be attended by the City of Ottumwa, Consultant and Contractor personnel to review and document the progress of the work, issues to be resolved, schedule status, upcoming work, and coordination with adjacent property owners and utilities when needed.
- b. Work with the Contractor to determine the quantities and classification of work completed based on observations and receipt of material certifications.
- c. Consult with the City of Ottumwa and provide the Contractor with interpretations and clarifications of the Contract Documents and draft extra work orders as appropriate.
- d. Work with Contractor to keep adjacent property owners, affected utility companies, and the City of Ottumwa apprised of the status and schedule for completion of the work.
- e. Project Construction Reports. Prepare a weekly diary of construction activities, materials tested and installed, locations installed by date and station range, and progress of project in accordance with the Contract Documents, SUDAS, and Construction Manual.
- f. NPDES Permit Inspections. Perform inspections in the company of the Contractor of disturbed areas of the construction site that have not reached "final stabilization" at least once every seven calendar days. Prepare Contractor Compliance reports with a plan to be taken by any Contractor in general accordance with the Contract Documents, SUDAS, and Construction Manual. Provide a notice within 24 hours if the Contractor was not present during the NPDES Permit Inspection.

## 2. Construction Administration

The CONSULTANT will provide:

- a. Conduct a preconstruction meeting following award of construction contract and periodically attend construction progress meetings as appropriate. Conduct pre-pour meetings prior to concrete placement.
- b. Evaluate substitute materials and equipment proposed by the Contractor.
- c. Make periodic site visits at intervals appropriate to the various stages of construction as necessary to assess the progress and quality of the various aspects of the Contractor's work to determine if such work is proceeding in accordance with the Contract Documents, and to assist with interpretations and clarifications of the Contract Documents.
- d. Pay Estimates. Assist onsite observation personnel in determining the quantities and classification of work completed and amount owed to the Contractor. Generate pay vouchers and transmittals for the City of Ottumwa review and approval. Such recommendations of payment will constitute a representation to the City of Ottumwa that the work has progressed to the point indicated, and to the best of the Consultant's knowledge, such work is in accordance with the Contract Documents. Payment will only be submitted for acceptable work completed, including receipt of material certifications and plant reports.
- e. Extra Work Orders. Determine if Contractor requested extra work orders are justified and negotiate fair dollar amounts. Prepare extra work orders submit to the City of Ottumwa for review and approval.
- f. Project Management. Provide staff with Iowa DOT Contract Administration Level III Certification, schedule staff, review progress, and prepare invoices for services provided. Assist onsite observation personnel with interpretation and clarification of the Contract Documents. Monitor onsite observation personnel's daily diary, item postings, and controlling operation. Review, verify, and route construction related documentation to maintain the construction project file via Newforma transmittal. Coordinate construction activities with Contractor, utility companies, residents, and the City of Ottumwa. Respond to questions from parties.
- g. Project Closeout. Prepare, assemble, and submit final project documentation, forms, and certifications.

### CLIENT RESPONSIBILITIES

Client Responsibilities are revised as follows:

*NO CHANGES*

### SCHEDULE

The Schedule is revised as follows:

*NO CHANGES*

**COMPENSATION**

Construction Administration and Observation is provided below as an Hourly Estimate.

Description	Fee Type	Fee	Expenses
Construction Administration and Observation	Hourly (Est.)	\$149,834.00	As Incurred

**Fee Types:**

- Hourly- We will the provide Scope of Services as directed by the client as it pertains to scope identified above. Amount listed is estimate only. We will provide Scope of Services on an hourly rate basis without a maximum amount at our Standard Hourly Fee Schedule in effect at the time that the services are performed.

Shive-Hattery will contact the City of Ottumwa prior to exceeding the hourly estimate noted above.

**Expenses:**

- As Incurred - Expenses have not been included in the Fee amount and will be billed as incurred.

The terms of this proposal are valid for 30 days from the date of this proposal.

**ADDITIONAL SERVICES**

The Additional Services are revised as follows:

*NO CHANGES*

**AGREEMENT**

When accepted by both parties, this Amendment will amend the Original Agreement and is subject to all other terms and conditions of the Original Agreement. Original, facsimile, electronic signatures, or other electronic acceptance by the parties (and returned to Shive-Hattery) are deemed acceptable for binding the parties to the Amendment. The Client representative signing this Amendment warrants that he or she is authorized to enter into this Amendment on behalf of the Client.

Sincerely,  
SHIVE-HATTERY, INC.



Kent L. Ellis Project Manager  
kellis@shive-hattery.com

**AMENDMENT ACCEPTED AND SERVICES AUTHORIZED TO PROCEED**

CLIENT: City of Ottumwa

BY:  TITLE: Mayor

PRINTED NAME: Richard W. Johnson DATE ACCEPTED: March 5, 2024

CC: Justin Campbell, Shive-Hattery, Inc.

# STANDARD HOURLY FEE SCHEDULE

## Effective January 1, 2024 to December 31, 2024

### PROFESSIONAL STAFF:

Grade 1	\$107.00
Grade 2	\$128.00
Grade 3	\$143.00
Grade 4	\$160.00
Grade 5	\$178.00
Grade 6	\$192.00
Grade 7	\$209.00
Grade 8	\$228.00
Grade 9	\$247.00

### TECHNICAL STAFF:

Grade 1	\$ 75.00
Grade 2	\$ 92.00
Grade 3	\$105.00
Grade 4	\$114.00
Grade 5	\$127.00
Grade 6	\$146.00
Grade 7	\$162.00

**ADMIN STAFF:** \$ 73.00

### SURVEY STAFF:

One Person	\$164.00
Two Person	\$254.00
One Person with ATV	\$189.00
Two Person with ATV	\$279.00
Drone Surveyor (Video or Photogrammetry)	\$202.00
Drone Surveyor (Thermography)	\$370.00
Reality Capture Processing	\$166.00
Hydrographic Survey Crew (Two Person)	\$320.00
Scanning Surveyor	\$222.00
Surveyor with Two Scanners	\$305.00
Surveyor with Three Scanners	\$390.00
Ground Penetrating Radar	\$165.00

### REIMBURSABLE EXPENSES:

#### TRAVEL

Mileage- Car/Truck	\$0.67/ Mile
Mileage- Survey Trucks	\$0.77/ Mile
Lodging, Meals	Cost + 10%
Airfare	Cost + 10%
Car Rental	Cost + 10%

#### IN-HOUSE SERVICES

##### Prints/Plots:

Bond	\$ .30/Sq. Ft.
Mylar	\$ .75/Sq. Ft.
Photogloss	\$ .90/Sq. Ft.
Color Bond	\$ .60/Sq. Ft.
Foam Core Mounting	\$ 13.00

#### OUTSIDE SERVICES

Aerial Photogrammetry	Cost + 10%
Professional Services	Cost + 10%
Prints/Plots/Photos	Cost + 10%
Deliveries	Cost + 10%

##### Color Prints:

Letter Size	\$ 1.00
Legal Size	\$ 2.00

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# CITY OF OTTUMWA

## Staff Summary

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

Council Meeting of: Mar 5, 2024

Park & Recreation  
Department

Gene Rathje  
Prepared By  
Gene Rathje  
Department Head

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

AGENDA TITLE: Resolution #66-2024, Approve Change Order #1 for the Legacy Fields Soccer Complex Project

\*\*\*\*\*

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

RECOMMENDATION: Pass and Adopt Resolution #66-2024

DISCUSSION: On December 19, 2023, the City of Ottumwa entered into a contract with Bi-State Contracting of West Burlington, Iowa to build 3 soccer fields in Central Addition Park for a cost of \$3,048,138. Change order #1 will reduce the cost of the project by \$220,313.42, for a new contract amount of \$2,827,824.60. The change order is attached. The change order will eliminate the concrete parking lot and replace it with a gravel parking lot. This will be a 2 year project that should be finished by the Fall of 2025.

Source of Funds: Ottumwa Regional Legacy Foundation      Budgeted Item:  Budget Amendment Needed: No



RESOLUTION # 66-2024

A RESOLUTION APPROVING CHANGE ORDER #1 FOR THE LEGACY FIELDS SOCCER COMPLEX  
PROJECT

WHEREAS, The City Council of the City of Ottumwa, Iowa entered into a contract with Bi-State Construction of West Burlington, Iowa on December 19, 2023; and

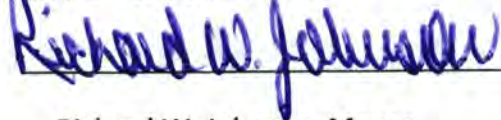
WHEREAS, Change order #1 decreases the original contract amount by \$220,313.42; and

WHEREAS, The City of Ottumwa and The Ottumwa Regional Legacy Foundation desires to provide high quality soccer fields for the citizens of Ottumwa.

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 5<sup>th</sup> day of March, 2024.

CITY OF OTTUMWA, IOWA



Richard W. Johnson, Mayor

ATTEST:


Christina Reinhard, City Clerk

**ADDITIONAL WORK AUTHORIZATION  
FOR**



110 Washington Road  
West Burlington, Iowa 52655

CHANGE ORDER REQUEST # <b>001-R1</b>	DATE <b>February 28, 2024</b>
CUSTOMER NAME <b>City of Ottumwa</b>	
CITY <b>Ottumwa</b>	STATE/ZIP <b>IOWA/52501</b>

JOB NAME <b>Greater Ottumwa Soccer Complex</b>	LOCATION <b>Ottumwa, IA</b>
JOB/CONTRACT # <b>7064</b>	DATE <b>September 14, 2023</b>

We hereby submit the following specifically described additional work:

**Value Engineering Deduct**

Site

Added erosion control	\$25,450.00
Option 2 Demo removal	-\$2,010.00
Added cleanout in parking area	\$1,065.00
Import of additional fill to raise grade of parking lot	\$29,630.00

Electric

Added concrete at light pole bases, transformer relocation, and bollards	\$10,842.58
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Concrete

Parking concrete deduct based on drawings dated 1.10.24	-\$266,235.00
Sidewalk and curb deduct per drawings dated 1.10.24 revised	-\$19,056.00

This will add 0 calendar days to the contract.

ADDITIONAL CHARGE FOR ABOVE DESCRIBED WORK IS: \$ -220,313.42 Dollars  
with payments to be made as follows: In accordance with existing contract

ATTACHMENTS:  
FILE:

Additional work to be performed under the same conditions as specified in the original contract unless otherwise stipulated.

We propose hereby to furnish material and labor - complete in accordance with these specifications at the stated price.

Respectfully submitted: *David J. [Signature]* 2.28.24

ACCEPTANCE OF ADDITIONAL WORK

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.

Date of Acceptance: \_\_\_\_\_ Signature: \_\_\_\_\_

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CITY OF OTTUMWA

Staff Summary

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

Council Meeting of: March 5, 2024

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

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

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

AGENDA TITLE: Resolution #67-2024. Approving Professional Services Agreement between the City of Ottumwa and HDR Inc. for the WPCF Primary Clarifier Repair Project and authorizing the Mayor to sign the agreement.

\*\*\*\*\*  
 **\*\*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 #67-2024.

DISCUSSION: The Primary Clarifier was constructed in the 1950's and is 70 years old. Over the years the concrete, especially around the water line and under the walkways, has cracked and spalled. Partial depth concrete repairs were performed as recently as 2021. HDR, the Plant Engineers since 2016, have recommended additional repairs and to add a protective coating to prolong the life of the structure. While the tanks are drained to evaluate the concrete the engineers and WPCF staff will inspect and evaluate the sludge collection equipment.

Total cost of design as outlined in the agreement is not to exceed \$114,200. FY24 has \$185,000 budgeted for Maintenance and Repairs. \$126,520 is remaining. Funds would be paid from this balance.

Funding:      610-815-6399 – Sewage Treatment - Maintenance and Repairs

RESOLUTION NO. 67-2024

A RESOLUTION APPROVING THE PROFESSIONAL SERVICES  
AGREEMENT BETWEEN THE CITY OF OTTUMWA AND HDR, INC. FOR THE WPCF PRIMARY  
CLARIFIER REPAIR PROJECT

WHEREAS, This agreement will provide for professional services for the design of the WPCF Primary Clarifier Repair Project and,

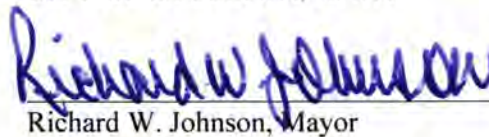
WHEREAS, HDR Engineering is the designated Plant Engineer for the Water Pollution Control Facility and will provide the following services; preparation of construction documents, bidding administration, and construction administration; as described in the agreement; and

WHEREAS, Total not to exceed contract amount is \$114,200.00.

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

APPROVED, PASSED, AND ADOPTED, this 5<sup>th</sup> day of March, 2024.

CITY OF OTTUMWA, IOWA

  
Richard W. Johnson, Mayor

ATTEST:

  
  
Christina Reinhard, City Clerk

## General

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The City of Ottumwa, IA has determined the need for rehabilitation of the primary clarifiers at the Ottumwa Water Pollution Control Facility (WPCF). This Task Order is in response to the City's request for assistance with preparing construction documents for bidding.

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

## Scope of Services

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The scope of services for the 2024 WPCF Primary Clarifier Rehabilitation project includes the following:

- Project Management/Initiation and Background Information Review
- Preparation of Construction Documents
- Bidding Administration
- Construction Administration



The following work plan task descriptions address these items.

## Work Plan Tasks

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

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

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

- Project Manual – A project manual will be developed to present procedures, contacts, and responsibilities for the project.
- Initiation – A kickoff meeting and site visit will be held with HDR personnel and city staff to discuss the scope, goals, and proposed schedule.

#### **Task 120 – Background Data**

HDR will review background information provided by the City, including such items as:

- Existing Drawings
- City Bid Requirements
- Previous Condition Assessment Reports

### **Task 130 – Primary Clarifier Evaluation and Rehabilitation Recommendations**

This subtask will include site inspection, evaluation, and recommendations for the rehabilitation of the Primary Clarifiers including concrete repair and coating and replacement of the parts of the sludge collection chain and flight mechanisms.

- HDR Structural Engineer will make a site visit to the WPCF to inspect and evaluate the condition of the concrete floors, walls, platforms, and walkways to make a recommendation on the extent and type of concrete repair and coating required.
- HDR will also evaluate the condition of the Primary Clarifier sludge and scum collection equipment including chains, flights, drives, sprockets, and other parts of the sludge and scum collection equipment to make a recommendation on the extent of replacement. Evaluation of the condition of Primary Clarifier sludge and scum collection equipment will include inspection of the equipment with Operations Staff and discussions with manufacturers that deal in parts and services for sludge collection equipment on rectangular clarifiers.
- Prepare a Technical Memorandum to summarize the recommendations for concrete repair and coating and collector chain parts replacement and to provide detailed cost estimates for the recommended improvements.
- Develop a sequencing plan for review with WPCF Operations Staff for shutdown of the primary clarifiers for rehabilitation work. The sequencing plan will consider when repair and recoating of the concrete surfaces should be performed to minimize damage to the recoated surfaces when work on the sludge collection equipment is replaced.

### **Task 140 - QA/QC Program**

HDR will institute and maintain a QA/QC program for the work performed on this project.

To ensure objectivity, senior technical staff, not involved in the project, will perform internal QA/QC upon completion of preliminary design and construction documents before they are submitted to the City.

### **Deliverables**

- Kickoff meeting agenda and minutes
- Action item summary
- Monthly status reports, including additional scope items and schedule impacts.
- Technical Memorandum summarizing recommendations and costs for rehabilitation of the primary clarifiers.

## **TASK SERIES 200 – PREPARATION OF DESIGN DOCUMENTS**

This task series will include development and review of bidding documents (Drawings and Specifications) for the Primary Clarifier Rehabilitation. HDR will use HDR CAD standards.

### **Task 210 – 60 Percent Drawings and Specifications Preparation**

- Drawings will be prepared in AutoCAD to the 60 percent design level. Design plans will be developed utilizing industry standard scales, in English engineering units.
- Specifications will be prepared to the 60 percent design level in Construction Specifications Institute (CSI) format using VisiSpecs in Microsoft Word. It is assumed that the EJCDC general conditions and special provisions, bid form, agreement, and other "front-end" sections will be used in the construction documents, and that HDR's master specifications will be used as a basis for the technical provisions.
- Perform QC of the 60 Percent complete Drawings and Specifications

### **Task 220 – Engineer’s Opinion of Probable Construction Cost (OPCC)**

- An engineer's cost estimate will be provided based on the 60 Percent Drawings and Specifications.
- An engineer's cost estimate will also be provided based on the Final Drawings and Specifications.

### **Task 230 – Review of 60 Percent Documents with City Staff**

- Submit the 60 Percent Drawings and Specifications to the City for review and comment.
- Meet with City Staff to discuss and resolve comments, PM in person, Architect remote.

### **Task 240 – Final Bid Set Drawings and Specifications Preparation**

- Incorporate City's comments into the Drawings and Specifications from the 60 Percent review.
- Progress to bid set.
- Finalize and submit bidding documents to the City.

### **Deliverables**

- 60 Percent Design Documents
- Minutes from 60 Percent review meeting
- 60 Percent Engineer's OPCC
- Final Bid Documents - Drawings and Specifications
- Final Engineer's OPCC

## **TASK SERIES 300 – BIDDING**

### **Task 310 – Bidding Assistance**

Following receipt of authorization from the City, HDR will assist the City in obtaining bids for Construction of the 2023 City of Ottumwa, IA WPCF, Primary Clarifier Rehabilitation Project:

- Interpretation / Addenda preparation.
- Review and evaluate bids and make recommendation for award.
- Prepare Notice of Award and contract documents for execution by the contractor.

### **Deliverables**

- One addendum documenting changes to the bidding documents if required.

## **TASK SERIES 400 – CONSTRUCTION ADMINISTRATION**

### **Task 410 – Construction Administration**

- Conduct Pre-construction Meeting.
- Review and approve shop drawings and one O&M Manual. Submittal review will be conducted via email or HDR's submittal software.
- PM will perform two site visits to review progress during construction.
- Manage and respond to RFIs and issue Field Orders. No more than four RFIs and no more than one Field Orders are anticipated.

- Review Substantial Completion Submittal and perform Final Completion Inspection. One site visit is anticipated for the Structural Engineer and/or Architect to generate a punch list after substantial completion submittal.

### **Deliverables**

- Pre-construction meeting minutes.
- Punch list.
- As-recorded drawings.

### **Assumptions**

---

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

1. Initial design survey.
  - a. Drawings will be prepared based on existing drawings and aerial photo background information.
2. Full-time construction observation.
  - a. Six site visits are included in the scope.



**TASK ORDER**

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

TASK ORDER NUMBER: 11.0

PROJECT NAME: 2024 Water Pollution Control Facility Primary Clarifier Rehabilitation

PART 1.0                    PROJECT DESCRIPTION: The City of Ottumwa, IA has determined the need to rehabilitate the Primary Clarifiers at the Ottumwa Water Pollution Control Facility (WPCF).

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

PART 3.0                    OWNERS RESPONSIBILITIES:

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

PART 4.0                    PERIOD OF SERVICE:

The Period of Service is based on HDR's receipt of the OWNER's authorization to proceed by March 4, 2024.

Activity	Task Completed By
Tasks 110, 120, 130	May 3, 2024
Tasks 210, 220, 230	July 15, 2024
Tasks 240	August 30, 2024
Task 310	October 4, 2024
Task 410	May 30, 2025

PART 5.0                    ENGINEER'S FEE:

The total not to exceed fee for completion of ENGINEER's scope of service is \$114,200.00 to be invoiced on an hourly basis plus direct expenses per the 2024 HDR Rate Schedule included in the Master Services Agreement. If a change is required, a modification describing the revised scope, fee, and project deliverables will be prepared and submitted to OWNER for approval.

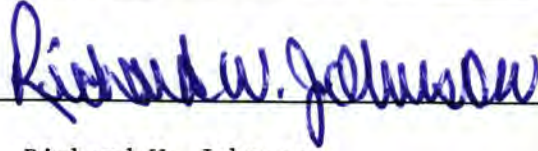
PART 6.0                    OTHER: None

This Task Order is executed this 5th day of March, 2024.

**CITY OF OTTUMWA WASTEWATER TREATMENT FACILITY**

“OWNER”

BY:



NAME:

Richard W. Johnson

TITLE:

Mayor

ADDRESS:

2222 South Emma Street  
Ottumwa, Iowa 52501

**HDR ENGINEERING, INC.**

“ENGINEER”

BY:

\_\_\_\_\_

NAME:

\_\_\_\_\_

TITLE:

\_\_\_\_\_

ADDRESS:

1917 S 67th St  
Omaha, Nebraska 68106

## HDR 2024 Rate Schedule

### Schedule of Billing Rates by Classification

<b>Classification</b>	<b>Hourly Rate</b>
Project Principal	\$200 - \$395
Project Manager	\$180 - \$315
Assistant Project Manager	\$180 - \$250
Senior Engineer/QC	\$190 - \$290
Project Engineer	\$100 - \$190
Civil Engineer	\$125 - \$255
Process Engineer	\$125 - \$275
Structural Engineer	\$125 - \$255
Mechanical Engineer	\$125 - \$255
Electrical Engineer	\$125 - \$255
Instrumentation Engineer	\$125 - \$255
Environmental Engineer	\$120 - \$245
Architect	\$120 - \$240
Senior CADD Technician	\$95 - \$190
Junior CADD Technician	\$75-\$130
Administrative Assistant	\$70- \$120
Project Accountant	\$85 - \$150
Construction Observer	\$70-\$185
Operations Specialist	\$150 - \$230

#### **Reimbursable Expenses**

- Auto mileage will be reimbursed on the basis of the current 2024 allowed IRS rate (\$0.67 per mile).
- Telephone, postage, and copy costs will be invoiced as actual costs incurred.

#### **Subconsultants**

- Subconsultants will be reimbursed at invoice plus 5 percent markup.

#### **Annual Adjustments**

The Billing Rates and Reimbursable Expenses are effective as of January 1, 2024 and will be adjusted annually to reflect equitable changes in the compensation payable to Engineer.

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2/29/24 3:32pm

Item No. I.-6.

CITY OF OTTUMWA

Staff Summary

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

Council Meeting of: March 5, 2024

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

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

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

AGENDA TITLE: Resolution #68-2024. Approving the Design Contract between the City of Ottumwa and Willett Hofmann and Associates, Inc. for the Depot Building A/C 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 #68-2024 approving the Design Contract and authorizing the Mayor to sign agreement.

DISCUSSION: This Agreement provides for the schematic level electrical and mechanical design for an A/C system at the Depot Building. This system will provide air conditioning in the summer and fresh ventilation air in the winter, which is required by code in commercial buildings. The scope of services also includes a structural assessment of the roof to see if it can support the new roof top units.

The design contract is a lump sum project estimated at \$29,500.

Funding: CIP

Source of Funds: CIP

Budgeted Item: Yes

Budget Amendment Needed: No

RESOLUTION NO. #68-2024

A RESOLUTION APPROVING THE DESIGN CONTRACT BETWEEN THE CITY OF OTTUMWA  
AND WILLETT HOFMANN AND ASSOCIATES, INC.  
FOR THE DEPOT BUILDING A/C PROJECT

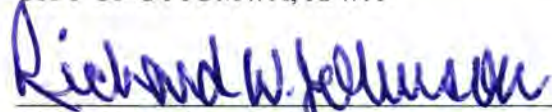
WHEREAS, This Agreement provides for the electrical and mechanical design for an A/C system at the Depot Building; and

WHEREAS, The design services of Willett Hofmann and Associates, Inc., is estimated at \$29,500 as described in the contract for services listed.

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

APPROVED, PASSED, AND ADOPTED, this 5<sup>th</sup> day of March, 2024.

CITY OF OTTUMWA, IOWA



Richard W. Johnson, Mayor

ATTEST:



Christina Reinhard, City Clerk





WILLETT HOFMANN  
& ASSOCIATES INC

ENGINEERING • DESIGN • CONSTRUCTION

February 29, 2024

City of Ottumwa  
105 3<sup>rd</sup> St E  
Ottumwa, IA 52501

ATTN: Phillip Burgmeier

RE: Proposal for Professional Services for Ottumwa Depot Building – AC Design

Dear Phillip:

In response to your request, Willett, Hofmann & Associates, Inc. (WHA) is pleased to submit the following proposal for Professional Services for your review and consideration for the performance of Professional Design Services for the design of a the Air Conditioning system for the existing Amtrack Depot building located in Ottumwa. The scope of services described herein is based on our present understanding of the needs of the Project as we have discussed.

**PROJECT UNDERSTANDING:**

The project consists of a development design package for the City of Ottumwa to obtain contractor bids for air-conditioning two floor levels of the Ottumwa City Depot Office Building. The office building has two floors with an approximate total of 16,000 square feet.

**SCOPE OF PROFESSIONAL SERVICES:**

Willetts Hofmann & Associates, Inc, (WHA) proposes to provide Professional design services. The scope of services are listed below –

1. Structural
  - a. Assessment of the existing roof structure to see if it can support the loading of the new roof top units.
2. Architectural
  - a. Design of required duct chases to get ducts from the roof to the first floor ceiling.
3. Mechanical/Electrical/Plumbing
  - a. Perform a site investigation to survey existing building, mechanical, electrical conditions.
  - b. Utilize existing building drawings or provided AutoCAD floor plans for design development documents.
  - c. Mechanical & Electrical design development drawings in electronic PDF format.

**SERVICES NOT INCLUDED**

1. Fully developed Construction Drawings
2. Structural design if existing roof structure is not adequate for supporting new rooftop units. (This can be provided on an hourly basis).
3. Bidding Services
4. Construction Administration Services
5. Shop drawing review (can be done as needed on an hourly basis)
6. Job site visits for construction

**FEE FOR PROFESSIONAL SERVICES:**

WHA proposes to provide the Scope of Services for this Project for a fee of Twenty Nine Thousand Five Hundred and 00/100 Dollars (\$29,500.00), itemized as follows:

\$ 2,500	WHA – Structural Design
\$ 1,000	WHA – Architectural Design
\$26,000	WPE – MEP Design
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\$ 29,500	TOTAL

**DELIVERABLES:**

Deliverable upon completion of services shall be:

1. STRUCTURAL
  - a. Assessment of existing structural roof framing for support of new rooftop units.
2. ARCHITECTURAL
  - a. Partial floor plan showing location of duct chases.
  - b. Duct chase detail.
3. Mechanical, Electrical & Plumbing
  - a. Determine HVAC loads required to air-condition the office building.
  - b. Establish office temperature control zones.
  - c. Provide air-conditioning cooling and heating rooftop unit selections.
  - d. Determine unit locations based on existing structure and main duct distribution and sizes.
  - e. Provide natural gas piping design for rooftop units.
  - f. Review existing electrical infrastructure equipment to confirm expansion capabilities.
  - g. Electrical design distribution to new rooftop air-conditioning units.

**TERMS & CONDITIONS:**

The attached Terms and Conditions are made a part of this Agreement. Additional Services requested above and beyond those described herein shall be provided and performed as outlined on the attached Terms and Conditions.

This proposal is valid for thirty (30) calendar days from the date of this proposal.

**PROPOSAL ACCEPTED:**

I hereby authorize this work to proceed as outlined above and have read and accept the attached Terms and Conditions.

By Richard W. Johnson

Name/Title Richard W. Johnson, Mayor

Date March 5, 2024

Thank you for your interest in Willett, Hofmann & Associates, Inc. and for this opportunity to be of service. We look forward to working with you on this project. If you have any questions, please do not hesitate to call.

Sincerely,

WILLETT, HOFMANN & ASSOCIATES, INC.

By Paul E Newman  
Paul E Newman, AIA, PE, LEED AP  
Architect

PEN:ez

Encl.

File





## TERMS AND CONDITIONS – CITY OF OTTUMWA - DEPOT PROJECT

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**Standard of Care:** Services provided by Willett, Hofmann & Associates, Inc., hereinafter referred to as “WHA”, under this Agreement will be performed in a manner consistent with the human degree of care and skill ordinarily exercised by members of the same profession currently practicing under similar circumstances.

**Additional Services:** When Additional Services beyond the defined scope are requested, an amendment will be prepared for approval by the Client prior to commencing work. Additional Services shall be performed on a time and material basis at Standard Hourly Rates in effect at the time the services are performed, or for a negotiated fee.

**Billing / Payment:** The Client agrees to pay for all services performed and all costs incurred by WHA. Invoices for services shall be submitted either upon completion of such services or on a monthly or otherwise regular or logical basis. Invoices shall be due and payable within 30 days of invoice date. Client shall notify WHA of any objections to the invoice within five (5) working days of receipt. Payment of any invoice indicates Client’s acceptance of this Agreement and satisfaction with the services provided. Payment of invoices is in no case subject to unilateral discounting, back charges, or set offs by the Client, and payment is due regardless of suspension or termination of this Agreement by either party. Accounts unpaid 60 days after the invoice date may be subject to a monthly service charge on the unpaid balance. In the event that any portion of an account remains unpaid after 120 days after the invoice date, WHA may institute collection action and the Client shall pay all costs of collection, including reasonable attorney’s fees.

**Termination, Suspension or Abandonment:** In the event of termination, suspension or abandonment of the project, WHA shall be equitably compensated for services performed. Either the Client or WHA may terminate this Agreement after giving no less than seven (7) days’ written notice if the other party substantially fails to perform in accordance with the terms of the Agreement.

**Indemnification:** WHA agrees, to the fullest extent permitted by law, to indemnify and hold harmless the Client, its officers, directors and employees (collectively, Client) against all damages, liabilities or costs, including reasonable attorney’s fees and defense costs, to the extent caused by WHA’s negligent performance of professional services under this Agreement and that of its subconsultants or anyone for whom WHA is legally liable.

The Client agrees, to the fullest extent permitted by law, to indemnify and hold harmless WHA, its officers, directors, employees and subconsultants (collectively, WHA) against all damages, liabilities or costs, including reasonable attorney’s fees and defense costs, to the extent caused by the Client’s negligent acts in connection with the Project and the acts of its contractors, subcontractors or consultants or anyone for whom the Client is legally liable.

Neither the Client nor WHA shall be obligated to indemnify the other party in any manner whatsoever for the other party’s own negligence or for the negligence of others.

**Certification, Guarantees and Warranties:** WHA shall not be required to execute any document that would result in certifying, guaranteeing or warranting the existence of any conditions.

**Dispute Resolution:** Any claims or disputes between the Client and WHA arising out of the services provided by WHA or out of this Agreement shall be submitted to non-binding mediation. The Client and WHA agree to include a similar mediation agreement with all contractors, subconsultants, subcontractors, suppliers and fabricators, providing for mediation as the primary method of dispute resolution among all parties. The laws of the State of Illinois will govern the validity of this Agreement, its interpretation and performance. Any litigation arising in any way from this Agreement shall be brought in the courts of that State.



## TERMS AND CONDITIONS – CITY OF OTTUMWA - DEPOT PROJECT

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**Construction Means and Methods:** WHA shall not be responsible for, nor have control over or charge of, construction means, methods, sequence, techniques, or procedures, or for any health or safety precautions required by any regulatory agencies in connection with the project.

**Construction Observation:** When WHA does not provide construction observation services, it is agreed that the professional services of WHA do not extend to or include the review or site observation of the Contractor's work, performance, or pay request approval. In this situation, during construction, the Client assumes the role of the design professional and will hold harmless WHA for the failure of the Contractor's work to conform to the design intent and the contract documents.

**Adjustments, Changes or Additions:** It is understood that adjustments, changes, or additions may be necessary during construction. The Client will maintain a contingency fund until construction is completed to pay for field changes, adjustments, or increased scope items. If WHA is performing Construction Observation, all change order amounts requested by Contractors constructing WHA designed items shall be submitted to WHA for review prior to being approved by contract holder. WHA will not approve amounts requested that are above a normal bid amount for the work involved. In no case will costs be assessed to WHA at the discretion of the Contractor, the Client, or the Owner without prior agreement and approval of WHA. WHA shall not be responsible for any cost or expense that provides betterment or upgrades or enhances the value of the Project.

**Project Signs:** Project signs displayed at the construction site shall include "Willett, Hofmann & Associates, Inc." as the design professional for the applicable discipline. Articles for publication regarding this project shall acknowledge Willett, Hofmann & Associates, Inc. as the design professional for the applicable discipline.

**Electronic Files:** The Client hereby grants permission for WHA to use information and data provided by the Client, including electronic background information produced or provided by the Client in the completion of the project. The Client also grants permission to WHA to release WHA's documents (including their backgrounds) electronically to consultants, contractors, and vendors as required in the execution of the project. Before release, WHA will require an executed waiver of liability for the use of any electronic documents and may charge a fee for this information.

**Use of Documents:** Documents prepared by WHA are instruments of service for use solely with respect to the project. WHA shall retain all common law, statutory and other reserved rights, including the copyright. The Client shall not reuse or permit the reuse of WHA's documents except by mutual agreement in writing.

**Assignment:** Neither party to this Agreement shall transfer, sublet or assign any rights or duties under or interest in this Agreement, including, but not limited to, monies that are due or monies that may be due, without the prior written consent of the other party. Subcontracting to subconsultants, normally contemplated by WHA as a generally accepted business practice, shall not be considered an assignment for purposes of this Agreement.