

TENATIVE AGENDA
OTTUMWA CITY COUNCIL

SPECIAL MEETING NO. 5
Council Chambers, City Hall

February 9, 2021
5:30 O'Clock P.M.

In order to protect the health and safety of our citizens and staff and mitigate the spread of COVID-19, we are following the Proclamation of a State Public Health Disaster Emergency issued at 12:00 P.M. on Tuesday, March 17, 2020, which has been extended through February 6, 2021. Effective 12:01 a.m. on December 17, 2020, and continuing until 11:59 p.m. on February 6, 2021: mass gatherings or events of more than 10 people in attendance may be held but only if the gathering complies with all other relevant provisions in the Proclamation with the following requirements: social distancing: the gathering organizer must ensure at least six feet of physical distance between each group or individual attending alone and implement reasonable measures under the circumstances of each gathering to ensure social distancing of gathering participants, increased hygiene practices, and other public health measures to reduce the risk of transmission of COVID-19 consistent with guidance issued by the IDPH.

PLEDGE OF ALLEGIANCE

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

APPROVAL OF AGENDA

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.)

All items on this agenda are subject to discussion and/or action.

1. Work Session to discuss public concerns regarding the Rental Inspection process during the COVID-19 Pandemic.

RECOMMENDATION: Discussion of Rental Inspection Policy under COVID-19 Protocol.

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.

ADJOURNMENT

***** 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]
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FAX COVER SHEET

City of Ottumwa

DATE: 2/5/2021 TIME: 1:00 PM NO. OF PAGES 2
(Including Cover Sheet)

TO: News Media CO: _____

FAX NO: _____

FROM: Christina Reinhard

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

MEMO: Tentative Agenda for the Special City Council Meeting #5 to be held on 2/9/2021 at 5:30 P.M. Social Distancing and mask or other face covering when inside a building are required for all people two or older. Six feet of physical distance between each group or individual attending alone must be followed at all times.

*** FAX MULTI TX REPORT ***

JOB NO. 3079
DEPT. ID 4717
PGS. 2
TX INCOMPLETE -----
TRANSACTION OK 96847834
916606271885
ERROR 916416828482

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JOB NO. 3079
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ST. TIME 02/05 12:55
SHEETS 2
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CITY OF OTTUMWA
Staff Summary

**** ACTION ITEM ****

Council Meeting of : Feb 9, 2021

Planning & Development
Department

Kevin C. Flanagan
Prepared By
Kevin C. Flanagan
Department Head



City Administrator Approval

AGENDA TITLE: Covid-19 Rental Inspections Policy

Public hearing required if this box is checked.

RECOMMENDATION: Discussion of Rental Inspection Policy Under Covid-19 Protocol

DISCUSSION: In the past year, the City has undertaken an operational protocol for rental inspections programming coordinated with the overall City approach to public service buildings. Therefore, when our public buildings were closed to public access the building and code enforcement department was on a limited service regime regarding rental inspections. The dept. continued to respond to emergencies or complaints that were directed to our officers,

Source of Funds:

Budgeted Item: Budget Amendment Needed:

but we were not scheduling regular inspections. We undertook this protocol at two different times within the past year, in conjunction with City Hall public access closings.

At this time, the City is approximately 650 units behind in our rental inspections operational programming. Rental units are mandated to be inspected once every three years. The City has been somewhat behind operationally for some measure of years, typically more by a few hundred, and due to volume capacity given the number of inspectors on staff.

In checking with other public entities, we find that they are continuing inspections just as we are, for the most part, though some have restrictions remaining even yet. We have included what we found among those other public entities in this staff report.

Some of our concerns, or potential negatives that could result from closings over an extended period of time are as follows:

- possible neglect by some landlords in meeting the safety burden of pending regulatory inspections
- potential of falling behind in scheduling by a significant number of rental units

We have been behind significantly prior (more than one thousand units), due for the most part to personnel changes and limited officers on staff at various points over the past few years, but were able to catch up with targeted inspections periods of a more rich mix of rentals to new inspections in our programming, which can be generally accomplished taking advantage of the seasonal nature of new inspections, winter being a key time for rental inspection targeting, in terms of schedule recovery.

Given a potential moratorium on rental inspections, in this example 6 months, we could anticipate that the City would fall behind by approximately 1,100 to 1,300 additional units, bringing the total to slightly under/over 2,000 units behind, which as mentioned has roughly been the case on at least one occasion prior. This assumption is based upon an average of 6 rental inspections daily per officer for six months, a somewhat worst case scenario given the unpredictability of inspections activities generally, due to many factors including failed show ups from occupants, canceled inspections, and inspectors having to reschedule due to emergency occurrence or call outs.

We do believe that if a moratorium were undertaken, we would be heavily scheduling over the next two winters in order to bring about a recovery to a reasonable number of inspections in arrears (below 300), and that we would be able to repair our scheduling over the following two seasons.

If a moratorium is established, inspectors would still be inspecting unoccupied units, units for which there is a complaint, newly built units, and units that are being modified in some fashion that includes the issuance of permits of any sort.

Zach Simonson

From: Zach Simonson
Sent: Friday, January 22, 2021 9:38 AM
To: Kevin Flanagan
Cc: Cathy Shepherd; Katy King
Subject: RE: Other Iowa Communities Rental Inspections and COVID

Update: Marshalltown is doing inspections.

From: Zach Simonson
Sent: Thursday, January 21, 2021 2:48 PM
To: Kevin Flanagan <flanagank@ottumwa.us>
Cc: Cathy Shepherd <shepherdc@ottumwa.us>; Katy King <kingk@ottumwa.us>
Subject: Other Iowa Communities Rental Inspections and COVID

I verified the rental inspection status in the following communities:

Burlington: Had suspended inspections but resumed in November

Clinton: Had suspended inspections but resumed

Fort Dodge: Will resume inspections February 1.

Iowa City: Had suspended inspections but resumed.

Coralville: Had suspended inspections but resumed.

Johnston: Suspended until April 12.

Urbandale: Suspended until April 12.

Zach Simonson

City Planner

Planning & Development :: City of Ottumwa

simonsonz@ottumwa.us

641.683.0606



Currently 650 behind schedule.



CITY OF
OTTUMWA

543, 544

Citizen Input Request Form

2-9-21

Council Meeting Date

Name: Inez Hill

Address: 13934 65th St

Item No. to Address: Physical Inspections
(Agenda will be provided to complete this section)

If you are addressing the Council on an item not listed on the agenda, briefly explain the item you wish to speak on:

The Mayor will invite you to address the City Council at the appropriate time. When called upon by the Mayor, step to the microphone and please state your name for the record. Comments are to be directly germane to City business, operations, or an item listed on this agenda. Remarks shall not be personalized and 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 not directly germane to City business, operations, or an item listed on the agenda, as determined by the Mayor, will be ruled out of order. If you are addressing an item not listed on the agenda the Council will not take any action on the item due to requirements of the Open Meetings Law. Pertinent questions, comments or suggestions may be referred to the appropriate department for response, if relevant.



CITY OF
OTTUMWA

5-17-5-49

Citizen Input Request Form

2-9-21

Council Meeting Date

Name: John R Conder

Address: Bob Waugh

Item No. to Address: _____
(Agenda will be provided to complete this section)

If you are addressing the Council on an item not listed on the agenda, briefly explain the item you wish to speak on:

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CITY OF
OTTUMWA

549!

Citizen Input Request Form

2/9/21

Council Meeting Date

Name: Roman Negubotta

Address: 550 S RANSOM

Item No. to Address: _____

(Agenda will be provided to complete this section)

If you are addressing the Council on an item not listed on the agenda, briefly explain the item you wish to speak on:

Land lord

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