



TENTATIVE AGENDA  
OTTUMWA CITY COUNCIL

REGULAR MEETING NO. 30  
Council Chambers, City Hall

October 5, 2021  
5:30 O'Clock P.M.

PLEDGE OF ALLEGIANCE

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

B. CONSENT AGENDA:

1. Minutes from Special Meeting No. 27 on September 14, 2021, Regular Meeting No. 28 on September 21, 2021 and Special Meeting No. 29 on September 24, 2021 as presented.
2. Recommend appointment of Ann Youngman to the Ottumwa Housing Authority, term to expire 11/11/2022, due to an upcoming vacancy.
3. Resolution No. 191-2021, approving the Street Financial Report for the fiscal year of July 2020 through June 2021 for the City of Ottumwa, Iowa.
4. Beer and/or liquor applications for: Bridge View Center/VenuWorks, 102 Church St.; Mimi's Taqueria, 707 Church St.; Warehouse Barbeque, 2818 North Court; Alpine Inn, 1804 Albia Rd., with outdoor service area; Potros Garcia, 2804 North Court; Red's Pub LLC, 618 Church St., temporary outdoor service area for 10/30/2021; all applications pending final inspections.

C. APPROVAL OF AGENDA

D. ADMINISTRATORS REPORT TO COUNCIL AND CITIZENS:

1. Dr. Matt Thompson – IHCC Improvements, Tax Levy, Bond Discussion
2. Bridge City Sanitation Update
3. City Election – 11/2/2021

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

E. IDENTIFICATION OF CITIZENS DESIRING TO COMMENT ON AGENDA ITEMS:

(When called upon by the Mayor, step to the microphone; state their name, address and agenda item to be addressed. The Mayor will invite you to address the Council when that topic is being discussed. Remarks will be limited to **three minutes or less**. The City Clerk shall keep the time and notify the Mayor when the allotted time limit has been reached. Comments are to be directly germane to the agenda item being discussed; if not directly germane as determined by the Mayor will be ruled out of order.)

F. DEPARTMENTAL RECOMMENDATIONS/REPORTS:

1. Consideration of Options to Settle a Pending Obligation to the Iowa DOT Related to a 2013 Revitalize Iowa's Sound Economy (RISE) Grant Awarded for an Iowa Avenue Project.

RECOMMENDATION: Approve and authorize the City to use a portion of future Road Use Tax (RUT) Funds to settle up with the Iowa DOT the balance owed following project completion and evaluation.

2. Consideration of Request for Contribution to Greater Ottumwa Partners in Progress (GOPiP) to Complete an Airport Analysis and Comprehensive Land Use Plan to Further Economic Development in the Area.

RECOMMENDATION: Approve and authorize the City to contribute \$10,000 to Greater Ottumwa Partners in Progress (GOPiP) toward the completion of an airport analysis and comprehensive land use plan for the airport and surrounding area.

G. PUBLIC HEARING:

H. RESOLUTIONS:

1. Resolution No. 186-2021, approving Change Order No. 2, accepting the work as final and complete, and approving the final pay request for the 13/31 Runway Reconstruction Project at the Ottumwa Regional Airport.

RECOMMENDATION: Pass and adopt Resolution No. 186-2021.

2. Resolution No. 187-2021, authorizing advancement of costs for an Urban Renewal Project and Certification of Expenses incurred by the City for Reimbursement under Iowa Code Section 403.19.

RECOMMENDATION: Pass and adopt Resolution No. 187-2021.

3. Resolution No. 188-2021, a resolution determining the necessity and setting dates of a Consultation and a Public Hearing on a Proposed Bonita Urban Renewal Plan for a Proposed Urban Renewal Area in the City of Ottumwa, State of Iowa.

RECOMMENDATION: Pass and adopt Resolution No. 188-2021.

4. Resolution No. 189-2021, approving the Design Contract between the City of Ottumwa and Willett Hoffman and Associates, Inc. for the City Hall Improvements Project.

RECOMMENDATION: Pass and adopt Resolution No. 189-2021.

5. Resolution No. 190-2021, approving a Subordination Agreement between the City of Ottumwa, South Ottumwa Savings Bank, and Rippling Waters Property Development.

RECOMMENDATION: Pass and adopt Resolution No. 190-2021.

I. ORDINANCES:

J. PUBLIC FORUM:

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

K. PETITIONS AND COMMUNICATIONS

ADJOURN

**\*\*\* 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: 10/1/21 TIME: 10:00 AM NO. OF PAGES 3  
(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 Ottumwa City Council Meeting #30 to be held on 10/05/2021 at 5:30 P.M.

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\*\*\* FAX MULTI TX REPORT \*\*\*  
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JOB NO. 4603  
DEPT. ID 4717  
PGS. 3  
TX INCOMPLETE -----  
TRANSACTION OK 96847834  
916606271885  
96823269  
ERROR 96828482

Ottumwa Courier  
KTVO  
Ottumwa Waterworks  
Tom FM



CITY OF  
OTTUMWA

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\*\*\* TX REPORT \*\*\*  
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JOB NO.	4603	
DEPT. ID	4717	
ST. TIME	10/01 10:04	
SHEETS	3	
FILE NAME		
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TRANSACTION OK	96847834	Ottumwa Courier
	916606271885	KTVO
	96823269	Ottumwa Waterworks
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FROM: Christina Reinhard

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

MEMO: Tentative Agenda for the Ottumwa City Council Meeting #30 to be held on 10/05/2021 at 5:30 P.M.

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SPECIAL MEETING NO. 27  
Council Chambers, City Hall

September 14, 2021  
5:30 O'Clock P.M.

The meeting convened at 5:30 P.M.

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

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

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

Meyers moved, seconded by Roe that Res. No. 176-2021, accepting the renewal effective Jan. 1, 2022, for the City's Post-65 retiree medical supplemental and Rx plans carrier with Humana, be passed and adopted. Finance Dir. Mulder explained that the plan costs will increase for single \$209 (\$125.40 City + \$83.60 Retiree) to \$218.11/month (\$130.87 City + \$87.24 Retiree) with this renewal; but we are still reducing the City's cost by \$3,056.11 for the year compared to the previous plan in place. All ayes.

PW Dir. Seals began the discussion on the update for City Hall Improvements Project. The current boiler system is in need of replacement; different HVAC systems were evaluated with a desire to find a system to control temps in certain areas; if we are looking to build out the entire first floor, we recommend a phased approach to do areas as funding is secured; want to install a system that can be expanded upon and not portions removed when the area/phase is developed.

Allen Varney of Willett Hofman & Associates (WHA) and West Plains Engineering's Mike Drahos were on site to also describe the vision and answer questions about the project.

Varney described each floor: most of the basement is identified as storage; two restrooms need updated to ADA compliance and the boiler room will need tore out and replaced with new equip; first floor will have the two restrooms updated to ADA compliance, a new drinking fountain, electrical, ADA compliance with south entrance ramp and removal of asbestos floor tile; second floor will update restrooms to ADA compliance and the back corridor for council chambers; third floor is update to restrooms for ADA compliance and creating an area of refuge. These are the only items factored into the revised plan, with a total project cost around \$2.9 Million.

Roe stated this has been a well talked about project with City Hall being a central point in our community. Looking long term at this price tag, we want to invest money into the bldg. for repairs so we are not stuck doing more repairs later on (similar to The Beach, Fire Dept. and the Airport). Lack of ADA requirements, proper safety, and proper air turnover all the while following our Code, makes it more feasible that this project needs to be done. We will also want to take into consideration the amount of extra funding necessary for phasing the project out and mobilizing crews multiple times. We must also look to preserve the historical integrity of this bldg.

Varney added taking into consideration how old the bldg. structure is and not being able to fund the maintenance over time; it's not just the systems that evolve but codes change, technology changes; you might find a system that provides the same services you have but it may be more complicated and with a higher price tag; a lot of things are factored into the cost. There are some items that need to be installed now (electrical, base boilers); try to step/phase the process in a smart manner as to not incur a lot of add'l expense.



Berg inquired if any viable rebates through energy companies that we can apply for or a scale of estimates of change of energy consumption; what sort of costs might we see?

Drahos responded we will see an increase in cost in providing new ventilation that will be more than what it is now because we have not been efficient in this area.

Berg also asked Mulder about current and upcoming bond rates. Is there a rationale for trying to do more now with lower rates, or piece meal out later?

Mulder explained she does not know exactly when the bond rates will start going back up, but if we do another bond for CIP next yr., it would make sense to do it then instead of waiting two more years. We already have some funds available that need to be spent by June 30, 2022; these were to address some of the ADA compliances and entrance issues into the bldg. I would rather borrow the funds now than wait when rates are bound to go back up.

Council asked since we are not voting on this item tonight, what is our timeframe on getting the ball rolling? If we start with this revised plan now and identify other grant sources, when can we hit the go button on this project?

Seals reported the first step would be to come up with actual construction plans with possible dates for letting, which will all be based on financials/funding available. Coordinate possible funding timelines along with construction. First goal is to get this first set of plans.

Dalbey asked what is our plan. What options do we have (financially)? Can we bond for any of this? What is the best avenue to go? We have heard the advantages and disadvantages of doing each. Is there a better way?

Mulder, first we need a full construction plan to apply for some of the grants; the renovation schematics provided is a good start. Some of the grants need a planning and historic structure report that must be paid for to begin. We can apply for a grant (up to \$3-5,000) to pay for this report. We will start looking into next year's financing and funding for CIP in the next couple of months and it would be advantageous of us to bond for this at that time. We've all know that our four entrance doors need to be done; get a plan together for what these need to look like historically; get them done for security reasons. This is the main thing on my list to get completed.

Dalbey stated this entire project needs to be done; I would rely heavily on staff to give us these recommendations to get this done and not drag out too long.

Meyers stated he could go along with the revised plan presented tonight, but is curious as to what sort of timeline it would be. We always have more demands than what we have money for. Yes, I agree that we need to get all of the wiring, conduit and piping for the complete project; we need to go ahead and get those, does this work into the \$2.9 Million? Accountability, even though in the long run, it will cost more and the public would understand that we are making a good faith effort and we will phase it in to get it done.

Johnson asked if the HVAC unit in the plans puts into consideration putting back to the historic look of the building (high ceilings) and envision of installing everything- relocate current employees, work around?

Seals stated this would be part of the plans; how to still provide services, records still available; moving employees around for workflows; this will be determined as plans are developed. Drahos added, with the system selected (hybrid six); it is more self-contained and plays down how much construction is done with swing space and transitional periods.

Varney reported we have provided a more defined scope that is primarily code related, ADA and mechanical electrical. This also effects the percentage for contingencies; Drahos added mechanical may be 30% while historic preservation may be 50%; some of these elements can swing quite drastically.

City Admin. Rath inquired if the revised scope includes remodel of first floor which it does not; only the ADA restrooms and ramp on the south end. The purpose of the remodel was to look at efficiency, safety, security, accessibility and functionality. We have employees without any private space to conduct work. The whole layout of the floor is not conducive to an efficient working environment. There is no security; help protect employees, city documents, etc. Many things still need to be looked at for the second phase. We need to know what the final plan/end solution is going to look like; I am a little disappointed to see that this was not included.

Seals reported we are showing that this project can be done in phases. If funding is available and we can do it all, that is great, but we do not know.

Dalbey stated we need to keep this remodel in our sights and have as the end goal.

If the decision is made to go with this revised scope, we could be looking at between 2-3 months to put construction plans together with bid information. Possibly sign a contract in February to get started with a good years' worth of work to get through.

Roe mentioned at some point we need to have a healthy conversation about the fire dept. (staffing, OT, burnout, helping with ambulance services taking away from primary duties).

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

Adjournment was at 6:39 P.M.

ATTEST:

  
Christina Reinhard, CMC, City Clerk

CITY OF OTTUMWA, IOWA

  
Tom X. Lazio, Mayor



## OTTUMWA CITY COUNCIL MINUTES

REGULAR MEETING NO. 28  
Council Chambers, City Hall

September 21, 2021  
5:30 O'Clock P.M.

The mtg. convened at 5:30 P.M.

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

Mayor Lazio presented Holly Berg with the Rhonda Wood Smith Outstanding Young City Official award that she received during IA League of Cities Conference.

Roe moved, seconded by Meyers to approve the following consent agenda items: Mins. from Regular Mtg. No. 26 on Sept. 7, 2021 as presented; Ack. of August financial rpts. and pymt. of bills as submitted by the Finance Dept.; Recommend re-appointments of Tom Hull and Dan Quinn to the Airport Adv. Brd., terms to exp. 10/1/2024; Canvasser/Solicitor application for Workingman's Christmas Party to solicit donations within City Limits Oct. 30 to Dec. 31, 2021; Res. No. 180-2021, approving contract, bond, and cert. of ins. for Forrest Ave. Flood Wall Project; Res. No. 185-2021, auth. three-yr. maintenance and services contract renewal with Technology Services & Solutions, Inc. for IBM Finance Server totaling \$14,283; Beer and/or liquor applications for: Ottumwa Grocery Store, 129-131 E. Second; Bubba-Q's, 1110 N. Quincy Ave.; Aldi, Inc., #73, 940 Quincy Ave.; transfer of temp. OSA for Hotel Ottumwa, for event being held in Canteen Alley on 9/24/2021; Appanoose Rapids Fine Dining, 332 E. Main., temp. premise transfer to 529 E. Main for an event on 10/2/2021; all applications pending final inspections. All ayes.

Meyers moved, seconded by Berg to approve the agenda as presented. All ayes.

City Admin. Rath reported IA League of Women Voters Forum – Sept. 30, starting at 6:00 P.M., in Council Chambers. Forum for candidates running for Mayor and Council; will be streamed on YouTube and recorded. He reminded everyone, Primary Election 10/5/2021 and City Election 11/2/2021. He also noted the Beach recorded their highest revenue during the month of July.

Fred Zesiger provided update on Main Street Iowa Partnership Visit in Ottumwa. Kathy La Plante, Senior Program Officer, cited Main Street Ottumwa is running a highly effective program with a board that is fully engaged and a top-notch executive director that is respected by the Main Street Iowa network combined with great support from the City as a partner.

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

This was the time, place and date set for a public hearing approving the plans, specs., form of contract and est. cost for the Richmond Ave. Pump Station Improvements Project. Rath reported this project consists of improvements to connect an existing 16-inch sanitary sewer force main to the Richmond Ave. Pump Station. Bids due Oct. 13, 2021. Est. cost \$82,100. No objections were rec'd. Dalbey moved, seconded by Berg to close the public hearing. All ayes.

Roe moved, seconded by Meyers that Res. No. 179-2021, approving the plans, specs., form of contract and est. cost for the Richmond Ave. Pump Station Improvements Project, be passed and adopted. All ayes.

This was the time, place and date set to approve a Perpetual Electric Line Easement for Lot 17 in Highland Park, an ADDN to the City of Ottumwa, Wapello County, IA. No objections were rec'd. Johnson moved, seconded by Roe to close the public hearing. All ayes.

Berg moved, seconded by Dalbey that Res. No. 181-2021, approving and auth, the Mayor to execute a perpetual Electric Line Easement for Interstate Power & Light Company, an IA Corp. for Lot 17 in Highland Park, an ADDN to the City of Ottumwa, Wapello County, IA, be passed and adopted. All ayes.

This was the time, place and date set to approve a Perpetual Electric Line Easement for the Northwesterly 37 feet of Lot 11 in Dixon & Hutchinson's ADDN to the City of Ottumwa, Wapello County, IA. No objections were rec'd. Roe moved, seconded by Dalbey to close the public hearing. All ayes.

Meyers moved, seconded by Roe that Res. No. 182-202, approving and auth. the Mayor to execute a perpetual Electric Line Easement for Interstate Power & Light Company, an IA Corp. for the Northwesterly 37 feet of Lot 11 in Dixon & Hutchinson's ADDN to the City of Ottumwa, Wapello County, IA, be passed and adopted. All ayes.

This was the time, place and date set to approve and auth. execution of a Development Agt. by and between the City of Ottumwa and Cobblestone Hotel Development, LLC. Community Development Dir. Simonson reported yrs. of effort by City staff, Legacy Found., Meet Ottumwa, BVC staff and other partners have been put into growing the event capacity at Bridge View Center with an on-site hotel. The 2040 *Our Ottumwa* Comp. Plan identified the goal of enhancing and improving the Riverfront by establishing a hotel to support BVC. This development agt. with Cobblestone Hotel Development, LLC will advance that goal by providing land and appropriate incentives for a \$9.9 Million, 45,916 square foot, 84 unit, 4-story hotel along Church St. in the BVC parking lot. The hotel is from the Main Street line of Cobblestone Hotels and with the street-front design will help with the long-term goal of bridging the divide between downtown and Church St. with a consistent Main Street feeling. The development agt. transfers the property for the hotel bldg. and guarantees exclusive access to 35 parking spaces. BVC and the hotel will share parking for the remainder of the hotel's parking needs. The agt. also commits the City to providing an addn 110 spaces of parking by paving the south portion of the BVC lot. The project includes appropriate development incentives. The project is in an URA and the agt. includes a Tax Increment Financing rebate up to \$120,000 per year for 20 yrs. not to exceed \$2.4 Million. These are taxes paid on the added value that will be rebated to the developer. The City will also provide a \$500,000 site improvement allowance which is money from the Ottumwa Regional Legacy Foundation that passes through the City and not a direct spending of City funds. The agt. commits up to \$75,000 from the City to address unforeseen site issues. The agt. also provides for the City to pay permit fees for the project and reimburse those fees from the TIF district. The agt. includes a min. assessment agt. ensuring the assessed value of the development remains at least \$3.5 Million for the duration of the agt. That ensures the captured tax increment is sufficient to finance the rebate.

Scott Hallgren, Exec. Dir. BVC; reported this proposal is a game changer for BVC; this will help level the playing field when completing RFP's for events to come to Ottumwa. Having a hotel on site will allow us to book new events; increase business for BVC. Truly grateful to all that want to invest in our community and make this happen.

Andy Wartenberg, Exec. Dir. CVB; we just finished hosting the Babe Ruth World Series that provided an economic impact to our community of over \$2.6 Million, in order for us to attract other events like this, we cannot have an aging hotel inventory. If this agt. is approved, the partnership between CVB, BVC and Cobblestone will allow us to aggressively market this plan.



City Staff and council members discussed this project in great length. Increased LOST funding from people staying in Ottumwa for events could help us with street repairs as 90% of the funding goes into street maintenance. Hotel/Motel tax continues to increase of which 10% goes to the general fund and 35% to CVB. RUT funds go right back into our streets programs too.

Nathan Overberg and Jenna Sabroske were also present from Ahlers & Cooney to answer any legal questions concerning this development agt.

No objections were rec'd. Meyers moved, seconded by Dalbey to close the public hearing. All ayes.

Meyers moved, seconded by Berg that Res. No. 184-2021, approving and authorizing execution of a Development Agt. by and between the City of Ottumwa and Cobblestone Hotel Development, LLC, be passed and adopted. All ayes.

Berg moved, seconded by Roe that Res. No. 177-2021, auth. the Mayor to sign a grant application from the IDOT for runway lighting repairs at the Ottumwa Reg. Airport, be passed and adopted. Airport Mgr. Wheaton reported this will replace the Runway End Identifier Lights (REIL) located on the 22 Runway. Our current REIL are no longer being manufactured and parts no longer available. With advice from IDOT, we decided to upgrade to match our newer lighting system on Runway 13. Total cost for project \$14,338.42; IDOT Grant \$10,000; City's responsibility \$4,338.42. All ayes.

Dalbey moved, seconded by Johnson that Res. No. 178-2021, removing two special assessments applied to 1202 Castle St. from Res. No. 12-2021 on Jan. 19, 2021 and Res. No. 260-2020 on Dec. 15, 2020, be passed and adopted. Simonson reported in July, the City obtained a default judgement awarding the City title to an abandoned property at 1202 Castle. This res. removes the two outstanding assessments applied to the property before the City had possession. All ayes.

Mayor Lazio inquired if anyone from the audience wished to address an item not on the agenda. Mike McGrory, Superintendent, Ottumwa Schools, wished to address the council. Mike expressed his gratitude for all of the support the City has shown to the Ottumwa Schools. We have made the initiative to invest in our facilities and we want to be the best. What council did tonight will help attract people to our community. No matter what the project, the City has always collaborated with us and aided in whatever timeline is presented. This is an exciting thing for Ottumwa.


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

Adjournment was at 6:51 P.M.

ATTEST:

  
Christina Reinhard, CMC, City Clerk

CITY OF OTTUMWA, IOWA

  
Tom X. Lazio, Mayor

OTTUMWA CITY COUNCIL MINUTES

SPECIAL MEETING NO. 29  
Council Chambers, City Hall

September 24, 2021  
12:00 O'Clock P.M.

The meeting convened at 12:00 P.M.

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

Roe moved, seconded by Dalbey to approve the agenda as presented. Motion carried 3-0 vote. Council Member Meyers & Johnson were absent.


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

Berg moved, seconded by Roe to approve the beer and/or liquor application for Ottumwa Oktoberfest Committee, temp. OSA, Jimmy Jones Shelter, 9/28-10/2/2021. Motion carried 3-0 vote. Council Member Meyers & Johnson were absent.

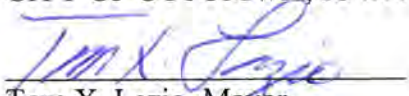
There being no further business, Dalbey moved, seconded by Berg that the meeting adjourn. Motion carried 3-0 vote. Council Member Meyers & Johnson were absent.

Adjournment was at 12:01 P.M.

ATTEST:

  
Christina Reinhard, CMC City Clerk

CITY OF OTTUMWA, IOWA

  
Tom X. Lazio, Mayor





October 5, 2021

TO: Ottumwa City Council Members

FROM: Tom X. Lazio, Mayor

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

Recommend appointment to the Ottumwa Housing Authority effective November 1, 2021 due to an upcoming vacancy, term to expire 11/11/2022.

Ann Youngman  
2641 Clearview

received  
9-28-21

CITY OF OTTUMWA  
Biographical Data for Appointment to City Advisory Board

The information contained on this form is for the use of the Mayor and City Council in order to fill vacancies on City Advisory Boards Commissions, Committees, or Task Forces.

Biographical forms may be submitted at any time during the year; however, they will be purged January 31 of each year. If you have not been appointed to an advisory board during the preceding year, and still desire appointment, please resubmit an updated biographical form or advise in writing that the initial form is still usable.

Board, Commission, Committee, or Task Force to which appointment is desired:

Ottumwa Housing Authority  
Name: Ann Youngman Telephone: 641-680-2379

Address: 2641 Clearview Email: (optional) annyoungman@mediacombb.net  
ZIP: 52501

Business: \_\_\_\_\_ Telephone: \_\_\_\_\_

Address: \_\_\_\_\_ ZIP: \_\_\_\_\_

Date Available for Appointment When appro - private E-Mail: \_\_\_\_\_

Present occupation: Retired Teacher

Previous Employment: Ottumwa Community School District

Answer the following: (Use additional sheets if necessary)

**Community Service:**

(List boards, commissions, committees and organizations currently serving or have served on, offices held and in what city).

Ottumwa Symphony Guild  
Southeast Iowa Donors Scholarships (secretary)  
2nd term Civil Service Commissioner  
Ottumwa Hy-Noon Kiwanis (secretary)  
GOPIP

Ottumwa Rotary  
2 times I was President of Ottumwa Ed. Association

Please list any professional or vocational licenses or certificates you hold.

B A from William Penn

30 years I did membership for O.E.N

**Personal:**

(Have you ever worked for the City of Ottumwa?  
(If yes, please list dates and names of departments)

Yes \_\_\_\_\_ No X

Are you related to any employee or appointee of  
the City of Ottumwa? (If yes, please indicate name  
and relationship.)

Yes \_\_\_\_\_ No \_\_\_\_\_  
Matt Dalbey -  
Cousin

Rules of law and ethics prohibit members from  
participating in and voting on matters in which they  
pay have a direct or indirect financial interest. Are  
you aware of any potential conflicts of interest  
which may develop from your occupation or financial  
holdings in relation to your responsibilities as a  
member of the advisory body to which you seek  
appointment). (If yes, please indicate any potential  
conflicts).

Yes \_\_\_\_\_ No X

Are you aware of the time commitment necessary  
to fulfill the obligations of the advisory body to  
which you seek appointment?

Yes X No \_\_\_\_\_

Please furnish brief written responses to the three following questions: (Use additional sheets if  
necessary.)

1. What is there specifically in your background, training, education, or interests which  
qualifies you as an appointee? *I was a teacher in Ottumwa for 38 years  
(34 Talented + Gifted), I have always been involved in helping  
teachers + students in our district. I understand the  
rules for being ethically respectful + Credible.*
2. What do you see as the objectives and goals of the advisory body to which you seek  
appointment? *To provide decent, safe + sanitary  
housing for the underserved in our  
Community*
3. How would you help achieve these objectives and goals? What special qualities can you  
bring to the advisory body?  
*1. Insure that the housing authority follow  
appropriate HUD regulations  
2. I am very involved in my community  
and a hard worker.*

I hereby certify that the following information is correct to the best of my knowledge.

Ann Youngman  
Signature

9-28-21  
Date

You are invited to attach additional pages or submit supplemental information which you feel may assist the Mayor and City Council in their evaluation of your application.

**WHEN COMPLETED MAIL ORIGINAL TO:** OFFICE OF THE MAYOR  
Ottumwa City Hall  
105 E Third Street  
Ottumwa, IA 52501

One of the goals of the City Council is to balance advisory board appointments in terms of gender and age.

The following information is desirable but not required for appointment.

Year of Birth 6-25-1952 Male \_\_\_\_\_ Female

Number of years a city resident 64

**YOUTH BOARD  
MEMBER APPLICANT ONLY**

\_\_\_\_\_  
Name of School

\_\_\_\_\_  
Year



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

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

Council Meeting of : Oct 5, 2021

Finance  
Department

Kala Mulder  
Prepared By  
Kala Mulder  
Department Head

[Signature]  
City Administrator Approval

AGENDA TITLE: Resolution No.191-2021 Approving the Street Financial Report for the fiscal year of July 2020 through June 2021 for the City of Ottumwa, Iowa.

\*\*\*\*\*

**\*\*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. 191-2021

DISCUSSION: The Street Financial Report shows activity in the Road Use Tax, along with activity in other funds connected with street construction. Iowa statute requires cities to file the Street Financial Report in order to continue receiving Road Use Tax funding. The report will be electronically filed upon approval of the City Council.

Source of Funds:

Budgeted Item:  Budget Amendment Needed: No

**RESOLUTION NO. 191-2021**

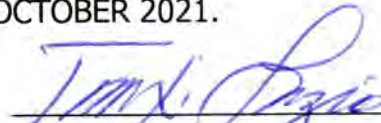
**A RESOLUTION APPROVING THE STREET FINANCIAL REPORT FOR THE  
FISCAL YEAR OF JULY 1, 2020 THROUGH JUNE 30, 2021 FOR THE  
CITY OF OTTUMWA**

WHEREAS, The statutes of the State of Iowa require that cities file a yearly Financial Report covering Road Use Funds and other street funds, in order to be Eligible for continued road use funding.

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

The attached Street Financial Report to the State of Iowa is Hereby Approved for submittal to the Iowa Department of Transportation, Road Use Division.

PASSED AND APPROVED THIS 5th DAY OF OCTOBER 2021.

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

ATTEST:

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



Bureau of Local Systems  
Ames, IA 50010

## City Street Finance Report

Fiscal Year 2021

Ottumwa

9/30/2021 10:49:53 AM

### Expenses

	General Fund Streets (001)	Road Use (110)	Other Special Revenues	Debt Service (200)	Capital Projects (300)	Utilities (600 & U0)	Grand Total
Salaries - Roads/Streets		\$784,351			\$212,184		\$996,535
Benefits - Roads/Streets		\$520,088	\$113,836				\$633,924
Training & Dues		\$1,548					\$1,548
Building & Grounds Maint. & Repair		\$132,048					\$132,048
Vehicle & Office Equip Operation and Repair		\$491,976					\$491,976
Other Utilities		\$16					\$16
Other Maintenance and Repair		\$447					\$447
Engineering		\$14,307			\$397,262		\$411,569
Legal		\$5,708					\$5,708
Rents & Leases		\$568					\$568
Street Maintenance Expense		\$429,323	\$1,282		\$2,045,105		\$2,475,710
Other Professional Services		\$75	\$97,589				\$97,664
Other Contract Services		\$112,592	\$1,863,357		\$702,644		\$2,678,593
Minor Equipment Purchases		\$8,957					\$8,957
Office Supplies		\$3,074					\$3,074
Operating Supplies		\$14,174					\$14,174





Bureau of Local Systems  
Ames, IA 50010

## City Street Finance Report

Fiscal Year 2021

Ottumwa

9/30/2021 10:49:53 AM

	General Fund Streets (001)	Road Use (110)	Other Special Revenues	Debt Service (200)	Capital Projects (300)	Utilities (600 & U0)	Grand Total
Postage & Safety		\$82					\$82
Replacement Posts & Signs		\$204,201					\$204,201
Other Supplies		\$10,829	\$1,420		\$6,012		\$18,261
Heavy Equipment		\$203,000					\$203,000
Other Capital Equipment		\$21,261					\$21,261
Principal Payment				\$946,200			\$946,200
Interest Payment				\$75,611			\$75,611
Bond Registration Fees				\$652			\$652
Transfer Out		\$1,907,359	\$645,868				\$2,553,227
Street Lighting		\$404,935					\$404,935
Traffic Control/Safety		\$583,860					\$583,860
Snow Removal		\$391,761					\$391,761
Depreciation & Building Utilities		\$28,708					\$28,708
Accounting/Recording		\$20					\$20
Street Cleaning		\$247,952					\$247,952
<b>Total</b>		\$6,523,220	\$2,723,352	\$1,022,463	\$3,363,207		\$13,632,242





Bureau of Local Systems  
Ames, IA 50010

## City Street Finance Report

Fiscal Year 2021

Ottumwa

9/30/2021 10:49:53 AM

### Revenue

	General Fund Streets (001)	Road Use (110)	Other Special Revenues	Debt Service (200)	Capital Projects (300)	Utilities (600 & U0)	Grand Total
Levied on Property	\$0		\$113,836	\$1,022,463			\$1,136,299
Interest			\$14,031				\$14,031
Federal Grants			\$291,976		\$349,846		\$641,822
State Revenues - Road Use Taxes		\$3,744,998					\$3,744,998
Other State Grants - IDOT		\$22,772			\$1,011,324		\$1,034,096
Charges/fees						\$0	\$0
Contributions			\$1,380,721		\$649,000		\$2,029,721
Sale of Assets			\$3,028				\$3,028
Proceeds from Debt					\$4,008,071		\$4,008,071
Transfer In		\$645,868			\$1,907,359		\$2,553,227
<b>Total</b>	<b>\$0</b>	<b>\$4,413,638</b>	<b>\$1,803,592</b>	<b>\$1,022,463</b>	<b>\$7,925,600</b>	<b>\$0</b>	<b>\$15,165,293</b>



Bureau of Local Systems  
Ames, IA 50010

## City Street Finance Report

Fiscal Year 2021

Ottumwa

9/30/2021 10:49:53 AM

### Bonds/Loans

Bond/Loan Description	Principal Balance As of 7/1	Total Principal Paid	Total Interest Paid	Principal Roads	Interest Roads	Principal Balance As of 6/30
Series 2017 Debt Service	\$2,225,000	\$570,000	\$50,482	\$570,000	\$50,482	\$1,655,000
Series 2014A	\$1,600,000	\$495,000	\$33,065	\$376,200	\$25,129	\$1,105,000
Series 2021-CIP	\$7,025,000	\$0	\$0	\$0	\$0	\$7,025,000



Bureau of Local Systems  
Ames, IA 50010

## City Street Finance Report

Fiscal Year 2021

Ottumwa

9/30/2021 10:49:53 AM

### Equipment

Description	Model Year	Usage Type	Cost	Purchased Status
Bobcat Skidsteer	1997	Purchased	\$5,504	No Change
CAT CB 214E Asphalt Roller	2005	Purchased	\$27,242	No Change
Silverado IT Dump Truck	2005	Purchased	\$24,296	Traded
Ford F350 W/Box & Crane	2006	Purchased	\$39,477	No Change
Silverado IT Dump Truck	2005	Purchased	\$25,194	Traded
Case Backhoe (Purchased in 2005 Used)	1999	Purchased	\$27,100	No Change
International Dump 4300 4 X 2	2007	Purchased	\$75,870	No Change
Hamm HDB Tandem Roller	2007	Purchased	\$33,850	No Change
Elgin Street Sweeper	2007	Purchased	\$184,290	No Change
Crafco Magnum Patching Mchine	2009	Purchased	\$70,122	No Change
International Dump Truck & Plow	2011	Purchased	\$99,449	No Change
Skidsteer Uniloaders	1998	Purchased	\$60,950	No Change
Ford 1 Ton Dump Truck	1991	Purchased	\$14,264	No Change
Concrete Saw	1995	Purchased	\$8,579	No Change
International Dump Truck	1993	Purchased	\$33,462	No Change
Fort Street Flusher CF-800	1993	Purchased	\$63,302	No Change
International 740	2018	Purchased	\$158,628	No Change
Asphalt Recycler	2015	Purchased	\$70,060	No Change
International Work Station	2015	Purchased	\$133,166	No Change
International 2.5 Ton Truck w/Box	2014	Purchased	\$135,673	No Change
International 2.5 Ton Truck w/Box	2014	Purchased	\$135,673	No Change





Bureau of Local Systems  
Ames, IA 50010

## City Street Finance Report

Fiscal Year 2021

Ottumwa

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Description	Model Year	Usage Type	Cost	Purchased Status
Flacon 4T Hot Patcher	2013	Purchased	\$34,040	No Change
International 7300 4x2	2011	Purchased	\$117,758	No Change
Valby Grapper-Log Grapper	2010	Purchased	\$9,495	No Change
Kent Hydraulic Breaker	2009	Purchased	\$9,900	No Change
International 7300 4x2	2007	Purchased	\$53,996	No Change
International 7300 4x2	2008	Purchased	\$72,619	No Change
International 7300 Dump w/Plow	2008	Purchased	\$87,988	No Change
JD 260 Skid Loader w/Trailer	2004	Purchased	\$39,468	Junked
Chevy Silverado 3/4 Ton	2004	Purchased	\$25,795	No Change
Chevy Silverado 1/2 Ton	2004	Purchased	\$13,836	No Change
International 2 1/2 Ton Dump W/V Box	2000	Purchased	\$63,564	No Change
Bitelli Asphalt Paver	2002	Purchased	\$90,969	No Change
John Deere Motor Grader	2001	Purchased	\$99,512	No Change
Case 621C Wheel Loader	2000	Purchased	\$93,000	No Change
4700 Bituminous Dist Truck	2000	Purchased	\$80,790	No Change
Asphalt Hauler w/Trailer	1997	Purchased	\$16,000	No Change
International Dump Truck	1998	Purchased	\$44,207	No Change
Ford 1 Ton Dump Truck	1990	Purchased	\$16,745	No Change
Champion Motor Grader	1989	Purchased	\$42,440	No Change
Elgin Pelican NP Sweeper	2013	Purchased	\$180,135	No Change
Etnyre Flusher & Trailer	2016	Purchased	\$132,860	No Change
Elgin Pelican NP Sweeper	2016	Purchased	\$168,496	No Change
Dodge Ram 3500 1t	2020	Purchased	\$4,817,600	New



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Ames, IA 50010

## City Street Finance Report

Fiscal Year 2021

Ottumwa

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Description	Model Year	Usage Type	Cost	Purchased Status
Dodge Ram 5500 V	2020	Purchased	\$6,979,600	New
International HV507 SFA 4X	2021	Purchased	\$155,219	New
International HV507 SFA 4X	2021	Purchased	\$155,219	New
JD Wheel Loader	2020	Purchased	\$184,117	New





Bureau of Local Systems  
Ames, IA 50010

## City Street Finance Report

Fiscal Year 2021

Ottumwa

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### Street Projects

Project Description	Contract Price	Final Price	Contractor Name
2020 Chip & Seal Coating	\$64,303	\$69,350	Manatt's Incorporated
2020 Asphalt Street Repair Program	\$1,153,799	\$347,303	Norris Asphalt & Paving Company
Ottumwa Street Reconstruction	\$249,410	\$284,552	DC Construction
East Alta Vista Reconstruction	\$623,152	\$620,223	Drish Construction
East Main Street Reconstruction	\$2,932,271	\$2,908,966	Iowa Civil Contracting/JEO Consulting
Fox Sauk & North Court Intersection	\$151,095	\$143,572	TK Concrete Inc.



Bureau of Local Systems  
Ames, IA 50010

## City Street Finance Report

Fiscal Year 2021

Ottumwa

9/30/2021 10:49:53 AM

### Summary

	General Fund Streets (001)	Road Use (110)	Other Special Revenues	Debt Service (200)	Capital Projects (300)	Utilities (600 & U0)	Grand Total
Begining Balance	\$0	\$4,345,610	\$1,816,122	\$1,866,466	(\$118,572)	\$0	\$7,909,626
SubTotal Expenses (-)		\$4,615,861	\$2,077,484	\$1,022,463	\$3,363,207		\$11,079,015
Transfers Out (-)		\$1,907,359	\$645,868				\$2,553,227
Subtotal Revenues (+)	\$0	\$3,767,770	\$1,803,592	\$1,022,463	\$6,018,241	\$0	\$12,612,066
Transfers In (+)		\$645,868			\$1,907,359		\$2,553,227
Ending Balance	\$0	\$2,236,028	\$896,362	\$1,866,466	\$4,443,821	\$0	\$9,442,677

Resolution Number: 191-2021

Execution Date: 10/5/2021

Signature:

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

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

Council Meeting of : Oct 5, 2021

Administration  
Department

Prepared By  
Philip Rath  
Department Head

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

AGENDA TITLE: Consideration of Options to Settle a Pending Obligation to the Iowa DOT Related to a 2013 Revitalize Iowa's Sound Economy (RISE) Grant Awarded for an Iowa Avenue Project.

\*\*\*\*\*

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

RECOMMENDATION: Approve and authorize the City to use a portion of future Road Use Tax Funds to settle up with the Iowa DOT the balance owed following project completion and evaluation.

DISCUSSION: On January 23, 2013 the City Council adopted Resolution 19-2013, which approved the city to submit an application under the Revitalize Iowa's Sound Economy (RISE) program. Further, the resolution authorized the city to commit \$792,795 for a capital improvement project - reconstruction of Iowa Avenue. The RISE program is an Iowa DOT incentive program to locate and/or expand an employer in the State of Iowa. The program allows the Iowa DOT to reimburse the city for project expenses in exchange for future job creation resulting from the project. In this particular case, property owner (Cargill Meat Solutions) at the time supported the project and anticipated the creation of 120 jobs within two years following completion of the project.

Source of Funds: anticipated Road Use Tax Funds

Budgeted Item:  Budget Amendment Needed:

The Iowa DOT awarded the grant under the RISE Immediate Opportunity program and reimbursed the city \$1,172,195 toward the project. On or around July 1, 2015, Cargill Meat Solutions sold the property to JBS USA (current owner). The Iowa DOT completed a review of the project and associated job creation and identified that neither employer had met the job creation requirement during the six month monitoring period. In accordance with the grant documents the penalty for this failure is reimbursement of the proportionate share of additional RISE grant funds provided under the "Immediate Opportunity" provision based upon actual jobs created to required jobs created.

Based upon the Iowa DOT calculations, \$1,658,563.61 were eligible project costs. The city was reimbursed \$1,172,195 under the program - of which \$392,913 were tied to the job creation requirement. Although JBS USA has since experienced job creation above the levels identified, neither company illustrated additional job growth during the monitoring period. As a result the Iowa DOT is recommending to the Iowa Transportation Commission that the project be declared in noncompliance and has provided the City with three options for repayment. The three options were 1) lump sum payment, 2) installment payments, or 3) charges against the City's share of the Road Use Tax Fund (RUTF). Based upon these options, city staff believes the best available option is option 3 - to have the State withhold future RUTF funds. The share of RUTF is estimated to be approximately 10-15% of the annual aid. Additionally, this option would allow the City to properly budget for the lost revenue.



August 16, 2021

**Notice of Project Settlement Action**

Philip Rath  
City Administrator  
City of Ottumwa  
105 E. Third Street  
Ottumwa, IA 52501

Re: RISE Project Completion Settlement (Immediate Opportunity): Ottumwa,  
Project Number RMX-5825(642)--9E-90; Agreement Number 2013-R-022

Dear Mr. Rath:

The Iowa Department of Transportation (DOT), by way of this letter, is declaring and giving notice that this agreement is now entering into the project completion settlement process.

The RISE funding for this project was based upon the jobs to be created by Cargill Meat Solutions. RISE Immediate Opportunity funding is used as an incentive to get a company to locate and/or expand in Iowa and thus is eligible for a higher percentage of funding than our RISE Local Development program, which funds projects for speculative development.

A complete review has shown that no jobs were created by Cargill Meat Solutions nor JBS who acquired them on July 1, 2015. The requirements of paragraph 40 of the agreement are the creation of 120 FTE jobs by Cargill Meat Solutions. Because this contingency commitment was not satisfied, the Iowa DOT intends to recommend to the Iowa Transportation Commission (Commission) that this project agreement be declared in noncompliance.

The Commission's project settlement procedure only considers the 'extra' funding that is received by a project sponsor beyond the 50 percent Local Development participation in the calculation of the settlement. The settlement policy is based on the average level of employment during the monitoring period. The enclosed "RISE Project Completion Settlement Proposal" computation, based on your accomplishment report figures and the actual amount of funds reimbursed, set the amount of \$342,913 Ottumwa will be required to repay the Iowa DOT.

The Commission provides the following three options for this repayment.


- Lump sum payment.
- Installment payments (5-year term maximum) with an interest rate based on the prime rate at the time the default is approved by the Commission, minus three percent.
- Charges against the city's share of the Road Use Tax Fund (RUTF).

Please advise us in writing of your preferred method of repayment by September 3, 2021. After you choose the repayment method and the conditions are agreed on, we will then take it to the Commission for their approval.

If you have any questions, please call Jennifer Kolacia at 515-239-1738 or by e-mail at [Jennifer.Kolacia@iowadot.us](mailto:Jennifer.Kolacia@iowadot.us).

Thank you for your cooperation.

Sincerely,



Craig Markley, Director  
Systems Planning Bureau

Enclosure

Certified Mail No. 70092820000286015781

cc: Jennifer Kolacia, Iowa DOT, Systems Planning Bureau  
Hector Torres-Cacho, Iowa DOT, District Transportation Planner

### RISE Project Completion Settlement for:

RECIPIENT : City of Ottumwa  
 PROJECT # : RMX-5825(642)--9E-90  
 AGREEMENT # : 2013-R-022

Reimbursable Maximum : \$1,172,195

To bring this project agreement to a close, in accordance with the procedure adopted by the Iowa Department of Transportation Commission (Commission), the Recipient (as identified above) is required to repay a portion of the RISE grant funds received.

<p>The amount to be repaid is calculated in the following manner, according to the method approved by the Commission, all amounts are rounded to the nearest whole dollar or percentage point.</p>																			
<b>Step 1</b>	<p>Determine the difference between the RISE grant funds actually reimbursed and 50% of the total eligible costs. The resulting amount is referred to as the "RISE Differential"</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td></td> <td style="text-align: right;">Actual</td> <td></td> </tr> <tr> <td>a.</td> <td>RISE grant funds reimbursed:</td> <td style="text-align: right;">1,172,195.00</td> </tr> <tr> <td>b.</td> <td>FINAL eligible project costs:</td> <td style="text-align: right;">1,658,563.61</td> </tr> <tr> <td>c.</td> <td>50% of FINAL eligible costs:</td> <td style="text-align: right;">829,281.81</td> </tr> <tr> <td colspan="2">"RISE Differential" ( a ) - ( c ) =</td> <td style="text-align: right;">342,913.19</td> </tr> <tr> <td colspan="2"></td> <td style="text-align: right;"><span style="border: 1px solid black; padding: 2px;">\$342,913</span>      Rounded</td> </tr> </table>		Actual		a.	RISE grant funds reimbursed:	1,172,195.00	b.	FINAL eligible project costs:	1,658,563.61	c.	50% of FINAL eligible costs:	829,281.81	"RISE Differential" ( a ) - ( c ) =		342,913.19			<span style="border: 1px solid black; padding: 2px;">\$342,913</span> Rounded
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<b>Step 2</b>	<p>Determine average number of jobs for 6-month monitoring period.</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td>a.</td> <td>FTE Jobs at start of 6-month period:</td> <td style="text-align: right;">2200</td> </tr> <tr> <td>b.</td> <td>FTE Jobs at end of 6-month period:</td> <td style="text-align: right;">2200</td> </tr> <tr> <td colspan="2">Average jobs for 6-month monitoring period [(a+b)/2]</td> <td style="text-align: right;">2200</td> </tr> </table>	a.	FTE Jobs at start of 6-month period:	2200	b.	FTE Jobs at end of 6-month period:	2200	Average jobs for 6-month monitoring period [(a+b)/2]		2200									
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Average jobs for 6-month monitoring period [(a+b)/2]		2200																	
<b>Step 3</b>	<p>Determine the contingency unfulfilled.</p> <p>No new jobs were created by Cargill Meat Solutions or JBS.                  The funding contingency required that 120 FTE jobs be created.</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td>a.</td> <td>Existing Jobs at time of award (baseline):</td> <td style="text-align: right;">2200</td> </tr> <tr> <td>b.</td> <td>Jobs required to be created (contingency):</td> <td style="text-align: right;">120</td> </tr> <tr> <td>c.</td> <td>Average jobs for 6-month monitoring period (Step 2):</td> <td style="text-align: right;">2200</td> </tr> <tr> <td>d.</td> <td>Contingency required jobs not created [(a+b)-c]:</td> <td style="text-align: right;">120</td> </tr> <tr> <td colspan="2">Determine percentage contingency unfulfilled (d/b):</td> <td style="text-align: right;">100.00%</td> </tr> <tr> <td colspan="2">Therefore the percentage of contingency still unfulfilled is:</td> <td style="text-align: right;"><span style="border: 1px solid black; padding: 2px;">100%</span>      Rounded</td> </tr> </table>	a.	Existing Jobs at time of award (baseline):	2200	b.	Jobs required to be created (contingency):	120	c.	Average jobs for 6-month monitoring period (Step 2):	2200	d.	Contingency required jobs not created [(a+b)-c]:	120	Determine percentage contingency unfulfilled (d/b):		100.00%	Therefore the percentage of contingency still unfulfilled is:		<span style="border: 1px solid black; padding: 2px;">100%</span> Rounded
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<b>Step 4</b>	<p>Determine the prorated settlement amount by multiplying the RISE Differential (Step 1) amount by the percentage of the contingency still unfulfilled (Step 3).</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: right;">RISE Differential (Step 1)</td> <td style="text-align: center;">X</td> <td style="text-align: right;">Percentage unfulfilled (Step 3)</td> <td style="text-align: center;">=</td> <td style="text-align: right;">Prorated amount</td> </tr> <tr> <td style="text-align: right;">\$ 342,913</td> <td style="text-align: center;">X</td> <td style="text-align: right;">100%</td> <td style="text-align: center;">=</td> <td style="text-align: right;"><span style="border: 1px solid black; padding: 2px;">\$342,913</span></td> </tr> <tr> <td colspan="4"></td> <td style="text-align: right;">Rounded</td> </tr> </table>	RISE Differential (Step 1)	X	Percentage unfulfilled (Step 3)	=	Prorated amount	\$ 342,913	X	100%	=	<span style="border: 1px solid black; padding: 2px;">\$342,913</span>					Rounded			
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\$ 342,913	X	100%	=	<span style="border: 1px solid black; padding: 2px;">\$342,913</span>															
				Rounded															

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

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

Council Meeting of : Oct 5, 2021

Administration  
Department

Prepared By  
Philip Rath  
Department Head

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

AGENDA TITLE: Consideration of Request for Contribution to Greater Ottumwa Partners in Progress to Complete an Airport Analysis and Comprehensive Land Use Plan to Further Economic Development of the Area.

\*\*\*\*\*

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

RECOMMENDATION: Approve and authorize the City to contribute \$10,000 to Greater Ottumwa Partners in Progress (GOPiP) toward the completion of an airport analysis and comprehensive land use plan for the airport and surrounding area.

DISCUSSION: The Our Ottumwa 2040 Comprehensive Plan adopted by City Council on August 18, 2020 identifies Growth as one of the four themes or guiding principles related to the vision of the City of Ottumwa. Economic Development is a major driver for Growth and the airport is a key feature for growth and development of commercial and industrial opportunities. In fact, one of the "Growth" goals identified in the Economic Development section is to "invest in Airport infrastructure" by "conduct[ing] a feasibility study to assess the future expansion and development possibilities."

Source of Funds: Airport Tax Increment District

Budgeted Item:  Budget Amendment Needed:

Sharon Stroh of Greater Ottumwa Partners in Progress (GOPiP) in coordination with city staff took on this goal and has identified Bolten Menk as the company to complete such a study. The project proposal from Bolten Menk and scope of work is attached to this summary for reference. The cost for completing this work is \$58,500. In Stroh's memo, she has identified several entities who could be positively affected by the study. Each is being requested to contribute a share of the total cost, which is \$10,000 for the City.

In addition to being a goal identified under the city's comprehensive plan, this work will provide information to better market the land for commercial and industrial development by providing a plan for the orderly development and efficient use of resources for the area. The study will provide information related to 1) land use, 2) transportation, and 3) Utilities and ultimately provide a development concept for the land associated with the airport. This study is scheduled to take approximately six months. Upon completion of this study the city would be in a position to decide if certified status of any or all of the property would be a logical next step.





**Airport Analysis- Greater Ottumwa Partners in Progress**

September 27, 2021

Proposal provided by Bolton Menk

**Executive Summary:**

- 1) Ottumwa has NO vacant industrial buildings- all inventory is sold
- 2) In an effort to build land product inventory, GOPIP has already certified 77 acres @ Helgerson Flats
- 3) Additional land product at the airport business park could add another 350+ acres
- 4) Pertinent Analysis that needs to be completed includes:
  - a. Transportation study
  - b. Capacity Analysis
  - c. FAA and/or DOD (former air base) limitations or restrictions
  - d. Utility overlay and strategies for additional stormwater management
- 5) Future expansion and development is Goal #8 of Ottumwa's 2040 Comp Plan; GOPIP is the leadership role for this project
- 6) Total project cost is \$58,500

**Funding Partners:**

GOPIP-	\$10,000
Wapello County-	\$10,000
City of Ottumwa-	\$10,000
Legacy-	\$8,500
MidAmerican-	\$5,000
Alliant-	\$5,000
ITC-	\$5,000
<u>IHCC-</u>	<u>\$5,000</u>
TOTAL	\$58,500

Lastly,

This analysis does not qualify the land as Site Certified, but will cover a number of issues that can prepare the site for admittance into the Site Certification program; the next application cycle is February, 2022, and takes about 18 months to 2 years to complete. GOPIP will head that project as well.

Respectfully,

Sharon Stroh, VP  
Greater Ottumwa Partners in Progress



**BOLTON  
& MENK**

Real People. Real Solutions.

309 E 5th Street  
Suite 202  
Des Moines, IA 50309-1981

Ph: (515) 259-9190  
Fax: (515) 233-4430  
Bolton-Menk.com

September 27, 2021

Sharon Stroh, Vice President  
Industrial Development & Organizational Communication  
Greater Ottumwa Partners in Progress, Inc.  
217 E. Main St.  
Ottumwa, IA 52501

RE: Growth area master plan

Ms. Stroh:

Planning for the future of a community has many benefits. Engaging in a planning study process will result in a strategy for development of the land surrounding the Ottumwa Municipal Airport. Bolton & Menk, Inc. has an experienced team that is both innovative and experienced in planning, engineering, data collection, analysis, and technology. The plan will evaluate the infrastructure, transportation and land use of the study area and result in a conceptual planning strategy for the area.

**Proven and Experienced Team** –We have assembled a project team based on their direct experience with this type of master planning effort. They are professionals known for their practical experience, creativity, and commitment to making cities environmentally and economically sustainable. We will provide the City of Ottumwa and its partners with a full in-house team of professionals.

The pages that follow include a proposed scope for the master planning effort around the airport. We are excited at the opportunity to partner with the community to accomplish this work. We have identified this scope of work based on our understanding of the project objectives. We are happy to discuss the scope further as necessary. Rose Schroder, AICP, Senior Urban Planner, will serve as your Project Manager. Please contact her at 515.380.4396 or by email at [rose.schroder@bolton-menk.com](mailto:rose.schroder@bolton-menk.com) if you have any questions regarding our proposal.

Respectfully submitted,  
Bolton & Menk, Inc.

Rose E. Schroder, AICP  
Senior Urban Planner

Matthew W. Ferrier, P.E.  
Principal Engineer

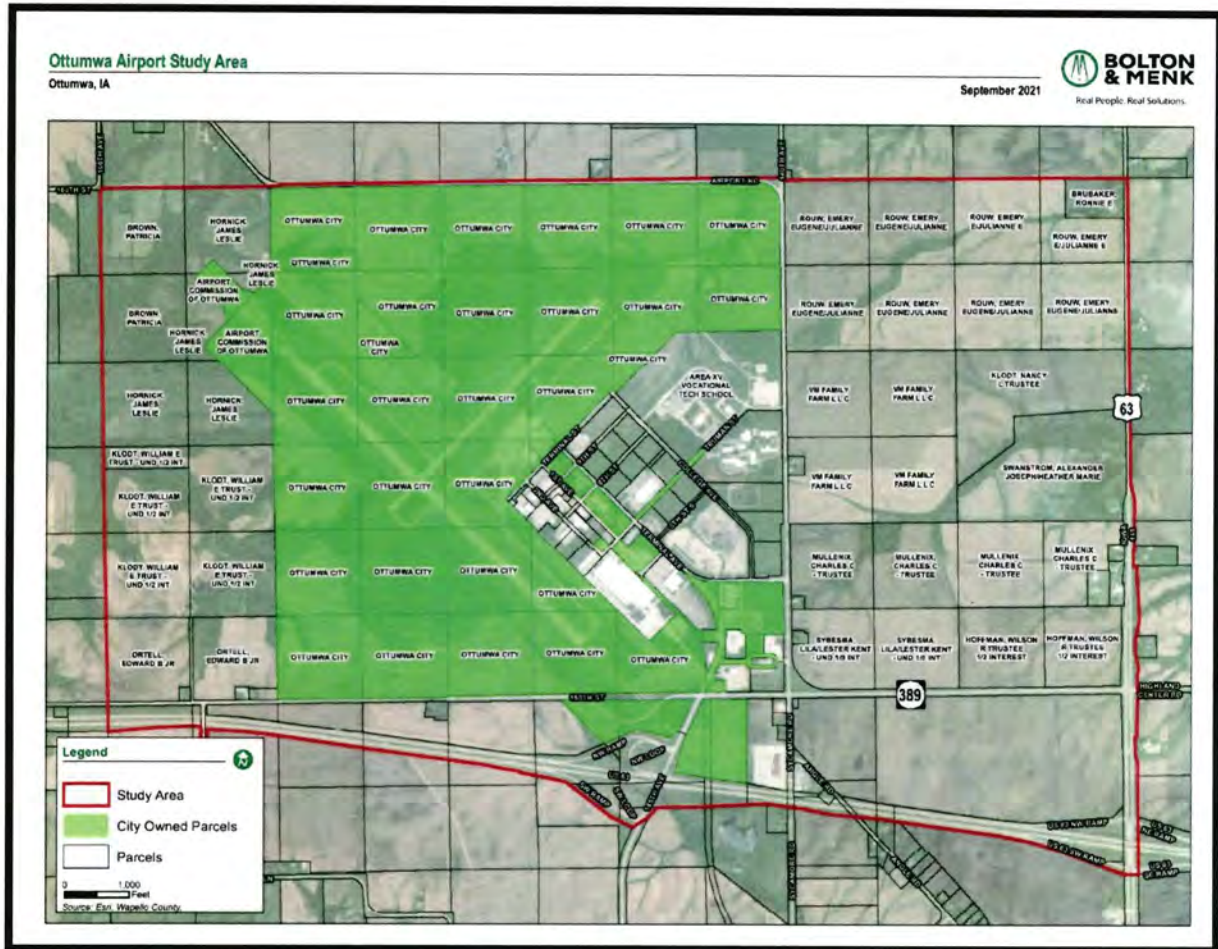


## Scope of Work

### Project Goal

The goal of this project is to ensure the orderly development and efficient use of resources to allow for development in the study area outlined on the map below.

### Study Area Map



### 1. Land Use

- a. Consultant shall develop a comprehensive land use plan for the study area based on compatible uses to the existing development primarily focused on industrial and commercial uses. The land use plan will take into consideration the 'Our Ottumwa: 2040 Comprehensive Plan.
- b. Consultant shall consider the 'Airport Overlay District' requirements of the Wapello County Zoning Ordinance when proposing land uses and types of development in the study area.
- c. The plan shall include a concept-level land use map and street layout.

## 2. Transportation

- a. Complete a transportation study for the Ottumwa Airport Area Development in the vicinity of the Ottumwa Airport. The site includes existing development such as Indian Hills Community College, Ottumwa Job Corps, Dr Pepper Production Facility, and Norris Asphalt Paving Company. This area is planned for future development consisting of logistic, flex industrial, light industrial. The planned future development information will need to be confirmed by the city before commencement of the transportation study work.
- b. The transportation study will result in a recommendation on improvements to the existing roads to support new development and new road connections needed to accommodate development, along with identification of new intersections and best places to connect. This study work includes the following tasks:
  - i. Existing Conditions/Counts. Bolton & Menk will visit the project site and collect data to include geometrics of adjacent streets and intersections as well as examine the street system for any apparent safety problems. In addition, Bolton & Menk will arrange for collection of 13-hour turning movement counts at the following intersections:
    1. Keb Ln/US 63
    2. 145th Ave/US 63 Interchange Ramps
    3. Hwy 149/US 63 Interchange Ramps
    4. Highland Center Rd (CR 389)/Hwy 149
    5. Sycamore Rd/150th St (CR 389)
    6. 150th St/145th Ave
    7. Airport Rd/Terminal Ave
    8. Airport Rd/N. Access to Truman St
    9. Airport Rd/140th Ave
  - ii. Proposed Land Use Review for Additional Projected Traffic. Calculate projected traffic using ITE trip generation rates for the development with the assumptions provided by the city. Projected trips will be assigned to the intersections based on current traffic trends.
    1. City will confirm assumptions for land use types and approximate sequencing of development.
  - iii. Capacity Analysis. Future volumes will be projected at the study intersections for the AM and PM peak hours of an opening year of the development and 20 years beyond. Using the projected volumes, the level of service will be calculated for each study intersection for existing and future development using Synchro in accordance with the Highway Capacity Manual (HCM) methodologies.
  - iv. Traffic signal and all-way stop warrants will be prepared for existing volumes and with the full future development to determine what, if any, warrants are met. If the eight-hour warrant is satisfied with the full future



development, we will indicate during what year (or level of development) it's estimated to be initially met.

- v. Crash Analysis. Bolton & Menk will provide a review of existing crashes for the past three years using the IDOT CMAT at the intersections and the segment between. This will include a detailed discussion of any injury or fatal crashes.
- vi. Access Management. Bolton & Menk will review of the IDOT Access Management Manual and national best practices for Access Management and provide direction on future access points to serve the development area. New road connections needed to support development, along with new intersections and best places to connect with be identified.
- vii. Summary Memo. Bolton & Menk will prepare a written memo that summarizes the methodology, findings and recommendations for traffic control at the study intersections.
- viii. Bolton & Menk will revise the summary memo based on comments received from the city or other agencies. Following revisions, Bolton & Menk will provide the final summary memo electronically in PDF format along with two signed, original hard copies.

### 3. Utilities

- a. Consultant shall develop strategies for regional stormwater management within the study area, including location of stormwater basins. Sizing of stormwater detention facilities will be based on the guidelines of the Iowa Stormwater Management Manual and will include managing both stormwater runoff quantity and quality.
- b. The plan shall identify future sanitary and storm sewer needs for all drainage areas in the study area and develop a strategy for build-out and cost-sharing. Capacity of the existing storm and sanitary sewer systems at the nearest connection point will be calculated to determine adequacy of existing systems. This study will not include an analysis of the existing sanitary treatment system. It is assumed the City will perform an independent review of the adequacy of existing sanitary treatment systems to serve the new development area.
- c. The plan shall identify necessary improvements for water service within the study area. Water distribution system pressure at the nearest connection point will be provided to the Consultant by the City and no field measurements of existing system pressures will be conducted for this study.

### 4. Role of the Client

- a. Provide background and data on current and past conditions, projects and plans
- b. Identify the goals of the growth study
- c. Project Management
- d. Develop an internal working group to guide the study
- e. Develop an external working group composed of area stakeholders

- f. Provide and/or determine Department of Defense restrictions or limitations to future development.

#### 5. Role of Consultant

- a. The selected Consultant shall work with the client in all aspects of development of the study including, but not limited to, the following:
  - i. Research and Analysis
  - ii. Review existing policies
  - iii. Conduct transportation, land use, and public infrastructure analysis

#### 6. Deliverables

- a. Technical information, graphics, and other materials in electronic format for the client to use for the development community and other stakeholders
- b. Develop two concept layouts (road network, land uses, stormwater retention) for the study area to guide development
- c. Develop one final preferred concept based on client feedback of the preceding concept developments
- d. Strategies to guide the implementation of the plan
- e. Electronic final report that outlines development needs for the study area relative to utilities, transportation, land use, development phasing to support efficient use of resources and aligning with the existing comprehensive plan
- f. Presentation to the City Council (or Council Committee)

#### 7. Schedule

The project is expected to be completed within six (6) months from the Notice to Proceed, which will be issued as soon as possible following City Council approval and execution of contract.

#### 8. Fee

Bolton & Menk understands the importance of delivering a project on time and within budget. We closely monitor our time and budget to ensure efficiency of our staff and value to our clients. Any issues relating to requested scope modifications and potential budget impacts will be communicated in a timely manner.

Our estimated fee for the tasks provided in the above scope of work is proposed on an hourly basis. We propose to provide services for \$58,500.00. We understand that the proposed scope of work is dynamic and subject to modifications, our scope of services and estimated fee is open to further discussion and negotiation.

**CITY OF OTTUMWA**  
Staff Summary

2021 OCT -1 AM 8:47

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

Council Meeting of: Oct 5, 2021

JAY WHEATON

Prepared By

DUKE BALL

Department Head

Airport

Department

City Administrator Approval

AGENDA TITLE: Resolution # 186-2021 Approving Change Order # 2 Accepting the work as final and complete and approving the final pay request for 13-31 runway reconstruction project.

\*\*\*\*\*

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

\*\*One Month of Budgetary Approval Public Hearing must be completed prior to final approval. With Review of Expenditures to pay amount of money spent. As shown on the agenda.\*\*

RECOMMENDATION: Pass and adopt Resolution # 186-2021

DISCUSSION: Manatt's Inc of Brooklyn Iowa was awarded the contract for the 13-31 runway project on 7/3/2018 in the amount of \$6,440,701.04. Change Order # 1 was approved on October 15,2019 (PAPI's & MALSAR) Change Order # 2 will increase the contract by \$123,800.57 for quantity adjustments. Work has been completed and approve final payment.

Original Contract Amount	\$6,440,701.04
Change order # 1	\$ 423,264.00
Change Order # 2	\$ 123,800.57
Less Previous Payments	\$6,613,740.57
Final Amount Due	\$ 374,025.04

Source of Funds:

Budgeted Item:

Budget Amendment Needed:

**RESOLUTION # 186-2021**

**A RESOLUTION APPROVING CHANGE ORDER # 2 AND ACCEPTING THE WORK AS FINAL AND COMPLETE AND APPROVING FINAL PAY REQUEST FOR THE 13-31 RUNWAY REHABILITATION PROJECT AT THE OTTUMWA REGIONAL AIRPORT**

WHEREAS, The City Council of the City of Ottumwa Iowa entered into contract on October 2 2018. Resolution # 239-2018

WHEREAS, Change order # 1 was approved on October 15 2019 Resolution # 228-2019

WHEREAS, Change order # 2 increases the contract amount by \$123,800.57 The project is now completed in accordance with the contract.

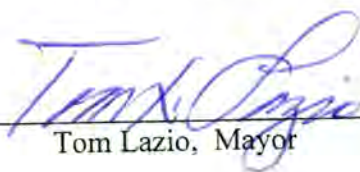
NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF OTTUMWA, IOWA. THAT: The Above mentioned change order is hereby approved. The 13-31 Runway Reconstruction Project is hereby accepted as complete, and authorization to make final payment to Manatt's Inc of Brooklyn Iowa in the amount of \$374,025.04 is hereby approved.

APPROVED PASSED AND ADOPTED this October 5 2021

CITY OF OTTUMWA, IOWA

ATTEST:

  
Christina Reinhard, City Clerk

  
Tom Lazio, Mayor



FAA AIP Project No. 3-19-0073-019  
 Ottumwa Regional Airport (OTM), Ottumwa, Iowa  
 Manatts, Inc.  
 Original, Change Order & Final Adjusted Quantities

Item No.	Description	Contractor's Bid			Original Bid Cost	Change Order			Final Quantity	Payment Additions	Final Construction Cost
		Unit	Unit Price	Bid Quantities		Quantity	Unit Price	Cost			
1	Contractor Quality Control Program	LS	\$ 35,000.00	1	\$35,000.00				1	\$0.00	\$ 35,000.00
2	Mobilization	LS	\$ 465,000.00	1	\$465,000.00				1	\$0.00	\$ 465,000.00
3	Existing Pavement Removal (Full Depth)	SY	\$ 4.50	115,810	\$521,145.00				115,810	\$0.00	\$ 521,145.00
4	Pavement Marking Removal	SY	\$ 1.20	0	\$0.00				8,600	\$10,320.00	\$ 10,320.00
5	Embankment (Established Quantity)	CY	\$ 2.38	136,974	\$325,998.12				136,974	\$0.00	\$ 325,998.12
6	Over Excavation	CY	\$ 5.50	5,000	\$27,500.00				9,523	\$24,876.50	\$ 52,376.50
7	12-Inch Fly Ash Treated Subgrade	SY	\$ 6.93	77,733	\$538,689.69				85,103	\$51,074.10	\$ 589,763.79
8	4-Inch Recycled Concrete Aggregate Base	SY	\$ 4.90	7,736	\$37,906.40				7,736	\$0.00	\$ 37,906.40
9	8-Inch Recycled Concrete Aggregate Base	SY	\$ 5.65	69,997	\$395,483.05				69,997	\$0.00	\$ 395,483.05
10	6-Inch P.C.C. (P-501 Concrete Mix)	SY	\$ 36.50	7,315	\$266,997.50				7,315	\$0.00	\$ 266,997.50
11	9-Inch P.C.C. (P-501 Concrete Mix)	SY	\$ 32.50	65,957	\$2,143,602.50				65,957	\$0.00	\$ 2,143,602.50
12	Pavement Markings (White)	SF	\$ 0.85	74,660	\$63,461.00				73,765	-\$760.75	\$ 62,700.25
13	Pavement Markings (Yellow)	SF	\$ 0.85	817	\$694.45				1,942	\$956.25	\$ 1,650.70
14	Pavement Markings (Black Outline)	SF	\$ 0.85	9,227	\$7,842.95				9,227	\$0.00	\$ 7,842.95
15	Saw-Cut Grooves	SY	\$ 1.70	65,389	\$111,161.30				65,389	\$0.00	\$ 111,161.30
16	8-Inch Perforated Underdrain Pipe, Complete	LF	\$ 15.00	0	\$0.00				11,254	\$168,810.00	\$ 168,810.00
16-R	4-Inch Perforated Underdrain Pipe, Complete	LF	\$ 9.50	18,672	\$177,384.00				2,027	-\$158,127.50	\$ 19,256.50
17	A-1 UNDERDRAIN CLEANOUT	EA	\$ 500.00	16	\$8,000.00			\$850.00	40	\$26,000.00	\$ 34,000.00
18	Seeding and Fertilizing	AC	\$ 650.00	59	\$38,350.00				57	-\$1,300.00	\$ 37,050.00
19	Topsoiling (4" Depth)	CY	\$ 3.50	31,239	\$109,336.50				31,239	\$0.00	\$ 109,336.50
20	Mulching	AC	\$ 550.00	59	\$32,450.00				57	-\$1,100.00	\$ 31,350.00
21	Silt Fence	LF	\$ 1.50	5,155	\$7,732.50				7,685	\$3,795.00	\$ 11,527.50
22	Temporary Lighting	LS	\$ 4,980.00	1	\$4,980.00				1	\$0.00	\$ 4,980.00
23	Locate and Protect Existing Equipment	LS	\$ 2,160.00	1	\$2,160.00				1	\$0.00	\$ 2,160.00
24	#8 AWG, 5kV, Type C Cable, Installed in Conduit	LF	\$ 0.79	29,500	\$23,305.00				20,689	-\$6,960.69	\$ 16,344.31
25	#6 AWG, Solid, Bare Counterpoise Wire	LF	\$ 1.02	16,750	\$17,085.00				16,750	\$0.00	\$ 17,085.00
26	L-829 CCR, 20kW, 5-Step, In Place	EA	\$ 14,159.44	1	\$14,159.44				1	\$0.00	\$ 14,159.44
27	Conduit, 1 Way 2" Sch 40 PVC, Direct Earth Burial	LF	\$ 2.72	16,460	\$44,771.20				14,896	-\$4,254.08	\$ 40,517.12
28	Conduit, 1 Way 2" Sch 80 PVC, Direct Earth Burial	LF	\$ 9.07	750	\$6,802.50				750	\$0.00	\$ 6,802.50
29	Directional Bore 1W-2" Schedule 80 HDPE	LF	\$ 15.00	400	\$6,000.00				400	\$0.00	\$ 6,000.00
30	Electrical Junction Structure, L-867D with Steel Lid	EA	\$ 768.63	1	\$768.63				1	\$0.00	\$ 768.63
31	Electrical Handhole	EA	\$ 8,480.00	2	\$16,960.00				2	\$0.00	\$ 16,960.00
32	LED MITL, L-861T(L)	EA	\$ 736.15	32	\$23,556.80				32	\$0.00	\$ 23,556.80
33	Elevated HIRL, L-862	EA	\$ 798.50	59	\$47,111.50				59	\$0.00	\$ 47,111.50
34	Elevated HITHL, L-862E	EA	\$ 819.47	16	\$13,111.52				16	\$0.00	\$ 13,111.52
35	MALSR Threshold Bar Lights	EA	\$ -	0	\$0.00				0	\$0.00	\$ -
36	L-880 PAPI (4-Box)	EA	\$ -	0	\$0.00				0	\$0.00	\$ -
37	LED Runway End Identification Light, L-849(L)	EA	\$ 12,668.59	1	\$12,668.59				1	\$0.00	\$ 12,668.59
38	LED Guidance Sign, 1 Module, L-858(L)	EA	\$ 2,132.71	4	\$8,530.84				4	\$0.00	\$ 8,530.84
39	LED Guidance Sign, 2 Module, L-858(L)	EA	\$ 3,233.98	8	\$25,871.84				8	\$0.00	\$ 25,871.84
40	Remove Sign and Base	EA	\$ 758.57	14	\$10,619.98				14	\$0.00	\$ 10,619.98
41	Remove Fixture	EA	\$ 291.95	123	\$35,909.85				123	\$0.00	\$ 35,909.85
<b>Alternate Bid Items</b>											
3A	Existing Pavement Removal (Full Depth)	SY	\$ 6.50	3,729	\$24,238.50				3,729	\$0.00	\$ 24,238.50
5A	Excavation and Grading	CY	\$ 2.38	6,140	\$14,613.20				6,140	\$0.00	\$ 14,613.20
6A	Over Excavation	CY	\$ 5.50	1,000	\$5,500.00				2,500	\$8,250.00	\$ 13,750.00
7A	12-Inch Fly Ash Treated Subgrade	SY	\$ 6.93	4,778	\$33,111.54				5,239	\$3,194.73	\$ 36,306.27
9A	8-Inch Recycled Concrete Aggregate Base	SY	\$ 6.65	4,778	\$31,773.70				4,779	\$6.65	\$ 31,780.35
11A	8.5-Inch P.C.C. (P-501 Concrete Mix)	SY	\$ 57.00	4,186	\$238,602.00				4,186	\$0.00	\$ 238,602.00
13A	Pavement Markings (Yellow)	SF	\$ 1.00	567	\$567.00				567	\$0.00	\$ 567.00
14A	Pavement Markings (Black Outline)	SF	\$ 1.00	1,093	\$1,093.00				1,093	\$0.00	\$ 1,093.00
16A	4-Inch Perforated Underdrain Pipe, Complete	LF	\$ 9.50	1,927	\$18,306.50				1,927	\$0.00	\$ 18,306.50
18A	Seeding and Fertilizing	AC	\$ 900.00	5	\$4,500.00				5	\$0.00	\$ 4,500.00
19A	Topsoiling (4" Depth)	CY	\$ 3.50	2,569	\$8,991.50				2,569	\$0.00	\$ 8,991.50
20A	Mulching	AC	\$ 700.00	5	\$3,500.00				5	\$0.00	\$ 3,500.00
21A	Silt Fence	LF	\$ 3.00	48	\$144.00				48	\$0.00	\$ 144.00
24A	#8 AWG, 5kV, Type C Cable, Installed in Conduit	LF	\$ 0.88	1,900	\$1,672.00				1,020	-\$774.40	\$ 897.60
25A	#6 AWG, Solid, Bare Counterpoise Wire	LF	\$ 1.34	1,830	\$2,452.20				1,830	\$0.00	\$ 2,452.20
27A	Conduit, 1 Way 2" Sch 40 PVC, Direct Earth Burial	LF	\$ 2.89	1,830	\$5,288.70				1,852	\$63.58	\$ 5,352.28
28A	Conduit, 1 Way 2" Sch 80 PVC, Direct Earth Burial	LF	\$ 10.21	350	\$3,573.50				350	\$0.00	\$ 3,573.50
29A	Directional Bore 1W-2" Schedule 80 HDPE	LF	\$ 15.00	100	\$1,500.00				100	\$0.00	\$ 1,500.00
30A	Electrical Junction Structure, L-867D with Steel Lid	EA	\$ 768.63	1	\$768.63				1	\$0.00	\$ 768.63
32A	LED MITL, L-861T(L)	EA	\$ 734.05	24	\$17,617.20				24	\$0.00	\$ 17,617.20
40A	Remove Sign and Base	EA	\$ 990.00	1	\$990.00				1	\$0.00	\$ 990.00
41A	Remove Fixture	EA	\$ 402.63	19	\$7,649.97				19	\$0.00	\$ 7,649.97
<b>Bid Schedule 2</b>											
2B	Mobilization	LS	\$ 26,000.00	1	\$26,000.00				1	\$0.00	\$ 26,000.00
3B	Existing Pavement Removal (Full Depth)	SY	\$ 6.50	1672	\$10,868.00				1672	\$0.00	\$ 10,868.00
5B	Excavation and Grading	CY	\$ 15.00	50	\$750.00				50	\$0.00	\$ 750.00
9B	8-Inch Recycled Concrete Aggregate Base Course	SY	\$ 8.65	4,925	\$32,751.25				4,925	\$0.00	\$ 32,751.25
11B	8.5-Inch P.C.C. (P-501 Concrete Mix)	SY	\$ 54.50	4,479	\$244,105.50				4,479	\$0.00	\$ 244,105.50
12B	Pavement Markings (White)	SF	\$ 1.00	6,053	\$6,053.00				4,237	-\$1,816.00	\$ 4,237.00
13B	Pavement Markings (Yellow)	SF	\$ 1.00	403	\$403.00				403	\$0.00	\$ 403.00
14B	Pavement Markings (Black Outline)	SF	\$ 1.00	1,564	\$1,564.00				1,564	\$0.00	\$ 1,564.00
15B	Saw-Cut Grooves	SY	\$ 1.70	1,289	\$2,191.30				1,289	\$0.00	\$ 2,191.30
16B	4-Inch Perforated Underdrain Pipe, Complete	LF	\$ 9.50	1,446	\$13,737.00				1,446	\$0.00	\$ 13,737.00
17B	A-1 UNDERDRAIN CLEANOUT	EA	\$ 1,000.00	2	\$2,000.00			\$850.00	2	-\$300.00	\$ 1,700.00
23B	Locate and Protect Existing Equipment	LS	\$ 1,350.00	1	\$1,350.00				1	\$0.00	\$ 1,350.00
24B	#8 AWG, 5kV, Type C Cable, Installed in Conduit	LF	\$ 1.59	520	\$826.80				0	-\$826.80	\$ -
25B	#6 AWG, Solid, Bare Counterpoise Wire	LF	\$ 1.64	520	\$852.80				520	\$0.00	\$ 852.80
27B	Conduit, 1 Way 2" Sch 40 PVC, Direct Earth Burial	LF	\$ 2.96	420	\$1,243.20				420	\$0.00	\$ 1,243.20
28B	Conduit, 1 Way 2" Sch 80 PVC, Direct Earth Burial	LF	\$ 9.80	100	\$980.00				100	\$0.00	\$ 980.00
32B	LED MITL, L-861T(L)	EA	\$ 736.08	28	\$20,610.24				28	\$0.00	\$ 20,610.24
40B	Remove Sign and Base	EA	\$ 990.00	1	\$990.00				1	\$0.00	\$ 990.00
41B	Remove Fixture	EA	\$ 433.64	11	\$4,770.04				11	\$0.00	\$ 4,770.04
42B	Miscellaneous Lighting Equipment	LS	\$ 4,730.12	1	\$4,730.12				1	\$0.00	\$ 4,730.12

**FAA AIP Project No. 3-19-0073-019**  
**Ottumwa Regional Airport (OTM), Ottumwa, Iowa**  
**Manatts, Inc.**  
**Original, Change Order & Final Adjusted Quantities**

Item No.	Description	Contractor's Bid			Original Bid Cost	Change Order			Final Quantity	Payment Additions	Final Construction Cost
		Unit	Unit Price	Bid Quantities		Quantity	Unit Price	Cost			
43B	Prepare Existing RCP For Extension	LS	\$ 750.00	1	\$750.00				1	\$0.00	\$ 750.00
44B	15-Inch R.C.P. Culvert	LF	\$ 47.00	162	\$7,614.00				162	\$0.00	\$ 7,614.00
45B	15-Inch R.C.P. FES	EA	\$ 1,000.00	1	\$1,000.00				1	\$0.00	\$ 1,000.00
<b>Change Order #1 (FAA NAVAIDS)</b>											
1	PAPI Access Path	SY	\$ 85.00	531	\$45,135.00				531.0	\$0.00	\$ 45,135.00
2	15" CMP for PAPI Access Path	LF	\$ 52.50	72	\$3,780.00				72	\$0.00	\$ 3,780.00
3	15" Apron for PAPI Access Path	EA	\$ 300.00	2	\$600.00				2.0	\$0.00	\$ 600.00
4	Earthwork for PAPI and Localizer Access Path	CY	\$ 5.75	1,100	\$6,325.00				1100.0	\$0.00	\$ 6,325.00
5	Gravel Access to Localizer Shelter	SY	\$ 14.00	741	\$10,374.00				932.0	\$2,674.00	\$ 13,048.00
6	Mobilization (Additional Materials)	LS	\$ 7,500.00	1	\$7,500.00				1.0	\$0.00	\$ 7,500.00
7	Construction Survey	LS	\$ 6,000.00	1	\$6,000.00				1.0	\$0.00	\$ 6,000.00
8	MALSR Threshold Bar Lights (Foundations)	LS	\$ 48,920.98	1	\$48,920.98				1.0	\$0.00	\$ 48,920.98
9	L-880 PAPI (4 Box) Foundations	LS	\$ 41,067.15	1	\$41,067.15				1.0	\$0.00	\$ 41,067.15
10	Power Racks - Localizer	EA	\$ 14,241.59	1	\$14,241.59				1.0	\$0.00	\$ 14,241.59
11	Wire and Conduit - PAPIs	EA	\$ 80,425.83	1	\$80,425.83				1.0	\$0.00	\$ 80,425.83
12	Handholes	EA	\$ 16,819.87	1	\$16,819.87				1.0	\$0.00	\$ 16,819.87
13	Power Rack - Edge of RSA	EA	\$ 19,348.17	1	\$19,348.17				1.0	\$0.00	\$ 19,348.17
14	PAPI Installation, Complete	EA	\$ 26,471.76	1	\$26,471.76				1.0	\$0.00	\$ 26,471.76
15	Base Cans, Complete	EA	\$ 25,196.89	1	\$25,196.89				1.0	\$0.00	\$ 25,196.89
16	Wire and Conduit - MALSR	EA	\$ 37,362.91	1	\$37,362.91				1.0	\$0.00	\$ 37,362.91
17	Reinstall Existing Lights (MALSR Threshold Bar)	EA	\$ 2,591.91	13	\$33,694.83				13.0	\$0.00	\$ 33,694.83

**Total Original Contract Cost \$6,440,701.04**

Final Construction Cost \$ 6,987,765.61

Total Payment Deductions \$ -

Total Change Order Cost \$ 547,064.57

Total Payment Penalties \$ -

Total Construction Costs Eligible for FAA Participation \$6,604,568.16

**Final Payment to Contractor \$ 6,987,765.61**



**FAA AIP Project No. 3-19-0073-019**  
**Ottumwa Regional Airport (OTM), Ottumwa, Iowa**  
**Manatts, Inc.**  
**Explanation of Quantity Overruns and Underruns**

**Overruns - Underruns**

Bid Item	Description	Unit	Plan Quantities	Change Order Quantity	Plan & C.O. Quantity	Final Quantity	Quantity Variance (bid-final)	Explanation
4	Pavement Marking Removal	SY	0		0	8,600	8,600	FAA Required Chevron Removal
5	Embankment (Established Quantity)	CY	136,974		136,974	136,974	0	Field Measurements
6	Over Excavation	CY	5,000		5,000	9,523	4,523	Bad/Wet Soil Conditions
7	12-Inch Fly Ash Treated Subgrade	SY	77,733		77,733	85,103	7,370	Bad/Wet Soil Conditions
12	Pavement Markings (White)	SF	74,660		74,660	73,765	-895	Field Measurements
13	Pavement Markings (Yellow)	SF	817		817	1,942	1,125	FAA Required Markings During Construction
16	8-Inch Perforated Underdrain Pipe, Complete	LF	0		0	11,254	11,254	Change to 8"
16-R	4-Inch Perforated Underdrain Pipe, Complete	LF	18,672		0	2,027	-16,645	Added due to field conditions. Much less needed due to 8" pipe.
17	A-1 UNDERDRAIN CLEANOUT	EA	41		41	40	-1	Field Measurements
18	Seeding and Fertilizing	AC	59		59	57	-2	Field Measurements
20	Mulching	AC	59		59	57	-2	Field Measurements
21	Silt Fence	LF	5,155		5,155	7,685	2,530	Needed for Wet Conditions
24	#8 AWG, 5kV, Type C Cable, Installed In Conduit	LF	29,500		29,500	20,689	-8,811	Field Measurements
27	Conduit, 1 Way 2" Sch 40 PVC, Direct Earth Burial	LF	16,460		16,460	14,896	-1,564	Field Measurements
6A	Over Excavation	CY	1,000		1,000	2,500	1,500	Bad Soil Conditions
7A	12-Inch Fly Ash Treated Subgrade	SY	4,778		4,778	5,239	461	Field Measurements
9A	8-Inch Recycled Concrete Aggregate Base	SY	4,778		4,778	4,779	1	Field Measurements
24A	#8 AWG, 5kV, Type C Cable, Installed In Conduit	LF	1,900		1,900	1,020	-880	Field Measurements
27A	Conduit, 1 Way 2" Sch 40 PVC, Direct Earth Burial	LF	1,830		1,830	1,852	22	Field Measurements
12B	Pavement Markings (White)	SF	6,053		6,053	4,237	-1,816	Field Measurements
24B	#8 AWG, 5kV, Type C Cable, Installed In Conduit	LF	520		520	0	-520	Field Measurements

**FAA AIP Project No. 3-19-0073-019**  
**Ottumwa Regional Airport (OTM), Ottumwa, Iowa**  
**Manatts, Inc.**  
**Explanation of Quantity Overruns and Underruns**

**Change Order #1**

Bid Item	Description	Unit	Plan Quantities	Change Order Quantity	Plan & C.O. Quantity	Final Quantity	Quantity Variance (bid-final)	Explanation
1	PAPI Access Path	SY	0	531	531	531	0	
2	15" CMP for PAPI Access Path	LF	0	72	72	72	0	
3	15" CMP Apron for PAPI Access Path	EA	0	2	2	2	0	
4	Earthwork for PAPI and Localizer Access Path	CY	0	1,100	1,100	1,100	0	
5	Gravel Access North of Taxiway (Access to Localizer Shelter)	SY	0	741	741	932	191	Field Measurements
6	Mobilization (Additional Materials not accounted for in original bid)	LS	0	1	1	1	0	
7	Construction Survey	LS	0	1	1	1	0	
8	MALSR Threshold Bar Lights (Foundations Complete)	LS	0	1	1	1	0	
9	L-880 PAPI (4 Box) (Foundations Complete)	LS	0	1	1	1	0	
10	Power Racks - Localizer	EA	0	1	1	1	0	
11	Wire & Conduit - PAPI's	EA	0	1	1	1	0	
12	Handholes (Complete)	EA	0	1	1	1	0	
13	Power Rack - Edge of RSA	EA	0	1	1	1	0	
14	PAPI Installation Complete	EA	0	1	1	1	0	
15	Base Cans (Complete)	EA	0	1	1	1	0	
16	Wire & Conduit - MALSR (Note: 1,700 LF)	EA	0	1	1	1	0	
17	Reinstall Existing Lights (MALSR Threshold Lighted Bar)	EA	0	13	13	13	0	



FILE  
2021 OCT -1 AM 8:11  
OTTUMWA

**CITY OF OTTUMWA**  
Staff Summary

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

Council Meeting of: Oct 5, 2021

Finance  
Department

Kala Mulder  
Prepared By  
Kala Mulder  
Department Head

[Signature]  
City Administrator Approval

AGENDA TITLE: Resolution 187-2021 Authorizing Advancement of Costs for an Urban  
Renewal Project and Certification of Expenses Incurred by the City for  
Reimbursement Under Iowa Code Section 403.19

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

RECOMMENDATION: Pass & Adopt Resolution No 187-2021

DISCUSSION: The City of Ottumwa has entered into a development agreement with Cobblestone Hotels, LLC in the West Gate Economic Development Urban Renewal Area. This resolution is authorizing advancement of costs not to exceed \$75,000, if site remediation and site preparation is needed per the development agreement, the City of Ottumwa will be able to certify this debt to this TIF area.

Source of Funds:

Budgeted Item:  Budget Amendment Needed: No

## ITEMS TO INCLUDE ON AGENDA

### CITY OF OTTUMWA, IOWA

October 5, 2021

5:30 P.M.

#### West Gate Economic Development Urban Renewal Plan

- Resolution Authorizing Advancement of Costs for an Urban Renewal Project and Certification of Expenses Incurred by the City for Reimbursement Under Iowa Code Section 403.19

### 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.

RESOLUTION NO. 187-2021

RESOLUTION AUTHORIZING ADVANCEMENT OF COSTS FOR AN URBAN RENEWAL PROJECT AND CERTIFICATION OF EXPENSES INCURRED BY THE CITY FOR REIMBURSEMENT UNDER IOWA CODE SECTION 403.19

WHEREAS, the City of Ottumwa, Iowa has previously adopted the West Gate Economic Development Urban Renewal Plan (the "Plan") for the West Gate Economic Development Urban Renewal Area (the "Urban Renewal Area") for the purpose of undertaking urban renewal projects within the Urban Renewal Area, which Plan has subsequently been amended several times; and

WHEREAS, the Plan authorized various projects as urban renewal projects to be undertaken within the Urban Renewal Area, including a development agreement to incentivize development of a hotel adjacent to the convention center; and

WHEREAS, as authorized by action of this Council on September 21, 2021, the City has now entered into such a development agreement with Cobblestone Hotels, LLC (the "Development Agreement") and, pursuant to the terms and conditions of the Development Agreement, the City may contribute up to \$75,000 towards the developer's costs for site remediation and site preparation (the "Remediation Costs Contribution"); and

WHEREAS, in the judgment of the Council, the Development Agreement and the City's obligations thereunder, including the Remediation Costs Contribution, will further one or more of the objectives of the Plan; therefore, the Remediation Costs Contribution constitutes a public use and purpose as provided by Iowa Code Chapters 15A and 403; and

WHEREAS, as and to the extent that the City is obligated to make payments for the Remediation Costs Contribution, subject to the terms and conditions of the Development Agreement, the City intends to advance funds from its General Fund to pay the Remediation Costs Contribution, and thereafter reimburse said fund with tax increment collected pursuant to the provisions of Iowa Code Section 403.19; and

WHEREAS, before approving an urban renewal project for reimbursement with tax increment, it is necessary to make certain findings under Chapter 403; and

WHEREAS, the amount of funds to be advanced for the Remediation Costs Contribution is not to exceed \$75,000.

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

Section 1. Pursuant to Ordinances Nos. 2715-1989, 2813-1994, 2916-2002, 3007-2009, 3025-2011, and 3130-2017, there has been established the West Gate Urban Renewal Area

Tax Increment Revenue Fund (the "Tax Increment Fund"), into which all incremental property tax revenues received from the Urban Renewal Area are deposited. The Council finds the Remediation Costs Contribution to be part of an urban renewal project as defined in Iowa Code Chapter 403, and further finds that said urban renewal project has been previously authorized in the Plan for the Urban Renewal Area.

Section 2. It is hereby directed that the amount advanced from time to time from the General Fund in order to pay the amount of the Remediation Costs Contribution shall be treated as an internal loan (the "Loan") from the General Fund, and the General Fund shall be reimbursed the total actual amount of the Remediation Costs Contribution from the Tax Increment Fund.

Section 3. All costs to be incurred, or which have been incurred, for the Remediation Costs Contribution are approved, to be advanced as described in Section 2. The Remediation Costs Contribution shall not exceed \$75,000.

Section 4. That City staff is hereby directed to certify to the County Auditor the amount of the Loan described in Section 2, up to the amount described in Section 3, for reimbursement under Iowa Code Section 403.19, which certification shall be made on or before the December 1<sup>st</sup> following the Loan and payment of the Remediation Costs Contribution.

ADOPTED AND PASSED BY THE CITY COUNCIL OF THE CITY OF OTTUMWA, STATE OF IOWA, this 5 day of October, 2021.

  
\_\_\_\_\_  
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 corporate records of the City showing proceedings of the City 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 public hearing 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 (a copy of the face sheet of the agenda being attached hereto) 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 October, 2021.

Christ Reinhard  
City Clerk, City of Ottumwa, State of Iowa

(SEAL)

01945395-1\10981-138

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

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

Council Meeting of : Oct 5, 2021

Planning & Development  
Department

Zach Simonson  
Prepared By  
Zach Simonson  
Department Head

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

AGENDA TITLE: Resolution No. 188-2021: A RESOLUTION DETERMINING THE NECESSITY AND SETTING DATES OF A CONSULTATION AND A PUBLIC HEARING ON A PROPOSED BONITA URBAN RENEWAL PLAN FOR A PROPOSED URBAN RENEWAL AREA IN THE CITY OF OTTUMWA, STATE OF IOWA

\*\*\*\*\*

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

RECOMMENDATION: Approve and Pass Resolution No. 188-2021

DISCUSSION:

Huegerich Construction is seeking to create 108 units of housing on 10 acres of property on Bonita Ave. The development would include three multi-family buildings. The developer is interested in obtaining a Tax Increment Financing Rebate for the project. In order to use TIF, the property would need to be included in an Urban Renewal Area. This resolution begins the process of establishing a Bonita Urban Renewal

Source of Funds:

Budgeted Item:  Budget Amendment Needed:

Area which includes the development property. In order to establish an Urban Renewal Area, the Council would have to approve an Urban Renewal Plan. The Bonita Urban Renewal Plan is included in the packet. It covers the development property and the section of Bonita Avenue which runs from the development property to Highway 149. Iowa Code requires that the Urban Renewal Plan include a designation describing whether the Urban Renewal Area would address blight, economic development, LMI housing, etc. Each designation has distinct limits on urban renewal powers within the URA. This plan designates the Bonita URA as an economic development area appropriate for the development of new low-to-moderate income residential housing units and housing which is necessary to encourage the retention or relocation of industrial and commercial enterprises.

Low-to-moderate income (LMI) housing is a term that requires more explanation as it covers a broad range of categories from low income, income-verified housing developments to workforce housing programs which are affordable by charging affordable rents. For this community the HUD-established 60% of LMI affordable rent is up to \$979 for a two-bedroom and \$1,131 for a three-bedroom. In the proposed project, the developer is pursuing workforce tax credits and has developed a proforma for achieving the LMI standard by charging affordable rents, rather than verifying incomes.

The proposed projects in the Urban Renewal Area include the housing development described above. For that project, the Bonita URP describes providing a Tax Increment Financing rebate up to 100% of the incremental property tax generated by the housing development for 20 years, not to exceed \$3.5 million. Tax increment financing is an urban renewal power given to cities that allows us to leverage future taxable value to incentivize growth. This rebate is not general fund or other taxpayer money. Instead, the developer will pay their taxes and the tax paid for most levies on the added value will be rebated back to the developer. A second project included in the URP is street repair or reconstruction for Bonita. We are concerned that the construction could cause damage to Bonita Ave which will require repair or reconstruction. The estimated cost of repair would be \$250 thousand. We are seeking to use potential tax increment from the development to fund repair or reconstruction if it is necessary. Finally, the plan does include planning, engineering fees and other costs to support projects in the URA as a possible UR project which could use tax increment.

This resolution does not approve the urban renewal plan or the incentives for the housing development. This is the first step which establishes dates for a public hearing and consultation meeting. The next steps for the Urban Renewal Plan would be a consultation meeting with other taxing entities. Because TIF allows the City to capture tax increment, again added tax value only,

that would otherwise be paid to other taxing entities, the Code requires we offer a meeting and an opportunity for those entities to provide feedback. After that meeting, the Plan and Zoning Commission will be required to make a recommendation. Finally, the Council will have a public hearing and then an opportunity to adopt the Urban Renewal Plan. At the same or subsequent meeting following adopting the URP, the City would separately consider a Development Agreement for the housing development project.

The proposed development property is already zoned R-4 Multi-Family Residential. The 2040 Our Ottumwa Comprehensive Plan and the ongoing housing study have identified housing as a critical economic development and quality of life issue for Ottumwa. Insufficient or inadequate housing is a barrier to commercial and economic growth. More housing is necessary to retain existing industry, enable existing industry to have the flexibility to grow and to attract to new industry. Further, new housing provides current residents more housing options and creates market pressure improve the existing rental housing stock. Addressing the housing challenges in our community will require the City to leverage urban renewal powers, provide incentives when appropriate and make difficult decisions. Staff believes this project is compatible development goals and recommends continuing toward bringing it to fruition.

Finally, JBS has played a key role in this project. JBS recruited the developer and will likely provide some of their own incentives. As the area's largest employer, they are especially aware of the challenges housing creates for attracting and retaining talent. They see this project as a first step toward future development which would include opportunities for home ownership and other types of residential development. They also have an interest in helping to ensure the development is harmonious with the neighborhood and we hope that a representative from JBS will be available at this or a subsequent meeting to speak more to those items.



## ITEM TO INCLUDE ON AGENDA

### CITY OF OTTUMWA, IOWA

October 5, 2021

5:30 P.M.

#### Bonita Urban Renewal Plan

- Resolution determining the necessity and setting dates of a consultation and a public hearing on a proposed Bonita Urban Renewal Plan for a proposed Urban Renewal Area in the City of Ottumwa, State of Iowa.

### 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 CHAPTER 21,  
CODE OF IOWA, AND THE LOCAL RULES OF THE CITY.

October 5, 2021

The City Council of the City of Ottumwa, State of Iowa, met in regular session, in the Council Chambers, City Hall, 105 East Third Street, Ottumwa, Iowa, at 5:30 P.M., on the above date. There were present Mayor Lazio, in the chair, and the following named Council Members:

Marc Roe, Bob Meyers, Rick Johnson, Holly Berg, Matt Dalbey

Absent: None

Vacant: None

\* \* \* \* \*

Council Member Meyers then introduced the following proposed Resolution entitled "RESOLUTION DETERMINING THE NECESSITY AND SETTING DATES OF A CONSULTATION AND A PUBLIC HEARING ON A PROPOSED BONITA URBAN RENEWAL PLAN FOR A PROPOSED URBAN RENEWAL AREA IN THE CITY OF OTTUMWA, STATE OF IOWA", and moved that the same be adopted. Council Member Roe seconded the motion to adopt. The roll was called, and the vote was:

AYES: Marc Roe, Bob Meyers, Rick Johnson, Holly Berg

---

NAYS: Matt Dalbey

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

RESOLUTION NO. 188-2021

RESOLUTION DETERMINING THE NECESSITY AND  
SETTING DATES OF A CONSULTATION AND A PUBLIC  
HEARING ON A PROPOSED BONITA URBAN RENEWAL  
PLAN FOR A PROPOSED URBAN RENEWAL AREA IN THE  
CITY OF OTTUMWA, STATE OF IOWA

WHEREAS, it is hereby found and determined that one or more economic development areas, as defined in Chapter 403, Code of Iowa, exist within the City and the rehabilitation, conservation, redevelopment, development, or combination thereof, of the area is necessary in the interest of the public health, safety, or welfare of the residents of the City; and

WHEREAS, this Council has caused there to be prepared a proposed Bonita Urban Renewal Plan ("Plan" or "Urban Renewal Plan") for the Bonita Urban Renewal Area ("Area" or "Urban Renewal Area"), which proposed Plan is attached hereto as Exhibit 1 and which is incorporated herein by reference; and

WHEREAS, the purpose of the Plan is to form the Bonita Urban Renewal Area suitable for economic development and to include a list of proposed projects to be undertaken within the Urban Renewal Area, and a copy of the Plan has been placed on file for public inspection in the office of the City Clerk; and

WHEREAS, the property proposed to be included in the Urban Renewal Area is legally described in the Plan and this Council has reasonable cause to believe that the Area described in the Plan satisfies the eligibility criteria for designation as an urban renewal area under Iowa law and; and

WHEREAS, it is desirable that the area be redeveloped as part of the overall redevelopment covered by the Plan; and

WHEREAS, the Iowa statutes require the City Council to submit the proposed Urban Renewal Plan to the Planning and Zoning Commission for review and recommendation as to its conformity with the general plan for development of the City as a whole prior to Council approval of such Plan, and further provides that the Planning and Zoning Commission shall submit its written recommendations thereon to this Council within thirty (30) days of its receipt of such proposed Urban Renewal Plan; and

WHEREAS, the Iowa statutes require the City Council to notify all affected taxing entities of the consideration being given to the proposed Urban Renewal Plan and to hold a consultation with such taxing entities with respect thereto, and further provides that the designated representative of each affected taxing entity may attend the consultation and make written recommendations for modifications to the proposed division of revenue included as a part thereof, to which the City shall submit written responses as provided in Section 403.5, Code of Iowa, as amended; and

WHEREAS, the Iowa statutes further require the City Council to hold a public hearing on the proposed Urban Renewal Plan subsequent to notice thereof by publication in a newspaper



having general circulation within the City, which notice shall describe the time, date, place and purpose of the hearing, shall generally identify the urban renewal area covered by the Plan and shall outline the general scope of the urban renewal project under consideration, with a copy of the notice also being mailed to each affected taxing entity.

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

Section 1. That the consultation on the proposed Urban Renewal Plan required by Section 403.5(2), Code of Iowa, as amended, shall be held on October 12, 2021, in Room 108, City Hall, 105 East Third Street, Ottumwa, Iowa, at 11:00 A.M., and the Director of Community Development, or his delegate, is hereby appointed to serve as the designated representative of the City for purposes of conducting the consultation, receiving any recommendations that may be made with respect thereto and responding to the same in accordance with Section 403.5(2), Code of Iowa.

Section 2. That the City Clerk is authorized and directed to cause a notice of such consultation to be sent by regular mail to all affected taxing entities, as defined in Section 403.17(1), Code of Iowa, along with a copy of this Resolution and the proposed Urban Renewal Plan, the notice to be in substantially the following form:

NOTICE OF A CONSULTATION TO BE HELD BETWEEN THE  
CITY OF OTTUMWA, STATE OF IOWA AND ALL AFFECTED  
TAXING ENTITIES CONCERNING THE PROPOSED BONITA  
URBAN RENEWAL PLAN FOR THE CITY OF OTTUMWA,  
STATE OF IOWA

The City of Ottumwa, State of Iowa will hold a consultation with all affected taxing entities, as defined in Section 403.17(1), Code of Iowa, as amended, commencing at 11:00 A.M. on October 12, 2021, in Room 108, City Hall, 105 East Third Street, Ottumwa, Iowa concerning a proposed Bonita Urban Renewal Plan for the Bonita Urban Renewal Area, a copy of which is attached hereto.

Each affected taxing entity may appoint a representative to attend the consultation. The consultation may include a discussion of the estimated growth in valuation of taxable property included in the proposed Urban Renewal Area, the fiscal impact of the division of revenue on the affected taxing entities, the estimated impact on the provision of services by each of the affected taxing entities in the proposed Urban Renewal Area, and the duration of any bond issuance included in the Plan.

The designated representative of any affected taxing entity may make written recommendations for modifications to the proposed division of revenue no later than seven days following the date of the consultation. The Director of Community Development, or his delegate, as the designated representative of the City of Ottumwa, State of Iowa, shall submit a written response to the affected taxing entity, no later than seven days prior to the public hearing on the proposed Bonita Urban Renewal Plan, addressing any recommendations made by that entity for modification to the proposed division of revenue.

This notice is given by order of the City Council of the City of Ottumwa, State of Iowa, as provided by Section 403.5, Code of Iowa, as amended.

Dated this 5 day of October, 2021.

  
\_\_\_\_\_  
City Clerk, City of Ottumwa, State of Iowa

(End of Notice)

Section 3. That a public hearing shall be held on the proposed Urban Renewal Plan before the City Council at its meeting which commences at 5:30 P.M. on November 2, 2021, in the Council Chambers, City Hall, 105 East Third Street, Ottumwa, Iowa.

Section 4. That the City Clerk is authorized and directed to publish notice of this public hearing in the Ottumwa Courier, once on a date not less than four (4) nor more than twenty (20) days before the date of the public hearing, and to mail a copy of the notice by ordinary mail to each affected taxing entity, such notice in each case to be in substantially the following form:

(One publication required)

NOTICE OF PUBLIC HEARING TO CONSIDER APPROVAL  
OF A PROPOSED BONITA URBAN RENEWAL PLAN FOR A  
PROPOSED URBAN RENEWAL AREA IN THE CITY OF  
OTTUMWA, STATE OF IOWA

The City Council of the City of Ottumwa, State of Iowa, will hold a public hearing before itself at its meeting which commences at 5:30 P.M. on November 2, 2021 in the Council Chambers, City Hall, 105 East Third Street, Ottumwa, Iowa, to consider adoption of a proposed Bonita Urban Renewal Plan (the "Plan") concerning a proposed Urban Renewal Area in the City of Ottumwa, State of Iowa.

The Bonita Urban Renewal Area is proposed to contain the land legally described as follows:

Part of the Northwest Quarter of Section 7, Township 72 North, Range 13 West of the 5th P.M., Wapello County, Iowa, more particularly described as follows, to-wit: Beginning at a point 233 feet East and 233 feet South of the Northwest corner of the Northwest Quarter of Section 7, thence East parallel to the centerline of Rochester Road, 422.58 feet; thence South 996.1 feet parallel with the centerline of North Court Road to a point 200 feet North of Bonita Avenue; thence West parallel to the North line of Bonita Avenue, 179.08 feet; thence South parallel with the centerline of North Court Road, 200 feet to the North line of Bonita Avenue; thence West 50 feet along the North line of Bonita Avenue; thence North parallel with the centerline of North Court Road, 200 feet; thence West parallel with the North line of Bonita Avenue, 176.50 feet; thence North parallel with the centerline of North Court Road 495.9 feet; thence West parallel to Bonita Avenue, 17 feet; thence North parallel with the centerline of North Court Road, 500 feet to the place of beginning.

And

Full width of the right-of-way for Bonita Ave. from Clearview St. to Highway 149.

A copy of the Plan is on file for public inspection in the office of the City Clerk, City Hall, City of Ottumwa, Iowa.

The City of Ottumwa, State of Iowa is the local public agency which, if such Plan is approved, shall undertake the urban renewal activities described in such Plan.

The general scope of the urban renewal activities under consideration in the Plan is to stimulate, through public involvement and commitment, private investment in low and moderate income residential development in the Urban Renewal Area through various public purpose and special financing activities outlined in the Plan. To accomplish the objectives of the Plan, and to encourage the further economic development of the Urban Renewal Area, the Plan provides that such special financing activities may include, but not be limited to, the making of loans or grants

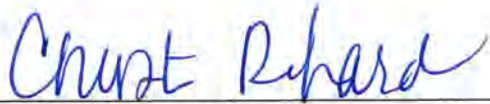


of public funds to private entities under Chapter 15A, Code of Iowa. The City also may reimburse or directly undertake the installation, construction and reconstruction of substantial public improvements, including, but not limited to, street, water, sanitary sewer, storm sewer or other public improvements. The City also may acquire and make land available for development or redevelopment by private enterprise as authorized by law. The Plan provides that the City may issue bonds or use available funds for purposes allowed by the Plan and that tax increment reimbursement of the costs of urban renewal projects may be sought if and to the extent incurred by the City. The Plan initially proposes specific public infrastructure or site improvements to be undertaken by the City, and provides that the Plan may be amended from time to time.

Any person or organization desiring to be heard shall be afforded an opportunity to be heard at such hearing.

This notice is given by order of the City Council of the City of Ottumwa, State of Iowa, as provided by Section 403.5, Code of Iowa.

Dated this 5 day of October, 2021.

  
\_\_\_\_\_  
City Clerk, City of Ottumwa, State of Iowa

(End of Notice)


Section 5. That the proposed Urban Renewal Plan, attached hereto as Exhibit 1, for the proposed Urban Renewal Area described therein is hereby officially declared to be the proposed Urban Renewal Plan referred to in the notices for purposes of such consultation and hearing and that a copy of the Plan shall be placed on file in the office of the City Clerk.

Section 6. That the proposed Urban Renewal Plan be submitted to the Planning and Zoning Commission for review and recommendation as to its conformity with the general plan for the development of the City as a whole, with such recommendation to be submitted in writing to this Council within thirty (30) days of the date hereof.

PASSED AND APPROVED this 5<sup>th</sup> day of October, 2021.

  
\_\_\_\_\_  
Mayor

ATTEST:

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

Label the Plan as Exhibit 1 (with all exhibits) and attach it to this Resolution.

# **Exhibit 1**

## **BONITA URBAN RENEWAL PLAN**

**for the**

## **BONITA URBAN RENEWAL AREA**

## **CITY OF OTTUMWA, IOWA**

**2021**

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- A. LEGAL DESCRIPTION OF BONITA URBAN RENEWAL AREA
- B. BONITA URBAN RENEWAL AREA MAP



**Bonita Urban Renewal Plan  
for the  
Bonita Urban Renewal Area  
City of Ottumwa, Iowa**

**A. INTRODUCTION**

The Bonita Urban Renewal Plan (“Plan” or “Urban Renewal Plan”) for the Bonita Urban Renewal Area (“Area” or “Urban Renewal Area”) has been developed to help local officials respond to and promote economic development in the City of Ottumwa, Iowa (the “City”). The primary goal of the Plan is to stimulate, through public involvement and commitment, private investment in new low to moderate income (LMI) housing and residential development as defined in the *Code of Iowa* Section 403.17(12) which is necessary to encourage the retention or relocation of industrial and commercial enterprises.

In order to achieve this objective, the City intends to undertake Urban Renewal activities pursuant to the powers granted to it under Chapter 403 and Chapter 15A of the *Code of Iowa*, as amended.

**B. DESCRIPTION OF THE URBAN RENEWAL AREA**

The Urban Renewal Area is described in Exhibit “A” and illustrated in Exhibit “B.”

The City reserves the right to modify the boundaries of the Area at some future date.

**C. AREA DESIGNATION**

With the adoption of this Plan, the City of Ottumwa designates this Urban Renewal Area as an economic development area that is appropriate for the development of new LMI residential housing units and housing and residential development which is necessary to encourage the retention or relocation of industrial and commercial enterprises.

**D. BASE VALUE**

If the Urban Renewal Area is legally established, a Tax Increment Financing (TIF) ordinance is adopted, and debt is certified prior to December 1, 2021, the taxable valuation as of January 1, 2020, will be considered the frozen “base valuation” for the portion of the Urban Renewal Area identified in the TIF ordinance. If a TIF ordinance is not adopted until a later date, or debt is not first certified prior to December 1, 2021, the frozen “base value” will be the assessed value of the taxable property within that area covered by the TIF ordinance as of January 1 of the calendar year preceding the calendar year in which the City first certifies the amount of any debt on the Area.

**E. DEVELOPMENT PLAN**

Ottumwa has a general plan for the physical development of the City as a whole outlined in the Our Ottumwa 2040 Comprehensive Plan, updated in 2020. The goals and objectives identified in

this Plan, and the urban renewal projects described herein, are in conformity with the goals and actions identified in the Comprehensive Plan.

This Urban Renewal Plan does not in any way replace the City's current land use planning or zoning regulation process. Currently the Area contains land that is zoned R-4. The City doesn't anticipate any change in zoning as a result of the proposed development.

The need, if any, for improved traffic, public transportation, public utilities, recreational and community facilities, or other public improvements within the Urban Renewal Area is set forth in this Plan. As the Area continues to develop, the need for public infrastructure extensions and upgrades will be evaluated and planned for by the City.

### **F. RESIDENTIAL DEVELOPMENT**

The City's objective in this Urban Renewal Area is to promote new LMI housing and residential development. The City realizes that the availability of affordable housing is an important component of attracting new business and industry and retaining existing businesses. In order to help stimulate the development of new affordable housing opportunities, one of the City's overall priorities is to investigate and pursue funding options to provide financial support for new residential development.

### **G. PLAN OBJECTIVES**

Renewal activities are designed to provide opportunities, incentives, and sites for new LMI residential development within the Area. More specific objectives for development within the Urban Renewal Area are as follows:

1. To increase the availability of housing opportunities, which may, in turn, attract and retain local industries and commercial enterprises that will strengthen and revitalize the economy of the State of Iowa and the City of Ottumwa.
2. To stimulate, through public action and commitment, private investment in new housing and residential development. The City realizes that the availability of affordable, decent, safe, and sanitary housing is important to the overall economic viability of the community.
3. To plan for and provide sufficient land for LMI residential development in a manner that is efficient from the standpoint of providing municipal services.
4. To improve housing conditions and increase housing opportunities, particularly for workers and/or LMI individuals.
5. To provide for the installation and upgrade of public works, infrastructure, and related facilities in support of new LMI housing development.
6. To provide a more marketable and attractive investment climate.
7. To preserve the health, safety, living environment, general character, and general welfare of Ottumwa, Iowa.

8. To promote development utilizing any other objectives allowed by Chapter 403 of the *Code of Iowa*.

#### **H. TYPES OF RENEWAL ACTIVITIES**

To meet the objectives of this Urban Renewal Plan and to encourage the development of the Area, the City intends to utilize the powers conferred under Chapter 403 and Chapter 15A, *Code of Iowa* including, but not limited to, tax increment financing. Activities may include:

1. To undertake and carry out urban renewal projects through the execution of contracts and other instruments.
2. To acquire property and to hold, clear, or prepare the property for development.
3. To dispose of property so acquired.
4. To provide for the construction of site specific improvements, such as grading and site preparation activities, access roads and parking, fencing, utility connections, and related activities.
5. To arrange for, or cause to be provided, the construction or repair of public infrastructure, including, but not limited to, streets and sidewalks, traffic lights, pedestrian safety measures, water mains, sanitary sewers, storm sewers, public utilities, or other facilities in connection with urban renewal projects.
6. To make loans, forgivable loans, tax rebate payments, or other types of economic development grants or incentives to private persons or businesses to promote housing projects on such terms as may be determined by the City Council.
7. To use tax increment revenues to help leverage grants, loans, or other assistance from the state and federal governments (such as providing the local match for such assistance) in support of projects or businesses that advance the objectives of this Plan.
8. To use tax increment financing to facilitate urban renewal projects, including, but not limited to, financing to achieve a more marketable and competitive land offering price and to provide for necessary physical improvements and infrastructure.
9. To use tax increment for LMI housing assistance.
10. To borrow money and to provide security therefor.
11. To finance programs that will directly benefit housing conditions and promote the availability of housing affordable to LMI persons in the community.
12. To make or have made surveys and plans necessary for the implementation of the Urban Renewal Program or specific urban renewal projects.
13. To use any or all other powers granted by the Urban Renewal Act to develop and provide for improved economic conditions for the City of Ottumwa and the State of Iowa.

Nothing herein shall be construed as a limitation on the power of the City to exercise any lawful power granted to the City under Chapter 15, Chapter 15A, Chapter 403, Chapter 427B, or any other provision of the *Code of Iowa* in furtherance of the objectives of this Urban Renewal Plan.

**I. ELIGIBLE URBAN RENEWAL PROJECTS**

Although certain project activities may occur over a period of years, the eligible urban renewal projects under this Urban Renewal Plan include:

**1. Development Agreements.**

**a. Huegerich Construction (or a related entity):**

This proposed urban renewal project involves providing incentives to assist with the cost of constructing a new LMI residential facility to be developed by Huegerich Construction (or a related entity). The project will involve the construction of 3 apartment buildings with a total of 108 units of workforce housing. Construction is anticipated to take place in 2021-2022.

The City intends to provide assistance in the form of property tax rebates of potential incremental taxes that may result from development of the residential facility. Under the proposal, up to 100% of the incremental property tax generated by LMI units within the project pursuant to the *Code of Iowa* Section 403.19 is expected to be rebated to the developer for up to a 20-year period. The potential incentive to the developer for the new development is expected not to exceed \$3,500,000, and will be subject to the terms and conditions of a detailed development agreement. These rebates will not be general obligations of the City, but will be subject to annual appropriation and payable solely from incremental property taxes under *Code of Iowa* Section 403.19 and generated by the LMI units within the project.

**b. Other Development Agreements.**

The City expects to consider requests for development agreements for projects that are consistent with this Plan, as amended, in the County’s sole discretion. Such agreements are unknown at this time, but based on past history, and dependent on development opportunities and climate, the County expects to consider a broad range of incentives as authorized by this Plan, as amended, including, but not limited to, land, loans, grants, tax increment rebates, public infrastructure assistance, and other incentives. The costs of such development agreements will not exceed \$1,000,000.

**2. Bonita Ave. street repair:**

In the event that construction of new housing within the Urban Renewal Area results in damage to Bonita Ave., this proposed urban renewal project involves repairing the street.

<b>Project</b>	<b>Estimated Date</b>	<b>Estimated Cost</b>
Repairing or reconstructing approximately 425 feet of street and related curbs, storm sewer, landscaping and utility infrastructure	2021-2025	\$250,000



**3. Planning, Engineering Fees (for Urban Renewal Plans), Attorney Fees, Administrative, and Other Related Costs to Support Urban Renewal Projects and Planning:**

<b>Project</b>	<b>Estimated Date</b>	<b>Estimated Cost</b>
Fees and Costs	Undetermined	Not to Exceed \$50,000

**J. FINANCIAL INFORMATION**

1.	July 1, 2021, Constitutional Debt Limit	\$51,537,000
2.	Current Outstanding General Obligation Debt	\$28,509,000
3.	Proposed amount of indebtedness to be incurred: A specific amount of debt to be incurred for the Eligible Urban Renewal Projects has not yet been determined. This document is for planning purposes only. The estimated project costs in this Plan are estimates only and will be incurred and spent over a number of years. In no event will the City's constitutional debt limit be exceeded. The City Council will consider each project proposal on a case-by-case basis to determine if it is in the City's best interest to participate before approving an urban renewal project or expense. It is further expected that such indebtedness, including interest on the same, may be financed in whole or in part with tax increment revenues from the Urban Renewal Area. Subject to the foregoing, it is estimated that the cost of the Eligible Urban Renewal Projects as described above will be approximately as stated in the next column:	\$4,800,000 This does not include financing costs related to debt issuance, which may be incurred over the life of the Area.

**K. URBAN RENEWAL FINANCING**

The City intends to utilize various financing tools such as those described below to successfully undertake the proposed urban renewal actions. The City has the statutory authority to use a variety of tools to finance physical improvements within the Area. These include:

A. Tax Increment Financing.

Under Section 403.19 of the *Code of Iowa*, urban renewal areas may utilize the tax increment financing mechanism to finance the costs of public improvements, economic development incentives, or other urban renewal projects. Upon creation of a tax increment district within the Area, by ordinance, the assessment base is frozen and the amount of tax revenue available from taxes paid on the difference between the frozen base and the increased value, if any, is segregated into a separate fund for the use by the City to pay costs of the eligible urban renewal projects. Certain increased taxes generated by any new development, above the base value, are distributed to the taxing entities, if not requested by the City, and in any event upon the expiration of the tax increment district.

B. General Obligation Bonds.

Under Division III of Chapter 384 and Chapter 403 of the *Code of Iowa*, the City has the authority to issue and sell general obligation bonds for specified essential and general corporate purposes, including the acquisition and construction of certain public improvements within the Area and for other urban renewal projects or incentives for development consistent with this Plan. Such bonds are payable from the levy of unlimited ad valorem taxes on all the taxable property within the City of Ottumwa. It may be, the City will elect to abate some or all of the debt service on these bonds with incremental taxes from this Area.

The City may also determine to use tax increment financing to provide incentives such as cash grants, loans, tax rebates, or other incentives to developers or private entities in connection with the urban renewal projects identified in this Plan. In addition, the City may determine to issue general obligation bonds, tax increment revenue bonds or such other obligations, or loan agreements for the purpose of making loans or grants of public funds to private businesses located in the Area for urban renewal projects. Alternatively, the City may determine to use available funds for making such loans or grants or other incentives related to urban renewal projects. In any event, the City may determine to use tax increment financing to reimburse the City for any obligations or advances.

Nothing herein shall be construed as a limitation on the power of the City to exercise any lawful power granted to the City under Chapter 15, Chapter 15A, Chapter 403, Chapter 427B, or any other provision of the *Code of Iowa* in furtherance of the objectives of this Urban Renewal Plan.

**L. PROPERTY ACQUISITION/DISPOSITION**

The City will follow any applicable requirements for the acquisition and the disposition of property within the Urban Renewal Area.

**M. RELOCATION**

The City does not expect there to be any relocation required of residents or businesses as part of the eligible urban renewal project; however, if any relocation is necessary, the City will follow all applicable relocation requirements.

**N. STATE AND LOCAL REQUIREMENTS**

All provisions necessary to conform to State and local laws will be complied with by the City in implementing this Urban Renewal Plan and its supporting documents.

**O. AGRICULTURAL LAND**

Because this Area does not contain land defined as “agricultural land” pursuant to *Code of Iowa* Section 403.17(3), no agricultural landowner consents are required.

**P. PROPERTY WITHIN AN URBAN REVITALIZATION AREA**

The Urban Renewal Area is located within an established Urban Revitalization Area. No tax abatement incentives under the Urban Revitalization Plan or any other plan, policy, or ordinance will be allowed for development that occurs in this Urban Renewal Area absent express written permission of the City Council.

**Q. SEVERABILITY**

In the event one or more provisions contained in the Urban Renewal Plan shall be held for any reason to be invalid, illegal, unauthorized, or unenforceable in any respect, such invalidity, illegality, un-authorization, or unenforceability shall not affect any other provision of this Urban Renewal Plan, and this Urban Renewal Plan shall be construed and implemented as if such provisions had never been contained herein.

**R. URBAN RENEWAL PLAN AMENDMENTS**

This Urban Renewal Plan may be amended from time to time for a number of reasons including, but not limited to, adding or deleting land, adding or amending urban renewal projects, or modifying goals or types of renewal activities.

The City Council may amend this Plan in accordance with applicable State law.

**S. EFFECTIVE PERIOD**

This Urban Renewal Plan will become effective upon its adoption by the City Council and shall remain in effect until terminated by the City Council.

With respect to property included within the Urban Renewal Plan Area, which is also included in an ordinance providing for the division of revenue as set forth in Section 403.19 of the *Code of Iowa* (TIF ordinance), the use of incremental property tax revenues or the "division of revenue," as those words are used in Chapter 403 of the *Code of Iowa*, is limited to twenty (20) years, beginning with the first calendar year following the calendar year in which the City first certifies to the County Auditor the amount of any loans, advances, indebtedness, or bonds which qualify for payment from the incremental property tax revenues attributable to that property identified in the TIF ordinance.

At all times, the use of tax increment financing revenues (including the amount of loans, advances, indebtedness, or bonds which qualify for payment from the division of revenue provided in Section 403.19 of the *Code of Iowa*) by the City for activities carried out under the Urban Renewal Plan shall be limited as deemed appropriate by the City Council and consistent with all applicable provisions of law.

## EXHIBIT A

### LEGAL DESCRIPTION OF BONITA URBAN RENEWAL AREA

Part of the Northwest Quarter of Section 7, Township 72 North, Range 13 West of the 5th P.M., Wapello County, Iowa, more particularly described as follows, to-wit: Beginning at a point 233 feet East and 233 feet South of the Northwest corner of the Northwest Quarter of Section 7, thence East parallel to the centerline of Rochester Road, 422.58 feet; thence South 996.1 feet parallel with the centerline of North Court Road to a point 200 feet North of Bonita Avenue; thence West parallel to the North line of Bonita Avenue, 179.08 feet; thence South parallel with the centerline of North Court Road, 200 feet to the North line of Bonita Avenue; thence West 50 feet along the North line of Bonita Avenue; thence North parallel with the centerline of North Court Road, 200 feet; thence West parallel with the North line of Bonita Avenue, 176.50 feet; thence North parallel with the centerline of North Court Road 495.9 feet; thence West parallel to Bonita Avenue, 17 feet; thence North parallel with the centerline of North Court Road, 500 feet to the place of beginning.

And

Full width of the right-of-way for Bonita Ave. from Clearview St. to Highway 149.



# EXHIBIT B

## MAP OF BONITA URBAN RENEWAL AREA



01926648-1\10981-171

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<sup>th</sup> day of October, 2021.

Christ Reinhard

City Clerk, City of Ottumwa, State of Iowa

(SEAL)

01943684-1110981-171



CITY OF OTTUMWA

Staff Summary

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

Council Meeting of: October 5, 2021

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

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

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

AGENDA TITLE: Resolution #189-2021. Approving the Design Contract between the City of Ottumwa and Willett Hoffman and Associates, Inc. for the City Hall Improvements Project.

\*\*\*\*\*

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

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

RECOMMENDATION: Pass and adopt Resolution #189-2021 approving the Design Contract and authorizing the Mayor to sign agreement.

DISCUSSION: The Agreement provides for the design in accordance of the recommendations found in the July 6<sup>th</sup> report and discussed at the work session September 14<sup>th</sup>. The major design features include system 6 HVAC. This system will allow for heating and cooling with the ability for zone separation control. Additional benefits include the ability to introduce fresh air into the building as make up air. The selected system has the ability to be installed and then expanded in phases as needed without major rework. Additional improvements include first floor remodeling and redefining the original corridor which also allows for flow separation and acoustical separation needed for professional development environments. The renovation will address building wide access to meet both ADA requirements and fire protection. Additional office space will be developed for IT office, work shop and storage area in the basement. As part of the ADA requirements, all restrooms areas will be up-dated.

Key features of any major restoration of an active office complex is the coordination of construction and logistics of record retention and movements. Examples are the need for HR records to remain secure and public record recording and retrieval must remain operational for the entire project.

Source of Funds: CIP

Budgeted Item: Yes

Budget Amendment Needed: No

Prior to the Kick off meeting an advisory committee will be established to seek input from staff members for design features and maintain job functionality during construction.

The design contract is a lump sum project estimated at \$275,750.

Funding: CIP

Source of Funds: CIP

Budgeted Item: Yes

Budget Amendment Needed: No



RESOLUTION NO. 189-2021

A RESOLUTION APPROVING THE DESIGN CONTRACT BETWEEN THE CITY OF OTTUMWA  
AND WILLETT HOFMANN AND ASSOCIATES, INC.  
FOR THE CITY HALL IMPROVEMENTS PROJECT

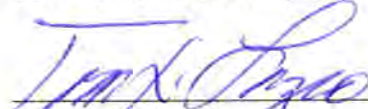
WHEREAS, This Agreement provides for the design and bid phase services including preliminary site survey for design purposes; and

WHEREAS, The design services of Willett Hoffman and Associates, Inc., shall not exceed \$275,750 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 Hoffman and Associates, Inc. for the above referenced project is hereby approved.

APPROVED, PASSED, AND ADOPTED, this 5<sup>th</sup> day of October, 2021.

CITY OF OTTUMWA, IOWA

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

ATTEST:

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



**WILLETT HOFMANN**  
& ASSOCIATES INC.

ENGINEERING ARCHITECTURE LAND SURVEYING

*Serving Our Clients Since 1935*

September 29, 2021

Ottumwa City Hall  
103 East 3rd Street  
Ottumwa, Iowa 52501

ATTN: Mr. Larry Seals  
Public Works Director

RE: Proposal for Professional Services  
Ottumwa City Hall Improvements

Dear Mr. Seals:

In response to your request, Willett, Hofmann & Associates, Inc. is pleased to submit the following proposal for Professional Services for your review and consideration. The scope of services described herein is based on our present understanding of the needs of the Project in association with the recommendations found in our report presented on July 6, 2021.

**PROJECT UNDERSTANDING:**

In accordance with the recommendations found in our July 6 report, Willett, Hofmann & Associates, Inc. (WHA) and West Plains Engineering, Inc. (WPE) will provide the following professional services:

- Proceed with Design Development and Construction Documents for the entire scope of work shown in the report including incorporation of Mechanical Hybrid System 6.
- Update cost opinions based on more detailed information developed in design.
- Identify the implications of phasing and incorporating logical portions of the work that can be completed sequentially to minimize disruption to the City operations.
- Assist the City with bidding and construction administration of the work.
- Provide assistance to the City with historic preservation and restoration concerns including sending project scope documents to the State Historic Preservation Office (SHPO) that illustrate such items as the efforts to restore the first floor area to its original U.S. Post Office characteristic while maintaining office settings to include current office occupants, improve security, incorporate ADA compliance, and update building systems.

**SCOPE OF PROFESSIONAL SERVICES:**

Willett, Hofmann & Associates, Inc. proposes to provide the Professional Services as outlined on the attached Exhibit 1 – Scope of Professional Services.

809 East 2nd Street, Dixon, IL 61021-0367 T: (815) 284-3381 F: (815) 284-3385

[WillettHofmann.com](http://WillettHofmann.com)

**FEE FOR PROFESSIONAL SERVICES:**

Willett, Hofmann & Associates, Inc. proposes to provide the Professional Services described, on the attached Exhibit 1 – Scope of Professional Services, on a lump sum basis of Two-Hundred Seventy-Five Thousand Seven-Hundred Fifty Dollars (\$275,750.00). For your information a copy of the WHA-WPE agreement is attached herewith and included in the fee amount listed herein.

**SCHEDULE OF WORK TO BE DONE:**

WHA and WPE will perform the work as listed on the attached Exhibit 1 with the goal of having the construction documents ready to bid during early 2022.

**DELIVERABLES:**

WHA and WPE will provide the following work products:

- Architectural demo and new-work plans, ceiling plans, door and room finish schedules, interior elevations and miscellaneous details, potentially up to 20-25 total sheets.
- Structural plans depicting changes to the structure necessary to support the new mechanical systems as well as supporting exterior features, up to 4 sheets.
- Updated Mechanical and Electrical system plans of each principal floor including plans depicting plumbing, HVAC, electrical power distribution, lighting, communications, and security/fire alarm systems, potentially up to 30 total sheets.
- Building section(s) as needed to show proposed vertical shafts and access points, 1 sheet.
- Photo details illustrating specific areas of demo and new work and proposed changes, 2-3 sheets.
- An updated final cost opinion for the recommended project scope.
- Project specifications, bidding “front-end” documents and contract forms for the construction of the work.
- Additional reports and meeting minutes that result during the final design and construction process.

**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.

The proposed **scope of services** described in the attached Exhibit 1 are negotiable, however if the proposed services and terms meet with your approval, please sign both copies of this letter agreement and return one copy to our office.

**PROPOSAL ACCEPTED:**

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

By 

Name/Title Tom X. Lazio, Mayor

Date Oct 5, 2021


City of Ottumwa, Iowa

September 29, 2021

Page 3

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   
Allen M. Varney III, AIA  
Architect

AMV/gz

Encl.

cc: file



## EXHIBIT 1 - SCOPE OF PROFESSIONAL SERVICES

PROJECT: Ottumwa City Hall Improvements  
103 East 3rd Street  
Ottumwa, Iowa 52501

DATE: September 29, 2021

### SCOPE OF PROFESSIONAL SERVICES:

Willett, Hofmann & Associates, Inc. (WHA) along with West Plains Engineering (WPE) will provide the following professional services for this project with the team members as outlined in our SOQ.

- **DESIGN DEVELOPMENT - COLLECT ADDITIONAL INFORMATION**

WHA and WPE will conduct a Final Design Phase Kick-Off meeting with designated City representatives to confirm project scope and to refine the goals of the project. We will develop a list of specific information needs and then our team of professionals including architectural, structural, mechanical, and electrical staff will tour the facilities to collect the additional information needed. We will photograph more areas of the building and site to help us develop the necessary details that will be used to direct the new work and repairs. See attached WPE proposal herewith attached for WPE Scope of Services.

- **DESIGN DEVELOPMENT-DRAWINGS AND OUTLINE SPECS**

Following the kick-off meeting and data collection, we will develop more detailed plans and prepare outline specifications following the direction established in the report and reflecting the needs of the project. We will identify the refined scope of work and conduct a meeting for review with designated City representatives. We understand that some of the work will be phased, such as moving staff during construction of certain parts of the project, and this will be confirmed and documented. WPE will analyze the mechanical and electrical systems in accordance with the direction established in the report. Both WHA and WPE will also update and refine the cost opinions. At completion of the design development phase we will deliver a set of plans, schedules, outline specs, budget figures and recommendations and conduct a meeting for review with designated City staff prior to moving on with the preparation of Construction Documents. See attached WPE proposal herewith attached for WPE Scope of Services.

- **CONSTRUCTION DOCUMENTS**

After review and approval of the Design Development package by the City, we will proceed with developing the set of Construction Documents that will be used to bid and construct the project. This package will include detailed plans and specifications that define the scope of work. A corresponding updated cost opinion will also be developed. The final deliverable at completion of the Construction Documents Phase will include a plan set detailing the work to be completed and also showing proposed construction phasing, a project manual including technical specifications and general project requirements, and bid documents that will guide the City in obtaining bids for this project. A final review meeting will be held with designated City staff prior to advertising the project for bid. See attached WPE proposal herewith attached for WPE Scope of Services.

- **BID PHASE**

WHA will assist the City with the public bidding process following completion of the Construction Documents. WHA will assist the City with the advertisement and distribution of the bid documents, answer bidder questions during the bid period, conduct a pre-bid meeting with interested contractors, issue addenda, attend the bid opening and review the bids received. WHA will develop a bid tabulation and prepare a letter of recommendation to award the contract for construction. See attached WPE proposal herewith attached for WPE Scope of Services.

- **CONSTRUCTION ADMINISTRATION PHASE**

After the project is bid and a contract for construction is awarded, WHA will conduct a pre-construction meeting with the general contractor, sub-contractors and designated City staff and distribute minutes of that meeting. The pre-construction meeting will outline the project requirements and special considerations for working on site. After the start of construction the Contractor will be responsible to conduct regularly scheduled progress meetings that WHA and/or WPE will attend as appropriate, typically once every 2-weeks. During construction WHA will review shop drawings and payment applications, and answer contractor questions. If necessary, WHA will review change order requests that typically emerge on an interior remodeling project. As the project nears completion, WHA will schedule a substantial completion review, compile a punch list, and confirm that list is completed prior to closing out the project. See attached WPE proposal herewith attached for WPE Scope of Services. ***NOTE: The scope of work of this agreement encompasses only one (1) phase of construction. If the City determines that multiple phases of construction would be needed, WHA and WPE will evaluate the implications of the cost of services at that time and provide an updated fee for extended construction period professional services cost as needed.***

**SERVICES NOT INCLUDED:**

Services not included in this Proposal include but are not limited to the following, however said services could be included as an Additional Service if so requested:

1. Testing or identification of the presence of hazardous materials.
2. Preparation of 3D digital presentation renderings.
3. Additional design or redesign required due to the discovery of unknown or unexpected conditions during the completion of the project including, but not limited to, the discovery of hazardous or deteriorated materials or other similar conditions.
4. Additional design or redesign required due to a change in Use and Occupancy Classifications.
5. Additional design or redesign after bids are received to conform to Owner's budget.
6. Testing of any construction materials.
7. During the construction of the Project, WHA shall in no way be responsible for or have control over or charge of construction means, methods, techniques, sequences or procedures, or for safety precautions and programs in connection with the construction of the project.





## TERMS AND CONDITIONS – City of OTTUMWA, IOWA

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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



## TERMS AND CONDITIONS - City of OTTUMWA, IOWA

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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.

**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.





**GENERAL RATES FOR ENGINEERING SERVICES  
 (FIELD AND OFFICE)  
 EFFECTIVE MARCH 28, 2021**

CLASSIFICATION OF EMPLOYEE	REGULAR HOURLY RATE		OVERTIME RATE
	From	To	
President & General Manager	\$192.00	\$300.00	Regular Rate
Principal Engineering Manager	\$160.00	\$250.00	Regular Rate
Engineering Manager	\$140.00	\$240.00	Regular Rate
Civil Engineer IV	\$120.00	\$190.00	Regular Rate
Civil Engineer III	\$110.00	\$170.00	Regular Rate
Civil Engineering Intern II	\$100.00	\$160.00	Regular Rate
Civil Engineering Intern I	\$80.00	\$130.00	Regular Rate
SPP Civil Engineer I, II, III, IV	\$80.00	\$190.00	Regular Rate
Engineering Intern	\$47.00	\$79.00	Regular Rate
Principal Architectural Manager	\$130.00	\$210.00	Regular Rate
Architect IV	\$120.00	\$190.00	Regular Rate
Architect III	\$100.00	\$170.00	Regular Rate
Architectural Intern II	\$90.00	\$150.00	Regular Rate
Architectural Intern I	\$80.00	\$130.00	Regular Rate
SPP Professional Architect I, II, III, IV	\$80.00	\$190.00	Regular Rate
Principal Prof. Land Surveyor Manager	\$110.00	\$180.00	Regular Rate
Prof. Land Surveyor Manager	\$110.00	\$180.00	Regular Rate
Prof. Land Surveyor IV	\$90.00	\$150.00	Regular Rate
Prof. Land Surveyor III	\$80.00	\$130.00	Regular Rate
Prof. Land Surveyor (SIT) II	\$70.00	\$120.00	Regular Rate
Prof. Land Surveyor (SIT) I	\$60.00	\$110.00	Regular Rate
SPP Professional Land Surveyor I, II, III, IV	\$60.00	\$150.00	Regular Rate
Technician IV	\$80.00	\$130.00	1.3 x Regular Rate
Technician III	\$70.00	\$120.00	1.3 x Regular Rate
Technician II	\$60.00	\$110.00	1.3 x Regular Rate
Technician I	\$50.00	\$90.00	1.3 x Regular Rate
SPP Technician I, II, III, IV	\$50.00	\$130.00	1.3 x Regular Rate
Survey Worker Foreman	\$80.00	\$130.00	1.3 x Regular Rate
Survey Worker	\$80.00	\$130.00	1.3 x Regular Rate
Administrative Assistant	\$50.00	\$90.00	1.3 x Regular Rate
SPP Administrative Assistant	\$50.00	\$90.00	1.3 x Regular Rate
Expenses and Materials	At Cost		

- The above hourly rates shall be applicable for a period of one year from the date hereon, after which time they shall be subject to adjustments to reflect payroll cost.
- Generally field crews work a nine-hour day, which involves an hour of overtime each day. The rates for field personnel apply office to office exclusive of the lunch period.
- SPP – Special Personnel (SPP) Employees will be billed at the same rate as a I, II, III, or IV in the same classification.

September 21, 2021

Al Varney, AIA  
Architect  
WILLETT HOFMANN & ASSOCIATES  
625 32<sup>ND</sup> Avenue SW  
Cedar Rapids, IA 52404

Re: Proposal for Engineering Services  
Ottumwa City Hall Renovations  
Ottumwa, Iowa

Mr. Varney,

We appreciate the opportunity to submit the following proposal to provide design services for the MEPT systems for the City Hall Renovations in Ottumwa, IA. West Plains Engineering, Inc. (WPE) proposes to provide mechanical and electrical engineering design services, as outlined in the attached proposal, as well as project oversight.

If this is satisfactory, please sign and date on Page 4, returning one copy to this office and retaining the original for your records.

Sincerely,



Mike Drahos  
Office Manager  
West Plains Engineering, Inc.

WEST PLAINS ENGINEERING, INC.

## SCOPE OF WORK

The existing Ottumwa City Hall building is approximately 30,000 square feet. It has four levels, basement thru third floor. The scope of the project includes the renovation of 1<sup>st</sup> floor, renovation of all level restrooms to meet ADA requirements, upgrade of the HVAC systems, upgrade of electrical infrastructure, and upgrade of existing lighting to new LED fixtures.

The City Hall renovation and upgrades is anticipated to be constructed in Phases. The highest priority scope of work is to perform the HVAC upgrades, ADA upgrades, and Code Compliance upgrades. The lowest priority scope of work is to perform the 1<sup>st</sup> floor remodeling and historic hallway preservation renovation. The Construction Documents shall be developed to identify Phases of construction. The Bid form shall include break-out pricing for the different Phases to allow the City to select Phases for the initial construction that meets their budget.

- The plumbing work shall include upgrading fixtures to accommodate toilet room ADA upgrades. The existing water coolers shall be upgraded to bi-level electric water coolers.
- The existing building does not have a fire sprinkler system throughout and it is anticipated the renovation/remodel would not require an upgrade for complete wet-pipe fire sprinkler coverage for the building.
- The HVAC system shall include a complete removal of the existing systems and installation of a new HVAC system. The new HVAC system shall include high-efficient water boilers with perimeter heating. The perimeter heating shall consist of converting the historic steam radiators to hot water in the public areas. Other private offices shall have new hot water convectors to replace the existing steam radiators. The air conditioning system shall be a variable refrigerant flow (VRF) system with fan coil units serving small occupant zones for improved temperature control. The condensing units for the fan coils will be located outside and preferred to be on-grade, although locating them on the level one roof may be an option. A dedicated outdoor air unit or energy recovery unit will provide ventilation air to the fan coil units.
- The Electrical work shall include a new service to the building to accommodate the increased air conditioning load for the building and to meet current code requirements. The electrical system upgrades shall include power distribution to HVAC systems, upgraded lighting to LED fixtures, and lighting controls. The first floor shall include upgrades of all electrical systems to meet the new floor plan layout. The fire alarm system shall be upgraded and include requirement for Areas of Rescue.
- Rough-in for communications systems. This will include voice/data, building security, video surveillance, intercom, and door access. These systems will connect to the existing systems within the building. West Plains will work with the City Hall staff and system vendors to provide conduit paths for the vendor or Owner to install the wiring and devices.

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WEST PLAINS ENGINEERING, INC.

## SCOPE OF SERVICES

It is the goal of West Plains Engineering to provide comprehensive engineering services for this project as a trusted partner in its success.

Our proposed services include plumbing, mechanical, electrical, and limited telecommunications design. We shall prepare Construction Documents and provide project oversight assistance with the Bidding and Construction Administration phases.

Exclusions, as listed below, are to identify work that is not included in our scope of work and proposed fee. They may be performed as Additional Services upon amending our contract agreement.

## SERVICES INCLUDED

1. DESIGN DEVELOPMENT AND CONSTRUCTION DOCUMENTS
  - a) Site visits to survey and document existing conditions.
  - b) Development of the plumbing, mechanical, electrical and telecommunication systems construction drawings and specifications.
  - c) Attend design review meetings with the Owner and Design Team.
  - d) Provide opinion of probable construction cost at DD and CD phases.
  - e) Provide electronic set of PDF drawings and specifications for printing by the Client.
  
2. BID PHASE
  - a) Answering Contractor questions.
  - b) Respond to Plan Review comments.
  - c) Attend the Pre-Bid Meeting.
  - d) Preparation of any necessary addenda.
  - e) Evaluation of Contractor pricing.
  
3. CONSTRUCTION ADMINISTRATION
  - a) Attend Preconstruction Meeting.
  - b) Shop Drawing review.
  - c) Answering Contractor questions (RFIs).
  - d) Preparation of necessary construction clarifications and changes (COs or PRs).
  - e) Review of Operations and Maintenance (O&M) Manuals.

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WEST PLAINS ENGINEERING, INC.

- f) Review of Contractor Submitted Record Drawings.
- g) Monthly jobsite visits to attend Construction Meetings and observe construction progress.
- h) One (1) substantial completion punch list visit by a mechanical and electrical staff member.
- i) One (1) final completion visit to confirm punch list items have been completed.

**EXCLUSIONS**

- a) Site utility work.
- b) Emergency generator design.
- c) Energy modeling.
- d) LEED accreditation paperwork and calculations.
- e) Short circuit study, coordination study, and arc flash analysis.
- f) Post-bid Value engineering and associated redesign.
- g) Proposal Requests or Re-design resulting from a significant change in scope, as requested by the Owner.
- h) Bidding and Construction Administration services beyond Phase 1 Construction period.

**COMPENSATION**

The MEP construction cost for this project is estimated to be \$2,340,000, which includes 15% Contractor Overhead and Profit and a 15% Design Contingency. This estimated construction cost does not include a Construction Contingency. Our proposed fee excludes the Study/Schematic portion of the project that is already completed. We propose to provide the services, as described above, for a lump sum fee of **ONE HUNDRED FORTY-EIGHT THOUSAND DOLLARS (\$148,000)**. This fee is broken down as follows:

Item	Sum
Schematic Design (Study - Report)	\$14,000 (Completed)
Design Development	\$42,000
Construction Documents	\$74,000
Bidding and Construction Administration	\$32,000
<b>TOTAL (DD thru CA)</b>	<b>\$148,000</b>

Engineering Consultants fees will be billed on a monthly basis, to be included in the Architect's regular billings to the Owner. Monthly billings will be based on the level of completion of engineering services, with respect to the above breakdown of services. Fees are due and payable upon Architect's receipt of corresponding related fees from Owner, and shall be paid within ten (10) days thereof. All unpaid accounts shall be charged interest at the rate of 1% per month.

Proposal for Engineering Services  
Ottawa City Hall Renovations

13514 0118

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WEST PLAINS ENGINEERING, INC.

If the proposal communicated in this document is satisfactory, please sign and date, keeping the original for your file, and return a copy to this office.

Accepted By:  
WILLETT HOFMANN & ASSOCIATES

Accepted By:  
WEST PLAINS ENGINEERING, INC.

By: \_\_\_\_\_  
Al Varney, AIA

By: Michael Drahos  
MIKE DRAHOS, PE

TITLE: Architect

TITLE: Office Manager

DATE: \_\_\_\_\_

DATE: September 21, 2021

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RAPID CITY, SD ■ SIOUX FALLS, SD ■ BISMARCK, ND ■ CASPER, WY ■ CEDAR RAPIDS, IA

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

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

Council Meeting of : Oct 5, 2021

Planning & Development  
Department

Zach Simonson  
Prepared By  
Zach Simonson  
Department Head

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

AGENDA TITLE: Resolution No. 190-2021: A RESOLUTION APPROVING A SUBORDINATION AGREEMENT BETWEEN THE CITY OF OTTUMWA, SOUTH OTTUMWA SAVINGS BANK AND RIPPLING WATERS PROPERTY DEVELOPMENT

\*\*\*\*\*

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

RECOMMENDATION: Approve and Pass Resolution No. 190-2021

DISCUSSION:

Rippling Waters Property Development participated in the CDBG Upper-Story Housing program in 2018-2019. The City holds a forgivable mortgage securing their compliance with certain program obligations. Rippling Waters is seeking an operating line of credit with South Ottumwa Savings Bank. The bank is requesting that the City's forgivable loan take a second position the new lien. The City typically agrees to subordinate our

Source of Funds:

Budgeted Item:  Budget Amendment Needed:

security position when loans are refinanced or in other situations such as this. Sitting in the second position does not change the compliance requirements for Rippling Waters or adversely affect the City's position.



RESOLUTION NO. 190-2021

A RESOLUTION APPROVING A SUBORDINATION AGREEMENT BETWEEN THE CITY OF OTTUMWA, SOUTH OTTUMWA SAVINGS BANK AND RIPPLING WATERS PROPERTY DEVELOPMENT.

WHEREAS, City of Ottumwa holds a Mortgage to secure credit in the amount of \$188,000.00, given by Rippling Waters Property Development, LLC to the City of Ottumwa dated January 2, 2019, filed January 2, 2019, in Book 2019, on Page 0019 in the office of the Wapello County Recorder. The real estate is legally described as follows:

The Northwest Twenty-two (22) feet of Lot Three Hundred Forty (340) in Block Thirty (30) in the Original Plat of the City of Ottumwa, Wapello County, Iowa.

WHEREAS, in order for South Ottumwa Savings Bank to offer an operating line of credit to Rippling Waters Property Development the City is willing to subordinate its mortgage lien filed January 2, 2019 to South Ottumwa Savings Bank.

NOW, THEREFORE, IN CONSIDERATION of the mutual covenants contained herein and other good and valuable consideration, City of Ottumwa hereby agrees to subordinate its mortgage lien filed January 2, 2019 in Book 2019, on Page 0019 encumbering the above-described real estate, to the Mortgage in the amount of \$188,000.00 given by Rippling Waters Property Development to South Ottumwa Savings Bank. The City of Ottumwa agrees that the mortgage held by the City of Ottumwa shall be junior and subordinate to the mortgage lien held by South Ottumwa Savings Bank as if the South Ottumwa Savings Bank mortgage lien had been filed prior in time to the City of Ottumwa mortgage.


Approved, passed and adopted this 16<sup>th</sup> of February 2021.

CITY OF OTTUMWA, IOWA

BY

  
Tom Lazio, Mayor

ATTEST:

  
Chris Reinhard, City Clerk

**REAL ESTATE SUBORDINATION AGREEMENT**

This Real Estate Subordination Agreement ("Agreement") is executed as of October 5, 2021, by City of Ottumwa (GRANTOR), in favor of South Ottumwa Savings Bank (GRANTEE), its successors and/or assigns.

WHEREAS, City of Ottumwa holds a Mortgage to secure credit in the amount of \$188,000.00, given by Rippling Waters Property Development, LLC to the City of Ottumwa dated January 2, 2019, filed January 2, 2019, in Book 2019, on Page 0019 in the office of the Wapello County Recorder. The real estate is legally described as follows:

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City of Ottumwa

By: Tom X. Lazio, Mayor

By: Christ Reinhard

STATE OF Iowa )  
COUNTY OF Wapello ) ss:

On this 5<sup>th</sup> day of October, 2021, before me, the undersigned, a Notary Public in and for the State of Iowa, personally appeared Tom X. Lazio and Chris Reinhard to me personally known to be the Mayor and City Clerk of the City of Ottumwa, respectively, who, being by me duly sworn, did say that the instrument was signed on behalf of the City of Ottumwa by authority of its Board of Directors; and acknowledge the execution of the instrument to be the voluntary act and deed of the City of Ottumwa.



*Katy King*  
\_\_\_\_\_  
Notary Public in and for the State of Iowa

5:39 pm 10/5/21  
10/5/21

**Citizen Input Request Form**

10-5-2021

Council Meeting Date

Name: BRIDGETT MICHEL

Address: 318 BONITA AVE. OTTUMWA

Item No. to Address: H3  
(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:

LOWERING OUR HOMES VALUE  
+ BRINGING CRIME INTO OUR  
NEIGHBORHOOD.

\*\*\*\*\*

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.





**Citizen Input Request Form**

705

10.5.2021

Council Meeting Date

Name: Bill O'Hara

Address: 1119 N Court St

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:

business or residence at 1202 West St  
parking on West Street

\*\*\*\*\*

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.