



TENATIVE AGENDA
OTTUMWA CITY COUNCIL

REGULAR MEETING NO. 31
Bridge View Center, 102 Church St.

December 5, 2023
5:30 O'Clock P.M.

PLEDGE OF ALLEGIANCE

- A. ROLL CALL: Council Member Roe, Galloway, Hoffman, McAntire, Pope and Mayor Johnson.
- B. CONSENT AGENDA:
1. Minutes from Regular Meeting No. 29 on November 21, 2023 and Special Meeting No. 30 on November 27, 2023 as presented.
 2. Recommend appointment of Buddy Kelly to the Ottumwa Water Works Board of Trustees, term to expire 7/22/2028 due to a vacancy.
 3. Civil Service Eligibility Lists for November 22, 2023: Police Officer Entrance.
 4. Fixing December 19, 2023 as the date for a public hearing for Continuation of Support and Financial Commitment for the Main Street Ottumwa Program for 2024-2027.
 5. Resolution No. 200-2023, fixing December 19, 2023 as the date for a public hearing on the proposal to lease certain real property at the Ottumwa Regional Airport to Dr Pepper Snapple Group, and providing for publication of notice thereof.
 6. Resolution No. 201-2023, fixing December 19, 2023 as the date for a public hearing on the proposal to lease certain real property at the Ottumwa Regional Airport to The American Bottling Company, and providing for publication of notice thereof.
 7. Resolution No. 207-2023, fixing December 19, 2023 as the date for a public hearing on the disposal of City owned property at 129 North McLean Street, and providing for publication of notice thereof.
 8. Resolution No. 208-2023, fixing December 19, 2023 as the date for a public hearing on the disposal of City owned vacant lot No. 214 on Morris Street, and providing for publication of notice thereof.
 9. Beer and/or liquor applications for: Reds Pub, 618 Church Street; Ottumwa Golf & Social Club, 304 East Golf Avenue, with outdoor service area; Tequila Grill, 112 North Market Street; American Gothic Performing Arts Greater Ottumwa Vocal Arts Project, 529 East Main Street; all applications pending final inspections.

C APPROVAL OF AGENDA

D. ADMINISTRATORS REPORT TO COUNCIL AND CITIZENS:

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

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

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

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

F. PUBLIC HEARING:

1. This is the time, place and date set for a public hearing regarding the previous adoption of Ordinance No. 3204-2022, an ordinance adopting the 2021 version of the International Fire Code as the city's fire protection and prevention code.
 - A. Open the public hearing.
 - B. Close the public hearing.
 - C. Consideration of Reversion of Ordinance No. 3204-2022, the City's Fire Protection and Prevention Code (2021 version).

RECOMMENDATION: Pass the first consideration of replacing the City's Fire Protection and Prevention Code by reverting back to Ordinance No. 3095-2016 that includes the 2015 International Fire Code.

G. ORDINANCES:

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

1. Proposed fee increases for the Beach Ottumwa.

RECOMMENDATION: Approve the proposed fee increases for the Beach Ottumwa effective January 1, 2024.

2. Price Quote for JCB-3CX Compact Backhoe for the Ottumwa Cemeteries.

RECOMMENDATION: Approve the purchase of a new JCB-3CX Compact Backhoe for the Ottumwa Cemeteries from Rueters of Osceola for a price quote of \$143,610.20.

3. Replacement of Flow Monitors at WPCF.

RECOMMENDATION: Approve the replacement of three Flow Loggers and Analyzer Modules from Gurney in the amount of \$19,499.

4. City of Ottumwa Employee Assistance Program (EAP) Services

RECOMMENDATION: Receive report and update.

I. RESOLUTIONS:

1. Resolution No. 197-2023, awarding the contract for the Greater Ottumwa Park Soccer Complex Project to Bi-State Contracting of West Burlington, Iowa, for the base bid amount \$3,048,138.

RECOMMENDATION: Pass and adopt Resolution No. 197-2023.

2. Resolution No. 198-2023, awarding the contract for the Richmond Avenue Pump Station Improvements Project to DC Concrete & Construction of Douds, Iowa in the amount of \$86,750.

RECOMMENDATION: Pass and adopt Resolution No. 198-2023.

3. Resolution No. 199-2023, approving the annual budget of the Ottumwa Water Works Board of Trustees for calendar year 2024.

RECOMMENDATION: Pass and adopt Resolution No. 199-2023.

4. Resolution No. 206-2023, approving Change Order No. 1 to the contract for Demolition and Asbestos Abatement of the condemned property at 831 Lillian.

RECOMMENDATION: Pass and adopt Resolution No. 206-2023.

J. PUBLIC FORUM:

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

K. MAYOR/CITY COUNCIL REPORT AND/OR COMMUNICATIONS

ADJOURN

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



[CITY OF]
O T T U M W A

FAX COVER SHEET

City of Ottumwa

DATE: 12/01/2023 TIME: 10:15 AM NO. OF PAGES 4
(Including Cover Sheet)

TO: News Media CO: _____

FAX NO: _____

FROM: Christina Reinhard

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

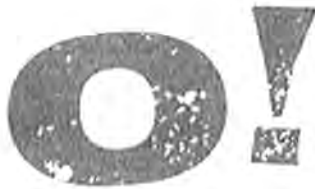
MEMO: Tentative Agenda for the Regular City Council Meeting #31 to be held on 12/5/2023 at 5:30 P.M. at Bridge View Center, 102 Church Street.

 FAX MULTI TX REPORT

JOB NO. 4092
 DEPT. ID 4717
 PGS. 4

TX INCOMPLETE 916416847834
 TRANSACTION OK 916606271885
 916416823269
 ERROR 916416828482

Ottumwa Courier
 KTVO
 Ottumwa Waterworks
 Tom FM



CITY OF
 OTTUMWA

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TX REPORT

JOB NO. 4092
DEPT. ID 4717
ST. TIME 12/01 10:25
SHEETS 4
FILE NAME

TX INCOMPLETE 916416847834
TRANSACTION OK 916606271885
916416823269
ERROR 916416828482

Ottumwa Courier
KTVO
Ottumwa Waterworks
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FAX NO: 641-683-0613 PHONE NO: 641-683-0620

MEMO: Tentative Agenda for the Regular City Council Meeting #31 to be held on 12/5/2023 at 5:30 P.M. at Bridge View Center, 102 Church Street.

OTTUMWA CITY COUNCIL MINUTES

Item No. B.-1.

REGULAR MEETING NO. 29
Bridge View Center, 102 Church St.

November 21, 2023
5:30 O'Clock P.M.

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

Judge Daily provided Bill Hoffman, Jr. Oath of Office for City Council Seat.

Present were Council Member McAntire, Pope, Roe, Galloway, Hoffman and Mayor Johnson.

Galloway moved, seconded by Roe to approve consent agenda items: Mins. from Regular Mtg. No. 28 on Nov. 7, 2023 as presented; Res. No. 191-2023, fixing Dec. 5, 2023 as date for public hearing for the purpose of considering revisions to 2021 International Fire Code as adopted by City of Ottumwa in Sept. 2022; Beer and/or liquor applications for: Benchwarmers Eatery & Sports Lounge with osa, 2209 Roemer; Fine Liquor & Tobacco, 819B Albia Rd.; Godfrey's Ale House, 2513 Northgate; all applications pending final inspections. All ayes.

McAntire moved, seconded by Pope to approve the Agenda as presented. All ayes.

Marc Roe, Executive Dir., Greater Ottumwa Partners in Progress, provided update.
Fred Zesiger, Dir., Main Street Ottumwa, provided quarterly update and SSMID Report.
Jacquelyn Pope, Chair, Ottumwa Human Rights Commission, provided stmt. on Middle East Conflict.
City Admin. Rath provided status of financial reporting of City Funds. Notice of resignation rec'd from Waseem Nisar on Nov. 20, 2023; Jessica Kinser will serve as Interim Finance Dir. until replacement is found.

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

This was the time, place and date set for a public hearing on proposal to lease certain real property at Ottumwa Reg. Airport to Anderson Row Crop Farms, LLC. J.D. Wheaton, Dir. of Airport Operations, reported four bids rec'd for lease of 510 acres. No objections rec'd. Galloway moved, seconded by Roe to close public hearing. All ayes.

Roe moved, seconded by McAntire that Res. No. 176-2023, approving and auth. lease of certain real property at Ottumwa Reg. Airport to Anderson Row Crop Farms, LLC, be passed and adopted. All ayes.

This was the time, place and date set for a public hearing approving plans, specs., form of contract and est. cost for Elm St. and Fellows Ave. Reconstruction Project. Philip Burgmeier, PW Dir., explained project. No objections rec'd. Pope moved, seconded by Roe to close public hearing. All ayes.

McAntire moved, seconded by Galloway that Res. No. 192-2023, approving plans, specs., form of contract and est. cost for Elm St. and Fellows Ave. Reconstruction Project, be passed and adopted. All ayes.

Hoffman moved, seconded by Galloway to approve Annual Urban Renewal Report for FY2023. Rath presented revised figures and not those represented in the pkt. Roe moved, seconded by Galloway to table this item until a revised report is presented for review. All ayes.

Roe moved, seconded by Galloway that Res. No. 186-2023, waiving the Right of Review for Chounlamany's Subdivision of Wapello County, IA, be passed and adopted. All ayes.

Galloway moved, seconded by Pope that Res. No. 187-2023, awarding contract for asbestos abatement of 903 Silk St. to Dan Laursen of Ottumwa, IA, for \$2,300, be passed and adopted. All ayes.

Roe moved, seconded by Galloway that Res. No. 188-2023, awarding contract for disposal and demolition of 442 S. Moore St. to Torres Construction of Ottumwa, IA for \$8,500, be passed and adopted. All ayes.

Galloway moved, seconded by McAntire that Res. No. 189-2023, awarding contract for asbestos abatement and demolition of 831 Lillian St. to Dan Laursen of Ottumwa, IA for \$4,000 for abatement and \$9,900 for demolition (total \$13,900), be passed and adopted. All ayes.

McAntire moved, seconded by Roe that Res. No. 190-2023, approving changes to Compensation Handbook, be passed and adopted. All ayes.

Roe moved, seconded by Galloway that Res. No. 193-2023, approving Change Order No. 1 and accepting work as final and complete for 2023 Street Crack Repair Program, be passed and adopted. Burgmeier reported CO#1 increases contract \$1,657.50; new contract sum \$48,457.50. All ayes.

McAntire moved, seconded by Pope that Res. No. 194-2023, approving purchase of equip. from Bert Gurney & Associates for WPCF Aeration System Improvements Project, be passed and adopted. Burgmeier reported cost \$56,235.25. All ayes.

Roe moved, seconded by Galloway that Res. No. 195-2023, approving Elm St. Lift Station Pump No. 1 Repairs for WPCF in the amt. \$33,131, be passed and adopted. Burgmeier reported cost to replace pump is estimated \$135,000; better to repair pump while we still can. All ayes.

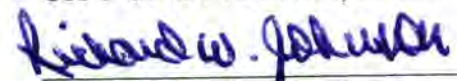
McAntire moved, seconded by Hoffman that Res. No. 196-2023, approving Barton Lift Station Pump Replacement for WPCF in the amt. \$26,256, be passed and adopted. Burgmeier reported this pump is no longer functioning and is obsolete. Parts to repair cannot be sourced. All ayes.

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

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

Adjournment was at 7:02 P.M.

CITY OF OTTUMWA, IOWA



Richard W. Johnson, Mayor

ATTEST:


Christina Reinhard, CMC, City Clerk

Published in the Ottumwa Courier on 12/02/2023.

OTTUMWA CITY COUNCIL MINUTES

SPECIAL MEETING NO. 30
Room 8B – Depot Conference Room

November 27, 2023
1:00 O'Clock P.M.

The meeting was called to order at 1:00 P.M.

Present were Council Member Pope, Roe, Hoffman, McAntire and Mayor Johnson. Council Member Galloway was present via telephone.

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


Galloway moved, seconded by Roe to remove the item from the table for council action. All ayes.

Roe moved, seconded by McAntire to Approve Annual Urban Renewal Report for FY2023. City Admin. Rath reported this contains all corrected information that is reported to the state. All ayes.

There being no further discussion, Roe moved, seconded by Pope that the mtg. adjourn. All ayes.

Adjournment was at 1:10 P.M.

CITY OF OTTUMWA, IOWA


Richard W. Johnson, Mayor

ATTEST:


Christina Reinhard, CMC, City Clerk

Published in the Ottumwa Courier on 12/02/2023.



December 6, 2023

TO: Ottumwa City Council Members

FROM: Richard W. Johnson, Mayor

SUBJECT: APPOINTMENT TO CITY BOARDS AND/OR COMMISSIONS

Recommend appointment to the Ottumwa Water Works Board, term to expire 07/22/2028 due to a vacancy.

Buddy Kelly
2214 Samantha

received
10.16.23 2:30pm

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:

Waterworks board of trustees

Name: Bekky J Kelley Telephone: 641-777-9059

Email: (optional) bkelly32084@gmail.com

Address: 2214 Samantha ZIP: 52501

Business: Motor Clinic Telephone: 641-777-9059

Address: 2214 Samantha ZIP: 52501

Date Available for Appointment Anytime E-Mail: bkelly32084@gmail.com

Present occupation: Mechanic

Previous Employment: Mechanic

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).

This will be my first experience, looking to make a positive difference.

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

Certified Auto Mechanic

Personal:

(Have you ever worked for the City of Ottumwa?)

Yes _____ No X

(If yes, please list dates and names of departments)

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

Yes _____ No X

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?

Knowledge of the Des Moines River, and tributaries north of Ottumwa.

Lifelong resident. Successfully ran small business 15 years.

2. What do you see as the objectives and goals of the advisory body to which you seek appointment?

Maintaining a budget and supplying citizens with clean quality water. Also ensure transparency and keep open communication with the City of Ottumwa and its citizens.

3. How would you help achieve these objectives and goals? What special qualities can you bring to the advisory body?

Dedicate my time and knowledge to help provide positive insight to better the community. Through teamwork and research, and community outreach,

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


Signature

10-16-2023
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

**YOUTH BOARD
MEMBER APPLICANT ONLY**

Name of School

Year

**HUMAN RIGHTS COMMISSION
MEMBER APPLICANT ONLY**

The Human Rights Commission seeks to model service leadership and respect in its work with Commission members and the community. List your experience working on diverse teams, public bodies, or committees, and skills related to intergroup dialogues and team building with diverse communities:



One of the goals of the City Council is to balance advisory board appointments with respect to areas of expertise, advocacy experience, community involvement, profession, education, race, creed, ethnicity, color, sex, sexual orientation, gender identity, national origin, age, religion, disability and geographic identification. Addressing any or all of these factors in your application will help the Mayor and City Council assess your application.

OPTIONAL

The following information is desirable but not required for appointment. Please complete any of the information requested below to the best of your knowledge. Failure to fill in any or all of the information does NOT disqualify applicants from consideration.

Areas of expertise	<u>Anything Mechanical</u>
Advocacy experience	<u>Current involvement with Hydro</u>
Community involvement	<u>Current involvement with Hydro</u>
Current profession	<u>Mechanic</u>
Highest level of education	<u>12</u>
Race	<u>Caucasian</u>
Creed	<u>Conservative</u>
Ethnicity	<u>middle class</u>
Color	<u>white</u>
Sex	<u>Male</u>
Sexual orientation	<u>heterosexual</u>
Gender identity	<u>male</u>
National origin	<u>America</u>
Age	<u>39</u>
Religion	<u>Christian</u>
Disability	<u>None</u>

OTTUMWA CIVIL SERVICE COMMISSION

POLICE OFFICER – Entrance Eligibility List

1. Quincy Collier *Certified Ofc. In IA

Certified November 22, 2023

OTTUMWA CIVIL SERVICE COMMISSION

Ed Wilson, Chairman
Ann Youngman
Amy Gardner

CITY OF OTTUMWA

Staff Summary

**** ACTION ITEM ****

Council Meeting of: Dec 5, 2023

Philip Rath

Prepared By

Administration

Department

Department Head



City Administrator Approval

AGENDA TITLE: Set December 19, 2023 at 5:30 PM for a Public Hearing for
Continuation of Support and Financial Commitment for the Main Street
Ottumwa Program for 2024-2027

Public hearing required if this box is checked.

RECOMMENDATION: Set December 19, 2023 as the date and 102 Church Street as the
location for a public hearing to consider the continuing support of
the Main Street Ottumwa Program

DISCUSSION: In 2006 the City was selected to participate in the Main Street Iowa
program and entered into a program agreement with the Iowa Economic
Development Authority (IEDA). Continuation in this program requires an
agreement stating the ongoing public and financial support from the City.
The new agreement covers four calendar years, which requires a public
hearing of the City Council prior to consideration and possible approval.

Source of Funds:

Budgeted Item: Budget Amendment Needed:

11.28.23 3467

Item No. B.-5.

CITY OF OTTUMWA Staff Summary


**** ACTION ITEM ****

Council Meeting of: 12/5/2023

JD Wheaton
Prepared By

Airport
Department

JD Wheaton
Department Head


Philip Rath
City Administrator Approval

AGENDA TITLE: Resolution # 200-2023 setting the date of December 19th, 2023 as the date of a Public Hearing for the Lease Agreement of property at the Ottumwa Regional Airport with Dr.Pepper Snapple Group.

RECOMMENDATION:
Pass and adopt Resolution # 200-2023

DISCUSSION:
Lessee is granted the option to renew the current lease at the end of the initial term for Three (3) additional Five (5) year terms on the same terms and conditions set forth herein. The current Lease Agreement is going to end the last day of December, 2023.

Source of Funds: N/A Budgeted Item: No Budget Amendment Needed: N/A

*** NOTE: Staff Summaries will not be accepted for inclusion on the agenda without prior approval from the City Administrator. ***

Chris Reinhard

From: Chris Reinhard
Sent: Monday, November 27, 2023 3:50 PM
To: legals@ottumwacourier.com; Traci Counterman
Cc: JD Wheaton
Subject: PH Notice - Dr Pepper Snapple Group

Importance: High

Traci –

Please publish the below notice on Tuesday, December 5, 2023.

NOTICE OF PUBLIC HEARING OF THE CITY COUNCIL OF THE CITY OF OTTUMWA IN THE STATE OF IOWA,
ON THE MATTER OF THE PROPOSAL TO LEASE CERTAIN REAL PROPERTY AT THE OTTUMWA REGIONAL
AIRPORT TO DR PEPPER SNAPPLE GROUP

PUBLIC NOTICE is hereby given that the Council of the City of Ottumwa in the State of Iowa, will hold a public hearing on December 19, 2023, at 5:30 p.m. in the Council Chambers, City Hall, 105 E. Third St., Ottumwa, Iowa, at which meeting the Council proposes to take action on the proposal to lease interests in real property to Dr Pepper Snapple Group, pursuant to the terms and conditions of the proposed lease agreement. The real property proposed to be leased is locally known as the Ottumwa Regional Airport and is legally described as follows:

a parcel of land 110 feet by 604 feet totaling 1.525 acres of land bounded by on three sides by the NW ROW of 5th St., SE ROW of 6th St., and SW ROW of 1st Ave. located at the OTTUMWA REGIONAL AIRPORT

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

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

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

Dated this 5th day of December 2023.

Christina Reinhard

City Clerk, City of Ottumwa in the State of
Iowa

This message is addressed to more than one committee / council member. To avoid the potential for Open Meeting violation, please do NOT use REPLY ALL to respond to this message.

Chris Reinhard, CMC
City Clerk

City of Ottumwa
105 E Third Street
Ottumwa, IA 52501
Phone: 641-683-0620
Fax: 641-683-0613

ITEM TO INCLUDE ON AGENDA

CITY OF OTTUMWA, IOWA

December 5, 2023

5:30 p.m.

- Resolution fixing date for a public hearing on the proposal to lease certain real property at the Ottumwa Regional Airport to Dr Pepper Snapple Group, and providing for publication of notice thereof

IMPORTANT INFORMATION

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

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

December 5, 2023

The City Council of the City of Ottumwa in the State of Iowa, met in regular session, in the Council Chambers, City Hall, 105 E. Third St., Ottumwa, Iowa at 5:30 p.m., on the above date. There were present Mayor Johnson in the chair, and the following named Council Members:

Marc Roe, Cara Galloway, Bill Hoffman, Jr., Doug McAntire

Absent: Sandra Pope

Vacant: None

* * * * *

Council Member Galloway then introduced the following proposed Resolution entitled "RESOLUTION FIXING DATE FOR A PUBLIC HEARING ON THE PROPOSAL TO LEASE CERTAIN REAL PROPERTY AT THE OTTUMWA REGIONAL AIRPORT TO DR PEPPER SNAPPLE GROUP", and moved that the same be adopted. Council Member Hoffman seconded the motion to adopt. The roll was called, and the vote was:

AYES: Roe, Galloway, Hoffman, McAntire

NAYS: (Absent) Pope

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

RESOLUTION NO. 200-2023

RESOLUTION FIXING DATE FOR A PUBLIC HEARING ON THE
PROPOSAL TO LEASE CERTAIN REAL PROPERTY AT THE OTTUMWA
REGIONAL AIRPORT TO DR PEPPER SNAPPLE GROUP

WHEREAS, the City Council of the City of Ottumwa (the "City") has received a proposal from Dr Pepper Snapple Group (the "Tenant"), to lease 1.525 acres at the Ottumwa Regional Airport for the purpose of operating a truck staging lot; and

WHEREAS, the lease term shall be five years, with the option to extend for two additional five year terms; and

WHEREAS, the real property proposed to be leased to the Tenant under the Agreement is legally described as follows:

a parcel of land 110 feet by 604 feet totaling 1.525 acres of land bounded by on three sides by the NW ROW of 5th St., SE ROW of 6th St., and SW ROW of 1st Ave. located at the OTTUMWA REGIONAL AIRPORT

(the "Property"); and

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

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

Section 1. That this Council meet in the City Hall, at 5:30 p.m. on December 19, 2023, for the purpose of taking action on the matter of the proposal to lease interests in real property to Dr Pepper Snapple Group pursuant to the terms and conditions of the proposed lease agreement.

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

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

(One publication required)

NOTICE OF PUBLIC HEARING OF THE CITY COUNCIL OF THE CITY OF
OTTUMWA IN THE STATE OF IOWA, ON THE MATTER OF THE
PROPOSAL TO LEASE CERTAIN REAL PROPERTY AT THE OTTUMWA
REGIONAL AIRPORT TO DR PEPPER SNAPPLE GROUP

PUBLIC NOTICE is hereby given that the Council of the City of Ottumwa in the State of Iowa, will hold a public hearing on December 19, 2023, at 5:30 p.m. in the Council Chambers, City Hall, 105 E. Third St., Ottumwa, Iowa, at which meeting the Council proposes to take action on the proposal to lease interests in real property to Dr Pepper Snapple Group, pursuant to the terms and conditions of the proposed lease agreement. The real property proposed to be leased is locally known as the Ottumwa Regional Airport and is legally described as follows:

a parcel of land 110 feet by 604 feet totaling 1.525 acres of land bounded by on three sides by the NW ROW of 5th St., SE ROW of 6th St., and SW ROW of 1st Ave. located at the OTTUMWA REGIONAL AIRPORT

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

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

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


Dated this 5th day of December 2023.

Christina Reinhard

City Clerk, City of Ottumwa in the State of
Iowa


(End of Notice)

PASSED AND APPROVED this December 5, 2023.



Mayor

ATTEST:



City Clerk

CERTIFICATE

STATE OF IOWA

)

) SS

COUNTY OF WAPELLO

)

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

WITNESS my hand and the seal of the Council hereto affixed this 5th day of December, 2023.

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



received
11.28.23 345pm

Item No. B.-6.

CITY OF OTTUMWA Staff Summary

**** ACTION ITEM ****

Council Meeting of: 12/5/2023

JD Wheaton
Prepared By

Airport
Department

JD Wheaton
Department Head

Philip Rath
City Administrator Approval

AGENDA TITLE: Resolution # 201-2023 setting the date of December 19th, 2023 as the date of a Public Hearing for the approval of a Lease Agreement with The American Bottling Company.

RECOMMENDATION:

Pass and adopt Resolution # 201-2023

DISCUSSION:

Lessee is granted the option to renew the current lease at the end of the initial term for Three (3) additional Five (5) year terms on the same terms and conditions set forth herein. The current Lease Agreement is going to end the last day of December, 2023.

Source of Funds:
N/A

Budgeted Item
No

Budget Amendment Needed: N/A

*** NOTE: Staff Summaries will not be accepted for inclusion on the agenda without prior approval from the City Administrator. ***

Chris Reinhard

From: Chris Reinhard
Sent: Monday, November 27, 2023 3:50 PM
To: legals@ottumwacourier.com; Traci Counterman
Cc: JD Wheaton
Subject: PH Notice - American Bottling Company

Importance: High

Traci-

I have two separate PH notices that I'm sending over to you for the Airport. They can both run on the same day though. Let me know if you have any questions.

Please publish the below notice on Tuesday, December 5, 2023.

NOTICE OF PUBLIC HEARING OF THE CITY COUNCIL OF THE CITY OF OTTUMWA IN THE STATE OF IOWA,
ON THE MATTER OF THE PROPOSAL TO LEASE CERTAIN REAL PROPERTY AT THE OTTUMWA REGIONAL
AIRPORT TO THE AMERICAN BOTTLING COMPANY

PUBLIC NOTICE is hereby given that the Council of the City of Ottumwa in the State of Iowa, will hold a public hearing on December 19, 2023, at 5:30 p.m. in the Council Chambers, City Hall, 105 E. Third St., Ottumwa, Iowa, at which meeting the Council proposes to take action on the proposal to lease interests in real property to The American Bottling Company, pursuant to the terms and conditions of the proposed lease agreement. The real property proposed to be leased is locally known as the Ottumwa Regional Airport and is legally described as follows:

Lot 2 of Ottumwa Airport Subdivision No. 6 to the City of Ottumwa, Wapello County, Iowa.

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

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

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

Dated this 5th day of December 2023.

Christina Reinhard

City Clerk, City of Ottumwa in the State of
Iowa

This message is addressed to more than one committee / council member. *To avoid the potential for Open Meeting violation, please do NOT use REPLY ALL to respond to this message.*

Chris Reinhard, CMC
City Clerk
City of Ottumwa
105 E Third Street
Ottumwa, IA 52501
Phone: 641-683-0620
Fax: 641-683-0613

ITEM TO INCLUDE ON AGENDA

CITY OF OTTUMWA, IOWA

December 5, 2023

5:30 p.m.

- Resolution fixing date for a public hearing on the proposal to lease certain real property at the Ottumwa Regional Airport to The American Bottling Company, and providing for publication of notice thereof

IMPORTANT INFORMATION

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

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

December 5, 2023

The City Council of the City of Ottumwa in the State of Iowa, met in regular session, in the Council Chambers, City Hall, 105 E. Third St., Ottumwa, Iowa at 5:30 p.m., on the above date. There were present Mayor Johnson in the chair, and the following named Council Members:

Marc Roe, Cara Galloway, Bill Hoffman, Jr., Doug McAntire

Absent: Sandra Pope

Vacant: None

* * * * *

Council Member Galloway then introduced the following proposed Resolution entitled "RESOLUTION FIXING DATE FOR A PUBLIC HEARING ON THE PROPOSAL TO LEASE CERTAIN REAL PROPERTY AT THE OTTUMWA REGIONAL AIRPORT TO THE AMERICAN BOTTLING COMPANY", and moved that the same be adopted. Council Member Hoffman seconded the motion to adopt. The roll was called, and the vote was:

AYES: Roe, Galloway, Hoffman, McAntire

NAYS: (Absent) Pope

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

RESOLUTION NO. 201-2023

RESOLUTION FIXING DATE FOR A PUBLIC HEARING ON THE
PROPOSAL TO LEASE CERTAIN REAL PROPERTY AT THE OTTUMWA
REGIONAL AIRPORT TO THE AMERICAN BOTTLING COMPANY

WHEREAS, the City Council of the City of Ottumwa (the "City") has received a proposal from The American Bottling Company (the "Tenant"), to lease 0.63 acres at the Ottumwa Regional Airport for the purpose of operating a pretreatment waste water facility; and

WHEREAS, the lease term shall be five years, with the option to extend for two additional five year terms; and

WHEREAS, the real property proposed to be leased to the Tenant under the Agreement is legally described as follows:

Lot 2 of Ottumwa Airport Subdivison No. 6 to the City of Ottumwa, Wapello
County, Iowa.

(the "Property"); and

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

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

Section 1. That this Council meet in the City Hall, at 5:30 p.m. on December 19, 2023, for the purpose of taking action on the matter of the proposal to lease interests in real property to The American Bottling Company, pursuant to the terms and conditions of the proposed lease agreement.

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

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

(One publication required)

NOTICE OF PUBLIC HEARING OF THE CITY COUNCIL OF THE CITY OF
OTTUMWA IN THE STATE OF IOWA, ON THE MATTER OF THE
PROPOSAL TO LEASE CERTAIN REAL PROPERTY AT THE OTTUMWA
REGIONAL AIRPORT TO THE AMERICAN BOTTLING COMPANY

PUBLIC NOTICE is hereby given that the Council of the City of Ottumwa in the State of Iowa, will hold a public hearing on December 19, 2023, at 5:30 p.m. in the Council Chambers, City Hall, 105 E. Third St., Ottumwa, Iowa, at which meeting the Council proposes to take action on the proposal to lease interests in real property to The American Bottling Company, pursuant to the terms and conditions of the proposed lease agreement. The real property proposed to be leased is locally known as the Ottumwa Regional Airport and is legally described as follows:

Lot 2 of Ottumwa Airport Subdivison No. 6 to the City of Ottumwa, Wapello County, Iowa.

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

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

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

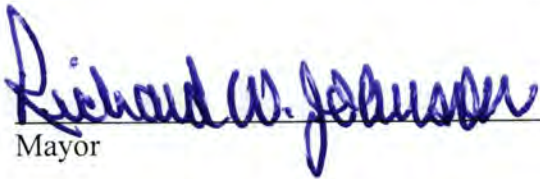
Dated this 5th day of December 2023.

Christina Reinhard

City Clerk, City of Ottumwa in the State of
Iowa

(End of Notice)

PASSED AND APPROVED this December 5, 2023.



Mayor

ATTEST:



City Clerk

CERTIFICATE

STATE OF IOWA

)

) SS

COUNTY OF WAPELLO

)

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

WITNESS my hand and the seal of the Council hereto affixed this 5th day of December, 2023.

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

received
12-1-23 10AM

Item No. B.-7.

CITY OF OTTUMWA
Staff Summary

**** ACTION ITEM ****

Council Meeting of : Dec 5, 2023

Planning & Development
Department

Jake Rusch
Prepared By
Zach Simonson
Department Head

Pp Rk
City Administrator Approval

AGENDA TITLE: Resolution No. 207 - 2023, a resolution setting December 19th, 2023 as the date of a Public Hearing on the disposition of City owned property located at 129 McLean.

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

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

RECOMMENDATION: Pass and adopt Resolution No. 207- 2023

DISCUSSION: The City owns a vacant lot at 129 N McLean. An individual is interested in purchasing this lot. The proposal will be brought to the December 19th, 2023 City Council meeting.

Source of Funds:

Budgeted Item: Budget Amendment Needed:

RESOLUTION No. 207 - 2023

A RESOLUTION SETTING DECEMBER 19TH, 2023 AS THE DATE OF A PUBLIC HEARING ON THE DISPOSITION OF CITY OWNED PROPERTY LOCATED AT 129 N MCLEAN STREET

WHEREAS, the City of Ottumwa, is the present title holder to the property legally described as MAJOR & DIBBLES ADD NE 1/2 LOT 11 EX SW 41.08 City of Ottumwa, Wapello County, Iowa, also known as 129 N McLean Street; and

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

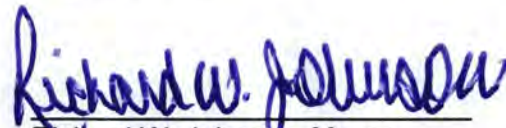
WHEREAS, the City will dispose of the property to the interested party.

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

That the 19th day of December 2023 at 5:30 PM at the City Council meeting located at 102 Church Street in the City of Ottumwa, Iowa, be and the same is hereby fixed as the time, date and place for a public hearing on the notice of intent to dispose of real property legally described above to the interested party and the City Clerk is authorized and directed to publish notice of said public hearing as provided by law.

PASSED AND ADOPTED this 5th day of December 2023.

City of Ottumwa, Iowa


Richard W. Johnson, Mayor

ATTEST:



Christina Reinhard, City Clerk



Petition No.: 5099-2023

Petitioner Information:

Name: JMH Enterprises, LLC

Address: 1104 E. Franklin St., Bloomfield, IA 52537

Phone Number: _____ Petition contains the required number of signatures

Summary of Petition:

Purchase city owned vacant lot at 129 North McLean Street for \$500. Property is too small to be a buildable lot; owns 121 North McLean which is two lots over from this one. States intended use of lot is for parking.

1. Engineering Department Approve Deny AB
Comments: _____ Date 10-6-23 Dept. Initials Required

2. Plan/Zoning/Dev. Department Approve Deny ZS
Comments: OFF-STREET PARKING APPROVED IN C-1. ALL PARKING ON PAVED SURFACE SUBJECT TO BUFFER, LANDSCAPE, SCREENING & ENGINEERING REQUIREMENTS Date 10/6/23 Dept. Initials Required

3. Health Department Approve Deny ZS
Comments: _____ Date 10/6/23 Dept. Initials Required

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



CITY OF
OTTUMWA

Petition No.: 5099-2023

Petitioner Information:

Name: JMH Enterprises, LLC

Address: 1104 E. Franklin St., Bloomfield, IA 52537

Phone Number: _____ Petition contains the required number of signatures

Summary of Petition:

Purchase city owned vacant lot at 129 North McLean Street for \$500. Property is too small to be a buildable lot; owns 121 North McLean which is two lots over from this one. States intended use of lot is for parking.

1. Engineering Department Approve Deny _____

Comments: _____ Date _____ Dept. Initials Required _____

2. Plan/Zoning/Dev. Department Approve Deny ZS

Comments: _____ Date 10/6/23 Dept. Initials Required _____

OFF-STREET PARKING APPROVED USE IN (-1) ALL PARKING ON PAVED SURFACE SUBJECT TO BUFFER, LANDSCAPE, SCREENING & ENGINEERING REQUIREMENTS

3. Health Department Approve Deny ZS

Comments: _____ Date 10/6/23 Dept. Initials Required _____

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



CITY OF
OTTUMWA

Petition No.: 5099-2023

Petitioner Information:

Name: JMH Enterprises, LLC

Address: 1104 E. Franklin St., Bloomfield, IA 52537

Phone Number: _____ Petition contains the required number of signatures.

Summary of Petition:

Purchase city owned vacant lot at 129 North McLean Street for \$500. Property is too small to be a buildable lot; owns 121 North McLean which is two lots over from this one. States intended use of lot is for parking.

1. Engineering Department Approve Deny _____

Comments: Date Dept. Initials Required

2. Plan/Zoning/Dev. Department Approve Deny _____

Comments: Date Dept. Initials Required

3. Health Department Approve Deny _____

Comments: Date Dept. Initials Required

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



Address: 129 N MC LEAN
PIN: 00741365006000
Owner: LA POINT, TIM
Class: Residential

Pet # 5099



CITY OF

OTTUMWA

received
10.5.2023

Revised 6-30-2021

PURCHASE OFFER FORM FOR CITY OWNED PROPERTY

Check which type of property you want to purchase.

- Vacant Lot Are you a not for profit? _____
Do you own property next to the lot? 1 Lot away
- Building Has the City owned the property for more than 5 years? _____
Are you a not for profit that builds housing? _____
Are you an Ottumwa School District? _____

Address or legal description of the property 129 North McLean Street

Buyers Name, address and phone number JMH Enterprises, LLC
1104 E. Franklin Street, Bloomfield, IA 52537

Dollar amount of the offer \$500.00

If you are purchasing a building do you plan to renovate or demolish it? Non-Buildable Lot

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

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

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

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

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



CITY OF
OTTUMWA

Vacant lot deposits are \$100 for lots \$500 and over and \$50 for lots under \$500. The deposit may be in the form of cash or check made payable to the City of Ottumwa. The deposit will be applied toward the total purchase and conveyance cost of the property if the buyer completes the purchase. The deposit will be forfeited in the event the buyer withdraws an offer or does not complete the property purchase upon approval of the City Council.

If the building is to be rehabilitated, the buyer will submit a 6 month repair plan to the Health Department within 30 days of purchasing the building. If the building is to be demolished, the buyer will complete demolition within 90 days of the purchase. All buildings and lots are transferred by quit claim deed and buyers will pay all costs of transfer including the cost of publishing the public hearing notice in the Ottumwa Courier, deed preparation and recording and any property taxes owed. Check with the Wapello County Treasurer regarding any property taxes owed. The schools will only pay the cost of publishing the public hearing notice and recording fee in addition to the \$1.00 offer.

Purchase of City owned property is subject to approval by the City Council and requires a public hearing that will be held prior to Council approval. In accordance with the Third Amended City Policy 42 – 2004, the City Council may consider modifying the minimum lot price if the buyer can demonstrate a reasonable expectation that a substantial cost will be incurred in preparing the lot for use. The City Clerk's Office will accept completed purchase offer forms and the required deposit during regular business hours at the address below.

The use of any property purchased shall be consistent with the zoning classification. In instances where legal use of the property pursuant to the zoning classification may be in conflict with existing adjacent and neighboring residential property, then certain other requirements may be imposed by the City for the use of the property. These requirements could include, but are not limited to, providing privacy fencing to screen neighboring properties, require lighting to be restricted and goods and merchandise stored outside to be on paved or asphalt surfaces. City properties may not be mined for soil, nor stripped of vegetative cover, trees, shrubs and other living material except where necessary for construction and redevelopment or to comply with City Code. Properties sold or used as green space will be maintained in a manner appropriate to the neighborhood and consistent with City Code.

Mail Offer to: Ottumwa City Clerk's Office
105 East Third Street
Ottumwa, Iowa 52501



CITY OF
OTTUMWA

To purchase a vacant lot complete the attached purchase offer form and submit it along with the required deposit to the City Clerk's Office, 105 E. Third Street, Ottumwa, Iowa 52501. The process to purchase a lot takes approximately 60 days. You will be notified by the City Clerk's Office once the City Council approves your offer.

There are separate bid packets for City owned houses and buildings. Bid packets are available on the second floor of City Hall or at www.ottumwa.us.



CITY OF
OTTUMWA

Sales Receipt

Date	Sale No.
10/5/2023	95693

Sold To
JMH, LLC Marion Husted 46 Swartz Dr. Ottumwa, IA 52501

City of Ottumwa
105 E Third St
Ottumwa, IA 52501

Check No.	Payment Method	Project
5412	Check	

Item	Description	Amount
001-000-4800	129 N. McLean St. - Sale of Real Estate <i>Ret# 5099-2023</i>	500.00
Total		\$500.00

Phone: 641.683.0600
Fax: 641.683.0613
www.cityofottumwa.com

received
12-1-23 10AM

Item No. B.-8.

CITY OF OTTUMWA
Staff Summary

**** ACTION ITEM ****

Council Meeting of : Dec 5, 2023

Planning & Development
Department

Jake Rusch
Prepared By
Zach Simonson
Department Head

[Signature]
City Administrator Approval

AGENDA TITLE: Resolution No. 208 - 2023, a resolution setting December 19th, 2023 as the date of a Public Hearing on the disposition of City owned property located at Lot 214 Morris Street.

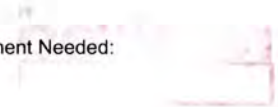
 ****Public hearing required if this box is checked.**** ***The Proof of Publication for each Public Hearing must be attached to this Staff Summary. If the Proof of Publication is not attached, the item will not be placed on the agenda.***

RECOMMENDATION: Pass and adopt Resolution No. 208- 2023

DISCUSSION: The City owns a vacant lot at Lot 214 Morris Street. An individual is interested in purchasing this lot. The proposal will be brought to the December 19th, 2023 City Council meeting.

Source of Funds:

Budgeted Item: Budget Amendment Needed:



RESOLUTION No. 208 - 2023

A RESOLUTION SETTING DECEMBER 19TH, 2023 AS THE DATE OF A PUBLIC HEARING ON THE DISPOSITION OF CITY OWNED PROPERTY LOCATED AT LOT 214 MORRIS STREET

WHEREAS, the City of Ottumwa, is the present title holder to the property legally described as JEFFERSON PARK ADD LOT 214 City of Ottumwa, Wapello County, Iowa, also known as Lot 214 Morris Street; and

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

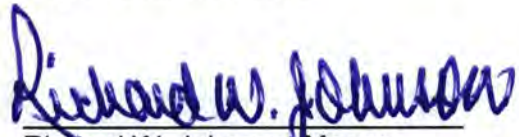
WHEREAS, the City will dispose of the property to the interested party.

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

That the 19th day of December 2023 at 5:30 PM at the City Council meeting located at 102 Church Street in the City of Ottumwa, Iowa, be and the same is hereby fixed as the time, date and place for a public hearing on the notice of intent to dispose of real property legally described above to the interested party and the City Clerk is authorized and directed to publish notice of said public hearing as provided by law.

PASSED AND ADOPTED this 5th day of December 2023.

City of Ottumwa, Iowa


Richard W. Johnson, Mayor

ATTEST:



Christina Reinhard, City Clerk



CITY OF
OTTUMWA

** Ready for Council*

Petition No.: 5097-2023

Petitioner Information:

Name: Ronland & Linda Davis

Address: 34 Cambridge Ct., Ottumwa, IA 52501

Phone Number: (641) 000-0000 Petition contains the required number of signatures.

Summary of Petition:

Purchase city owned vacant lot #214 on Morris St. located next to 719 Morris St. Offering \$250 for lot (if City owned more than 5 yrs). City has owned lot from 11/6/2018 [REDACTED] Paid \$50 deposit 7/28/23 #95128.

1. Engineering Department Approve Deny

Comments:

Date Dept. Initials
Required

2. Plan/Zoning/Dev. Department Approve Deny

Comments:

LESS THAN 50 FEET, NOT CORNER LOT SUITABLE FOR HOMES FOR SOWA

[Signature]
Date 10/6/23 Dept. Initials
Required

3. Health Department Approve Deny

Comments:

[Signature]
Date 10/6/23 Dept. Initials
Required

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



CITY OF
OTTUMWA

Petition No.: 5097-2023

Petitioner Information:

Name: Ronland & Linda Davis

Address: 34 Cambridge Ct., Ottumwa, IA 52501

Phone Number: (641) 000-0000 Petition contains the required number of signatures.

Summary of Petition:

Purchase city owned vacant lot #214 on Morris St. located next to 719 Morris St. Offering \$250 for lot (if City owned more than 5 yrs). City has owned lot from 11/6/2018 [REDACTED] [REDACTED]. Paid \$50 deposit 7/28/23 #95128.

1. Engineering Department Approve Deny _____
 Date Dept. Initials
 Required

Comments:

2. Plan/Zoning/Dev. Department Approve Deny RS
 Date 10/6/23 Dept. Initials
 Required

Comments:

LESS THAN 50 FEET, NOT CORNER LOT SUITABLE FOR HOMES FOR IOWA

3. Health Department Approve Deny RS
 Date 10/6/23 Dept. Initials
 Required

Comments:

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

Chris Reinhard

From: Zach Simonson
Sent: Friday, October 6, 2023 12:50 PM
To: Chris Reinhard; Phillip Burgmeier; Jake Rusch
Cc: Sherrie Jones
Subject: RE: Petition #5097-2023 - Davis, Roland - Purchase Lot 214 on Morris St.
Attachments: 1084_001.pdf

It's attached. The signed copy is in my box to go down today.

From: Chris Reinhard <reinhardc@ottumwa.us>
Sent: Friday, October 6, 2023 12:02 PM
To: Phillip Burgmeier <burgmeierp@ottumwa.us>; Zach Simonson <simonsonz@ottumwa.us>; Jake Rusch <ruschj@ottumwa.us>
Cc: Sherrie Jones <jonessh@ottumwa.us>
Subject: FW: Petition #5097-2023 - Davis, Roland - Purchase Lot 214 on Morris St.
Importance: High

All -

I'm following up on this Petition as I see it has not been resolved.
It has been approved by Engineering, but I don't show any other approvals

Please advise.

Thank-you.
Chris

From: Sherrie Jones <jonessh@ottumwa.us>
Sent: Tuesday, August 1, 2023 3:41 PM
To: Chris Reinhard <reinhardc@ottumwa.us>
Subject: Petition #5097-2023 - Davis, Roland - Purchase Lot 214 on Morris St.

FYI

This message and accompanying documents are covered by the Electronic Communications Privacy Act, 18 USC 2510-2521, and contain information intended for the specified individual(s) only. This information is confidential. If you are not the intended recipient or an agent responsible for delivering it to the intended recipient, you are hereby notified that you have received this document in error and that any review, dissemination, copying, or the taking of any action based on the contents of this information is strictly prohibited. If you have received this communication in error, please notify us immediately by e-mail, and delete the original message.

Chris Reinhard

From: Chris Reinhard
Sent: Friday, October 6, 2023 12:02 PM
To: Phillip Burgmeier; Zach Simonson; Jake Rusch
Cc: Sherrie Jones
Subject: FW: Petition #5097-2023 - Davis, Roland - Purchase Lot 214 on Morris St.
Attachments: Petitions - 7_28_2023 - #5097-2023 - Davis, Roland - Purchase Lot 214 on Morris St. next to 719.pdf

Importance: High

All –

I'm following up on this Petition as I see it has not been resolved.
It has been approved by Engineering, but I don't show any other approvals.

Please advise.

Thank-you.
Chris

From: Sherrie Jones <jonessh@ottumwa.us>
Sent: Tuesday, August 1, 2023 3:41 PM
To: Chris Reinhard <reinhardc@ottumwa.us>
Subject: Petition #5097-2023 - Davis, Roland - Purchase Lot 214 on Morris St.

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CITY OF
OTTUMWA

Petition No.: 5097-2023

Petitioner Information:

Name: Ronland & Linda Davis

Address: 34 Cambridge Ct., Ottumwa, IA 52501

Phone Number: (641) 000-0000 Petition contains the required number of signatures.

Summary of Petition:

Purchase city owned vacant lot #214 on Morris St. located next to 719 Morris St. Offering \$250 for lot (if City owned more than 5 yrs). City has owned lot from 11/6/2018 [REDACTED] [REDACTED] Paid \$50 deposit 7/28/23 #95128.

1. Engineering Department

Approve

Deny

08-08-2023

AB

Comments:

Date

Dept. Initials
Required

2. Plan/Zoning/Dev. Department

Approve

Deny

Comments:

Date

Dept. Initials
Required

3. Health Department

Approve

Deny

Comments:

Date

Dept. Initials
Required

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

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

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

Petition 5097-2023



CITY OF OTTUMWA

Revised 6-30-2021

PURCHASE OFFER FORM FOR CITY OWNED PROPERTY

Check which type of property you want to purchase.

Vacant Lot

Are you a not for profit? no

Do you own property next to the lot? yes

Building

Has the City owned the property for more than 5 years? no 11/6/2018

Are you a not for profit that builds housing? no

Are you an Ottumwa School District? yes

Address or legal description of the property LOT 214 on

Morris Street - next to 719 Morris

Buyers Name, address and phone number Beland David

34 Cambridge Ct. Ottumwa, IA

Dollar amount of the offer \$250

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

If you are purchasing a vacant lot, what is the intended use of the lot? Extend yard

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

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

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

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

\$95128
\$50
Deposit

Petition 5097-2023



CITY OF
OTTUMWA

Revised 6-30-2021

PURCHASE OFFER FORM FOR CITY OWNED PROPERTY

Check which type of property you want to purchase.

- Vacant Lot Are you a not for profit? no
Do you own property next to the lot? yes
 Building Has the City owned the property for more than 5 years? no 11/6/2018
Are you a not for profit that builds housing? no
Are you an Ottumwa School District? yes

Address or legal description of the property Lot 214 on

Morris Street - next to 719 Morris

Buyers Name, address and phone number Michael ^{Linda} Davis

34 Cambridge Ct - Ottumwa, IA

Dollar amount of the offer \$250

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

If you are purchasing a vacant lot, what is the intended use of the lot? Extend yard

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

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

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

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

\$95128
\$50
Deposit

received
11-20-23 1:30pm

CITY OF OTTUMWA
Staff Summary

**** ACTION ITEM ****

Council Meeting of: Dec 5, 2023

Chris Reinhard *CJR*

Prepared By

Pat Short

Department Head

Fire

Department

Pat Short

City Administrator Approval

AGENDA TITLE: Ordinance No. 3095-2016, an Ordinance Amending the City of Ottumwa's Fire Protection and Prevention Code by Amending Chapter 14 of the City of Ottumwa Municipal Code to Revert back to the 2015 Edition of the International Fire Code

Public hearing required if this box is checked.

RECOMMENDATION: Pass the first consideration of reverting back to Ordinance No. 3095-2016.

**REJECTED – ITEM TO BE PRESENTED DURING WORK SESSION
IN JANUARY 2024 TO KEEP 2021 INTERNATIONAL FIRE CODE
WITH AN AMENDMENT.**

DISCUSSION: Members of City Council have received some concern regarding the restrictiveness of the current code, Ordinance No. 3204-2022, that was adopted on September 6, 2022. This Ordinance adopted the 2021 version of the International Fire Code as the city's fire protection and prevention code. Council will take comment regarding the potential of repealing the Ordinance and reverting back to the previous version of the International Fire Code (2015) as the city's code. The 2015 version was originally adopted by City Council on July 19, 2016 (Ordinance No. 3095-2016). In addition, this Code (International Fire Code) is the minimum Code required by the State.

Source of Funds: N/A

Budgeted Item: Budget Amendment Needed: No

PLEASE PUBLISH NOVEMBER 28 2023

NOTICE OF PUBLIC HEARING ON ORDINANCE NO. 3204-2022 – AN ORDINANCE WHICH ADOPTED THE 2021 VERSION OF THE INTERNATIONAL FIRE CODE AS THE CITY’S FIRE PROTECTION AND PREVENTION CODE AND CONSIDER REPEALING AND REPLACING WITH THE PREVIOUS 2015 VERSION OF THE INTERNATIONAL FIRE CODE

TO WHOM IT MAY CONCERN:

Notice is hereby given that the City Council of the City of Ottumwa, Iowa, will hold a public hearing Tuesday, December 5, 2023 at 5:30 P.M. at the Bridge View Center located at 102 Church Street in the City of Ottumwa, Iowa on regarding the previous adoption of Ordinance 3204-2022, an ordinance adopting the 2021 version of the International Fire Code as the city’s fire protection and prevention code. Members of the City Council have received some concern regarding the restrictiveness of the current code and will take comment regarding the potential of repealing the ordinance and reverting back to the previous version of the International Fire Code (2015) as the city’s code. Copies of the 2015 version of the International Fire Code are available to view at the office of the City Clerk located at 210 West Main Street, Ottumwa, Iowa.

All persons interested in the ordinance are invited to be present at the above time and place on the date mentioned to present their objections to, or arguments for the ordinance. If you are unable to attend this meeting but have comments, written comments must be received no later than 4:30 p.m. December 5, 2023. Written comments may be addressed to: City of Ottumwa, 105 E. Third St., Ottumwa, IA 52501.

Dated this 28th day of November, 2023.

Christina Reinhard
City Clerk, City of Ottumwa, Iowa

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community

Public Notices

IN THE DISTRICT COURT OF IOWA, IN AND FOR WAPELLO COUNTY (JUVENILE DIVISION) IN THE INTEREST OF J.V.007387 & J.V.007388 M.C. DOB: 03/20/2021 & C.C. DOB: 08/19/2019 ORIGINAL NOTICE FOR PUBLICATION Minor Children. [232] TO: CHRISTOPHER DENHAM You are notified that there are now on file in the office of the clerk of court for Wapello County Petitions in case numbers J.V.007387 & J.V.007388, which pray for Child in Need of Assistance Findings. The Petitioner's attorney is Elizabeth K. Lee, Assistant Wapello County Attorney, and whose address is 219 North Court Street, Ottumwa, Iowa 52501. You are notified that there will be an Adjudicatory Hearing and Pretrial Conference on the petitions before the Iowa District Court for Wapello County (Juvenile Division) at the Courthouse in Ottumwa, Iowa on Tuesday, December 5, 2023 at 4:00 o'clock p.m. You may appear in person for this hearing, OR appear from your computer, tablet or smartphone please use the following link: <https://iowacourts.zoombgov.com/j/1601636634?pwd=bVtza2orSnpUaXJuUWwSnd-BZFdRdz09> Meeting ID: 160 163 6634 Dial by your location o +1 669 254 5252 US (San Jose) o +1 646 828 7666 US (New York) Meeting ID: 160 163 6634 Passcode: 623224 If you require the assistance of auxiliary aids or services to participate in court because of a disability, immediately call your district ADA coordinator at (641) 684-6502. (If you are hearing impaired, call Relay Iowa TTY at 1-800-735-2942.)

IN THE IOWA DISTRICT COURT IN AND FOR WAPELLO COUNTY COMMUNITY 1ST CREDIT UNION, Plaintiff, v. Case No. EOEQ113945 VICKI I. MURPHY, SPOUSE OF VICKI I. HARRELD, IF ANY, CREDIT BUREAU SERVICES OF IOWA, MIDLAND CREDIT MANAGEMENT, INC., STATE OF IOWA, AND PARTIES IN POSSESSION, TO THE ABOVE-NAMED DEFENDANTS: You are notified that a

Public Notices

the sale of said real estate to satisfy said judgment, interest, attorneys' fees and costs and for such other and further relief as may be just and equitable. The name and address of the attorney for the Plaintiff is John R. Webber, III. The attorney's phone number is 641-682-8326; facsimile number is 641-682-8329. You must serve a motion or answer on or before December 20, 2023, and within a reasonable time thereafter, file your motion or answer with the Clerk of Court for Wapello County, at the courthouse in Ottumwa, Iowa. If you do not, judgment by default may be rendered against you for the relief demanded in the petition. You are further notified that the above case has been filed in a county that utilizes electronic filing. Please see Iowa Court Rules Chapter 16 for information on electronic filing and Iowa Court Rules Chapter 16, division VI regarding the protection of personal information in court filings. If you require the assistance of auxiliary aids or services to participate in court because of a disability, immediately call your district ADA coordinator at (641)684-6502. (If you are hearing impaired, call Relay Iowa TTY at 1-800-735-2942)

IMPORTANT: YOU ARE ADVISED TO SEEK LEGAL ADVICE AT ONCE TO PROTECT YOUR INTERESTS. You must file your Appearance and Answer on the Iowa Judicial Branch eFile System, unless the attached Petition and Original Notice contains a hearing date for your appearance, or unless the court has excused you from filing electronically (see Iowa Court Rule 16.302). Register for the eFile System at www.iowacourts.state.ia.us/efile to file and view documents in your case and to receive notices from the court. For general rules and information on electronic filing, refer to the Iowa Rules of Electronic Procedure in chapter 16 of the Iowa Court Rules at www.legis.iowa.gov/docs/ACO/CourtRulesChapter16.pdf. Court filings are public documents and may contain personal information that should always be kept confidential. For the rules on protecting personal information, refer to Division VI of chapter 16 of the Iowa Court Rules and to the Iowa Judicial Branch website at www.iowacourts.gov/for-the-public/representing-yourself/protect-personal-information/. If you need assistance to participate in court due to a disability, call the disability access coordina-

Public Notices

Morgan, Chair; Bryan Ziegler, Vice Chair; Darren Batterson, Supervisor; Kelly Spurgeon, Auditor; Chad Drury, Ottumwa Courier; Danielle Weller, Deputy Auditor; Willena White, NOEL Insurance, Chair Morgan opened the meeting. Supervisor Batterson moved, seconded by Vice Chair Ziegler to approve the agenda. All ayes. Motion carried. Supervisor Batterson moved, seconded by Vice Chair Ziegler to approve minutes of November 14, 2023 Board Meeting. All ayes. Motion carried. SUPERVISOR moved, seconded by Vice Chair Ziegler to approve minutes of November 14, 2023 Board Meeting. All ayes. Motion carried. COUNCIL MEMBER DD#3 Christine Estla received Forty-five (45) votes. Doug Greenlee received One Hundred Fifty-five (155) votes. CANDIDATE TOTAL Two Hundred (200) votes. SCATTERING received Five (5) votes. TOTAL Two Hundred Five (205) votes. We therefore declare Doug Greenlee duly elected to the office of Mayor for the term of 2 years. Council Member-Eddyville James Sutton received One Hundred Ten (110) votes. Anthony Lettington (Write-In Candidate) received Sixty-seven (67) votes. Kellie Vroegh (Write-In Candidate) received Thirty-nine (39) votes. CANDIDATE TOTAL Two Hundred Sixteen (216) votes. SCATTERING received Forty-nine (49) votes. TOTAL Two Hundred Sixty-five (265) votes. We therefore declare James Sutton and Anthony Lettington duly elected to the office of Council Member for the term of 4 years. School Board Member-Cardinal Debb Kent received Three Hundred Thirty-six (336) votes. Devlin Rupe received Two Hundred Fifty-seven (257) votes. Trevor Brown received Two Hundred Seventy-three (273) votes. Andy Brainard received One Hundred Ninety-four (194) votes. Ryan Johnson received Two Hundred Eighty-three (283) votes. CANDIDATE TOTAL One Thousand Three Hundred Forty-three (1343) votes. SCATTERING received Thirteen (13) votes. TOTAL One Thousand Three Hundred Fifty-six (1356) votes. We therefore declare Debb Kent, Ryan Johnson and Trevor Brown duly elected to the office of School Board Member for the term of 4 years. School Board Member-EBF DD#4 Bruce Vroegh received Twenty-seven (27) votes. Tyrone Lobberecht received Thirty-six (36) votes. CANDIDATE TOTAL Sixty-three (63) votes. SCATTERING received Zero (0) votes. TOTAL Sixty-three (63) votes. We therefore declare Tyrone Lobberecht duly

Public Notices

four (1034) votes. CANDIDATE TOTAL One Thousand Thirty-four (1034) votes. SCATTERING received Seven (7) votes. TOTAL One Thousand Forty-one (1041) votes. We therefore declare Riley Sheetz duly elected to the office of Board Member DD#2 for the term of 4 years. Board Member-IHCC DD#3 Christine Estla received Two Thousand One Hundred Eighty-three (2183) votes. CANDIDATE TOTAL Two Thousand One Hundred Eighty-three (2183) votes. SCATTERING received Twenty-eight (28) votes. TOTAL Two Thousand Two Hundred Eleven (2211) votes. We therefore declare Christine Estla duly elected to the office of Board Member DD#3 for the term of 4 years. Board Member-IHCC DD#6 Kevin Crall received One Thousand Five Hundred Sixty-eight (1568) votes. CANDIDATE TOTAL One Thousand Five Hundred Sixty-eight (1568) votes. SCATTERING received Twenty-three (23) votes. TOTAL One Thousand Five Hundred Ninety-one (1591) votes. We therefore declare Kevin Crall duly elected to the office of Board Member DD#6 for the term of 4 years. Board Member-IHCC DD#7 Alan Wilson received One Thousand Two Hundred Ninety-seven (1297) votes. CANDIDATE TOTAL One Thousand Two Hundred Ninety-seven (1297) votes. SCATTERING received Forty-one (41) votes. TOTAL One Thousand Three Hundred Thirty-eight (1338) votes. We therefore declare Alan Wilson duly elected to the office of board member for the term of 4 years. Board Member-IHCC DD#9 Katie Nichols received One Thousand Eight (1008) votes. CANDIDATE TOTAL One Thousand Eight (1008) votes. SCATTERING received Six (6) votes. TOTAL One Thousand Fourteen (1014) votes. We therefore declare Katie Nichols duly elected to the office of Board Member DD#9 for the term of 4 years. Public Measure "UV" Summary: To adopt a Revenue Purpose Statement to authorize the expenditure of revenue from the State of Iowa Secure an Advanced Vision for Education Fund received by the Eddyville-Blakesburg-Fremont Community School District. For the question, there were: Three Hundred Ninety-eight (398) votes Against the question, there were: Ninety (90) votes Total Four Hundred Eighty-eight (488) votes. We therefore declare Public Measure "UV" to be adopted.

Public Notices

son moved, seconded by Vice Chair Ziegler to adjourn. All ayes. Motion carried. ATTEST: Kelly Spurgeon R. Brian Morgan, Chair Wapello County Auditor Board of Supervisors

NOTICE OF PUBLIC HEARING ON ORDINANCE NO. 3204-2022 - AN ORDINANCE WHICH ADOPTED THE 2021 VERSION OF THE INTERNATIONAL FIRE CODE AS THE CITY'S FIRE PROTECTION AND PREVENTION CODE AND CONSIDER REPEALING AND REPLACING WITH THE PREVIOUS 2015 VERSION OF THE INTERNATIONAL FIRE CODE TO WHOM IT MAY CONCERN: Notice is hereby given that the City Council of the City of Ottumwa, Iowa, will hold a public hearing Tuesday, December 5, 2023 at 5:30 P.M. at the Bridge View Center located at 102 Church Street in the City of Ottumwa, Iowa on regarding the previous adoption of Ordinance 3204-2022, an ordinance adopting the 2021 version of the International Fire Code as the city's fire protection and prevention code. Members of the City Council have received some concern regarding the restrictiveness of the current code and will take comment regarding the potential of repealing the ordinance and reverting back to the previous version of the International Fire Code (2015) as the city's code. Copies of the 2015 version of the International Fire Code are available to view at the office of the City Clerk located at 210 West Main Street, Ottumwa, Iowa. All persons interested in the ordinance are invited to be present at the above time and place on the date mentioned to present their objections to, or arguments for the ordinance. If you are unable to attend this meeting but have comments, written comments must be received no later than 4:30 p.m. December 5, 2023. Written comments may be addressed to: City of Ottumwa, 105 E. Third St., Ottumwa, IA 52501. Dated this 21st day of November, 2023. Christina Reinhard City Clerk, City of Ottumwa, Iowa

Ottumwa Community School Vendor Totals Report by Vendor 11/21/2023 1:37 PM 10/24/2023 Vendor Name Total 10-15 TRANSIT 625.00 3E 79.40 ABC STORAGE 125.00 ACCO BRANDS DIRECT 426.16 ACE GRAPHICS & PRINTING LLC 1,143.00 ACME TOOLS 1,349.99 AG PARTS WORLDWIDE INC 17,431.25 AHLERS AND COONEY, PC 3,292.00 AIR-

Public Notices

ACCT A3FTBAHKX5WHEW 35,467.35 AMERICAN BOTTLING CO 2,561.13 AMERICAN BUILDER SUPPLY INC 8,520.00 AMERICAN HOME FINDING ASSOC 8,400.00 AMERICAN UNION VENTURES INC 375.00 AMPLIFY 17,955.84 ANDERSON ERICKSON DAIRY CO 30,154.92 APPLE STORE 11,125.00 ARNOLD, CHAD 10.65 ASHBYS 150.00 AUDI NA HEARING INSTRUMENTS INC 123.00 AUREON COMMUNICATIONS 1,423.88 BAGLEY, TIFFANY 107.86 BAILEY OFFICE OUTFITTERS LLC 2,279.73 BAUER, HEATHER 36.45 BEACH OTTUMWA, THE 96.00 BELL, FRANKLIN 0.00 BELZER EQUIPMENT 79.80 BENNETT, OLIVIA 150.89 BERG, JOHN 130.79 BIOMETRIC SOLUTIONS LLC 400.00 BLAINE, WHITNEY 40.80 BLANK PARK ZOO 1,256.88 BLICK ART MATERIAL 893.00 BOBS CUSTOM TROPHIES INC 123.25 BP 21,557.97 BRADLEY, DESIREE 57.60 BRECKENRIDGE, BOB 80.00 BROWN, ERIKA 3.55 BRUGGEMAN, JAMIE 225.00 BSN SPORTS 18,537.67 BULLDOG EXPRESS LLC 25,179.00 C.H.MCGUINNESS CO INC 3,733.87 CAMEYO 10,836.00 CAPITAL ONE 3,316.80 CARROLL DISTRIBUTING 928.41 CASAS LWP LLC 2,000.00 CDW COMPUTER CENTERS INC 94.67 CENGAGE LEARNING 3,512.50 CENTER FOR LAW/CIVIC EDUCATION IOWA STATE BAR ASSOCIATION 200.00 CENTERVILLE HIGH SCHOOL 150.00 CENTRAL IOWA DISTRIBUTING 19,464.60 CHAMPION BOWL 7,500.00 CHANTHALAVANH, KOBY 20.00 CHROMEBOOK PARTS.COM 11,399.24 CHRONICLE OF HIGHER EDUCATION, THE 209.00 CINTAS 1,819.25 CL BARNHOUSE COMPANY 50.00 CLEARLY 190.55 CLUBS CHOICE 4,934.55 COLLEGE BOARD, THE 5,399.63 COLLEGE BOARD 4,985.00 COMFORT INN & SUITES EVENT CENTER 321.12 COMMERCIAL SANITATION INC 10,084.47 COMMITTEE FOR CHILDREN 312.00 CORPORATE MASTERCARD 8,538.24 CRESCENT ELECTRIC 310.23 CROWN AWARDS 236.49 CUTSPORTH, BRIAN 150.00 D&K PRODUCTS 8,435.55 DANNCO INC 6,703.45 DARTY WORLDWIDE LLC 1,513.49 DAVIDSON, MYCEL 8.55 DEATON, MELANIE 78.00 DEMCO 166.34 DENNER, ANNIE 79.35 DENTONS DAVIS BROWN PC 6,772.00

AN ORDINANCE AMENDING THE CITY OF OTTUMWA'S FIRE PROTECTION AND PREVENTION CODE BY AMENDING CHAPTER 14 OF THE CITY OF OTTUMWA MUNICIPAL CODE TO ADOPT THE 2021 EDITION OF THE INTERNATIONAL FIRE CODE

WHEREAS, the City Council of the City of Ottumwa, Iowa has determined that the City should adopt the 2021 edition of the *International Fire Code*, regulating and governing the safeguarding of life and property from fire and explosion hazards arising from the storage, handling and use of hazardous substances, materials and devices, and from conditions hazardous to life or property in the occupancy of buildings and premises in the City of Ottumwa.

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

SECTION 1. Section 14-29 of the municipal code of the City of Ottumwa is hereby amended by repealing Section 14-29 in its entirety and enacting the following in lieu thereof:

Sec. 14-29. Adoption of fire prevention code.

Pursuant to published notice and public hearing, as required by law, the city hereby adopts in full and incorporated by reference, except such portions as are hereinafter deleted, modified or added in section 14-31, the International Fire Code, 2021 edition, including all appendix chapters, published by the International Code Council, Inc. which is adopted periodically by the state. Said provisions thereof shall be controlling within the limits of the city; that an official copy of the said International Fire Code, 2021 edition, and a certified copy of this article (Ordinance No. _____), certifying the adoption of same and the effective date, is on file at the office of the city clerk and shall be kept available for public inspection and may be purchased from said city at the current price of said code as established by the publisher.

SECTION 2. Section 14-31 of the municipal code of the City of Ottumwa is hereby amended by repealing Section 14-31 in its entirety and enacting the following in lieu thereof:

Sec. 14-31. Amendments, modifications, additions and deletions.

The following amendments, modifications, additions and deletions to the International Fire Code are hereby made:

1. The following sections are deleted: 105.5.10, 105.5.12, 105.5.13, 105.5.15, 105.5.17, 105.5.19, 105.5.21, 105.5.25, 105.5.26, 105.5.27, 105.5.35, 105.5.36, 105.5.38, 105.5.39, 105.5.45, and 105.5.49.
2. A new Section 108.2.3 is added, as follows:

Section 108.2.3 – *Opening, expansion or relocation inspections.* A fire inspection is required before any new business can open for business or any existing business can open at or in a new location, expanded or enlarged location.

3. Section 112.4 is revised to read as follows:

Section 112.4 - *Violation penalties.* Any person who shall violate any of the provisions of this article or fail to comply with an order made there under, or who shall build in violation of any detailed statement of specifications or plans submitted and approved there under, or any certificate of permit issued there under, and from which no appeal has been taken, or who shall fail to comply with such order as affirmed or modified by chief of the bureau of fire prevention or by a court of competent jurisdiction within the time fixed herein, shall severally and for each and every such violation of non-compliance, respectively, be guilty of a misdemeanor, punishable by a fine not exceeding \$750.00. The imposition of one penalty for any violation shall not excuse the violation or permit it to continue; and all such persons shall be required to correct or remedy such violations and defects within a reasonable time; and when not otherwise specified, each ten days that prohibitive conditions are maintained shall constitute a separate offense.

4. Section 113.4 is revised to read as follows:

Section 113.4 - *Failure to comply.* A [Any] person who shall continue any work after having been served with a stop work order, except such work as that person is directed to perform to removed a violation or unsafe condition, shall be liable to a fine of not less than \$100.00 or more than \$750.00.

5. Section 307.1 is revised to add the following additional Exception:

Outdoor Cooking Fires - Outdoor cooking fires are defined as the burning of materials where fuel being burned is contained in manufactured outdoor fireplaces or grills used for food preparation and in accordance with this section. A permit is not required for outdoor cooking fires. Outdoor cooking fires shall be conducted within safe distances from buildings, structures and combustible materials. Fuel shall be limited to clean lumber, logs, propane, natural gas or charcoal.

6. Section 307.2 is deleted in its entirety and replaced with the following:

Section 307.2 - *Permit required.* A permit shall be obtained from the fire code official in accordance with section 105.6 prior to kindling a fire for recognized silvicultural, range or wildlife management practices, prevention or control of disease or pests, bonfire, construction clearing, disaster or storm damage removal by city request, other open burning permits allowed by adopted fire code. Application for such approval shall only be presented by and permits issued to the owner of the land upon which the fire is to be kindled, or company hired to conduct such open burning.

7. Section 307.3 is deleted in its entirety and replaced with the following:

Section 307.3 - *Extinguishment authority*. The fire code official, a member of the Ottumwa Fire Department, member of the Ottumwa Police Department or City of Ottumwa Building and Code Enforcement official is authorized to order the extinguishment by the responsible person or the fire department, of any burning that creates or adds to a hazardous or objectionable situation, or open burning that is objectionable because of smoke or odor emissions, or a required permit for open burning has not been obtained, or conditions of permit are not being followed.

8. Section 307.4.2 is deleted in its entirety and replaced with the following:

Section 307.4.2 - *Recreational Fires*. No permit shall be required for recreational fires. Recreational fires shall be limited to manufactured fire pit appliances, above or below ground fire pits protected by metal, stone, or concrete. Recreational fires shall be located at least 25 feet from any structure or combustible material. Recreational fires shall be limited to 3 feet or less in diameter and 2 feet or less in height. Burning material shall be limited to clean dry wood or commercial fireplace logs. Recreational fires shall be limited to between the hours of 11:00 am and 11:00 pm.

9. Section 307.4.3 is deleted in its entirety and replaced with the following:

Section 307.4.3 - *Portable or approved by fire code official permanent outdoor fireplaces*. Portable or permanent outdoor fireplaces shall be used in accordance with the manufacturer's instructions and the following:

1. Only fire wood that is dry can be used.
2. Constantly attended by an adult.
3. An approved method of extinguishment is present during use.
4. Must not be operated within 15 feet of a structure or combustible material

10. Section 307.4.4 is revised to read as follows:

Section 307.4.4 - *Leaves*. Leaves are defined as leaves and twigs smaller than one inch in diameter and two feet in length. Open burning of leaves shall be permitted on Wednesdays and Saturdays between 10:00 a.m. and 9:00 p.m., April 1 through April 30 and November 1 through November 30. A permit is not required for burning of leaves.

11. A new Section 307.4.5 is added, as follows:

Section 307.4.5 - *Outdoor wood fired boilers*. Outdoor wood fired boilers are defined as a variant of the classic wood stove adapted for set-up outdoors while still transferring the heat to interior buildings. These appliances shall be used in accordance with the manufacturer's instructions and the following:

1. Only fire wood that is dry can be used.

2. Must not be operated within 15 feet of a structure or combustible material
3. Must not emit objectionable smoke that may be considered a nuisance.

12. A new Section 405.2.6 is added, as follows:

Section 405.2.6 - *Fire and severe weather drills*. Fire and severe weather drills shall be in accordance with Iowa Code Section 100.31.

13. A new Section 503.2.9 is added, as follows:

Section 503.2.9 – *Designation*. The Fire Code Official may designate fire lanes on private and public property as deemed necessary for the protection of life and property.

14. Section 503.3 is deleted in its entirety and replaced with the following:

Section 503.3 - *Signs and markings*. Wherever a fire lane has been designated, the Code Official shall cause appropriate signs and markings to be placed identifying such fire lanes. Signs or markings shall be maintained in a clean and legible condition at all times and shall be replaced or repaired when necessary to provide adequate visibility. Fire lanes may be established or relocated at the time of plan review, pre-construction site inspection, and/or post construction site inspection, as well as any time during the life of the occupancy as needed to provide and maintain emergency vehicle access. All designated fire lanes shall be clearly marked in the following manner:

1. Vertical curbs shall be painted red on the top and side, extending the length of the designated fire lane. Rolled curbs or surfaces without curbs shall have a red [six] (6) inch wide stripe painted the length of the designated fire lane. The words "NO PARKING — FIRE LANE" shall be stenciled with three (3) inch white letters and a minimum three-quarter ($\frac{3}{4}$) inch stroke on the face of the curbing, or in the absence of vertical curbing, on the red stripe, and spaced at fifty (50) foot intervals or portions thereof.
2. Signage identifying fire lanes shall conform to the following: Fire lane signs shall be 18 inches tall × 12 inches wide with red letters on a white reflective background to read "Fire Lane No Parking Except For Emergency Vehicles" or similar verbiage as approved by the Code Official. Fire lane signs shall be placed 2 - 4 feet from the edge of the Fire Lane. The bottom of fire lane signs shall be between five (5) and seven (7) feet from the ground. Intermediate fire lane signs shall be set every one hundred (100) feet in a continuous fire lane. The BEGINS sign shall mark the beginning of a fire lane and shall be mounted below the first fire lane sign. The ENDS sign shall mark the ending of a fire lane and shall be mounted below the last fire lane sign. The BEGINS and ENDS signage may be omitted by the Code Official due to the location of the fire lane. Signs may be placed on a building when approved by the Fire Code Official.

15. A new Section 503.3.1 is added, as follows:

Section 503.3.1 – *Maintenance*. The owner, manager, or person in charge of any property upon which designated fire lanes have been established shall provide marking as required above and, shall maintain fire lanes at their expense as often as needed to clearly identify the designated area as being a fire lane.

16. A new Section 503.3.2 is added, as follows:

Section 503.3.2 - *Property Owner Responsibility*. The owner, manager or person in charge of any property upon which designated fire lanes have been established shall be responsible for, and not allow, vehicles or other objects to park in such fire lanes.

17. A new Section 503.4.1 is added, as follows:

Section 503.4.1 - *Penalty for violations*. The obstruction of a designated fire lane by a parked vehicle or any other object is prohibited and shall constitute a fire hazard and be an immediate hazard to life and property. Any person who obstructs or allows the obstruction of a designated fire lane is guilty of a simple misdemeanor. The maximum penalty for parking a vehicle in or obstructing a designated fire lane shall be not more than a fine of \$150.00. Each day or part of a day during which the unlawful act or violation occurs shall constitute a separate offense. Any vehicle or object obstructing a designated fire lane is hereby declared a fire hazard and may be immediately impounded without prior notification to its owner. The owner shall be held responsible for all impound fees.

18. A new Section 507.5.7 is added, as follows:

Section 507.5.7 - *Fire Hydrant Installation*. Fire hydrants under the AHJ of the Ottumwa Fire Department shall be installed per 507.5.7.1 through 507.5.7.3.

19. A new Section 507.5.7.1 is added, as follows:

Section 507.5.7.1 - *Fire hydrant height*: Fire hydrants shall be installed a minimum of eighteen (18) inches from the nominal ground level to the center of the lowest water outlet.

20. A new Section 507.5.7.2 is added, as follows:

Section 507.5.7.2 - *Fire hydrant outlet direction*. All fire hydrants shall be positioned so that the four (4) inch Storz or 4 ½" male connection is facing the street or, if provided, the fire access road accessible to fire department apparatus.

21. A new Section 507.5.7.3 is added, as follows:

Section 507.5.7.3 - *Fire hydrants threads*. All new fire hydrants shall have National Standard Threads (NST) on the two and one-half (2 1/2) inch connections, a four (4) inch Storz connection with a cable or chain connected

to the cover or a 4 ½" male with cable or chain connected cover.

22. A new Section 901.5.2 is added, as follows:

Section 901.5.2 - *Inspection Record Submission*. Contractors who perform installation, inspection, testing and/or maintenance services on fire and life safety systems are required to electronically submit all installation and compliant & non-compliant inspection reports to the Fire Department via a method approved by the fire code official within 30 calendar days of the installation/inspection date. Reports submitted after 30 calendar days may incur late fees.

23. A new Section 901.7.3 is added, as follows:

Section 901.7.3. Additional signs shall be located throughout the building as required by the fire code official, the sign and location shall be approved by the fire code official.

24. A new Section 907.2.1.3 is added, as follows:

Section 907.2.1.3. Group A occupancies shall on activation of a fire alarm system or Fire Sprinkler system shall additionally cause:

- a. All conflicting or confusing sounds and visual distraction to automatically stop.
- b. Illumination of all the, means of exit egress components to not less than 10 foot-candles at the walking surface level.

25. A new Section 907.4.2.7 is added, as follows:

Section 907.4.2.7 - *Location of Manual Fire Alarm Boxes*. Where in the opinion of the fire code official manual fire alarm boxes may be used to cause false fire alarms, the fire code official is authorized to modify the requirements for manual fire alarm boxes.

26. A new Section 912.8 is added, as follows:

Section 912.8 - *Fire Department Connection Height*. The fire department connection shall be located not less than 18 inches from the bottom of the cap(s) and not more than 42 inches from the top of the cap(s) above the level of the adjacent grade or access level. Deviation from this height may be granted by the fire code official for just cause.

27. A new Section 912.9 is added, as follows:

Section 912.9 - *Size*. Minimum fire department connection size shall be a 4 inch Storz connection with a 30° elbow towards the ground. For more water flow additional connections may be necessary. Deviation from this size may be granted

by the fire code official for just cause.

28. A new Section 1003.8 is added, as follows:

Section 1003.8 - *Frost protection*. Exterior landings at doors shall be provided with frost protection.

29. Section 1011.5.2, "Riser height and tread depth," shall be modified by replacing the term "7 inches" with "7.25 inches".

30. A new Section 1013.6.4 is added, as follows:

Section 1013.6.4 - *Exit Signs and Emergency Lights*. Exit signs and/or emergency lights shall be on dedicated electrical circuits for the purpose of conducted monthly and yearly testing requirements.

31. A new Section 1013.6.5 is added, as follows:

Section 1013.6.5 - *Additional Exit Signs*. Exit signs may be required at the discretion of the fire code official to clarify an exit or exit access.

32. Section 5601.2.4 is deleted in its entirety and replaced with the following:

Section 5601.2.4 - *Financial Responsibility: Fireworks*. Before a permit is issued, as required by Section 5601.2, the applicant shall file with the jurisdiction a corporate surety bond in the principal sum of \$1,000,000 or a public liability insurance policy for the same amount, for the purpose of the payment of all damages to persons or property that arise from, or are caused by, the conduct of any act authorized by the permit upon which any judicial judgment results. The fire code official is authorized to specify a greater or lesser amount when, in his or her opinion, conditions at the location of use indicate a greater or lesser amount is required. Government entities shall be exempt from this bond requirement.

Any further amendments, modifications, additions and deletions to the International Fire Code may be made by city council resolution.

SECTION 5. Repealer. All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

SECTION 6. Severability. If any section, subsection, sentence, clause, phrase or portion of this ordinance be held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision, and such holding shall not affect the validity of the remaining portion hereof.

SECTION 7. This ordinance shall be in full force and effect, from and after the later of: (i) its passage, adoption, and approval and publication as required by law, or (ii) July 1, 2022.

SECTION 8. When this ordinance is in effect, it shall automatically supplement, amend, and become a part of the said Code of Ordinance (Municipal Code) of the City of Ottumwa, Iowa.

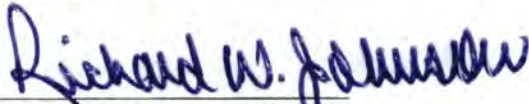
Passed on its first consideration on the 2nd day of August, 2022.

Passed on its second consideration on the 16th day of August, 2022.

Requirement of consideration and vote at two prior council meetings suspended on the _____ day of _____, 2022.

Final passage and adoption on the 6th day of September, 2022.

CITY OF OTTUMWA, IOWA



Richard W. Johnson, Mayor

___ No action taken by the Mayor

___ Vetoed this ___ day of _____, 2022.

Richard W. Johnson, Mayor

___ Repassed and adopted over the veto this ___ day of _____, 2022.

___ Veto affirmed this ___ day of _____, 2022 by failure of vote taken to repass.

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

ATTEST:



Christina Reinhard, City Clerk

02063514-2\10981-1000

ORDINANCE NO. 3095-2016

AN ORDINANCE AMENDING THE MUNICIPAL CODE OF THE CITY OF OTTUMWA, IOWA, BY REPEALING SECTIONS 14-18, 14-29, 14-31, AND 14-32 IN THEIR ENTIRETY AND ENACTING NEW SECTIONS IN LIEU THEREOF

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

SECTION ONE: That Chapter 14, Section 14-18 of the Municipal Code of the City of Ottumwa, Iowa is hereby amended by repealing Section 14-18 in its entirety and enacting the following in lieu thereof:

Sec. 14-18. – Fire service fees.

The city council by resolution may set charges for providing fire suppression and fire inspections, permits and responding to motor vehicle crashes, smoke complaints, false alarms, rescue and other emergency services within the city limits.

SECTION TWO: That Chapter 14, Section 14-29 of the Municipal Code of the City of Ottumwa, Iowa is hereby amended by repealing Section 14-29 in its entirety and enacting the following in lieu thereof:

Sec. 14-29. – Adoption of fire prevention code.

Pursuant to published notice and public hearing, as required by law, the City hereby adopts in full and incorporated by reference, except such portions as are hereinafter deleted, modified or added in Section 14-31 or by City Council resolution, the International Fire code, 2015 edition, including all appendix chapters, published by the International Code Council, Inc. which is adopted periodically by the State of Iowa. Said provisions thereof shall be controlling within the limits of the City; that an official copy of the said International Fire Code, 2015 edition, and a certified copy of this ordinance (Ordinance No. 3095-2016), certifying the adoption of same and the effective date, is on file at the office of the City Clerk and shall be kept available for public inspection and may be purchased from said City at the current price of said code as established by the publisher.

SECTION THREE: That Chapter 14, Section 14-31 of the Municipal Code of the City of Ottumwa, Iowa is hereby amended by repealing Section 14-31 in its entirety and enacting the following in lieu thereof:

Sec. 14-31. – Amendments modifications, additions and deletions.

The following amendments, modifications, additions and deletions to the International Fire Code, are hereby made:

- (1) Section 101.1 is revised to read:
101.1 Title These regulations shall be known as the Fire Code of the City of Ottumwa, Iowa, hereinafter referred to as “this code.”
- (2) Section 104.12 is revised to add a new section to read:

Section 104.12 Fire Code Official Orders. The fire code official is authorized to order an operation or use stopped or the evacuation of any premises, building, or vehicle or portion thereof which has or is a fire or life safety hazard.

- (3) Section 105.1.2 is revised to read:
Section 105 1.2 Types of Permits. There shall be three (3) types of permits as follows:
1. Operational permit. An operational permit allows the applicant to conduct an operation or a business for which a permit is required by Section 105.6 of the IFC for either:
 - 1.1 A prescribed period.
 - 1.2 Until renewed or revoked.
 2. Construction permit - A construction permit allows the applicant to install or modify systems and equipment for which a permit is required by Section 105.7 of the IFC.
 3. Fire Safety Operational Permit - A fire safety operational permit (FSOP) allows the applicant to conduct business within the City of Ottumwa and requires the applicant to provide requested business information annually as required by the fire code official. The permit (FSOP) is valid for one year from the date of issuance.
- Permit Exception: Home-based businesses are not required to obtain a fire safety operational permit (FSOP).
- (4) Section 105.2 is revised to add a sentence at the end of section to read:
Section 105.2 Application for a permit shall be submitted to the fire department with all required information not less than 14 days, or as stated on permit application, prior to the event requiring a permit.
- (5) Section 105.4 is revised to add a sentence at the end of section to read:
Section 105.4 The fire code official at their discretion may send construction plans to an outside agency for review, the fire code official shall choose the plans review agency. The applicant shall pay all fees associated with the plan review directly to the outside agency. A certificate of occupancy shall not be issued until the review fees have been paid.
- (6) Sections 105.6.4, 105.6.10, 105.6.12, 105.6.14, 105.6.18, 105.6.19, 105.6.24, 105.6.33, 105.6.34, 105.6.40 are hereby deleted.
- (7) Section 105.7 is revised to add a sentence at the end of section to read:
Section 105.7 The fire code official at their discretion may send plans for construction permits request to an outside agency for review, the fire code official shall choose the plans review agency. The applicant shall pay all fees associated with the plan review directly to the outside agency. The permit shall not be issued until the review fees have been paid.
- (8) Section 105.7.2 is hereby deleted.
- (9) Section 106.2.3 is revised to add a new section to read:
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Section 106 2.3 Opening, expansion or relocation inspections - A satisfactory fire inspection is required before any new business can open for business or any existing business can open at or in a new location, expanded or enlarged location.

- (10) Section 109.4 is revised to read:
Section 109.4 Violation penalties. Any person who shall violate any of the provisions of this article or fail to comply with an order made there under, or who shall build in violation of any detailed statement of specifications or plans submitted and approved there under, or any certificate of permit issued there under, and from which no appeal has been taken, or who shall fail to comply with such order as affirmed or modified by chief of the bureau of fire prevention or by a court of competent jurisdiction within the time fixed herein, shall severally and for each and every such violation of non-compliance, respectively, be guilty of a misdemeanor, punishable by a fine not exceeding \$750.00. The imposition of one penalty for any violation shall not excuse the violation or permit it to continue; and all such persons shall be required to correct or remedy such violations and defects within a reasonable time; and when not otherwise specified, each ten days that prohibitive conditions are maintained shall constitute a separate offense.
- (11) Section 111.4 is revised to read:
Section 111.4 Failure to comply. A [Any] person who shall continue any work after having been served with a stop work order, except such work as that person is directed to perform to removed a violation or unsafe condition, shall be liable to a fine of not less than \$100.00 or more than \$750.00.
- (12) Section 202 is revised to add a new definition to read:
Section 202 CODE OFFICIAL. The Fire Chief, the Deputy Fire Chief, or other designated authority charged with the administration and enforcement of the code, or duly authorized representative.
- (13) Section 307.2 is revised to read:
Section 307.2 Permit required. A permit shall be obtained from the fire code official in accordance with section 105.6 prior to kindling a fire for recognized silvicultural, range or wildlife management practices, prevention or control of disease or pests, bonfire, construction clearing, disaster or storm damage removal by city request, other open burning permits allowed by adopted fire code. Application for such approval shall only be presented by and permits issued to the owner of the land upon which the fire is to be kindled, or company hired to conduct such open burning.
- (14) Section 307.3 is revised to read:
Section 307.3 Extinguishment authority. The fire code official is authorized to order the extinguishment by the responsible person or the fire department, of any burning that creates or adds to a hazardous or objectionable situation, or open burning that is objectionable because of smoke or odor emissions, or a required permit for open burning has not been obtained, or conditions of permit are not being followed.
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- (15) Section 307.4 is revised to read:
Section 307.4 Portable or approved by fire code official permanent outdoor fireplaces. Portable or permanent outdoor fireplaces shall be used in accordance with the manufacturer's instructions and the following:
1. Only fire wood that is dry can be used.
 2. Constantly attended by an adult.
 3. An approved method of extinguishment is present during use.
 4. Must not be operated within 15 feet of a structure or combustible material
- (16) Section 405.2 is revised to add a new section to read:
Section 405.2 Fire and severe weather drills shall be in accordance with Iowa Code chapter 100.31
- (17) Section 507.5.7 is revised to add a new section to read:
Section 507.5.7 Fire Hydrant Installation. Fire hydrants under the AHJ of the Ottumwa Fire Department shall be installed per 507.5.7.1 through 507.5.7.3
- (18) Section 507.5.7.1 is revised to add a new section to read:
Section 507.5.7.1 Fire hydrant height: Fire hydrants shall be installed a minimum of eighteen (18) inches from the nominal ground level to the center of the lowest water outlet.
- (19) Section 507.5.7.2 is revised to add a new section to read:
Section 507.5.7.2 Fire hydrant outlet direction: All fire hydrants shall be positioned so that the four (4) inch storz or 4 1/2" male connection is facing the street or if provided the fire access road accessible to fire department apparatus.
- (20) Section 507.5.7.3 is revised to add a new section to read:
Section 507.5.7.3 Fire hydrants threads: All new fire hydrants shall have National Standard Threads (NST) on the two and one-half (2 1/2) inch connections, a four (4) inch Storz connection with a cable or chain connected to the cover or a 4 1/2" male with cable or chain connected cover.
- (21) Section 901.6.2.2 is revised to add a new section to read:
Section 901.6.2.2 Inspection Record Submission. Contractors who perform installation, inspection, testing and/or maintenance services on fire and life safety systems are required to electronically submit all installation and compliant & non-compliant inspection reports to the Fire Department via a method approved by the fire code official within 30 calendar days of the installation/inspection date. Reports submitted after 30 calendar days may incur late fees.
- (22) Section 901.7.3 is revised to add a sentence at the end of section to read:
Section 901.7.3 Additional signs shall be located throughout the building as required by the fire code official, the sign and location shall be approved by the fire code official.
- (23) Section 903.2.8 is revised to read:
Section 903.2.8 "Group R" An automatic sprinkler system installed in accordance with Section 903.3 shall be provided throughout all buildings with a

group R fire area except Group R-2 occupancies no more than two stories in height above grade plane or having 16 or fewer dwelling units.

- (24) Section 906.3 is revised to add a sentence at end of section to read:
Section 906.3 The minimum size and rating of any required portable fire extinguisher for Class A, Class B, or Class C hazard shall be 5lb. 2-A, 10-B C.
- (25) Section 907.2.1.3 Is revised to add a new section to read:
Section 907.2.1.3 Group A occupancies shall on activation of a fire alarm system or Fire Sprinkler system shall additionally cause:
- a. All conflicting or confusing sounds and visual distraction to automatically stop.
 - b. Illumination of all the, means of exit egress components to not less than 10 foot-candles at the walking surface level.
- (26) Section 907.4.2.5 is revised to add a sentence at end of section to read:
Section 907.4.2.5 Where in the opinion of the fire code official manual fire alarm boxes may be used to cause false fire alarms, the fire code official is authorized to modify the requirements for manual fire alarm boxes.
- (27) Section 912.8 is revised to add a new section to read:
Section 912.8 Fire Department Connection Height. The fire department connection shall be located not less than 18 inches from the bottom of the cap(s) and not more than 42 inches from the top of the cap(s) above the level of the adjacent grade or access level. Deviation from this height may be granted by the fire code official for just cause.
- (28) Section 912.9 is revised to add a new section to read:
Section 912.9 Size. Minimum fire department connection size shall be a 4 inch Storz connection with a 30° elbow towards the ground. For more water flow additional connections may be necessary. Deviation from this size may be granted by the fire code official for just cause.
- (29) Section 1003.8 is revised to add a new section to read:
Section 1003.8 Location of Preschool through Second Grade Students: In Group E occupancies, rooms normally occupied by preschool, kindergarten or first grade students shall not be located above or below the level of exit discharge. Rooms normally occupied by second grade students shall not be located more than one story above the level of exit discharge.
- (30) Section 1003.8.1 is revised to add a new section to read:
Sectionj 1003.8.1 Frost protection. Exterior landings at doors shall be provided with frost protection.
Exceptions:
1. The building is equipped throughout with an approved automatic sprinkler system.
- (31) Section 1006.2.1 is revised to add the following to the table in the section to read:
-

Section 1006.2.1 "Egress based on occupant load and common path of egress travel distance" shall be amended by adding the sentence, "Group R spaces with one exit or exit access doorway may have a maximum travel distance of 75 feet" to the end of the section.

- (32) Section 1011.5.2 is revised to read:
Section 1011.5.2 "Riser height and tread depth" shall be modified by replacing the term "7 inches" with "7.25 inches".
- (33) Section 1013.8 is revised to add a new section to read:
Section 1013.8 Exit Signs and Emergency Lights. Exit signs and/or emergency lights shall be on dedicated electrical circuits for the purpose of conducted monthly and yearly testing requirements.
- (34) Section 1013.9 is revised to add a new section to read:
Section 1013.9 Additional Exit Signs: Exit signs may be required at the discretion of the fire code official to clarify an exit or exit access.
- (35) Section 5601.1.3 is revised to delete Exception 4 and add a new Exception 4 to read:
Section 5601.1 The possession, storage, sale, handling and use of gold star producing sparklers on wires which contain no magnesium or chlorate or perchlorate, flitter sparklers in paper tubes that do not exceed one-eighth of an inch in diameter, toy snakes which contain no mercury or caps used in cap pistols.
- (36) Any further amendments, modifications, additions and deletions to the International Fire Code may be made by City Council resolution.

SECTION FOUR: That Chapter 14, Section 14-32 of the Municipal Code of the City of Ottumwa, Iowa is hereby amended by repealing Section 14-32 in its entirety and enacting the following in lieu thereof:

Sec. 14-32. – Prohibited geographic limits.

That the geographic limits referred to in certain sections of the 2015 *International Fire Code* are hereby established as follows:

Section 5704.2.9.6.1 (geographic limits in which the storage of Class I and Class II liquids in above-ground tanks outside of buildings is prohibited)

Section 5706.2.4.4 (geographic limits in which the storage of Class I and Class II liquids in above-ground tanks is prohibited):

Section 5806.2 (geographic limits in which the storage of flammable cryogenic fluids in stationary containers is prohibited):

Section 6104.2 (geographic limits in which the storage of liquefied petroleum gas is restricted for the protection of heavily populated or congested areas):

District No. 1. Beginning at the northeast end of the former Vine Street Bridge on Vine Street, thence northeasterly along Vine Street to the intersection of Vine and Main Streets, thence northwesterly along Main Street to intersection of Main and College Streets, thence northeasterly along College Street to the intersection of College and Second Streets, thence northwesterly along Second Street to the intersection of Second and Jefferson Streets, thence northeasterly along Jefferson Street, thence to the alley between Second and Fourth Streets, thence northwesterly along this alley to the intersection of this alley and Green Street, thence northeasterly along Green Street to the intersection of Green and Fourth Streets, thence northwesterly along Fourth Street to the intersection of Fourth and Wapello Streets, thence southwesterly along Wapello Street to intersection of Wapello and Second Streets, thence northwesterly along Second Street to the southwest lot line of lot 6, Hendershott's Subdivision of out lot 19, thence southwesterly along this lot line to the intersection of Main and Tisdale Streets, thence southwesterly along Tisdale Street to the northeast bank of the Des Moines River as now relocated, thence southeasterly along the northwest bank of the Des Moines River as now relocated, thence southeasterly along the northwest bank of the Des Moines River as now relocated to the northeast bank of the Des Moines River, thence southeasterly along this bank of the river to the place of beginning.

District No. 2. Commencing at the southwest end of the Market Street Bridge and the bank of the Des Moines River, thence following the river bank in a southwesterly direction to the intersection of the riverbank and the southwest lot line of lot 15, block 8, Smith's Fourth Addition thence southeast along this line to Church Street, thence southwest along Church Street to the intersection of Vine, Willard and Church streets, thence east to a line 150 feet southeast and parallel to Church Street to the Des Moines River, thence northwest along the river bank to the place of beginning.

SECTION FIVE: All ordinances or parts of ordinances or provisions in the Code of Ordinances (Municipal Code of the City of Ottumwa) in conflict herewith are hereby repealed.

SECTION SIX: That if any section, subsection, sentence, clause or phrase of this legislation is, for any reason, held to be unconstitutional, such decision shall not affect the validity of the remaining portions of this ordinance. The City of Ottumwa hereby declares that it would have passed this law, and each section, subsection, clause or phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses and phrases be declared unconstitutional.

SECTION SEVEN: That nothing in this legislation or in the Fire Code hereby adopted shall be construed to affect any suit or proceeding impending in any court, or any rights acquired, or liability incurred, or any cause or causes of action acquired or existing, under any act or ordinance hereby repealed as cited in Section Five of this law; nor shall any just or legal right or remedy of any character be lost, impaired or affected by this legislation.

SECTION EIGHT: That the City Clerk is hereby ordered and directed to cause this legislation to be published. When this ordinance is in effect, it shall automatically supplement, amend, and become a part of said Code of Ordinances (Municipal Code of the City of Ottumwa, Iowa) without further resolution of the City Council.

Passed on its first consideration the 21st day of June, 2016.

Passed on its second consideration the 5th day of July, 2016.

Requirement of consideration and vote at two prior council meetings suspended on the _____ day of _____, 2016.

Final passage and adoption on the 19th day of July, 2016.

CITY OF OTTUMWA, IOWA



Tom X. Lazio, Mayor

_____ No action taken by Mayor.

_____ Vetoed this _____ day of _____, 2016.

Tom X. Lazio, Mayor

_____ Repassed and adopted over the veto this _____ day of _____, 2016.

_____ Veto affirmed this _____ day of _____, 2016 by failure of vote taken to repass.

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

ATTEST:



Amanda Valent, City Clerk

Passed on its first consideration the 21st day of June, 2016.

Passed on its second consideration the 5th day of July, 2016.

Requirement of consideration and vote at two prior council meetings suspended on the _____ day of _____, 2016.

Final passage and adoption on the 19th day of July, 2016.

CITY OF OTTUMWA, IOWA

Tom X. Lazio
Tom X. Lazio, Mayor

_____ No action taken by Mayor.

_____ Vetoed this _____ day of _____, 2016.

Tom X. Lazio, Mayor

_____ Repassed and adopted over the veto this _____ day of _____, 2016.

_____ Veto affirmed this _____ day of _____, 2016 by failure of vote taken to repass.

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

ATTEST:

Amanda Valent
Amanda Valent, City Clerk

I, Amanda Valent, City Clerk, do hereby state that a Summary of the foregoing Ordinance No. 3095-2016 was on the 26th day of July, 2016 published in the Ottumwa Courier, a newspaper of general circulation published in the City of Ottumwa, Iowa, said Ottumwa Courier being the official newspaper for publication of matters required to be made public by the City of Ottumwa, Iowa.

Amanda Valent
Amanda Valent, City Clerk



PROOF OF PUBLICATION

STATE OF IOWA
WAPELLO COUNTY

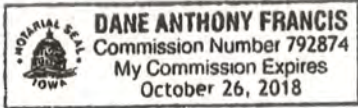
I, Wanda Moeller, being duly sworn on my oath, say I am the Publisher of the Ottumwa Courier, a newspaper printed in said Wapello County, Iowa and of general circulation there in, and that the advertisement Summary of Ordinance No. 3095-2016

City of Ottumwa _____ hereto attached was published in said newspaper for 1 consecutive weeks to-wit:

7/26/2016

Subscribed and sworn to before me, and in my presence, by the said

26th day of July, 2016



Dane Francis

Notary Public

In and for Wapello County

Printer's fee \$7.82

COPY OF ADVERTISEMENT

SUMMARY OF ORDINANCE
NO. 3095-2016 This ordinance amends the Municipal Code of the City of Ottumwa, Iowa by repealing Sections 14-18, 14-29, 14-31, and 14-32 in their entirety and enacting new sections in lieu thereof and adopting by ref-

erence the International Fire Code, 2015 edition. This ordinance was adopted by the Ottumwa City Council July 19, 2016. The entire text of this ordinance may be inspected Monday through Friday, 8:00 A.M. to 4:30 P.M. at the City Clerk's Office, 105 E. Third St., Ottumwa, Iowa. The provisions of this ordinance shall be effective upon publication of this summary.

Summ Ord 3095: Fire Code

Address	# floors	1st fl improvements	Units	2023 Assessed Value	yr before work began assessed value	sprinkled	current annual tax collected
117-119 E Main	3	none	10	939,690	(2015) 16,671	apartments yes	19,104
101 S Market	6	Yes	11	658,800	(2009) 70,000	apartment yes	14,358
211 E Second	2	Yes	6	297,910	(2017) 58,840	no	6,094
116 N Market	2	Yes	2	176,240	(2018) 38,050	no	3,528
205 E Main	2	Yes	1	66,210	(2010) 26,492	no	1,374
207 E Main	2	Yes	1	75,680	(2010) 39,111	no	1,576
221 E Main	2	Yes	2	202,280	(2013) 24,586	no	4,138
223 E Main	2	yes	1	105,630	(2010)14,581	no	2,182
320 E Main	2	yes	2	176,390	(2015) 12,220	no	3,618
322 E Main	2	yes	2	218,560	(2015)12,309	no	5,272
324 E Main	2	yes	1	208,410	(2015)12,011	no	5,134
325 E Main	2	yes	3	271,730	(2017) 29,680	yes	4,790
328 E Main	2	yes	1	165,710	(2007) 16,979	no	3,400
330 E Main	2	yes	2	189,740	(2009) 17,808	no	4,858
332 E Main	2	yes	2	213,530	(2018) 22,528	no	5,398
334 E Main	2	yes	1	200,090	(2007) 13,881	no	4,112
210 E Main	2	Vacant	2	118,030	(2007) 48,590	no	2,434
212 E Main	2	Vacant	1	107,940	(2007) 51,230	no	2,226
303 E Main	2	Yes occupied	1	59,060	(2021)\$15,680	no	1,234
305 E Main	2	opening spring 24	1	80,340	(2014) 36,618	no	1,668
307 E Main	2	No Vacant	3	59,950	(2021) 11,780	no	794
313 E Main	2	Berry Patch IT	1	78,040	(2015) 23,697	no	1,624
315 E Main	2	No Vacant	1	58,820	(2021) 19,250	no	1,230
317 E Main	2	Opening Fall 24	1	65,160	(2017) 14,700	no	1,354
				4,793,940			101,500

Address	# floors	1st floor use	potential units	2023 Assessed Value		sprinkled	current annual tax collected
103 E Main	3	Flea Market on Main	6-7	113,090		have a 6" line	2,376
105 E Main	3	vacant	4	28,480		have a 6" line	1,056
107 E Main	3	vacant	4	29,000		have a 6" line	1,212
131 E Main	2	vacant	1	19,530		no	534
203 E Main	2	vacant	1	31.33		no	732
219 E Main	2	vacant	1	59,140	Stalled	no	1,088
216 E Main	2	vacant	1	50,540		no	1,068
218-220 E Main	2	Sewing House	2	182,170		no	3,772
222 E Main	2	vacant	1	42,550	Stalled	no	908
225 E Main	2	vacant	2	62,500		no	1,314
224-226 E Main	3	optical shop	8	143,940		no	3,014
232 E Main	3	El Rancho	6	224,310		no	5,166
311 E Main	2	Cerro Grande	2	77,110		no	1,608
314 E Main	3	vacant	2	43,600		no	926
316 E Main	2	C&C discount	3	169,160		no	2,134.88
323 E Main	2	Red Sea	1	105,520		no	2,174
131 E Second	2		3	40,770	Stalled	no	822
105 N Market	2	posh nails	1	50,790	Stalled	no	1,022
107 N Market	2		2	60,180	Stalled	no	1,208
112 N Market	2	Tequila grill	3	165,780		no	3,332
102 E Second	3	c&c Island Store	7-8	109,020		no	2,218
222-224 E Seco	3	area 15 rpc/ united w	3	202,890		no	4,324
331 E Second	4	vacant	18	80,000		no	160
				2,060,101			42,169

Cost of an Empty Building

In Main Street communities of every size, an annual priority is to fill empty storefronts. This is not just doing the current building owner a favor. A building sitting empty for one year has a significant negative impact on the local economy.

As an example, let's look at an empty building that could hold a midsize business. Let's say a potential business tenant sells \$250,000 in goods annually, pays typical rents in a Main Street Iowa community and has typical local expenditures. For every year the building does not hold that business or a similar-sized enterprise, it costs the community \$222,340. Buildings that stand empty lose money — not just for the building owner, but for local and state governments, utility companies, banks, suppliers and services, media and workers.

Costs to the Community

Building Owner	\$8,400 in rents \$5,040 in property value
Local Government	\$100 in property tax \$5,000 in sales tax
State Government	\$15,000 in sales tax
Utility Companies	\$4,700 for utilities, telephone and internet
Banks	\$39,500 in loan demand \$2,200 in bank fees and interest \$17,000 in deposits
Suppliers	\$1,300 in maintenance and repairs \$500 in printing and copying \$900 in supplies
Professional Services	\$2,700 in insurance premiums \$900 in legal and accounting fees \$500 in property management fees
Media	\$6,200 in advertising, marketing and PR expenditures
Workers	\$56,800 as employees of that business \$31,500 in business owner's compensation and profit \$24,100 workers elsewhere in the community

SOURCE: Estimates of the cost of an empty building were based, in part, on RMA® Annual Statement Studies.



CITY OF OTTUMWA

Staff Summary

**** ACTION ITEM ****

Council Meeting of: Dec. 5, 2023

Park & Recreation
Department

Gene Rathje

Prepared By

Gene Rathje

Department Head

City Administrator Approval

AGENDA TITLE: **Proposed Fee Increases for the Beach Ottumwa**

Public hearing required if this box is checked.

RECOMMENDATION: **Approve the Proposed Fee Increases for the Beach Ottumwa**

DISCUSSION: **At the meeting of the Ottumwa Parks Advisory Board on November 14, 2023, the Park Board approved the following fee increases:**

	Current	Proposed
1. Group Lessons	\$25	\$30
2. Individual Lessons-1 Child	\$10	\$20
3. Individual Lessons-2 Children	\$13	\$25
4. Individual Lessons-3 Children	\$16	\$30
5. Indoor Birthday Parties	\$110	\$120
6. Outdoor Birthday Parties	\$130	\$140

	Current	Proposed
7. Entire Facility Rental Per Hour-Before 5 pm	\$450	\$700
8. Entire Facility Rental Per Hour-After 5 pm	\$450	\$500
9. Summer Pass- December 1-January 31	\$65	\$80
10. Summer Pass- February 1-August 30	\$75	\$90
11. Tube Rental- Per Day	\$2	\$3
12. Locker Rental-Per Day	\$2	\$3

These proposed fee increases should generate an additional \$23,000 in revenue for the Beach Ottumwa. If approved, the new fees will go into effect on January 1, 2024.



CITY OF OTTUMWA

Staff Summary

**** ACTION ITEM ****

Council Meeting of: Dec 5, 2023

Park & Recreation
Department

Gene Rathje
Prepared By
Gene Rathje
Department Head



City Administrator Approval

AGENDA TITLE: Price Quote for JCB-3CX Compact Backhoe for the Ottumwa Cemeteries

Public hearing required if this box is checked.

RECOMMENDATION: Approve the price quote of \$143,610.20 from Rueters of Osceola for a new JCB-3CX Compact Backhoe for the Ottumwa Cemeteries

DISCUSSION: The City of Ottumwa has received a price quote for a new JCB-3CX backhoe from Rueters of Osceola for \$143,610.20. This new backhoe will replace a 23 year old JCB backhoe that is worn out and will no longer dig graves. The purchase of the new backhoe will be funded by proceeds from the Helen Maring Estate, which has donated \$337,072.86 to the Ottumwa Cemeteries. A compact backhoe with specialized options is necessary for digging graves in between gravestones, trees, and other obstacles at the cemeteries. The purchase of this new backhoe has been approved by the City of Ottumwa fleet committee and the Ottumwa Cemetery Board of Trustees. A copy of the evaluation of the old backhoe is attached. The price quote from Rueters is also attached.



Product Quotation

**Prepared For:
Gene**

**City Of Ottumwa
Ottumwa**



**Prepared By:
Nathan Irmeier
RUETER'S RED POWER (HL)
mobile:**

Image is for indicative purpose only and may not represent exact equipment being quoted



Prepared For:
Gene
City Of Ottumwa
Ottumwa

phone:Rathje

Dealer Information
RUETER'S RED POWER (HL)
P.O. BOX 227
GRAND JUNCTION

Prepared By:
Nathan Irmeier
Irmeier@rueterco.com
mobile:
Quote Date: 11/22/23
Valid Until: 12/22/23
Quotation Reference: 397691

Model: 3CX 12L4WH

Qty: 1

Equipment Description

3CX COMPACT PRO, 12FT EXT DIPPER, POWERSLIDE, 55kW (74HP) TIER 4 FINAL
3CX COMPACT PRO 7 WAY MULTI FUNCTION LEVER HIGH FLOW HYDRAULICS
MICHELIN POWER CL TYRE SET, 340/80-18
COMPACT PRO CAB WITH A/C, CLOTH SUSPENSION SEAT, FOR USE WITH HIGH FLOW HYDRAULICS
CAB ELECTRICS, LIVELINK, FOR USE ON HIGH FLOW MACHINES.
AUXILIARY PIPEWORK FOR 12 EXTENDING DIPPER WITH POWERSLIDE
5/8 LOADER PIPEWORK WITH SRS, RTD, HIGH FLOW (FOR MK2/SSL QH)
USA ENGLISH TERRITORY PACK
BOOM AND DIPPER HBCV FOR HAMMER PIPEWORK
TWIN LED BEACONS
FRONT FENDERS
HM266Q BREAKER
MECHANICAL EXCAVATORQUICKHITCH and 1T SHACKLE
6 IN 1 SHOVEL - 2000MM (78 inch) WITH SKID STEER HYDRAULIC HITCH AND TOEPLATE
18 IN (450 MM) EXCAVATOR BUCKET
24 IN (600 MM) EXCAVATOR BUCKET
3 X EXTRA BUCKET PIN SET
9M HOSE REEL WITH HANDHELD TOOL CIRCUITPIPEWORK AND BREAKER MOUNT
Geith 36 inch Grave Bucket
MDS MIJ396 Pallet Forks

Equipment Total	143,610.20
Total Customer Sale Price	143,610.20

The above quote supercedes all preceeding price quotes. Prices quoted are valid for 60 days from quote date.

Customer Acceptance: _____ Date _____

Dealer _____ Date _____





Features and Benefits

Standard Equipment and Features & Benefits related to this product are subject to change without notice

Compact

The 3CX Compact is designed for big performance in small spaces, making it perfect for confined and urban job sites. The 3CX Compact is 35% smaller than the standard backhoe.

Versatility

The 3CX Compact easily handles a wide range of backhoe loader attachments or high-powered skid steer loader attachments.

Cab Comfort

A spacious cab with excavator controls makes the 3CX Compact easy to use and control and the optimized seat position makes it comfortable to operate for extended periods.

History

JCB has been the market leader globally for the last 50 years. Backhoes are 50% of EVERYTHING JCB makes. More backhoe loader sales means more consumer feedback and therefore, more resources to improve.

Maneuverability

The 3CX Compact is the ultimate in maneuverability; a tight turning circle and switchable steering modes permit work within a single road lane for minimal disruption and maximum productivity.



EQUIPMENT EVALUATION

Vehicle: 557 Year: 2000 Model & Type: 212 JCB Backhoe
 Dept: 450 Mileage: _____ Hour Meter: 5960
Cemetery

The below evaluations are not actual estimates.

	Comments	Good	Fair	Poor	Cost of Repair
Engine	High hours. Runs good.		x		
Transmission	Transmission stopped working. Tore down, found metal shavings had plugged internal filter. Flushed system.			x	\$ 5,000.00
Transfer	No known problems.		x		
Rearend/Final Drives	No known problems.		x		
Brakes	Front 45%. Rear 60%.		x		
Tires/Steering	Front 2/32. Rear 3/32.			x	\$ 5,000.00
Body & Frame Suspension	Normal wear. Dents and scratches from use.		x		
Miscellaneous (Interior/lights/windows)	Normal wear.		x		
Hydraulic System	Hydraulics are slow.			x	\$ 5,000.00
					\$ 15,000.00

2022 \$4,993.94
 2021 \$3,599.22
 2020 \$ 986.71
 2019 \$ 862.09
 2018 \$1,898.44

Checked by: 5248

Date: 11/21/2022

Approved: Yes No

Destination: _____

Hour meter stopped working in 2010. Hour meter replaced in 2014, estimated hours in 2014 was 4760. Current hour meter is 1200.

received
12-1-23 10AM

Item No. H.-3.

revisions

CITY OF OTTUMWA

Staff Summary

**** ACTION ITEM ****

Council Meeting of: December 5, 2023

John Lloyd WPCF Superintendent

Prepared By

Public Works - WPCF
Department

Phillip Burgmeier
Department Head

City Administrator Approval

AGENDA TITLE: Replacement of Flow Monitors

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

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

RECOMMENDATION:

Approve the replacement of three FL1500 Flow logger at \$5,636.00 each, and three AV9000S Analyzer Modules at \$847.00 each. The total amount is \$19,449. Gurney and USA Bluebook had the exact price. Staff recommends approving the purchase of 3 Flow Loggers and analyzer modules from Gurney in the amount of \$19,499.

DISCUSSION: This is to replace flow metering equipment at three of ten Combined Sewer Overflow stations. The flow meters are over 20 years old and failing. The equipment is used to determine water flow amounts during rain events to determine how much combined flow is leaving the system. The data gained from the loggers is used in reports to the Iowa Department of Natural Resources.

WPCF budgeted \$180,000 in 610-8-815-6727 and will be taken out of the line item. With no prior expenses in the fund there would be \$160,551 left.

Source of Funds: Sewer Fund

Budgeted Item: YES

Budget Amendment Needed: NO

USA BlueBook[®]
Get the Best Treatment[™]



**Hach FL1500 Basic Flowmeter, 2 Sensor Ports, 120 VAC,
LFV001.99.W2NXH.**

69902 Call for availability
Price \$5,636.00



AV9000S Module for Hach FL1500 (Bare Wires), 9504601.

69907 Call for availability
Price \$847.00



Quotation

Quote #: HFD 23-372-2

Date: 11/17/2023

Contact: Doyle Moore
 Ottumwa WWTP
 2222 Emma St
 Ottumwa, IA 52501
 moored@ottumwa.us
 641.683.0647

Reference: Hach FL1500 Flow Controller
 Ottumwa, IA

From: Matt Moul

Qty	Part # / Description	LEAD TIME	UNIT PRICE	TOTAL
3	LFV001.99.W2NXH / FL1500 Logger, 100-240VAC, Basic Model, No Power Cord	4-6 Weeks	\$ 5,636.00	\$ 16,908.00
3	9504601 / AV9000S Analyzer Module for Sub AV Sensor to FL1500 Controller	4-6 Weeks	\$ 847.00	\$ 2,541.00

SUBTOTAL:	\$	19,449.00
FREIGHT:	\$	-
OTHER:		
QUOTE TOTAL:	\$	19,449.00

ITEMS NOT INCLUDED:

- Sales or use taxes of any kind or type.
- **Freight**, installation labor, service or startup supervision.
- Anchor bolts, brackets, fasteners, lubricants, controls, gauges, valve box, valve tags, wiring, or any other item unless specifically mentioned in the preceding scope of supply.

NOTE:

- Quote is based on Gurney and Associates Terms and Conditions
- No Monies or Contingencies have been included for different Terms and Conditions

WHEN ORDERING:

- Address Purchase Orders to Bert Gurney and Associates, Inc.



TERMS & CONDITIONS

- {1} **BERT GURNEY & ASSOCIATES, INC.** is the "Company" and you are the "Purchaser" referred to in the terms and "**CONDITIONS**".
- {2} Purchaser's terms and conditions inconsistent with those set forth herein will not be recognized and will be of no effect unless agreed to in writing by the Company.
- {3} This proposal is limited to the quantities and items specifically mentioned and listed. The right to correct all typographical or clerical errors in prices or specifications is reserved.
- {4} Unless otherwise specified, prices are F.O.B. point of shipment and are subject to change unless orders are placed with the Company within thirty (30) days from date of Proposal.
- {5} The amount of any applicable tax or other government charge upon the production, sale, shipment and/or use of the goods covered by this proposal shall be added to the price and shall be paid by the Purchaser.
- {6} The Company reserves the right to assign to its Suppliers all or part of the material or equipment to be supplied under this proposal.
- {7} All proposals are subject to the approval of the Company and/or its Supplier.
- {8} If delivery specified herein is F.O.B. point of destination or F.O.B. point of shipment with freight allowed, the Purchaser shall pay the Company or its Supplier, in addition to the purchase price, any amount by which the freight on the goods may be increased by reason of increased freight rates between the dates of this proposal and shipment.
- {9} If shipments are delayed by the Purchaser, payment shall become due on date when the Company or its Supplier is prepared to make shipment, and Purchaser shall assume all risk and expense of storage.
- {10} The Company shall not be liable for failure to perform or delay in performing an obligation resulting from Acts of God, fires, strikes, accident, terrorism, or other factors beyond reasonable control of the Company.
- {11} Without written authority to Purchaser, the Company or its Supplier will not be liable for expense of repairs made on material or equipment performed outside of Company's factory.
- {12} The Company shall not be liable for any special, indirect, or consequential damages resulting in any manner from the furnishings of the equipment herein or for damages of any kind arising from the use of the equipment specified herein.
- {13} It is understood and agreed that title and right of possession to all material or equipment sold under this proposal remains with the Company or its Supplier until it has received the full price therefore, and same shall retain its characteristics as personal property regardless of its use prior to payment of the purchase price.
- {14} Terms, unless otherwise specified, are thirty (30) days net from date of invoice F.O.B. point of shipment and are not contingent on performance of equipment or materials. Payments in U.S. currency. The Company or its Suppliers may require pro rata payments for partial shipments.

Date: December 5, 2023

From: Barb Codjoe, Director of HR

To: City Council

RE: Employee Assistance Program (EAP) Update

Current

Mental Health has been a popular topic for the past few years. Since COVID, our society has realized how important it is to take care of ourselves. As an employer, we want to ensure that our employees are getting assistance they need. There are a number of benefits both on the employee and the employer side to having an EAP.

Our current Employee Assistance Program (EAP) is outlined in our Personnel Policy, article 16. It states:

It is the policy of the City of Ottumwa to make available for its employees and their dependents confidential counseling and guidance for problems such as alcohol and drug abuse, marital and family problems, mental and emotional illness, and financial, legal and similar areas of concern that may be contributing to unacceptable job performance.

Our current EAP provider is Southern Iowa Mental Health. They offer mental health or substance abuse services. We currently offer the first 5 visits to the EAP counselor to be paid by the City. An employee is able to call directly for an EAP appointment or may go through their supervisor or City Administrator.

Why are we reviewing?

HR has received questions from employees pertaining to other aspects that are typically covered by an EAP. These questions have ranged from different methods of seeking out treatment, physical health and wellness programs, alcohol use, financial planning and even retirement questions.

Many current employees (and specifically our public safety employees) work closely with Southern Iowa Mental Health now with citizens that they see on a daily basis. There can be an awkwardness if they seek assistance for themselves at the same place.

I want to be clear, we have had no issues with Southern Iowa Mental Health. Being able to offer a full-service EAP will allow us to expand the types of assistance to our employees as well as through different mediums.

Process

We had some previous conversations with our Third-Party Benefits Administrator regarding wellness programs. They had suggested looking into an EAP that may offer some of these services. Once HR started to receive additional questions, we felt it was time to review what options were out there. Gallagher (our third-party administrator) put out an RFP on our behalf to see what companies were out there that could serve us. Three companies came back, CuraLinc, ESI and Health Advocate.

After an initial review of the offerings, we opted to have calls and reviews with CuraLinc and ESI. After these meetings, CuraLinc is the provider that we will be moving forward with.

Highlights

- 1) 125 municipality Clients
- 2) Numerous access points for employees
 - a. Call-In
 - b. Text Therapy
 - c. Mobile App
 - d. Online Portal
 - e. Face-to-face
 - f. Video
 - g. Live Chat
 - h. Self-Serve
- 3) Average Time to Schedule
 - a. In-person – 3.3 days
 - b. Virtual 2.1 days
- 4) CuraLinc Care Advocates eliminate failed referrals and maintain contact with the member and affiliate counselor for the duration of every case
 - a. Average 11 years of care management experience
 - b. Masters of PhD in a mental health discipline
- 5) Uniform user experience and digital features in over 200 countries and territories and translated into 30+ languages
- 6) Overlap with all national and regional MHSA networks for post-EAP treatment
- 7) Available for all employees PLUS those who live in the household / dependents
- 8) Includes interactive toolkits, learning modules, videos, articles, self-assessments, search engines, discount center, free will and POA and more
- 9) Legal, financial and ID theft consultation
- 10) Dependent care resources (child and elder care)
- 11) Retirement coach
- 12) Expert referrals for everyday needs – home improvement, entertainment services, pet care, auto repair, wellness, travel, etc.
- 13) Critical Incident Response – virtual or on-site
- 14) Topical training for employees
 - a. Diversity: Experiencing Differences
 - b. Coping with Grief
 - c. Consultative resource to assist supervisors and managers with challenging employee and organizational issues
 - d. Stress Management
- 15) Focused communication to employees
 - a. Hard and Electronic materials
 - b. Tailored to suit the cultural and technological profile of City of Ottumwa
- 16) Offers packages of 3, 6 or 8 sessions included in the EAP

Cost

Total cost is based on our number of employees and the number of sessions that we would include. Based on information received, the average time to rectify an issue is 5 sessions. We will offer our employees the package of 6 sessions.

With an authorized headcount of 215 employees, the cost for this program would be \$6,888.60.

\$2.67 per employee, per month = \$32.04 per employee per year

We currently have \$12,000 budgeted in FY2024 for wellness programs in 860-6-665-6412. We have also budgeted this amount for the last three years in that account. We spent \$5,350 in FY22 and \$8,670 in FY23. So far \$1,325 has been spent from that fund in FY24 with approximately \$4000 planned for the rest of the year. That is paying for the employee Healthy Choices program along with annual flu shots.

This would leave a balance of \$6,675 to fund this program. We would have a balance of approximately \$214 that we would need to fund. This may come from our budgeted amount for the rest of the year (depending on those costs / participation). We have the balance in the overall group health insurance fund to offset this cost. We may also see a decrease in medical claims due to employees utilizing this EAP moving forward which would help offset that amount.

In FY25, we would budget appropriately for this program.

Implementation

We are working with Gallagher currently on the implementation of the program. We are estimating a January 4, 2024 availability for our employees to start using the new program. There will be targeted marketing information sent out to employees and a dedicated team to work with us on implementation.



 curalinc.com
 800.490.1585
   @curalinc
 curalinc.in
 info@curalinc.com



Employee Assistance Program (EAP) Proposal

Prepared for:
City of Ottumwa
September 6, 2023

Prepared by:
Amanda McCartney
312.380.2366
amccartney@curalinc.com

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About CuraLinc

More than ever, there’s a spotlight on an employer’s role in the mental health and emotional fitness of its employees. However, even with an optimal approach, it still takes a combination of courage, clarity and ongoing support to ensure positive outcomes for any employee who seeks care.

As employers consider their options for providing employees with truly effective mental health benefits, it’s crucial to select partners and programs that bridge the gaps between the employee’s problem, the opportunity to deliver care and the ideal personalized solution. Traditional employee assistance (EAP) models can feel old, impersonal and out of touch – neither addressing barriers to access and gaps in care, nor delivering enough innovation and evidence to make an impact. Digital providers, on the other hand, not only lack in-the-moment mental health support, but also focus on *assigning* treatment plans rather than *empowering* care by allowing participants to choose a modality or care avenue that suits their preference.



The net effect for many employees is a mental health benefit – if they even know the benefit exists – that feels inaccessible, confusing and void of the personalized support needed to help them feel better. Often times, what’s missing is a coordinated and authentic connection to care that leverages an integrated system of human and digital interactions to holistically improve employee mental health.

CuraLinc Healthcare delivers just that – **transformative mental health care fueled by connectivity** – marrying technology and personalized advocacy to engage and support employees throughout their care journey. CuraLinc has redefined the modern EAP by looking at mental health through a more human-centric lens, empowering care through:

- **Engagement.** Moving employees from confusion to clarity by igniting an initial connection.
- **Access.** Creating an integrated system of entry points powered by choice and preference.
- **Advocacy.** Reducing barriers to care through personalized navigation and guidance.
- **Support.** Providing evidence-based treatment through multiple modalities.
- **Outcomes.** Delivering end-to-end care and a measurable impact on health and productivity.

CuraLinc approaches EAP administration with four simple goals in mind: engage employees; improve access to mental health support; create a positive impact on employee health and productivity; and help both employees and employers mitigate risk.

The CuraLinc Difference

Concerns like depression, stress, substance abuse, grief and anxiety impact the health and productivity of employees, as well as an employer’s direct and indirect costs. A human-centric and innovative employee assistance program is the most effective resource in an employer-driven strategy to address these issues.

Differentiators

Don’t just “check the box” when it comes to evaluating the impact of EAP features that will engage employees, have a measurable impact on health and productivity or provide a necessary layer of support to the organization.

Feature	Why It Matters
Design	CuraLinc’s approach fills gaps in access and care delivery commonly found with other providers.
Choice	CuraLinc offers twelve different ways for employees to access mental health care and support.
Utilization	CuraLinc drives more awareness and usage than traditional EAP and digital models.
Flexibility	Every CuraLinc program is tailored to suit the unique needs of each client.
Speed	Participants have immediate access to licensed mental health counselors around the clock.
Integration	CuraLinc coordinates care, data and communication with a client’s other benefits and programs.
Service	CuraLinc’s proactive and collaborative approach to partnership maximizes the value of the program.
Impact	CuraLinc provides a measurable impact on absenteeism, productivity, depression and substance abuse.

Engagement

Employee assistance programs (EAPs) have a positive and measurable impact on the health and productivity of those who participate in the program. Unfortunately, one long-time knock on EAPs is that awareness – and, subsequently, participation – just isn't high enough within an employee population.

To ensure high visibility and utilization of the EAP, CuraLinc provides every client with a unique engagement strategy that is tailored to suit their culture and goals. This strategy, which begins during the pre-sale discovery process and is launched in the implementation meeting, includes three key functions: communication, integration and technology.

City of Ottumwa Chooses CuraLinc

Tailored Engagement Strategy for City of Ottumwa



Communication

- ✓ Develop a Culturally Relevant Plan to Maximize Visibility of the Program
- ✓ Tailor the Promotional Schedule to a Client's Communication and Technological Profile
- ✓ Deliver a Consistent and Positive Message to Reduce the Stigma of Accessing Care
- ✓ Market the Program as an Early-Stage Resource for All Mental Health and Substance Use Concerns



Integration

- ✓ Position the Program as an Integrated Component of an Employer's Health Management Strategy
- ✓ Increase Engagement Through Case, Data and Marketing Integration with the Client's Other Benefits and Resources
- ✓ Create Opportunities for External Programs to Identify and Refer Employees to the EAP



Technology

- ✓ Leverage Technology to Connect Employees to the EAP and to Provide New Care Modalities for Employees
- ✓ Establish Single Sign-On (SSO) Connections from Client Intranet and Third-Party Vendor Portals
- ✓ Position CuraLinc's Digital Navigator as an Alternative Access Point into the Program
- ✓ Customize the Mobile App and Launch a Download Initiative



Clients that follow CuraLinc's engagement recommendations have significantly higher utilization rates.



EAP Engagement Strategy delivered to City of Ottumwa



EAP effective date

Care Journey

CuraLinc’s care journey was purposefully constructed to address a wide array of concerns that impact health, wellbeing and productivity:

Addictive Behaviors
Anxiety
Coping
Family/Marital Problems
Isolation
Organizational Change
Sleep Fitness

Alcohol or Drug Abuse
Burnout
Dependent Care Issues
Financial and Legal Issues
Languishing
Relationship Problems
Stress

Anger Management
Caregiver Support
Depression
Grief and Loss
Mindfulness
Resiliency
Work-Life Balance



Access

Accessibility plays a vital role in the success of an EAP. A provider can have a strong clinical model, but the program will fall flat if participants can’t choose from a variety of meaningful options to access care around the clock.

By offering a system of convenient avenues to access care – and allowing participants to choose not only the modality, but also their preference for the type of provider they feel most comfortable with – CuraLinc is *empowering* care, rather than *prescribing* it.

Choice

- ✓ **Individualized** access to mental health support
- ✓ System of **convenient** and **integrated** avenues into the program
- ✓ **Preference** (modality, time/date, race, age, gender) empowers participants to begin their journey
- ✓ Meaningful **connectivity**, not a predetermined entry point



Benefit-eligible employees and their immediate family members have access to the program twenty-four hours a day, every day of the year, through an integrated suite of digital and analog entry points. To address the needs of non-English speaking members seeking access to in-the-moment support, CuraLinc employs Spanish, Mandarin, Polish and Russian-speaking Care Advocates. CuraLinc also offers translation capabilities for more than 140 other languages and maintains a toll-free TDD line for hearing-impaired participants.

Desktop and Mobile Platform (Digital Access)

CuraLinc's web and mobile platforms act as an excellent complement to the program's telephonic and in-person services. More than just a static website or mobile app, the platforms – which are available in English, Spanish and French – focus on engagement, access and customization.

Access

The web and mobile portals contain an access bar at the top that highlights the different avenues employees can choose to connect to care and support.

Customization

The entire portal can be tailored to suit the brand and identity of a CuraLinc client.

- ✓ Background Image on Landing Page, Welcome Message, Logo, Fonts, Dashboard Tiles, Links to Other Client Benefits, Upcoming Events
- ✓ Vertical-Specific Toolkits for Retail, Education, Restaurant, Hospital and Health Care, etc.
- ✓ EAP Orientation Video for Each Client



Sample Desktop Platform

EAPDemo.com

To review a sample of CuraLinc's desktop platform, visit EAPDemo.com.

Design Elements

The portal's intuitive layout optimizes the user experience (UX) for EAP participants.

- ✓ **Access Bar.** Highlights the Different Avenues to Access Care
- ✓ **Category Search.** 75 Frequently Requested Topics for Platform Resources
- ✓ **'What's on Your Mind?'** Search for Resources Based on Thousands of Keywords and Topics
- ✓ **Dashboard Tiles.** Customizable by Client; Includes Monthly Promo, Orientation Video, Program Summary, etc.
- ✓ **PAM (Participant Activation Messenger).** Friendly AI Bot in the Lower Right Corner of the Desktop Platform; Alternative Channel to Access Information and Resources

Sample Mobile Platform



Desktop and Mobile Platform Resources

The web and mobile platforms contain a variety of resources that help participants address emotional fitness and wellbeing.

- ✓ **Interactive Toolkits.** Self-Serve Training Systems for Resiliency, Mindfulness, Sleep Fitness, Mental Health First Aid and Meditation
- ✓ **Flash Courses.** 43 Short Educational Modules with Post-Module Certificate
- ✓ **Live Chat.** Synchronous (Live) Chat with CuraLinc's Licensed Mental Health Counselors
- ✓ **Search Engines.** Dependent Care, Financial Consultation, Education, Pet Care, Legal Services, etc.
- ✓ **Interior Pages.** Thousands of Audio and Video Lessons, Articles, Tip Sheets, Resource Links and Self-Assessments
- ✓ **Savings Center.** Discount Shopping Program to Make Everyday Life a Little More Affordable
- ✓ **Wellbeing Place Blog.** Fresh Resources with a Positive Impact on Employee Health and Wellbeing
- ✓ **Additional Resources.** Free Will and Power of Attorney, Anti-Stigma Hub, Request Information or Call-Back

Inline Scheduling

While many EAP participants choose to begin their mental health care journey by phone, text or live chat, others prefer to take control of their own care plan by scheduling treatment directly with counselor or coach.

Inline scheduling, available through CuraLinc's desktop and mobile platforms, delivers incremental engagement and frictionless support by allowing participants to schedule counseling or coaching sessions on a date and time of their choice – and with a provider who meets their specific dimensions of preference, whether it's gender, race, language, licensure or specialty.

- ✓ **Speed.** EAP participants can schedule telebehavioral (video) counseling or coaching sessions in as little as 24 hours.
- ✓ **Choice.** Beyond date and time, users can choose a counselor or coach based on multiple dimensions of diversity and preference.
- ✓ **Depth.** Inline scheduling with counselors and coaches is available to participants throughout the U.S.
- ✓ **Quality.** Care is delivered through evidence-based treatment approaches that measurably reduce symptoms and improve wellbeing.
- ✓ **Connectivity.** Inline scheduling can be accessed through the program's desktop and mobile platforms. Self-Serve Training Systems for Resiliency, Mindfulness, Sleep Fitness, Mental Health First Aid and Meditation



Advocacy

Across the entire landscape of employer-sponsored mental health programs, an important zone exists between accessibility and the ultimate delivery of mental health care – advocacy.

At CuraLinc, advocacy begins with immediate support, around the clock, from a licensed and experienced mental health professional. These professionals, also known as ‘Care Advocates’, are empowered to invest as much time as possible with every participant to ensure they’re guided to the most appropriate resource. This concierge approach includes a clinical assessment, personalized care plan development and follow-up to ensure connection to care and support.

CuraLinc’s model empowers care by ensuring that every participant knows they have an advocate in their corner – someone who can help them reduce the barriers to accessing care and guide them throughout their care journey.

CuraLinc Care Advocates

- ✓ Masters or PhD in a Mental Health Discipline
- ✓ Independently Licensed (LMFT, LCPC, LCSW)
- ✓ Average 11 Years of Care Management Experience
- ✓ 98% Satisfaction Rating
- ✓ Specialized Training in Cultural Competence
- ✓ Answer Every Intake Directly, 24/7/365

After conducting the initial assessment, for participants seeking in-person or telebehavioral counseling, the Care Advocate will make a strategic referral to a licensed mental health clinician who meets the following criteria:

- ✓ Specialty matches presenting concern;
- ✓ Proximity to the participant’s home or office;
- ✓ Available within 72 hours for routine requests (24 hours for urgent requests, 6 hours for emergency requests);
- ✓ Practices evidence-based treatment;
- ✓ Participates in the member’s benefit plan network;
- ✓ Verified willingness to accept new appointments.

Personalized Care Plan

CuraLinc’s Care Advocates build a personalized care plan for every participant, which begins with a clinical assessment to identify the presenting issue and acuity and determine the proper course of action. This care plan leverages four clinically-validated tools:

- ✓ **SPS-6** (Stanford Presenteeism Scale): productivity
- ✓ **WOS** (Workplace Outcomes Suite): absenteeism, work engagement, workplace distress
- ✓ **PHQ-9** (Patient Health Questionnaire): depression
- ✓ **AUDIT** (Alcohol Use Disorders Identification Test): alcohol abuse or dependence



No “Failed Referrals”

A “failed referral” occurs when an EAP participant doesn’t follow through with counseling because the EAP provider failed to (a) confirm the availability of the clinician; and/or (b) failed to align the referral with the participant’s benefit plan MHPA network. When this happens, everyone loses – the participant is forced to seek care elsewhere (or not at all) and the employer is misled into believing the program is well-utilized, since the provider will count this as a case.

Advocacy-Based User Experience (UX)

Unlike the EAP industry’s standard process for making referrals, CuraLinc doesn’t simply send a list of counselors and expect the participant to call for availability and scheduling. With over 100 million ‘Americans living in Mental Health Professional Shortage Areas’ (Kaiser), the traditional EAP approach will leave many participants frustrated – and they’ll simply abandon their care plan when providers don’t have an opening for new patients.

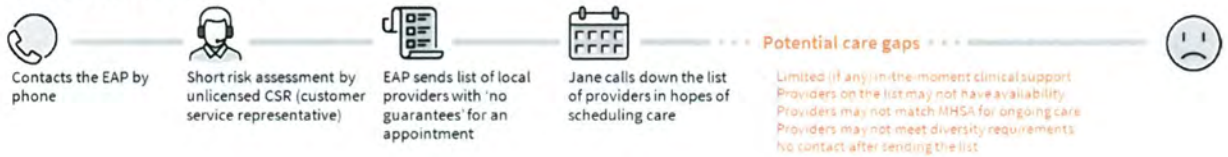
CuraLinc’s advocacy-based user experience eliminates “failed referrals” and ensures that participants receive the help they need, when they need it. CuraLinc’s Care Advocates even offer to schedule the first appointment to further ensure that participants receive the support necessary to address their concern.



Jane

Female | 39 years old | Depression

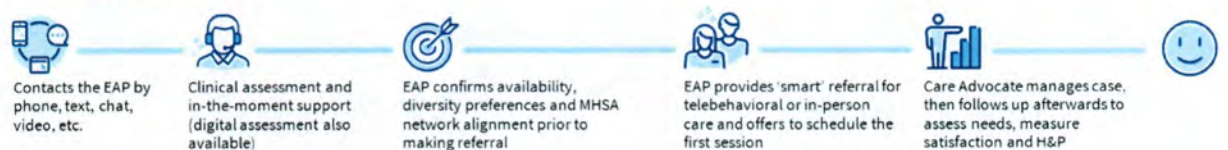
Traditional EAP UX



Digital Program UX



CuraLinc UX



Mental Health Navigator

While most employees prefer to *choose* a mental health treatment modality based on their personal preference, others need a little additional guidance and advocacy. CuraLinc's Mental Health Navigator was built with those employees in mind.

Navigator, which is woven into the plan design for every CuraLinc client, leverages an evidence-based assessment to guide employees to personalized mental health support. After completing the short survey, participants receive an Emotional Fitness Report that includes a risk analysis, recommendations and a call to action to schedule therapy or connect to digital mental health resources. This resource will expedite access to meaningful care for employees who may not have otherwise used the EAP to address their stress, anxiety or depression.



Navigator Key Features

- ✓ **Web or Mobile Access.** Participants can use the Navigator through the EAP web or mobile platform.
- ✓ **Evidence-Based Assessment.** The initial survey includes a combination of three clinically validated tools: the DASS (Depression Anxiety Stress Scales), the WOS (Workplace Outcomes Survey) and the AUDIT (Alcohol Use Disorders Identification Test).
- ✓ **Risk Stratification.** Navigator's algorithm uses the results of the assessment to stratify the risk of participants in five categories: depression, anxiety, stress, alcohol use and productivity.
- ✓ **Personal Report.** Each participant receives an Emotional Fitness Report that illustrates risk and offers personalized recommendations for support. Participants can schedule care directly through the report on either the web or mobile platform.
- ✓ **Schedule Care.** Participants can schedule counseling or coaching – or access digital mental health resources – within Mental Health Navigator.

Additional Advocacy Highlights

Cultural Competency

CuraLinc's clinical and organizational services are built on a foundation of cultural competence to meet the diverse needs and preferences of every participant.

Appointment Scheduling

CuraLinc's Care Advocates not only verify benefit plan (MHSA) match and availability, they also offer to schedule the first appointment directly with the counselor.

Choice of Provider

In addition to clinical specialty, MHSA match and availability, counseling referrals are also matched with a participant's geographic, demographic and cultural preferences.

Support

In order to connect with every employee, an employer-sponsored mental health program needs to provide support through a variety of avenues – for both clinical and sub-clinical care.



Clinical Resources

Sub-Clinical Resources



In-person counseling



Telebehavioral counseling



Text therapy



Digital group support



dCBT



Coaching



Work-life benefits

In-Person Counseling

Even in an age when digital treatment extends the footprint of care, face-to-face counseling is still the most popular and effective modality to address mental health concerns.

CuraLinc's diverse nationwide network of over 29,000 counselors (plus another 24,000 outside of the U.S.) are independently licensed professionals with a minimum of five years of clinical experience.

All counselors meet CuraLinc's strict credentialing criteria, which mirror the standards set by CAQH (the Council for Affordable Quality Healthcare). In addition, they are required to use evidence-based treatment approaches, such as Solution-Focused Brief Therapy and Cognitive Behavioral Therapy, to address and resolve cases within the program.

In addition to including clinical specialty in the profile for every network counselor, CuraLinc also invites them to share information about other dimensions of diversity that are important to participants, such as race, gender identity, LGBTQ+ status and more. This process underlines CuraLinc's commitment to delivering a culturally competent benefit – and ensures that the program meets the unique needs of every participant.

Finally, to increase the likelihood of resolution within the EAP, the CuraLinc Care Advocate will review treatment progress with the affiliate clinician throughout the course of care. CuraLinc also guarantees a network match of at least 99% for every client, giving participants excellent access to treatment.

29,002

CuraLinc U.S. Providers

24,010

CuraLinc Global Providers

Telebehavioral (Video) Counseling

CuraLinc's telebehavioral counseling platform, eConnect®, is included with all EAP and MAP models. eConnect® is a confidential and secure technology-based counseling medium that provides members with video and web chat access to licensed masters- and doctorate-level behavioral health professionals who are also Board Certified Telemental Health Providers (BC-TMH).

By integrating video and chat-based treatment to the program's existing face-to-face, telephonic and digital services, CuraLinc increases access to care for members in far-reaching rural locations, those with mobility problems and people with urgent mental health needs.

Network Snapshot for In-Person and Telebehavioral Counseling

Diversity and Preference

- ✓ Age
- ✓ Race
- ✓ Religion
- ✓ Gender Identity
- ✓ LGBTQ+ Status

Evidence-Based Practices

- Solution-Focused Brief Therapy
- Cognitive Behavioral Therapy
- Acceptance and Commitment Therapy
- Mindfulness-Based Cognitive Therapy

Professional Credentials

- Licensed Professional Counselors: 32%
- Licensed Marriage and Family Therapists: 9%
- Licensed Clinical Social Workers: 39%
- PhD/PsyD: 20%

Provider Quality

Beyond depth, availability and diversity, CuraLinc also takes a diligent approach to ensuring that providers deliver quality care and support to participants. CuraLinc regularly assesses the effectiveness of every network counselor and assigns them into quality tiers according to six key metrics. Over 95% of counseling is delivered by clinicians in the highest tiers.

Speed to Care (Non-Urgent)
Net Promoter Score

Speed to Care (Urgent)
Health and Productivity Outcomes

Satisfaction
Case Resolution

Text Therapy

CuraLinc's proprietary text therapy platform, Textcoach®, provides participants with convenient access to licensed mental health counselors. Through CuraLinc's secure platform, counselors (also known as 'Coaches') help users boost emotional fitness and wellbeing by securely exchanging text messages, voice notes, resource links and videos.

After completing a short questionnaire, new users can begin communicating with their Coach immediately to address stress, anxiety, grief, social isolation, depression or relationship issues – or to proactively work on mindfulness or resiliency. Textcoach® is not intended to replace face-to-face or telebehavioral counseling through the EAP, though – and users with acute concerns will be guided to other resources within the program.

- ✓ **Stigma-Free.** Textcoach® is an excellent resource for those who may not be receptive to 'traditional' face-to-face or telebehavioral counseling.
- ✓ **Convenient.** Participants can text with their Coach at any time – on mobile or desktop – without worrying about scheduling or other conflicts.
- ✓ **Licensed.** All Coaches are independently licensed mental health counselors who also have a special accreditation for providing technology-based care.
- ✓ **Secure.** All communication between participants and Coaches is encrypted and stored securely.



Digital Cognitive Behavioral Therapy (dCBT)

Animo, CuraLinc's digital cognitive behavioral therapy (dCBT) platform, is an innovative desktop and mobile resource that offers evidence-based content, practical resources and daily inspiration to foster meaningful and lasting behavioral change.

The platform, which is based on the underlying principles of cognitive behavioral therapy (CBT), provides a variety of self-directed dynamic resources that improve emotional fitness, reduce the stigma associated with mental health treatment and enhance overall wellbeing.

Animo allows participants to develop competencies and strength through a variety of structured modules that were developed by an industry-leading team of clinical psychologists, licensed counselors and cognitive behavioral therapy experts.

- ✓ **More Support.** The platform bridges the gap between interventions, helps participants manage relapses and supports members with in-the-moment needs.
- ✓ **Access and Utilization.** Digital CBT extends care to rural consumers and provides resources to members who may not have otherwise called the EAP.
- ✓ **Clinical Outcomes.** Evidence-based self-help resources with demonstrated improvement in clinical outcomes.
- ✓ **Incremental Engagement.** CuraLinc's integrated approach, which assigns a Care Advocate to every user, drives additional engagement to (and awareness of) the EAP.



Digital Group Support

Although employer-sponsored mental health programs, such as an EAP, have always delivered care on the foundation of one-on-one treatment, group therapy has always had an important place in the landscape of therapeutic options available to people who want to strengthen their emotional fitness. Group therapy

helps employees understand that they're not the only ones dealing with a specific condition or issue; and it also helps them relate to the other people in their universe a little better, including family, coworkers and friends.

CuraLinc's digital group support platform, Virtual Support Connect (VSC) provides moderated sessions on a wide variety of topics through the program's desktop or mobile platform. The moderator will be the only person on video, though - all other users will participate via text so that they maintain their anonymity. In addition to leading the session through audio and video, the moderator will post tip sheets, exercises and links to other resources.



Coaching

The aforementioned support modalities are ideal for employees who are struggling with stress, depression, anxiety or relationship issues – but what about resources for employees who don't have a mental health concern?

CuraLinc's program includes personalized coaching that help employees be the best possible version of themselves by focusing on personal improvement and emotional fitness. CuraLinc's Coaches, all of whom are also licensed mental health clinicians, provide one-on-one coaching for the following focus areas:

- **Sleep Fitness.** CuraLinc's Sleep Fitness Coaches help participants learn the physical and mental benefits of a good night's sleep, how to establish daily habits that promote sleep and ways to improve their sleep environment. All Sleep Fitness Coaches have a Cognitive Behavioral Therapy for Insomnia (CBT-I) certification for delivering evidence-based insomnia interventions that address the root causes of insomnia, not just the symptoms.
- **Meditation.** CuraLinc's Meditation Coaches help participants build and maintain meditation practices that can help reduce stress, increase focus and improve overall health and well-being. Meditation Coaches use a combination of established guided and self-directed activities and exercises to help participants reach their own personalized meditation goals.
- **Mindfulness.** Beyond teaching the benefits of mindfulness – from decreased worry to improved concentration – CuraLinc's Mindfulness Coaches help participants develop skills that allow them to live more fully in the present moment – both at work and at home. All Mindfulness Coaches used evidenced-based practices including Mindfulness-Based Stress Reduction to help participants learn practical ways to incorporate mindfulness into their everyday life.

Toolkits

CuraLinc provides clients with several interactive sub-clinical toolkits that are connected to the program's web and mobile platforms – and also available as stand-alone resources for employees.

- ✓ **Mindfulness Toolkit.** Practical tools and exercises for incorporating mindfulness into everyday life.
- ✓ **Resiliency Toolkit.** Skill development resource to help employees 'bounce back' from challenging situations.
- ✓ **Mental Health First Aid Toolkit.** Three-step program (Identification, Connection and Encouragement) to help employees support their coworkers more effectively.
- ✓ **Meditation Toolkit.** Easy-to-use collection of resources that includes guided meditations, tip sheets and more.
- ✓ **Sleep Fitness Toolkit.** This toolkit contains resources that build habits and practices that are conducive to sleeping well on a regular basis.

Personalized coaching for sub-clinical support is available telephonically, as well as through CuraLinc's digital modalities, eConnect®, Textcoach® and Animo.

CuraLinc for Teens

Teen mental health was a crisis before the pandemic, but recent events have made it even more business critical to support adolescent dependents of covered employees. While CuraLinc has always provided in-person and telebehavioral counseling for adolescents, with parental consent, the model was recently updated to include teen-centric programming within both text therapy and coaching, as well as a communication campaign built specifically for adolescents.

Work-Life Benefits

CuraLinc's team of work-life experts are passionate about providing participants with personalized solutions that help them avoid distractions and stay productive.

Legal Consultation

CuraLinc's legal consultation service provides clients with a cost-effective way to help employees or members who have legal concerns. The following components are included:

- **Unlimited Access.** EAP participants can access the service an unlimited number of times for unique issues.
- **Free In-Person Legal Consultation.** EAP participants have access to a free 30-minute face-to-face consultation with one of over 22,000 experienced attorneys across the country.
- **Free Telephonic Legal Advice.** CuraLinc provides immediate, free telephonic legal advice with an experienced private practice attorney from the member's home state.

Financial Consultation

The financial consultation component provides employees and their family members with access to financial professionals, including certified planners (CFPs) and experienced accountants (CPAs), when needs arise. The following services are included:

- **Financial Consultation Hotline.** Financial counselors can address questions regarding a broad range of financial management topics, including debt reduction, financial planning, long-term goal setting, home buying, budgeting, college planning and bankruptcy prevention.
- **Debt Management Planning.** Members can learn how to work with creditors to build repayment plans for unsecured debt.
- **Bankruptcy Prevention.** Specialists ensure that members understand the ramifications of bankruptcy filing and help them determine which other options are more appropriate.
- **Housing Education.** CuraLinc's financial counselors help members prepare for a home purchase. They can also outline options for keeping their home in times of financial distress.

Identity Theft Recovery Consultation

CuraLinc's identity theft recovery services provide EAP participants with telephonic access to an identity recovery professional who will help them assess their situation, create an immediate action plan and provide them with the knowledge and tools to implement that plan most effectively.

Retirement Coach

Retirement Coach provides unlimited consultation with a Care Advocate who has experience helping employees transition to retirement. From money management and volunteer opportunities to relocation, home repair and travel, CuraLinc will help employees prepare for the next phase in their lives.

Dependent Care Referrals

CuraLinc provides participants with an experienced team of specialists who offer guidance and referrals in areas such as child care, elder care, back-up care, adoption, summer camps and education.

The dependent care resource and referral services available through CuraLinc's EAP go well beyond simply locating available providers. The process begins with a thorough consultation and assessment by a work-life consultant, which often helps participants identify questions that they had not yet considered. Each participant receives personalized attention and consultation on all aspects of their work-life needs. During each step, the referrals are reviewed for detail, scope and applicability to the original request. All referrals are provided to the participant within two business days.

Daily Living (Convenience) and Concierge Referrals

In addition to expert referrals to dependent care services, CuraLinc also provides EAP participants with guidance and information to resources like home improvement, volunteer opportunities, entertainment services, pet care, automotive repair, relocation, wellness, travel, plumbers and handymen, cleaning services and much more.

An Integrated Approach to Support

Employer-sponsored mental health programs, including EAPs, are beginning to cover a much wider range of modalities and presenting concerns. As a result, it's important that programs create a seamless experience for participants who need to move from one modality to another.

While *external* integration – coordinating care, data and referrals with a client's other health management programs – is an important consideration for many employers, *internal* integration – CuraLinc's ability to deliver a seamless experience as participants move from one modality or care avenue to another – is a key element of the care journey.

CuraLinc built every support channel in-house and does not partner with third parties to deliver care. The net result of this approach is a single care management system and (again) a seamless experience for program participants, regardless of which modality they choose to begin their care journey.



Outcomes

The care journey through CuraLinc's program includes three stages – Access, Advocacy and Support – and is framed at the entry point by Engagement (how CuraLinc drives awareness and utilization) and after treatment is delivered by Outcomes (how CuraLinc impacts the health and productivity of the people who use the program).

CuraLinc's Care Advocates follow up with participants after every case to measure the satisfaction with and impact of the program – and, if applicable, to coordinate additional resources. This process allows CuraLinc to not only manage care more effectively, but also to track key metrics that underline the value of the program for CuraLinc's clients.

Outcomes and Impact Case Study

Historically, EAP providers have used a handful of metrics to illustrate their ability to deliver value, such as end-user utilization rates, client referrals, satisfaction surveys or website usage. While these measurements may be effective ways to identify the *level of awareness* that an EAP has within a client, they don't truly address the *impact* the program had on each participant.

Peer-reviewed research published in the International Journal of Scientific and Research Publications (IJSRP) reinforced how CuraLinc's unique approach to workplace mental health drove a positive impact on employee health and wellbeing.



Value Creation

Resolution

- ✓ 94% of cases resolved within the program

Return on Investment

- ✓ Based on health care and human capital cost savings
- ✓ Average ROI of 5.2:1 (offset calculator in utilization reports and at EAPROI.com)

Impact on Health and Productivity

- ✓ Peer-reviewed case study published at IJSRP.org and on EAPOutcomes.com



Productivity

(Tool used: SPS-6)

Seven out of eight at-risk cases (88%) recovered to no longer have a work productivity problem after using the program.



Depression

(PHQ-9)

84% of employees with depression recovered after EAP treatment to no longer be at-risk.



Absenteeism

(WOS)

Employees who used the program missed an average of 7.2 hours less work time in the following 30 days.



Alcohol use

(AUDIT)

After EAP treatment, 86% of employees were no longer at risk for alcohol misuse.

In summary, the data collected by CuraLinc suggests that an EAP with the proper construct and focus can facilitate meaningful behavior change that correlates to a decrease in absenteeism, an increase in productivity and a direct impact on a client's bottom line.

For more information regarding EAP-driven health and productivity outcomes, please ask your CuraLinc representative for a copy of the aforementioned peer-reviewed study or visit IJSRP.org or EAPOutcomes.com.

Return on Investment (ROI)

EAPs enhance organizational effectiveness by identifying and removing obstacles to productivity and also by resolving a participant's personal and work-related concerns. Certain EAP models also reduce direct medical costs through effective treatment and advocacy-driven guidance for members with a variety of mental health or substance abuse issues.

The construct of CuraLinc Healthcare's ROI Dashboard is based on a combination of EAP-driven outcomes, current research and a leading conceptual model developed by Dr. Mark Attridge, an independent consultant who conducts studies and trainings on the ROI for workplace mental health services to EAP and benefits professionals.

CuraLinc's ROI Dashboard, located at EAPROI.com, emphasizes three pillars of financial return.

- ✓ **Health Care Costs.** This includes savings from would-be outpatient claims that were resolved within the EAP, as well as from high-risk cases involving depression and substance abuse.
- ✓ **Human Capital Costs.** This pillar reflects a reduction of lost productivity time (LPT) from lower absenteeism and presenteeism rates, as well as the avoidance of turnover for a small percentage of high-risk employees who used the program.
- ✓ **Organizational Costs.** This area of return recognizes the value to the business for all non-counseling elements of the EAP, including educational and preventive services provided by the program to the organizational leadership, managers and employees at the worksite.



CuraLinc delivers an ROI of 5.2-to-1, based a combination of savings from health care costs, human capital costs and organizational costs.

Organizational Resources

Critical Incident Response Services

Incidents such as workplace violence, robbery, a natural disaster, suicide or a workplace accident can leave employees shocked, distracted and unable to perform their job effectively. Critical Incident Response (CIR) services are offered to CuraLinc's EAP clients following the aforementioned traumatic events. They are intended to reduce the acute symptoms of the trauma and to prevent the development of PTSD (Post-Traumatic Stress Disorder).

Crisis Response Plan

CuraLinc's CIR professionals develop a written response strategy for every critical event. This plan is provided to clients prior to the deployment of resources.

CuraLinc's nationwide team of experts advises and debriefs on critical incidents of all types – and has experience with the timing and impact of critical event responses. These debriefings provide affected employees with a safe environment to discuss their reactions, normalize their emotional responses to the event and learn healthy coping skills. CuraLinc's CIR services restore organizational and employee productivity, mitigate long-term stress responses and enhance the employees' overall adjustment at work and at home.

Organizational Development and Training

CuraLinc understands the importance of getting a high level of performance from every employee. To augment an employer's organizational development strategy, CuraLinc offers a broad range of customized workshops and training modules designed to make staff and managers more effective. These modules are divided into two categories:

- ✓ **Topical Training.** CuraLinc's topical training modules allow clients to use CuraLinc Healthcare as their own private organizational development resource. Most modules are 50-60 minutes in length and will be customized to meet the client's training objectives.
- ✓ **Benefit Training.** Through benefit training, CuraLinc will provide a client's staff and supervisors with the tools and knowledge to utilize the EAP most effectively.

Most Popular Modules

Stress Management
Embracing Diversity
Benefits of Mindfulness
Mental Health First Aid
Coping During Times of Crisis

All sessions include interactive exercises, audience participation and post-session proficiency testing. These modules can be delivered in-person, via webcast or through CuraLinc's proprietary learning management system (LMS) platform.

Management Consultations

CuraLinc Healthcare's management consultants provide expert guidance and support for managing difficult workplace situations and providing assistance to employees in need. These confidential one-on-one discussions with client supervisors can address work performance, attendance issues, workplace violence, substance abuse, mental health and many other employee-related topics.

Formal Management Referrals

Formal management referrals, which are included at no cost in every EAP model, occur when a manager or Human Resources professional directs an employee to utilize EAP services after formally notifying the employee that he/she has either:

- ✓ Violated the company's substance abuse policy;
- ✓ Violated another workplace policy, such as harassment; or
- ✓ Exhibited behavior that negatively impacts their productivity and/or the workplace.

In most cases, managers formally refer employees to the EAP after taking other disciplinary steps. During a formal management referral, the Care Advocate will maintain contact with the supervisor, Human Resources professional, and/or other key personnel in the workplace, as well as with the individual, until work performance has improved and there is no further need for consultation. The program also provides follow-up for employees referred to treatment and/or counseling to ensure continued personal stability and successful job performance.



Anti-Stigma Campaign (1in5)



According to the National Alliance on Mental Illness (NAMI), one in five Americans suffers from a mental health disorder like depression or anxiety. Unfortunately, a combination of stigma and accessibility leaves many of these people feeling like they don't have anywhere to turn. Every year, CuraLinc hosts an anti-stigma campaign for EAP clients called '1in5' that focuses on normalizing the need for behavioral health resources (such as an EAP) and removing barriers for those who want to access care.

The 1in5 campaign includes a marketing toolkit, with wristbands, flyers, eblasts and worksite posters. It also includes a resource-heavy website (1in5.info) with audio and video lessons, topical tip sheets, a mental health self-assessment, facts regarding mental health and links to external resources.

Drug-Free Workplace Consultation

A drug-free workplace provides employees with a safer and more productive work environment; and an effective drug-free workplace policy can reduce turnover and identify high-risk employees before they become a serious liability to the company. CuraLinc's drug-free workplace consultations provide employers with guidance on how to develop comprehensive drug-free workplace programs. This feature helps employers develop fair and balanced policies that are tailored to suit their unique culture.

In addition to drug-free workplace consultation, CuraLinc also offers expert guidance and DOT/SAP services to assist clients that have employees in safety-sensitive positions regulated by the U.S. Department of Transportation.

Client Services

CuraLinc takes a proactive and collaborative approach to client services that maximizes the value of the employee assistance program for each client.

- ✓ **Single Point-of-Contact.** CuraLinc assigns a dedicated Client Relationship Manager (CRM) to every EAP client.
- ✓ **Accountability.** The CRM is responsible for delivering an EAP that is tailored to suit a client's culture, policies, promotional channels and goals.
- ✓ **Service Team Leader.** CuraLinc's operations, crisis response, training and marketing personnel provide support to the CRM in the administration of EAP services for each customer.
- ✓ **Integration.** The CRM leads the initiative to integrate the EAP as a core component of each client's health management strategy.

Implementation

CuraLinc's structured approach to rolling out every employee assistance program starts with an implementation meeting, typically held 60 days prior to the program's effective date. This meeting provides CuraLinc's client services, marketing and operations teams with insight into each client's culture, policies, communications channels, technology and EAP experience.

Program Management and Communication

After implementation, CuraLinc's Client Relationship Managers (CRMs) are responsible for the administration of all program deliverables, including monitoring program performance and maximizing visibility through a culturally relevant promotional strategy.

Consistent and positive messaging is an important component of a successful promotional strategy. In order to maximize the impact and visibility of an EAP, providers must make the program appealing to all employees, whether they have an acute emotional health concern or a 'little bit of stress' in their lives. With that in mind, CuraLinc provides clients with a comprehensive marketing strategy that focuses on driving awareness of the EAP throughout the organization. During the implementation of the program and on an ongoing basis, CuraLinc's approach to promotion is tailored to the unique needs of each client, which includes (but is not limited to) the following:

- ✓ **Worksite Posters.** The first quarter is marked by CuraLinc's introductory worksite poster. Going forward, CuraLinc will provide the clients with behavioral health-



themed worksite posters. Posters are sent to clients in hard copy or electronically, at the client's discretion, every three months.

- ✓ **Monthly Flyers.** CuraLinc also provides clients with monthly electronic flyers, which can be sent to the plan sponsor or directly to employees upon request. These flyers correspond to the webinar that CuraLinc hosts each month, as well as the primary theme or story on the program's web and mobile platforms.
- ✓ **Quarterly Newsletters.** EAP newsletters are published every three months. Unique versions are created for employees and for supervisors, with the latter featuring stories that are specific to managers in the workplace. CuraLinc can also provide copy/content directly to clients for use in their own internal newsletter.
- ✓ **Event-Based Promotions.** It's important that the EAP is visible during a crisis or otherwise important event that may impact employees. CuraLinc responds to these events, typically within 24 hours, with a tailored promotion that is developed to drive awareness to the program.
- ✓ **Push Messaging Campaign.** CuraLinc provides clients with regular mobile push notifications that increase awareness of the program. These soft reminders provide motivation and a call to action.

As a component of the aforementioned engagement strategy, CuraLinc will provide each client with a promotional calendar that is aligned with the client's culture and existing marketing channels.

Sample EAP Promotional Calendar

	Worksite EAP Poster	EAP Monthly Theme and Flyer	EAP Monthly Webinar	Mobile Push Message	Employee and Supervisor Newsletters
Pre-Rollout	'Coming Soon' Flyers; Intro Letters for Employees and Supervisors; EAP Orientation Video; Tri-Fold Brochures; Wallet Cards, Product/Component Flyers				
January	Stress	Burnout	Recognizing Burnout: Know the effects and how to prevent	Mindfulness Resources	
February		Change	Navigating Disruption: How to deal with constant change	Financial Consultation	Newsletter Distribution
March		Sleep Fitness	Sleep Basics: The ABCs of getting some ZZZ's	Sleep Fitness Coaching	
April	Balance	Emotional Fitness	Building Better Mental Health: Tips to restore your peace of mind	Text Therapy	

Client-Specific Promotional Toolkit

While the team at CuraLinc is always available to provide client-specific collateral at a moment's notice, there will be times when a plan sponsor needs custom materials immediately. CuraLinc's self-serve promotional toolkit provides clients with in-the-moment access to client-specific posters, flyers, wallet cards, brochures and more.



Reporting

CuraLinc Healthcare has a unique ability to collect and report trends and data for the EAP. CuraLinc's comprehensive reports include a one-page executive summary and are reviewed with client plan sponsors on a regular basis. From this review, changes may be made to the company's EAP promotional plan, training initiatives or integration with a client's other health management benefits.

- ✓ **Executive Summary.** Every report includes a one-page executive summary that provides EAP clients with a snapshot of utilization and important trends.
- ✓ **Easy-to-Understand Data.** Case Utilization, which illustrates unique cases opened within the EAP, and Program Utilization, which illustrates usage of all EAP components (training, consultation, etc.), are clearly displayed on the front page.
- ✓ **Return on Investment (ROI).** Reports include a client-specific version of CuraLinc's proprietary Financial Offset Dashboard. This ROI calculator measures the impact of the EAP on each client's health care and human capital costs.
- ✓ **Provided to EAP Clients Quarterly.** Clients with fewer than 300 employees may receive reports less frequently.
- ✓ **Integration Data.** Utilization reports track the impact of EAP integration with a client's other programs.

Integration

By taking a three-pronged approach to integration (case integration, data integration and marketing integration), CuraLinc can increase the efficacy and value of the EAP, as well as the impact range of the following programs:

- ✓ **Group Health Plan.** An employer can reduce direct medical costs by marketing the EAP as an entry point into mental health or substance abuse (MHSA) of the group health plan. Members who have concerns that can be addressed with short-term counseling will be guided into the EAP at the point of entry; those with acute MHSA conditions will be referred to an appropriate in-network treatment channel within the health plan.
- ✓ **Short-Term Disability.** CuraLinc can reduce the length of time a member is on short-term disability leave, as well as the incidence of a repeat claim, by coordinating care with the EAP.
- ✓ **Telemedicine.** CuraLinc will work with telemedicine providers to refer members who present mental health or substance abuse concerns into the EAP for treatment.
- ✓ **Long-Term Disability and FMLA.** Extended leaves often impact the psychosocial condition of the claimant, which can be addressed effectively by the EAP.
- ✓ **Disease (Chronic Care) Management.** Behavioral health conditions elevate the risk of chronic physical health conditions. CuraLinc will train a disease management provider how to identify and refer members with comorbid behavioral health concerns into the EAP.
- ✓ **Health Risk Assessment Tests.** Most health risk assessments include screening tools to identify participants who have high-risk behavioral health or substance abuse concerns. CuraLinc can provide a custom engagement initiative for this at-risk portion of the population.
- ✓ **Onsite and Near-Site Clinics.** By training worksite physicians and nurses to act as referral avenues into the EAP, onsite clinics can provide holistic treatment to employees who present comorbid behavioral health conditions.

- ✓ **Health and Wellness Coaching.** Health coaches and CuraLinc’s clinicians can exchange referrals and information regarding participants who have comorbid conditions with the goal of providing holistic treatment.
- ✓ **Pharmacy.** CuraLinc can provide a custom engagement initiative for members who were prescribed a behavioral medication by anyone other than a behavioral health specialist.

Innovation Roadmap

CuraLinc Healthcare develops products, campaigns and features with three primary goals in mind: engage employees and members with the EAP; deliver more on-demand resources; and drive a measurable impact on participant health and wellbeing. CuraLinc stays on the forefront of the industry through a nimble and solution-focused approach to innovation.

Quality Assurance

CuraLinc Healthcare is committed to the highest quality of professional service and ethical standards in its delivery of employee assistance programs (EAP) and managed behavioral health services. With this philosophy in mind, CuraLinc established a structured set of Quality Assurance (QA) metrics that include quantitative measurement and analysis of the following aspects of clinical care and service:

- ✓ Access and Availability
- ✓ Participant and Client Satisfaction
- ✓ Clinical Audits and Follow-Up Procedures
- ✓ Risk Management
- ✓ Provider Network Performance
- ✓ Participant Health and Productivity

In addition, every CuraLinc network counselor must meet a rigorous set of quality standards. CuraLinc regularly assesses the effectiveness of every counselor and assigns them into quality tiers according to six key metrics, then prioritizes referrals to those who perform the highest. Page 10 of this proposal includes a summary of this process.

Optional Features

CuraLinc also offers a la carte service features, available at an additional cost, that improve access to care and impact health and productivity.

Dedicated Counseling

Although the roots of employee assistance (EAP) services included worksite counseling to address occupational alcoholism in the 1930s, today's EAP models are typically delivered externally through a contracted network of independent clinicians. However, over the past decade, more employers are beginning to appreciate the value of a hybrid approach that combines both external and dedicated clinical resources as an avenue to improve access to care and lower the stigma associated with mental health treatment.

Dedicated counseling is just that — **dedicated**, at a client level, to provide culturally-relevant mental health care at the worksite, in a nearby clinic or in a virtual setting. Dedicated counseling improves access and extends the footprint of support by providing employers with the best of both worlds — the convenience and client-specific expertise of a counselor (or counselors) who are woven into the fabric of each employer, combined with the in-the-moment support, work-life resources, nationwide clinical network and technology suite delivered to all CuraLinc EAP clients.

- ✓ **Improved access to mental health care.** Employees can schedule same-day sessions or even walk in for counseling at the worksite, in a clinical or in a virtual setting.
- ✓ **Higher engagement and utilization.** Employees who use dedicated counseling typically aren't the same employees who use standard elements of the EAP.
- ✓ **Culturally-competent support.** CuraLinc partners with clients to hand-select counselors who meet the cultural needs and preferences of each employer's unique population.
- ✓ **Greater choice.** In addition to CuraLinc's industry-leading suite of care modalities, dedicated counseling is another valuable treatment option for employees who need support.
- ✓ **External integration.** Dedicated counselors coordinate care and referrals with a client's other health management programs and benefits.
- ✓ **Internal integration.** Dedicated counselors are woven into the fiber of the client, at every level of the organization (employee, manager, HR, leadership-level)



Dedicated counseling is not included as a default plan design element of every EAP model and is available to clients at an hourly rate. For more information, contact your CuraLinc representative.

Global EAP Services

With dedicated international resources and a mission for providing in-person services anywhere in the world, CuraLinc offers a single source solution and a uniform user experience for EAP clients with employees outside of the U.S.

CuraLinc's experienced staff provides around-the-clock access to care and emergency intervention in over 200 countries and territories through a global network of service centers.



Wellness

CuraLinc offers two wellness plan design options that can be tailored to suit an employer's budget, experience and culture. All programs are fully integrated with CuraLinc's EAP and mental health services.

- ✓ **Plan Design Option: Core.** The Core plan design model includes unlimited health coaching, team competitions, resource-heavy web and mobile platforms and a comprehensive promotional campaign. Core is a turnkey solution that can function as the foundation of an impactful wellness program – or serve as a scalable entry-point into a multi-year wellness initiative.
- ✓ **Plan Design Option: Enhanced.** The Enhanced plan design model includes all the components of the Core program, but also incorporates additional features, such as health evaluations and incentive management, that will assess, stratify and engage a higher percentage of the population.

CITY OF OTTUMWA

Staff Summary

**** ACTION ITEM ****

Council Meeting of: Dec 5, 2023

Park & Recreation
Department

Gene Rathje
Prepared By
Gene Rathje
Department Head



City Administrator Approval

AGENDA TITLE: **Resolution #197-2023. Awarding the Contract for the Greater Ottumwa Park Soccer Complex Project**

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

RECOMMENDATION: **Pass and Adopt Resolution #197-2023.**

DISCUSSION: The City of Ottumwa received 4 bids for the Greater Ottumwa Park Soccer Complex project. The bids were opened at 2 p.m. on November 1, 2023. The low base bid was from Bi-State Contracting in the amount of \$3,048,138. The bids and bid tabulation are attached. The alternate bids will not be accepted. This project will involve the construction of 3 high quality soccer fields in the Northwest quadrant of Ottumwa Park. This project should be completed by December 31, 2024.

RESOLUTION # 197-2023

A RESOLUTION AWARDING THE CONTRACT FOR THE GREATER OTTUMWA PARK SOCCER
COMPLEX PROJECT

WHEREAS, The City of Ottumwa is in need of high quality soccer fields to serve all age groups;
and

WHEREAS, Funding for these fields is available through the Ottumwa Regional Legacy
Foundation; and

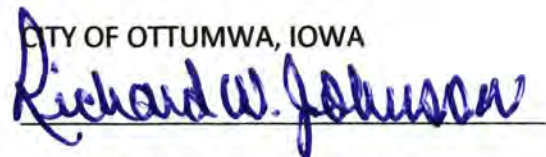
WHEREAS, Constructing new soccer fields in Ottumwa Park is part of the Ottumwa Park Master
Plan; and

WHEREAS, The low base bid for the project has been submitted by Bi-State Contracting for
\$3,048,138.

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

That the contract for the Greater Ottumwa Park Soccer Complex Project be awarded to Bi-State
Contracting for the amount of \$3,048,138.

APPROVED, PASSED, AND ADOPTED, this 5th day of December, 2023.

CITY OF OTTUMWA, IOWA


Richard W. Johnson, Mayor

ATTEST:



Christina Reinhard, City Clerk

**SOCCER COMPLEX
BID OPENING TABULATION
NOVEMBER 8, 2023 2:00 PM**

	CONTRACTOR NAME	BASE BID AMOUNT	ALTERNATE BID 1	ALTERNATE BID 2	ALTERNATE BID 3	ALTERNATE BID 4
1	RG Construction - 10% Bid Bond	\$ 3,249,127.00	\$ 185,257.00	\$ -	\$ 57,000.00	\$ 345,000.00
2	Joiner Construction - 10% Bid Bond	\$ 3,349,661.00	\$ 289,000.00	\$ 64,500.00	\$ 40,000.00	\$ 450,000.00
3	Christner Construction - 10% Bid Bond	\$ 3,306,212.00	\$ 329,888.00	\$ 53,399.00	\$ 40,159.00	\$ 591,234.00
4	Bi-State Contracting - 10% Bid Bond	\$ 3,048,138.00	\$ 266,624.00	\$ 60,890.00	\$ 30,500.00	\$ 446,239.00

✓

SECTION 00310
BID PROPOSAL FORM

GREATER OTTUMWA PARK SOCCER COMPLEX
OTTUMWA, IOWA

11/08/2023, 2023


Ms. Christina Reinhard, City Clerk
City of Ottumwa
105 E. Third Street
Ottumwa, IA 52501

Dear Madam,

We the undersigned, doing business as * Bi-State Contracting, Inc., and hereinafter known as the Bidder, have examined the Contract Drawings and Project Manual with related documents and the site of the proposed work, and are familiar with all of the conditions surrounding the construction of the proposed project including the availability of materials and labor. We hereby propose to enter into an agreement with the City of Ottumwa, Iowa, to furnish all labor, materials, equipment, skills and facilities for the complete construction of **“Greater Ottumwa Park Soccer Complex - Ottumwa, Iowa”** within the time set forth herein, all in accordance with the drawings and specifications and addenda thereto, as prepared by the City Engineering Department of Ottumwa, Iowa, excluding State Sales Tax and Local Option Sales Tax for the TOTAL BID PRICE OF:

BASE BID 3,048,138
ALTERNATE BID 1 266,624
ALTERNATE BID 2 60,890
ALTERNATE BID 3 30,500
ALTERNATE BID 4 446,239

- Insert “a corporation”, “a partnership”, or “an individual” as applicable.

Bi-State Contracting, Inc.
Contractor
By 
Title President
Address 110 Washington Road
City, State, Zip West Burlington, IA 52655

SCHEDULE OF PRICES

**GREATER OTTUMWA PARK SOCCER COMPLEX
OTTUMWA, IOWA**

ITEM	DESCRIPTION	QUANTITY	UNIT PRICE	EXTENSION
1.	BASE BID	1 LS	\$3,048,138	\$3,048,138
TOTAL				\$3,048,138

NOTE: Estimated quantities are for bidding purposes only and do not in any way limit or guarantee to the successful bidder that the quantities will be the amount of work available. Actual quantity awarded is subject to availability of funding and council approval.

PAYMENT AND MEASUREMENT OF BID ITEM

1. Base Bid. Furnish and install all necessary work in accordance with the contract documents required for the construction of the Greater Ottumwa Park Soccer Complex

AWARD OF CONTRACT

The City will review each bid section and decide whether to award all or part of the work based on the Bid Proposal Form submitted.

This Bid Proposal Form is submitted after careful study of the Contract Drawings and Project Manual and from personal knowledge of the conditions to be encountered at the construction site which knowledge was obtained from the undersigned's own sources of information and not from any official or employee of the City of Ottumwa, Iowa.

By submission of this Bid Proposal Form, the Bidder certifies, and in the case of a joint Bid Proposal form, each party thereto certifies, that this Bid Proposal form has been arrived at independently, without consultation, communication, or agreement as to any matter relating to this Bid Proposal Form with any other Bidder or with any competitor.

If a discrepancy appears between the written and the numerical, the written works will be used as the quoted price. If an error appears in an extension or the addition of terms, the corrected extension or total of the parts shall govern.

It is understood and agreed that a Bid Proposal Form cannot be withdrawn within thirty (30) days without the consent of the City of Ottumwa, Iowa and that the said City has the right to accept or reject any or all Bid Proposal Forms and to waive any irregularities and informalities.

BID SECURITY

Accompanying this Bid Proposal Form is a cash deposit, cashier's check, certified check drawn on a bank in Iowa, or share draft drawn on an Iowa credit union, or Bidder's Bond in the amount of: _____

Three hundred four thousand eight hundred thirteen & 00/100 Dollars

(\$ 304,813)

Drawn to the order of the City of Ottumwa, Iowa with the understanding that if this Bid Proposal Form is accepted and the undersigned refuses, fails or neglects to execute a contract and furnish said bonds and insurance certificates within ten (10) days of date of acceptance, said bid security shall be liquidated damages occasioned by such failure and thereupon said City shall realize said bid security and use the proceeds in payment of incurred damages and upon further understanding that said bid security will be promptly returned upon the rejection of this Bid Proposal Form.

COMPLETION TIME, LIQUIDATED DAMAGES

If this Bid Proposal Form is accepted and Contract awarded, the Bidder agrees to the following completion times based upon the Notice to Proceed, all subject to the provisions of the Contract Documents.

The work under the proposed contract shall be commenced within fifteen (15) calendar days after the issuance of the "Notice to Proceed". Failure to meet said requirements will result in liquidated damages of **\$200.00 per working day**.

ADDENDUM RECEIPTS

Receipt of the following addenda to the Specifications is acknowledged:

Addendum No. 1 Dated 10/08/2023

Addendum No. 2 Dated 11/01/2023

The foregoing prices are the basis upon which the undersigned will accept the contract and thereafter complete the work.

Respectively submitted,

Bi-State Contracting, Inc.
Contractor
110 Washington Road

West Burlington, IA 52655
Address

By 

Title President

State whether the Bidder is sole proprietor, a partnership or a corporation, and if a corporation, the State in which it is incorporated:

Iowa

Date: 11/08/2023

CORPORATE SEAL:

NON COLLUSION AFFIDAVIT OF PRIME BIDDER

STATE OF Iowa)
) SS
COUNTY OF Des Moines)

Mike Jackson, being first duly sworn, deposes and says that:

(1) He is President of
(2)

(Owner, Partner, Office Representative, Agent, Other (explain))
BI STATE CONTRACTING, INC, the Bidder that has submitted the attached bid.

- (2) He is fully responsible for the preparation and contents of the attached Bid and of all pertinent circumstances respecting such bid.
- (3) Such Bid is genuine and is not a collusive or sham Bid.
- (4) Neither the said Bidder nor any of its officers, partners, owner, agents, representatives, employees or parties in interest including this affiant, nor any employee or official of the City of Ottumwa, Iowa, or the Owner of the property interested in the proposed contract. The price or prices quoted in the attached Bid are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the Bidder or any of its agents, representatives, owners, employers, or parties in interest including this affiant, or by any employee or official of the City of Ottumwa, Iowa.

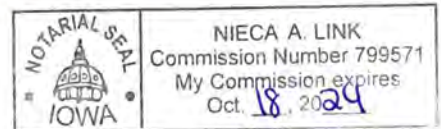
Signed: Mike Jackson

Title: President

Subscribed and sworn to me by Mike Jackson before me this 8th day of Nov, 2023.

Nieca Link

Notary Public in and for Des Moines County, Iowa.



SECTION 00310
BID PROPOSAL FORM

GREATER OTTUMWA PARK SOCCER COMPLEX
OTTUMWA, IOWA

NOVEMBER 8, 2023

Ms. Christina Reinhard, City Clerk
City of Ottumwa
105 E. Third Street
Ottumwa, IA 52501

Dear Madam,

We the undersigned, doing business as * RG CONSTRUCTION, LLC, and hereinafter known as the Bidder, have examined the Contract Drawings and Project Manual with related documents and the site of the proposed work, and are familiar with all of the conditions surrounding the construction of the proposed project including the availability of materials and labor. We hereby propose to enter into an agreement with the City of Ottumwa, Iowa, to furnish all labor, materials, equipment, skills and facilities for the complete construction of **“Greater Ottumwa Park Soccer Complex - Ottumwa, Iowa”** within the time set forth herein, all in accordance with the drawings and specifications and addenda thereto, as prepared by the City Engineering Department of Ottumwa, Iowa, excluding State Sales Tax and Local Option Sales Tax for the TOTAL BID PRICE OF:

BASE BID \$ 3,249,127.-
ALTERNATE BID 1 \$ 185,257.-
ALTERNATE BID 2 _____
ALTERNATE BID 3 \$ 57,000.-
ALTERNATE BID 4 \$ 345,000.-

- Insert “a corporation”, “a partnership”, or “an individual” as applicable.

RG CONSTRUCTION, LLC
Contractor _____
By [Signature] _____
Title OWNER _____
Address 215 East 4th Street _____
City, State, Zip Ottumwa IA 52501 _____

SCHEDULE OF PRICES

**GREATER OTTUMWA PARK SOCCER COMPLEX
OTTUMWA, IOWA**

ITEM	DESCRIPTION	QUANTITY	UNIT PRICE	EXTENSION
1. BASE BID		1 LS	\$ _____	\$ _____
			<i>* Not Applicable *</i>	
		TOTAL		\$ _____

NOTE: Estimated quantities are for bidding purposes only and do not in any way limit or guarantee to the successful bidder that the quantities will be the amount of work available. Actual quantity awarded is subject to availability of funding and council approval.

PAYMENT AND MEASUREMENT OF BID ITEM

1. Base Bid. Furnish and install all necessary work in accordance with the contract documents required for the construction of the Greater Ottumwa Park Soccer Complex

AWARD OF CONTRACT

The City will review each bid section and decide whether to award all or part of the work based on the Bid Proposal Form submitted.

This Bid Proposal Form is submitted after careful study of the Contract Drawings and Project Manual and from personal knowledge of the conditions to be encountered at the construction site which knowledge was obtained from the undersigned's own sources of information and not from any official or employee of the City of Ottumwa, Iowa.

By submission of this Bid Proposal Form, the Bidder certifies, and in the case of a joint Bid Proposal form, each party thereto certifies, that this Bid Proposal form has been arrived at independently, without consultation, communication, or agreement as to any matter relating to this Bid Proposal Form with any other Bidder or with any competitor.

If a discrepancy appears between the written and the numerical, the written works will be used as the quoted price. If an error appears in an extension or the addition of terms, the corrected extension or total of the parts shall govern.

It is understood and agreed that a Bid Proposal Form cannot be withdrawn within thirty (30) days without the consent of the City of Ottumwa, Iowa and that the said City has the right to accept or reject any or all Bid Proposal Forms and to waive any irregularities and informalities.

BID SECURITY

Accompanying this Bid Proposal Form is a cash deposit, cashier's check, certified check drawn on a bank in Iowa, or share draft drawn on an Iowa credit union, or Bidder's Bond in the amount of: Three hundred twenty-four thousand, nine hundred

+ twelve dollars & 70/100 _____ Dollars

(\$ 324,912.70) 10% of BASE BID + ANY ACCEPTED ALTERNATES

Drawn to the order of the City of Ottumwa, Iowa with the understanding that if this Bid Proposal Form is accepted and the undersigned refuses, fails or neglects to execute a contract and furnish said bonds and insurance certificates within ten (10) days of date of acceptance, said bid security shall be liquidated damages occasioned by such failure and thereupon said City shall realize said bid security and use the proceeds in payment of incurred damages and upon further understanding that said bid security will be promptly returned upon the rejection of this Bid Proposal Form.

COMPLETION TIME, LIQUIDATED DAMAGES

If this Bid Proposal Form is accepted and Contract awarded, the Bidder agrees to the following completion times based upon the Notice to Proceed, all subject to the provisions of the Contract Documents.

The work under the proposed contract shall be commenced within fifteen (15) calendar days after the issuance of the "Notice to Proceed". Failure to meet said requirements will result in liquidated damages of **\$200.00 per working day**.

ADDENDUM RECEIPTS

Receipt of the following addenda to the Specifications is acknowledged:

Addendum No. 1 Dated 10/8/2023

Addendum No. 2 Dated 11/1/2023

The foregoing prices are the basis upon which the undersigned will accept the contract and thereafter complete the work.

Respectively submitted,

RG CONSTRUCTION, LLC
Contractor
215 EAST 4th Street
Ottumwa, IA 52501
Address
By [Signature]

Title OWNER

State whether the Bidder is sole proprietor, a partnership or a corporation, and if a corporation, the State in which it is incorporated:

CORPORATION IN STATE OF IOWA

Date: 11/8/2023

CORPORATE SEAL:

NON COLLUSION AFFIDAVIT OF PRIME BIDDER

STATE OF IOWA)
) SS
COUNTY OF WAPELLO)

ROD EGGREMS, being first duly sworn, deposes and says that:

(1) He is OWNER of

(2) EG CONSTRUCTION, LLC
(Owner, Partner, Office Representative, Agent, Other (explain))
the Bidder that has submitted the attached bid.

- (2) He is fully responsible for the preparation and contents of the attached Bid and of all pertinent circumstances respecting such bid.
- (3) Such Bid is genuine and is not a collusive or sham Bid.
- (4) Neither the said Bidder nor any of its officers, partners, owner, agents, representatives, employees or parties in interest including this affiant, nor any employee or official of the City of Ottumwa, Iowa, or the Owner of the property interested in the proposed contract. The price or prices quoted in the attached Bid are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the Bidder or any of its agents, representatives, owners, employers, or parties in interest including this affiant, or by any employee or official of the City of Ottumwa, Iowa.

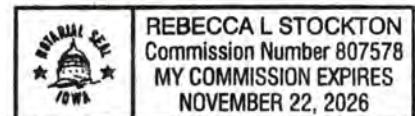
Signed: [Signature]

Title: OWNER

Subscribed and sworn to me by ROD EGGREMS before me this 8th day of November, 2023.

[Signature]

Notary Public in and for WAPELLO County, Iowa.



SECTION 00310
BID PROPOSAL FORM

GREATER OTTUMWA PARK SOCCER COMPLEX
OTTUMWA, IOWA

November 08, 2023


Ms. Christina Reinhard, City Clerk
City of Ottumwa
105 E. Third Street
Ottumwa, IA 52501

Dear Madam,

We the undersigned, doing business as * Christner Contracting Inc., and hereinafter known as the Bidder, have examined the Contract Drawings and Project Manual with related documents and the site of the proposed work, and are familiar with all of the conditions surrounding the construction of the proposed project including the availability of materials and labor. We hereby propose to enter into an agreement with the City of Ottumwa, Iowa, to furnish all labor, materials, equipment, skills and facilities for the complete construction of **“Greater Ottumwa Park Soccer Complex - Ottumwa, Iowa ”** within the time set forth herein, all in accordance with the drawings and specifications and addenda thereto, as prepared by the City Engineering Department of Ottumwa, Iowa, excluding State Sales Tax and Local Option Sales Tax for the TOTAL BID PRICE OF:

BASE BID	<u>\$ 3,306,212.00</u>
ALTERNATE BID 1	<u>Add 329,888.00</u>
ALTERNATE BID 2	<u>Add 53,399.00</u>
ALTERNATE BID 3	<u>Add 40,159.00</u>
ALTERNATE BID 4	<u>Add 591,234.00</u>

- Insert “a corporation”, “a partnership”, or “an individual” as applicable.

Christner Contracting Inc.
Contractor
By Anthony Christner 
Title Owner
Address 17587 Hwy 34
City, State, Zip Ottumwa, Ia 52501

SCHEDULE OF PRICES

**GREATER OTTUMWA PARK SOCCER COMPLEX
OTTUMWA, IOWA**

ITEM	DESCRIPTION	QUANTITY	UNIT PRICE	EXTENSION
1. BASE BID		1 LS	\$ <u>N/A</u>	\$ <u>N/A</u>
		TOTAL		\$ <u>N/A</u>

NOTE: Estimated quantities are for bidding purposes only and do not in any way limit or guarantee to the successful bidder that the quantities will be the amount of work available. Actual quantity awarded is subject to availability of funding and council approval.

PAYMENT AND MEASUREMENT OF BID ITEM

1. Base Bid. Furnish and install all necessary work in accordance with the contract documents required for the construction of the Greater Ottumwa Park Soccer Complex

AWARD OF CONTRACT

The City will review each bid section and decide whether to award all or part of the work based on the Bid Proposal Form submitted.

This Bid Proposal Form is submitted after careful study of the Contract Drawings and Project Manual and from personal knowledge of the conditions to be encountered at the construction site which knowledge was obtained from the undersigned's own sources of information and not from any official or employee of the City of Ottumwa, Iowa.

By submission of this Bid Proposal Form, the Bidder certifies, and in the case of a joint Bid Proposal form, each party thereto certifies, that this Bid Proposal form has been arrived at independently, without consultation, communication, or agreement as to any matter relating to this Bid Proposal Form with any other Bidder or with any competitor.

If a discrepancy appears between the written and the numerical, the written works will be used as the quoted price. If an error appears in an extension or the addition of terms, the corrected extension or total of the parts shall govern.

It is understood and agreed that a Bid Proposal Form cannot be withdrawn within thirty (30) days without the consent of the City of Ottumwa, Iowa and that the said City has the right to accept or reject any or all Bid Proposal Forms and to waive any irregularities and informalities.

BID SECURITY

Accompanying this Bid Proposal Form is a cash deposit, cashier's check, certified check drawn on a bank in Iowa, or share draft drawn on an Iowa credit union, or Bidder's Bond in the amount of: _____

Three hundred thirty thousand six hundred twenty one and ²⁰/₁₀₀ Dollars
(\$ 330,621.20)

Drawn to the order of the City of Ottumwa, Iowa with the understanding that if this Bid Proposal Form is accepted and the undersigned refuses, fails or neglects to execute a contract and furnish said bonds and insurance certificates within ten (10) days of date of acceptance, said bid security shall be liquidated damages occasioned by such failure and thereupon said City shall realize said bid security and use the proceeds in payment of incurred damages and upon further understanding that said bid security will be promptly returned upon the rejection of this Bid Proposal Form.

COMPLETION TIME, LIQUIDATED DAMAGES

If this Bid Proposal Form is accepted and Contract awarded, the Bidder agrees to the following completion times based upon the Notice to Proceed, all subject to the provisions of the Contract Documents.

The work under the proposed contract shall be commenced within fifteen (15) calendar days after the issuance of the "Notice to Proceed". Failure to meet said requirements will result in liquidated damages of **\$200.00 per working day**.

ADDENDUM RECEIPTS

Receipt of the following addenda to the Specifications is acknowledged:

Addendum No. 1 Dated 10/06/2023


Addendum No. 2 Dated 11/01/2023

The foregoing prices are the basis upon which the undersigned will accept the contract and thereafter complete the work.

Respectively submitted,

Christner Contracting Inc.
Contractor
17587 Hwy 34

Ottumwa, IA 52501
Address

By Anthony Christner 

Title Owner

State whether the Bidder is sole proprietor, a partnership or a corporation, and if a corporation, the State in which it is incorporated:

Corporation In Iowa

Date: May 8, 2007

CORPORATE SEAL:

NON COLLUSION AFFIDAVIT OF PRIME BIDDER

STATE OF Iowa)
) SS
COUNTY OF Wapello)

Anthony Christner, being first duly sworn, deposes and says that:

(1) He is Owner of

(2) Christner Contracting Inc.
(Owner, Partner, Office Representative, Agent, Other (explain)
Christner Contracting Inc., the Bidder that has submitted the attached bid.

- (2) He is fully responsible for the preparation and contents of the attached Bid and of all pertinent circumstances respecting such bid.
- (3) Such Bid is genuine and is not a collusive or sham Bid.
- (4) Neither the said Bidder nor any of its officers, partners, owner, agents, representatives, employees or parties in interest including this affiant, nor any employee or official of the City of Ottumwa, Iowa, or the Owner of the property interested in the proposed contract. The price or prices quoted in the attached Bid are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the Bidder or any of its agents, representatives, owners, employers, or parties in interest including this affiant, or by any employee or official of the City of Ottumwa, Iowa.

Signed: 

Title: Owner

Subscribed and sworn to me by Anthony Christner before me this 8th day of November, 2023.



Notary Public in and for Wapello County, Iowa.



✓

SECTION 00310
BID PROPOSAL FORM

GREATER OTTUMWA PARK SOCCER COMPLEX
OTTUMWA, IOWA

November 8th, 2023

Ms. Christina Reinhard, City Clerk
City of Ottumwa
105 E. Third Street
Ottumwa, IA 52501

Dear Madam,

We the undersigned, doing business as * a corporation,
and hereinafter known as the Bidder, have examined the Contract Drawings and Project Manual
with related documents and the site of the proposed work, and are familiar with all of the
conditions surrounding the construction of the proposed project including the availability of
materials and labor. We hereby propose to enter into an agreement with the City of Ottumwa,
Iowa, to furnish all labor, materials, equipment, skills and facilities for the complete construction
of "Greater Ottumwa Park Soccer Complex - Ottumwa, Iowa" within the time set forth
herein, all in accordance with the drawings and specifications and addenda thereto, as prepared
by the City Engineering Department of Ottumwa, Iowa, excluding State Sales Tax and Local
Option Sales Tax for the TOTAL BID PRICE OF:

BASE BID	<u>3,349,661.00</u>
ALTERNATE BID 1	<u>289,000.00</u>
ALTERNATE BID 2	<u>64,500.00</u>
ALTERNATE BID 3	<u>40,000.00</u>
ALTERNATE BID 4	<u>450,000.00</u>

- Insert "a corporation", "a partnership", or "an individual" as applicable.

Joiner Const. Co. Inc.
Contractor

By Zeb Joiner

Title VP

Address PO Box 27

City, State, Zip Plano, IA 52581

SCHEDULE OF PRICES

**GREATER OTTUMWA PARK SOCCER COMPLEX
OTTUMWA, IOWA**

ITEM	DESCRIPTION	QUANTITY	UNIT PRICE	EXTENSION
1. BASE BID		1 LS	<u>3,349,661.⁰⁰</u> \$ _____	\$ <u>3,349,661.00</u>
TOTAL				\$ <u>3,349,661.00</u>

NOTE: Estimated quantities are for bidding purposes only and do not in any way limit or guarantee to the successful bidder that the quantities will be the amount of work available. Actual quantity awarded is subject to availability of funding and council approval.

PAYMENT AND MEASUREMENT OF BID ITEM

1. Base Bid. Furnish and install all necessary work in accordance with the contract documents required for the construction of the Greater Ottumwa Park Soccer Complex

AWARD OF CONTRACT

The City will review each bid section and decide whether to award all or part of the work based on the Bid Proposal Form submitted.

This Bid Proposal Form is submitted after careful study of the Contract Drawings and Project Manual and from personal knowledge of the conditions to be encountered at the construction site which knowledge was obtained from the undersigned's own sources of information and not from any official or employee of the City of Ottumwa, Iowa.

By submission of this Bid Proposal Form, the Bidder certifies, and in the case of a joint Bid Proposal form, each party thereto certifies, that this Bid Proposal form has been arrived at independently, without consultation, communication, or agreement as to any matter relating to this Bid Proposal Form with any other Bidder or with any competitor.

If a discrepancy appears between the written and the numerical, the written works will be used as the quoted price. If an error appears in an extension or the addition of terms, the corrected extension or total of the parts shall govern.

It is understood and agreed that a Bid Proposal Form cannot be withdrawn within thirty (30) days without the consent of the City of Ottumwa, Iowa and that the said City has the right to accept or reject any or all Bid Proposal Forms and to waive any irregularities and informalities.

BID SECURITY

Accompanying this Bid Proposal Form is a cash deposit, cashier's check, certified check drawn on a bank in Iowa, or share draft drawn on an Iowa credit union, or Bidder's Bond in the amount of: 10% of Bid amount - In Bid Bond Format

_____ Dollars

(\$ 10% of Bid)

Drawn to the order of the City of Ottumwa, Iowa with the understanding that if this Bid Proposal Form is accepted and the undersigned refuses, fails or neglects to execute a contract and furnish said bonds and insurance certificates within ten (10) days of date of acceptance, said bid security shall be liquidated damages occasioned by such failure and thereupon said City shall realize said bid security and use the proceeds in payment of incurred damages and upon further understanding that said bid security will be promptly returned upon the rejection of this Bid Proposal Form.

COMPLETION TIME, LIQUIDATED DAMAGES

If this Bid Proposal Form is accepted and Contract awarded, the Bidder agrees to the following completion times based upon the Notice to Proceed, all subject to the provisions of the Contract Documents.

The work under the proposed contract shall be commenced within fifteen (15) calendar days after the issuance of the "Notice to Proceed". Failure to meet said requirements will result in liquidated damages of **\$200.00 per working day**.

ADDENDUM RECEIPTS

Receipt of the following addenda to the Specifications is acknowledged:

Addendum No. 1

Dated 10/09/2023

Addendum No. 2

Dated 11/01/2023

The foregoing prices are the basis upon which the undersigned will accept the contract and thereafter complete the work.

Respectively submitted,

Joiner Construction Co Inc

Contractor

P.O. Box 27 / 11996 490th St.

Plano, IA 52581

Address

By [Signature]

00310-3

Title Vice President

State whether the Bidder is sole proprietor, a partnership or a corporation, and if a corporation, the State in which it is incorporated:

a corporation in Iowa

Date: 11/08/2023

CORPORATE SEAL:

NON COLLUSION AFFIDAVIT OF PRIME BIDDER

STATE OF Iowa)
) SS
COUNTY OF Appanoose)

Zeb Joiner, being first duly sworn, deposes and says that:

(1) He is the Vice President of

(2) Joiner Construction Co Inc
(Owner, Partner, Office Representative, Agent, Other (explain)
owner / officer, the Bidder that has submitted the attached bid.

- (2) He is fully responsible for the preparation and contents of the attached Bid and of all pertinent circumstances respecting such bid.
- (3) Such Bid is genuine and is not a collusive or sham Bid.
- (4) Neither the said Bidder nor any of its officers, partners, owner, agents, representatives, employees or parties in interest including this affiant, nor any employee or official of the City of Ottumwa, Iowa, or the Owner of the property interested in the proposed contract. The price or prices quoted in the attached Bid are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the Bidder or any of its agents, representatives, owners, employers, or parties in interest including this affiant, or by any employee or official of the City of Ottumwa, Iowa.

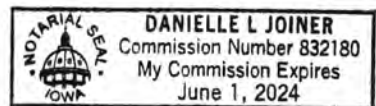
Signed: [Signature]

Title: Vice President

Subscribed and sworn to me by Zeb Joiner before me this 8 day of Nov., 2023.

[Signature]

Notary Public in and for Appanoose County, Iowa.



received Item No. I.-2.
11:30-23 11 Am

CITY OF OTTUMWA

Staff Summary

**** ACTION ITEM ****

Council Meeting of: December 5, 2023

Engineering
Department

Phillip Burgmeier
Prepared By
Phillip Burgmeier
Department Head

Pp Mt
City Administrator Approval

AGENDA TITLE: Resolution #198-2023. Awarding the contract for the Richmond Avenue Pump Station 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 #198-2023.

DISCUSSION: The project will consist of improvements to connect an existing 16 inch sanitary sewer force main to the Richmond Avenue Pump Station including trenched 12 inch and 16 inch force main piping, interior 8 inch and 12 inch piping and valves, air/vacuum valves in existing pits, portable pump connection and miscellaneous associated work. The Richmond Avenue Pump Station is located on the north side of Richmond Avenue to the west of North Milner Street.

Bids were received and opened by the City of Ottumwa on November 29, 2023 at 2:00 p.m. The project was advertised on the City of Ottumwa and the Master Builders of Iowa websites. Four (4) bid(s) were received. The low bidder is DC Concrete and Construction of Douds, Iowa in the amount of \$86,750.00

Bid Tab and Plan Holders List are attached.

Funding:
Sewer Fund \$90,000

RESOLUTION #198-2023

A RESOLUTION AWARDING THE CONTRACT FOR THE
RICHMOND AVENUE PUMP STATION IMPROVEMENTS PROJECT

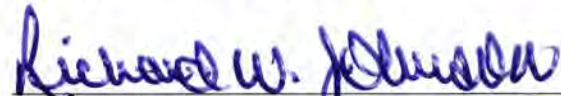
WHEREAS, The City Council of the City of Ottumwa, Iowa did advertise and accept bids for the above referenced project; and,

WHEREAS, Bids were received, proper, and mathematically correct.


NOW, THEREFORE, BE IT RESOLVED, BY THE CITY COUNCIL OF THE CITY OF OTTUMWA, IOWA THAT: The award of contract for the above referenced project is made to the lowest responsible bidder, DC Concrete and Construction of Douds, Iowa in the amount of \$86,750.00.

APPROVED, PASSED, AND ADOPTED, this 5th day of December, 2023.

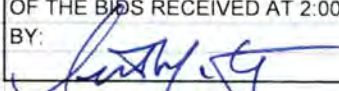
CITY OF OTTUMWA, IOWA


Richard W. Johnson, Mayor

ATTEST:


Christina Reinhard, City Clerk

BID TABULATION FOR													
RICHMOND AVENUE PUMP STATION IMPROVEMENTS													
DATE OF BID OPENING		CONSTRUCTION ESTIMATE				DC CONSTRUCTION		J&K CONTRACTING		DRISH CONSTRTRUCTION		WRH, INC.	
ITEM	DESCRIPTION	UNIT	QTY	UNIT PRICE	EXTENSION	UNIT PRICE	EXTENSION	UNIT PRICE	EXTENSION	UNIT PRICE	EXTENSION	UNIT PRICE	EXTENSION
1	SANITARY SEWER FORCE MAIN, TRENCHED, PVC, 12"	LF	30	\$ 450.00	\$13,500.00	\$ 625.00	\$18,750.00	\$ 850.00	\$25,500.00	\$ 1,425.00	\$42,750.00	\$ 1,400.00	\$42,000.00
2	SANITARY SEWER FORCE MAIN, TRENCHED, PVC, 16"	LF	20	\$ 500.00	\$10,000.00	\$ 500.00	\$10,000.00	\$ 750.00	\$15,000.00	\$ 800.00	\$16,000.00	\$ 1,250.00	\$25,000.00
3	SEWAGE AIR RELEASE VALVE	EA	2	\$ 5,200.00	\$10,400.00	\$ 5,000.00	\$10,000.00	\$ 4,125.00	\$8,250.00	\$ 5,000.00	\$10,000.00	\$ 4,500.00	\$9,000.00
4	PUMP STATION MODIFICATIONS	LS	1	\$ 45,100.00	\$45,100.00	\$ 34,000.00	\$34,000.00	\$ 26,550.00	\$26,550.00	\$ 29,500.00	\$29,500.00	\$ 61,000.00	\$61,000.00
5	FULL DEPTH PATCHES (PCC)	SY	10	\$ 300.00	\$3,000.00	\$ 200.00	\$2,000.00	\$ 250.00	\$2,500.00	\$ 200.00	\$2,000.00	\$ 250.00	\$2,500.00
6	TEMPORARY TRAFFIC CONTROL	LS	1	\$ 1,500.00	\$1,500.00	\$ 3,000.00	\$3,000.00	\$ 11,000.00	\$11,000.00	\$ 3,225.00	\$3,225.00	\$ 2,000.00	\$2,000.00
7	CONVENTIONAL SEEDBED PREPARATION AND MULCH	LS	1	\$ 1,500.00	\$1,500.00	\$ 2,000.00	\$2,000.00	\$ 5,500.00	\$5,500.00	\$ 2,275.00	\$2,275.00	\$ 1,500.00	\$1,500.00
8	MOBILIZATION	LS	1	\$ 5,000.00	\$5,000.00	\$ 7,000.00	\$7,000.00	\$ 16,000.00	\$16,000.00	\$ 12,500.00	\$12,500.00	\$ 20,000.00	\$20,000.00
TOTAL					\$90,000.00		\$86,750.00		\$110,300.00		\$118,250.00		\$163,000.00

I HEREBY CERTIFY THAT THIS IS A TRUE TABULATION
OF THE BIDS RECEIVED AT 2:00 P.M. ON NOVEMBER 29, 2023
BY:  11-29-2023

received
11.30.23 1:30p

11/30/2023

CITY OF OTTUMWA
Staff Summary

**** ACTION ITEM ****

Council Meeting of: 12/5/23

Christina Reinhard

Prepared By

Finance

Department

Department Head



City Administrator Approval

AGENDA TITLE: Resolution No. 199-2023, approving the annual budget of the Ottumwa Water Works Board of Trustees for calendar year 2024.

RECOMMENDATION: Pass and adopt Resolution No. 199-2023.

Section 384.2 of the Code of Iowa requires the City Council to adopt the budget of any municipal utility under the control of an independent board by resolution. The Ottumwa Water Works Board of Trustees adopted this budget after a public hearing held on November 21, 2023.

DISCUSSION: The adoption of this budget is required by state code according to Section 384.2 of the Code of Iowa and will be forwarded along with the approving resolution to the County Auditor.

RESOLUTION NO. 199-2023

A RESOLUTION APPROVING THE ANNUAL BUDGET OF THE OTTUMWA WATER WORKS BOARD OF TRUSTEES FOR CALENDAR YEAR 2024

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

In accordance with Section 384.2 of the Code of Iowa, that the annual budget for the calendar year 2024 as adopted by the Ottumwa Water Works Board of Trustees on November 21, 2023 as attached and made part of this resolution by reference, is hereby approved.

APPROVED, PASSED, AND ADOPTED, this 5th day of December, 2023.

CITY OF OTTUMWA, IOWA


Richard W. Johnson, Mayor

ATTEST:



Christina Reinhard, City Clerk

UTILITIES BUDGET FORMS INSTRUCTIONS

Chapter 384.16, Code of Iowa requires utilities to publish a Notice of Public Hearing Budget Estimate. The information to complete the publication notice is taken from the Budget Summary. As a reminder, the notice must be published not less than 10 nor more than 20 days prior to the date of the hearing.

The published Budget Estimate is designed to include all utilities governed by the Board, or you may expand the notice, reporting each operation separately. Your budget hearing shall be accomplished in sufficient time to submit the budget for approval by resolution of the City Council not later than December 12th. (Chapter 384.2, Code of Iowa). A sufficient number of copies of the itemized detail must be available to meet the requests of taxpayers, citizens, and organizations not less than ten days before the date set for the hearing.

Your Beginning Fund Balances and your Ending Fund Balances will include all sinking funds and reserves. Receipts of services from other city funds are considered revenues. Transfers In and Transfers Out are actual transfers from or to another operating fund. Indicate the source of any Transfer In or the recipient fund of a Transfer Out in your budget detail. The Ending Fund Balance one year will be the Beginning Fund Balance the next year. Also, the total resources and the total requirements in any given year will be the same.

After the hearing has been held and the budget adopted, complete the Adopted Budget Summary Certificate and a new Budget Summary, if changes were made at the public hearing. File the following with the City Clerk:

- A. 3 copies of the Adopted Budget Certificate
- B. 3 copies of the Adopted Budget Summary
- C. 3 copies of the Resources and Requirements Detail
- D. 1 Proof of Publication

Your City Clerk will forward two copies of your Adopted Budget Certificate, Adopted Budget Summary, Resources and Requirements Detail to your County Auditor after your budget is approved by resolution of the council.

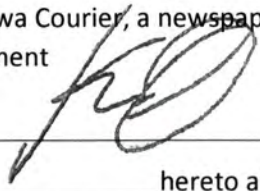
PROOF OF PUBLICATION

STATE OF IOWA
WAPELLO COUNTY

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

Budget Estimate

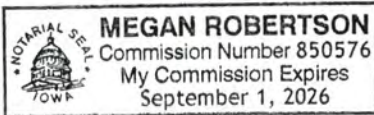
Ottumwa Water Works



hereto attached

was published in said newspaper for 1 consecutive week's to-wit: 11/7/23

Subscribed and sworn to before me, and in my presence, by the said 7th day of November, 2023



Megan Robertson

Notary Public

In and for Wapello County

Printer's fee \$114.32

COPY OF ADVERTISEMENT

NOTICE OF PUBLIC HEARING Budget Estimate

Ottumwa Water Works
(Name of Enterprise)

The Ottumwa Water Works Board of Trustees will conduct a public hearing on
(Governing Board)

the proposed Calendar year 2024 budget at Water Works Office
(specify fiscal or calendar) (xxxx/xxxx)
on Nov. 21, 23, beginning at 4:00 o'clock. p.m. The Budget Estimate Summary of proposed revenues
(xx/xx/xx) (xxx) (AM/PM)
and expenditures is shown below. Copies of the *detailed* proposed budget may be obtained or viewed at the office of the City Clerk, and at the city library. At the public hearing, any resident or taxpayer may present objections to, or arguments in favor of, any part of the proposed budget.

11/7/2023
(date)

Teresa Larkin
(signature)

Secretary

	Budget	Re-estimated	Actual
	2024	2023	2022
	<small>(xxxx)</small>	<small>(xxxx)</small>	<small>(xxxx)</small>
Revenues & Other Financing Sources			
Use of money and property	96,035	181,863	35,794
Charges for services	9,569,108	9,238,181	8,930,744
Miscellaneous	0	0	676,099
Other Financing Sources	0	0	2,000,000
Total Revenues & Financing Sources	9,665,143	9,420,044	11,642,637
Expenditures & Transfers Out			
Expenditures	10,382,893	9,154,562	11,959,497
Transfers Out			
Total Expenditures & Transfers Out	10,382,893	9,154,562	11,959,497
Excess of Revenues & Other Sources (+) (-) Expenditures & Transfers Out	-717,750	265,482	-316,860
Beginning Fund Balance Jan, 2024 <small>(month/year)</small>	5,158,778	4,893,297	5,210,157
Ending Fund Balance Dec, 2024 <small>(month/year)</small>	4,441,028	5,158,778	4,893,297

NOTICE OF PUBLIC HEARING Budget Estimate

Ottumwa Water Works
(Name of Enterprise)

The Ottumwa Water Works Board of Trustees will conduct a public hearing on
(Governing Board)

the proposed Calendar year 2024 budget at Water Works Office
(specify fiscal or calendar) (XXXX/XXXX)

on Nov. 21, 23, beginning at 4:00 o'clock, p.m. The Budget Estimate Summary of proposed revenues and expenditures is shown below. Copies of the **detailed** proposed budget may be obtained or viewed at the office of the, City Clerk, and at the city library. At the public hearing, any resident or taxpayer may present objections to, or arguments in favor of, any part of the proposed budget.

11/7/2023
(date)

Teresa Larkin
(signature)

Secretary



		Budget	Re-estimated	Actual
		2024	2023	2022
		<small>(XXXX)</small>	<small>(XXXX)</small>	<small>(XXXX)</small>
Revenues & Other Financing Sources				
	Use of money and property	96,035	181,863	35,794
	Charges for services	9,569,108	9,238,181	8,930,744
	Miscellaneous	0	0	676,099
	Other Financing Sources	0	0	2,000,000
	Total Revenues & Financing Sources	9,665,143	9,420,044	11,642,637
Expenditures & Transfers Out				
	Expenditures	10,382,893	9,154,562	11,959,497
	Transfers Out			
	Total Expenditures & Transfers Out	10,382,893	9,154,562	11,959,497
	Excess of Revenues & Other Sources (+) (-) Expenditures & Transfers Out	-717,750	265,482	-316,860
Beginning Fund Balance	<u>Jan, 2024</u> <small>(month/year)</small>	5,158,778	4,893,297	5,210,157
Ending Fund Balance	<u>Dec, 2024</u> <small>(month/year)</small>	4,441,028	5,158,778	4,893,297

ADOPTED BUDGET CERTIFICATE

To: Ottumwa City Council

At a meeting of the Ottumwa Water Works Board of Trustees, held after public hearing as
(Governing Board)
required by law, on Nov 21, 23, the proposed budget for Calendar 2024
(xx/xx/xx) (specify fiscal or calendar and year)
was adopted as summarized and attached hereto.

Telephone
Area Code 641-684-4606

Teresa Darkin Board Secretary
(signature)

Address 230 Turner Drive
Ottumwa, Iowa

Record of Public Hearing and Adoption of Budget:

On Nov 21, 23, the Ottumwa Water Works Board of Trustees met for the purpose
(xx/xx/xx)
of conducting a public hearing on the proposed Calendar 2024 budget as published. Notice of time and place of
(specify fiscal or calendar and year)
hearing had been published on Nov. 7, 23 in the Ottumwa Courier and the affidavit of publication
(xx/xx/xx) (newspaper)
was available to file with the City Council.
The budget estimate was considered and taxpayers and residents heard for and against said estimate were as follows:

After giving opportunity for all desiring to be heard, the Board adopted the following budget resolution:
A RESOLUTION ADOPTING THE BUDGET FOR Calendar YEAR ENDING Dec.31,24
(specify fiscal or calendar) (xx/xx/xx)

BE IT RESOLVED by the Ottumwa Water Works Board of Trustees : The budget for Calendar
(specify fiscal or calendar)
ending Dec.31,24 as set forth in the Adopted Budget Summary and in the detailed budget in
(xx/xx/xx)
support thereof showing the estimated revenues and expenditures for said budget year in accordance with the summary
and detail as adopted.

Passed and approved on, Nov 21, 23 by the following vote: *(list names)*
(xx/xx/xx)

Ayes: Ed Wilson
Keith Caviness
Bill Hoffman
Madonna Fisher

Nays: _____
Absent: _____

Charles Manson Chairperson
(signature)
Teresa Darkin Secretary
(signature)

ADOPTED BUDGET SUMMARY

		Calendar <small>(specify fiscal or calendar year budget)</small>		YEAR	2024
<u>Ottumwa Water Works</u> NAME OF ENTERPRISE					
	<small>(specify budget years)</small>	<u>Budget 2024</u>	<u>Re-Estimated 2023</u>		<u>Actual 2022</u>
REVENUES & OTHER FINANCING SOURCES					
Use of Money and Property	(line 398)	241 96,035	271 181,863	301	35,794
Charges for Services	(line 414)	243 9,569,108	273 9,238,181	303	8,930,744
Miscellaneous	(line 416)	245 0	275 0	305	676,099
Operating Transfers In	(line 417)	247	277	307	
Proceeds of Long Term Debt	(line 418)	248 0	278 0	308	2,000,000
Proceeds of Fixed Asset Sales	(line 419)	249	279	309	
Total Revenues & Other Financing Sources		250 9,665,143	280 9,420,044	310	11,642,637
EXPENDITURES & TRANSFERS OUT					
Expenditures	(line 386)	255 10,382,893	285 9,154,562	315	11,959,497
Transfers Out	(line 387)	259	289	319	
Total Expenditures & Transfers Out		260 10,382,893	290 9,154,562	320	11,959,497
Excess of Revenues & Other Sources Over (Under) Expenditures & Transfers Out					
		261 -717,750	291 265,482	321	-316,860
BEGINNING Fund Balance	(line 390)	262 5,158,778	292 4,893,297	322	5,210,157
ENDING Fund Balance	(line 388)	263 4,441,028	293 5,158,778	323	4,893,297

RESOURCES DETAIL

Calendar

(specify if budget is fiscal or calendar year)

		Budget 2024	Re-Estimated 2023	Actual 2022
	<i>(specify budget years)</i>			
Beginning Fund Balance	390	5,158,778	4,893,297	5,210,157
Use of Money & Property	398	96,035	181,863	35,794
Charges for Services:				
Hospital	411			
Water	404	9,369,108	8,938,181	8,594,071
Sewer	405			
Electric	406	200,000	300,000	336,673
Gas	407			
Total Charges for Services	414	9,569,108	9,238,181	8,930,744
Miscellaneous	416			676,099
Other Financing Sources:				
Operating Transfers In	417			
Proceeds of Long Term Debt	418	0		2,000,000
Proceeds of Fixed Asset Sales	419			
Total Resources	421	14,823,921	\$ 14,313,341	\$ 16,852,794

REQUIREMENTS DETAIL

		Budget 2024	Re-Estimated 2023	Actual 2022
	<i>(specify budget years)</i>			
Expenditures:				
Hospital	338			
Water	360	9,856,627	8,743,111	11,597,499
Sewer	357			
Electric	361	526,266	411,451	361,998
Gas	362			
Total Expenditures:	386	10,382,893	\$ 9,154,562	\$ 11,959,497
Transfers Out	387			
Ending Fund Balance	388	4,441,028	5,158,778	4,893,297
Total Requirements	389	14,823,921	\$ 14,313,340	\$ 16,852,794

received
11.30.23 11 AM

CITY OF OTTUMWA

Staff Summary

**** ACTION ITEM ****

Council Meeting of: Dec 5, 2023

Jake Rusch

Prepared By

Building and Code Enforcement

Department

Zach Simonson

Department Head

City Administrator Approval

AGENDA TITLE: Resolution No.206-2023. A resolution approving change order 1 to the contract for Demolition and Asbestos abatement of the condemned property at 831 Lillian.

****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 206-2023

DISCUSSION: After work began on this project, the contractor identified chimney flue wrap material suspected to contain asbestos. The asbestos inspector confirmed the material was asbestos containing and was missed during the initial inspection. The contractor has proposed Change Order 1 which increases the contract sum by \$1,500.00. The new contract sum including the change order will be \$15,400.00.

RESOLUTION NO. 206-2023

A RESOLUTION APPROVING CHANGE ORDER 1 TO THE CONTRACT FOR THE ASBESTOS ABATEMENT AND DEMOLITION OF 831 LILLIAN

WHEREAS, the City Council of the City of Ottumwa entered into a contract with Dan Laursen on November 21st, 2023; and

WHEREAS, Change Order #1 adds removal of asbestos wrap to the contracted asbestos abatement and demolition of 831 Lillian; and

WHEREAS, Change Order #1 increases the contract sum by \$1,500.00; and

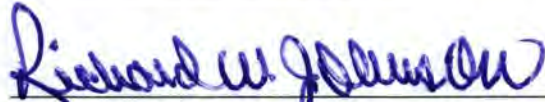
WHEREAS, The new contract sum including the change order will be \$15,400.00 in total;

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



The above mentioned Change Order for this project is hereby approved.

APPROVED, PASSED AND ADOPTED this 5th day of December, 2023.

CITY OF OTTUMWA, IOWA


Richard W. Johnson, Mayor

ATTEST:



Christina Reinhard, City Clerk



CITY OF
OTTUMWA

Citizen Input Request Form

12-5-23
Council Meeting Date

Name: FRED ZENIGER

Address: 407 N COURT

Item No. to Address: F 1
(Agenda will be provided to complete this section)

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

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



CITY OF
OTTUMWA

Citizen Input Request Form

12-5-23
Council Meeting Date

Name: Tim Schwartz

Address: 407 N Court

Item No. to Address: F1
(Agenda will be provided to complete this section)

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

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CITY OF
OTTUMWA

Citizen Input Request Form

12.5.2023

Council Meeting Date

Name: A. J. Geovan

Address: 10603 Bladenbury Rd

Item No. to Address: 2

(Agenda will be provided to complete this section)

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

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