



[CITY OF]
OTTUMWA

TENATIVE AGENDA
OTTUMWA CITY COUNCIL

REGULAR MEETING NO. 27
Room 108, City Hall

October 17, 2023
5:30 O'Clock P.M.

ROLL CALL: Council Member Roe, Galloway, McAntire, Hull, Pope and Mayor Johnson.

1. Motion to enter into closed session in accordance with the Iowa Code Section 21.5(1)(c). To discuss strategy with counsel in matters that are presently in litigation or where litigation is imminent where its disclosure would be likely to prejudice or disadvantage the position of the governmental body in that litigation.
2. Return to open session and continue into Regular Meeting schedule.

REGULAR MEETING NO. 27
Council Chambers, City Hall

October 17, 2023
6:00 O'Clock P.M.

A. ROLL CALL: Council Member Roe, Galloway, McAntire, Hull, Pope and Mayor Johnson.

B. CONSENT AGENDA:

1. Minutes from Regular Meeting No. 26 on October 3, 2023 as presented.
2. Recommend appointment of Brenda Curran to the Public Safety Advisory Committee, term to expire 10/1/2024 due to a vacancy.
3. Canvasser/Solicitor application for Workingman's Christmas Party to solicit donations within City Limits from October 29 to December 31, 2023.
4. Resolution No. 168-2023, fixing November 7, 2023 as the date for a public hearing on the disposal of City owned property locally known as 807 Lee Street.
5. Resolution No. 169-2023, fixing November 7, 2023 as the date for a public hearing on the disposal of City owned property locally known as 215 North Benton.
6. Beer and/or liquor applications for: RE/MAX Pride, 2431 Northgate St., with outdoor service area; Pallister Brothers Brewing Company, 116 N. Market; all applications pending final inspections.

C APPROVAL OF AGENDA

D. ADMINISTRATORS REPORT TO COUNCIL AND CITIZENS:

1. Recognize Don Krieger for 28 Years of service to the Plan & Zoning Commission.
2. Recognize Landfill Groundskeeper Mike Munley for outstanding job performance.

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

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

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

F. PUBLIC HEARING:

1. This is the time, place and date set for a public hearing on the Authorization of a Loan Agreement and the Issuance of Notes to evidence the obligation of the City thereunder.
 - A. Open the public hearing.
 - B. Close the public hearing.
 - C. Resolution No. 165-2023, instituting proceedings to take additional action for the issuance of Not to Exceed \$550,000 General Obligation Capital Loan Notes

RECOMMENDATION: Pass and adopt Resolution No. 165-2023.

G. ORDINANCES:

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

1. Authorize Mayor to prepare and sign a Letter of Support for the City of Ottumwa to become a Host City during the 2024 RAGBRAI.

RECOMMENDATION: Approve support of 2024 RAGBRAI and authorize the Mayor to provide a letter indicating this intent.

2. Invoice from Alliant Energy in the amount of \$13,833.72 for a new electrical transformer in the Greater Ottumwa Park Campground.

RECOMMENDATION: Approve payment to Alliant Energy in the amount of \$13,833.72 for a new electrical transformer in the Greater Ottumwa Park Campground.

I. RESOLUTIONS:

1. Resolution No. 164-2023, approving changes/updates to the Compensation Handbook.

RECOMMENDATION: Pass and adopt Resolution No. 164-2023.

2. Resolution No. 167-2023, awarding the contract and approving the contract, bond, and certificate of insurance for the Asbestos Abatement – City Hall Building Project.

RECOMMENDATION: Pass and adopt Resolution No. 167-2023.

3. Resolution No. 170-2023, accepting the work as final and complete and approving the final pay request for the WPCF Operations Roof Replacement Project.

RECOMMENDATION: Pass and adopt Resolution No. 170-2023.

4. Resolution No. 171-2023, authorizing Greg Wilson d/b/a Integrity Golf Group, LLC to subcontract operations of Cedar Creek Golf Course to Adam Wilson.

RECOMMENDATION: Pass and adopt Resolution No. 171-2023.

5. Resolution No. 172-2023, amending the Operating Agreement between the City of Ottumwa and Integrity Golf Group, LLC, to extend for an additional five years.

RECOMMENDATION: Pass and adopt Resolution No. 172-2023.

6. Resolution No. 173-2023, removing Special Assessments totaling \$10,786 with interest and fees; applied to a vacant lot on Hackberry contained in the following Resolutions: 252-2013, 291-2014, 268-2015, 286-2016, 267-2017, 284-2018, 266-2019, 260-2020, 209-2021 and 41-2023.

RECOMMENDATION: Pass and adopt Resolution No. 173-2023.

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. *****

***Items on the TABLE:**

1. Resolution No. 162-2023, authorizing the purchase of used equipment from Integrity Golf Group, LLC, for Golf Course Operations at Cedar Creek Golf Course.

RECOMMENDATION: Pass and adopt Resolution No. 162-2023.



CITY OF
OTTUMWA

FAX COVER SHEET

City of Ottumwa

DATE: 10/13/2023 TIME: 12:45 PM NO. OF PAGES 4
(Including Cover Sheet)

TO: News Media CO: _____

FAX NO: _____

FROM: Christina Reinhard

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

MEMO: Tentative Agenda for the Regular City Council Meeting #27 to be held on
10/17/2023 at 5:30 P.M.

*** FAX MULTI TX REPORT ***

JOB NO. 3909
DEPT. ID 4717
PGS. 4

TX INCOMPLETE -----

TRANSACTION OK 916416847834
916606271885
916416823269
ERROR 916416828482

Ottumwa Courier
KTVO
Ottumwa Waterworks
Tom FM



CITY OF
OTTUMWA

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*** TX REPORT ***

JOB NO.	3909	
DEPT. ID	4717	
ST. TIME	10/13 12:49	
SHEETS	4	
FILE NAME		
TX INCOMPLETE	-----	
TRANSACTION OK	916416847834	Ottumwa Courier
	916606271885	KTVO
	916416823269	Ottumwa Waterworks
ERROR	916416828482	Tom FM



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

MEMO: Tentative Agenda for the Regular City Council Meeting #27 to be held on 10/17/2023 at 5:30 P.M.

REGULAR MEETING NO. 26
Council Chambers, City Hall

October 3, 2023
5:30 O'Clock P.M.

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

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

Hull moved, seconded by Roe to approve consent agenda items: Mins. from Special Mtg. No. 24 on Sept. 12, 2023 and Reg. Mtg. No. 25 on Sept. 19, 2023 as presented; Ack. May 2023 and June 2023 fin. stmts. and pymt. of bills submitted by Finance Dept.; Recommend re-appointment of Sandi Tieg to Public Safety Adv. Committee, term to exp. 10/1/2026 and Newell Palen to Airport Adv. Brd., term to exp. 10/1/2026 due to a vacancy; Civil Service Elig. Lists for Sept. 27, 2023: Firefighter Entrance, Public Info. Officer Entrance; Res. No. 153-2023, approving contract, bonds and cert. of ins. for 2023 City Hall Renovations Rebid Project; Cig. Permit Apps: US Smoke Shop No. 1 (610 Church St.), US Smoke Shop No. 2 (508 N. Hancock); Beer and/or liquor apps: US Smoke Shop No. 1, 610 Church St.; US Smoke Shop No. 2, 508 N. Hancock; American Gothic Performing Arts, temp. OSA Oct. 14, 2023; Potros Garcia, 2804 N. Court; Ross Tobacco Shop, LLC, 129 East 2nd St.; all apps. pending final inspections. All ayes.

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

City Admin. Rath reported City Hall staff will relocate at the end of Oct.; council mtgs. will be held at alternate location. More information will be released to the public soon.

Mayor Johnson inquired if anyone from the audience wished to address any item on the agenda. Doug Techel wished to speak on item I-11.

McAntire moved, seconded by Hull to accept bid for John Deere 1570 Mower from Sinclair John Deere of Ottumwa for \$34,685.34. All ayes.

Roe moved, seconded by Pope to approve letter to DNR to allow Ottumwa Fire Dept. to burn structure located at 11653 Dahlonga Rd. and auth. Mayor to sign letter. All ayes.

Galloway moved, seconded by McAntire to approve contracting with Johnson Moving & Storage to assist with temp. relocation of City Hall due to pending construction. est. \$17,775 for services. All ayes.

Galloway moved, seconded by Pope that Res. No. 118-2023, approving Professional Services Agt. between City and Garden & Associates, Ltd. for Milner St. (Portafield to Hand) Reconstruction Project, be passed and adopted. est. \$60,000. All ayes.

Roe moved, seconded by Hull that Res. No. 145-2023, approving an employee Telecommuting Policy, be passed and adopted. All ayes.

Hull moved, seconded by McAntire that Res. No. 151-2023, awarding contract and approving contract, bond, and cert. of ins. for Asphalt St. Repair Program 2023, be passed and adopted. Project awarded to Norris Asphalt Paving Co., LC, of Ottumwa, IA for \$1,476,006.50. All ayes.

Roe moved, seconded by Galloway that Res. No. 152-2023, awarding contract and approving contract, bond and cert. of ins. for HMA, PCC St. Crack Repair Program 2023, be passed and adopted. Project awarded to Parking Lot Specialties, LLC, of Carlisle, IA, for \$46,800. All ayes.

Hull moved, seconded by McAntire that Res. No. 156-2023, approving updates to City of Ottumwa Personnel Policy, be passed and adopted. All ayes.

McAntire moved, seconded by Roe that Res. No. 157-2023, approving Second Amendment to Design Contract between City and Willett Hofmann & Assoc. for City Hall Improvements Project, be passed and adopted. Second amendment covers construction phase of project. Total est. cost \$39,500; new contract sum \$337,250. All ayes.

Hull moved, seconded by McAntire that Res. No. 158-2023, approving Change Order No. 1 and accepting work as final and complete and approving Final Pay Request for Lake Rd. Culverts Project, be passed and adopted. CO No. 1 decreases contract \$2,214.40; new contract sum \$112,360.60. All ayes.

Galloway moved, seconded by Pope that Res. No. 159-2023, approving changes to Compensation Handbook, be passed and adopted. All ayes.

Hull moved, seconded by McAntire that Res. No. 160-2023, removing Special Assessments applied to 312 E. Alta Vista from Res. No. 41-2023, be passed and adopted. Total \$3,510 is requested to be removed. Motion carried 4-1. Abstain: Roe (Greater Ottumwa Partners in Progress is working with a developer for this property).

McAntire moved, seconded by Roe that Res. No. 161-2023, fixing date for a mtg. on Auth. of a Loan Agt. and Issuance of not to Exceed \$550,000 Gen. Obligation Capital Loan Notes of the City of Ottumwa, (for Gen. Corp. Purposes), and providing for publication of notice thereof, be passed and adopted. All ayes.

Roe moved, seconded by Hull to TABLE Res. No. 162-2023, auth. purchase of used equip. from Integrity Golf Group, LLC, for Golf Course Operations at Cedar Creek Golf Course. Request to have item presented at future council mtg. All ayes. Mr. Techel declined to speak at this time.

Hull moved, seconded by Galloway that Res. No. 163-2023, adopting Amended DA between City and Ottumwa Legacy Found. for Capitol Lofts Downtown Housing Project and adopting a Procurement Policy for Capitol Lofts Downtown Housing Project, be passed and adopted. All ayes.

Mayor Johnson inquired if anyone from the audience wished to address an item not on the agenda; Mitch Niner discussed the Hydro Dam and the current issues. There's lack of communication between OWW and the City.

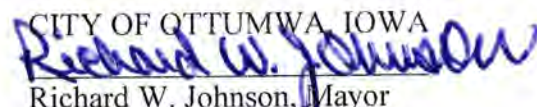
There being no further business, Galloway moved, seconded by Roe that the mtg. adjourn. All ayes.

Adjournment was at 6:33 P.M.

ATTEST:


Christina Reinhard, CMC, City Clerk

CITY OF OTTUMWA, IOWA


Richard W. Johnson, Mayor

Published in Ottumwa Courier on 10/12/2023.



October 17, 2023

TO: Ottumwa City Council Members

FROM: Richard W. Johnson, Mayor

SUBJECT: APPOINTMENT TO CITY BOARDS AND/OR COMMISSIONS

Recommend appointment to the Public Safety Advisory Committee, term to expire 10/1/2024 due to a vacancy.

Brenda Curran
1417 N. Van Buren Ave.

Received 9-25-23

CITY OF OTTUMWA
Biographical Data for Appointment to City Advisory Board

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

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

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

Ottumwa Public Safety Advisory Committee

Name: Brenda Curran

Telephone: 641-779-0239

Email: (optional) brendacurran388@gmail.com

Address: 1417 N. Van Buren Ave

ZIP: 52501

Business: N/A

Telephone: N/A

Address: N/A

ZIP: N/A

Date Available for Appointment: Immediately

E-Mail: Above

Present occupation: Home maker / Domestic Engineer

Previous Employment: Insurance agent, Legislative Clerk
And

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).

Iowa Works Secretary, legislative Clerk, Teller Supervisor, Cellphone technician, bank teller, Server, Hostess. All positions were in Ottumwa except legislative Clerk it was at the Capital in Des Moines.

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

AAS-Electronics / Telecom - IHCC

Personal lines license from State of Iowa, Insurance

National Career Readiness Certificate, Silver

Personal:

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

Yes _____ No

(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?

Grew up in House of State Patrol officer; provided training as teller Supervisor on being aware of and interacting with customers coming into building


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

1. Promote Public Safety awareness in Community.
2. Collaborate with the public, police & Fire Department
3. Advise on traffic matters with city traffic engineer
4. Other duties as needed

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

I have decades of customer service and conflict resolution. I bring a positive outlook for the future of Ottumwa. I am a life long resident and want this town to be a safe place to continue to grow families

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


Signature


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:



CITY OF
OTTUMWA

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	Security, Personal Safety
Advocacy experience	
Community involvement	
Current profession	Domestic Engineer
Highest level of education	AAS - Electronics/Telecom - I HCC
Race	White - Danish
Creed	Catholic
Ethnicity	Danish
Color	Caucasian
Sex	Female
Sexual orientation	-
Gender identity	Female
National origin	USA
Age	51
Religion	Non Practicing Catholic Catholic
Disability	Able Bodied



CANVASSER & SOLICITORS REGISTRATION & APPLICATION

Name of Individual completing this application: JERRY OGDEN
And Residing address: 508 WAVERLY OTTUMWA IA 52501 Date of Birth 9-26-51

Organization represented, if applicable: WORKING MANS CHRISTMAS PARTY FOR NEEDY CHILDREN
Organization's address: 508 WAVERLY AVE OTTUMWA IA 52501

Applicant's/Organization's phone number: 641 799 1194

Names, addresses and position of the officers of the organization:

Name	Address	Officer Position
<u>JERRY OGDEN</u>	<u>508 WAVERLY OTT.</u>	<u>PRESIDENT</u>
<u>BRANDA MORGAN</u>	<u>OTT.</u>	<u>SECRETARY</u>
_____	_____	_____

Estimated number of persons who will be directly soliciting: 30

Nature and purpose of your solicitation activities: TO RAISE MONEY TO BUY TOYS GLOVES AND CANDY AND FRUIT

What method will you be using to solicit funds? (Example: direct monetary donations, sale of tags, decals, etc.) BUCKET DRIVE AND GOING TO MERCHANTS

Where do you plan to canvass or solicit in Ottumwa? BUSINESS AND STORES

Date(s) when you wish to conduct your activities in Ottumwa: OCT 29, 2023 TO DEC 31, 2023

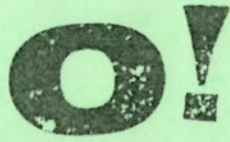
NOTE TO APPLICANT: Canvassing and soliciting shall be no earlier than 8:00 A.M. and no later than 9:00 P.M. and shall be no more than 90 days as determined by the City Council.

I do hereby certify that the above statements are true and correct. Signed this 9 day of OCT, 2023

[Signature]
Applicant

Staff recommendation to Council: as presented
Approved Denied by City Council on October 17, 2023
Restrictions set by Council: None
Number of days set by Council for applicant: as presented
License Number 5588 Receipt No. N/A

Canvasser & Solicitors Permit



CITY OF
OTTUMWA

Ottumwa

105 E 3rd St. Room 203

Ottumwa, IA 52501

(641) 683-0650

Owner:
WORKINGMAN'S CHRISTMAS OGDEN, JERRY M 508 WAVERLY OTTUMWA, IA 52501

Address
Address: 508 WAVERLY City/State/Zip: OTTUMWA, IA 52501-0000 Parcel No.: 7411310023000 Tract No.: Block No.: Lot No.: Section:

Permit:
Permit No.: 5588 Permit Type: Canvasser & Solicitors

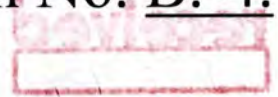
Project:
Issue Date: 10/18/2023 Expires: 12/31/2023 Valuation: \$0

Construction Details:
Workingman's Christmas Party for needy children

Contractor	Phone
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Item	GL Code	Amount
Total		\$0.00

Date	Paid By	Payment Type	Amount
Total Paid			\$0.00



CITY OF OTTUMWA Staff Summary

**** ACTION ITEM ****

Council Meeting of : Oct 17, 2023

Planning & Development
Department

Jake Rusch
Prepared By
Zach Simonson
Department Head

City Administrator Approval

AGENDA TITLE: Resolution No. 168 - 2023, a resolution setting November 7, 2023 as the date of a Public Hearing on the disposition of City owned property located at 807 Lee.

****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. 168 - 2023

DISCUSSION: The City accepted bids on this property until October 4, 2023. The successful bidder was identified at that time. The bid will be brought to the November 7, 2023 City Council meeting.

Source of Funds:

Budgeted Item:

Budget Amendment Needed:

RESOLUTION No. 168 - 2023

A RESOLUTION SETTING NOVEMBER 7, 2023 AS THE DATE OF A PUBLIC HEARING ON THE DISPOSITION OF CITY OWNED PROPERTY LOCATED AT 807 LEE STREET

WHEREAS, the City of Ottumwa, is the present title holder to the property legally described as CLINTON PLACE LOT 12 BLK 9 City of Ottumwa, Wapello County, Iowa, also known as 807 LEE STREET; and

WHEREAS, the above described property is a placarded house which will be sold to be repaired to meet the minimum housing standards or demolished; and

WHEREAS, the City will dispose of the property to the successful bidder.

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

That the 7th day of November 2023 at 5:30 PM in the City Council Chambers located at 105 East Third 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 highest bidder and the City Clerk is authorized and directed to publish notice of said public hearing as provided by law.

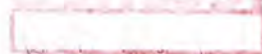
PASSED AND ADOPTED this 17th day of October 2023.

City of Ottumwa, Iowa


Richard W. Johnson, Mayor

ATTEST:


Christina Reinhard, City Clerk



CITY OF OTTUMWA Staff Summary

**** ACTION ITEM ****

Council Meeting of: Oct 17, 2023

Planning & Development
Department

Jake Rusch
Prepared By
Zach Simonson
Department Head

City Administrator Approval

AGENDA TITLE: Resolution No. 169 - 2023, a resolution setting November 7, 2023 as the date of a Public Hearing on the disposition of City owned property located at 215 N Benton.

****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. 169 - 2023

DISCUSSION: The City accepted bids on this property until October 11, 2023. The successful bidder was identified at that time. The bid will be brought to the November 7, 2023 City Council meeting.

Source of Funds:

Budgeted Item:

Budget Amendment Needed:

RESOLUTION No. 169 - 2023

A RESOLUTION SETTING NOVEMBER 7, 2023 AS THE DATE OF A PUBLIC HEARING ON THE DISPOSITION OF CITY OWNED PROPERTY LOCATED AT 215 N BENTON STREET

WHEREAS, the City of Ottumwa, is the present title holder to the property legally described as SUMMERS ADDITION NE 4' LOT 16; SW 1/2 LOT 17 City of Ottumwa, Wapello County, Iowa, also known as 215 N Benton Street; and

WHEREAS, the above described property is a placarded house which will be sold to be repaired to meet the minimum housing standards or demolished; and

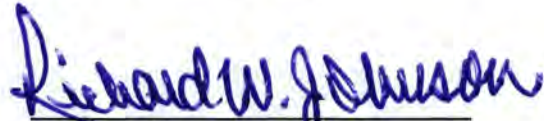
WHEREAS, the City will dispose of the property to the successful bidder.

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


That the 7th day of November 2023 at 5:30 PM in the City Council Chambers located at 105 East Third 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 highest bidder and the City Clerk is authorized and directed to publish notice of said public hearing as provided by law.

PASSED AND ADOPTED this 17th day of October 2023.

City of Ottumwa, Iowa


Richard W. Johnson, Mayor

ATTEST:


Christina Reinhard, City Clerk

received
10-12-23 11AM

CITY OF OTTUMWA
Staff Summary

**** ACTION ITEM ****

Council Meeting of : Oct 17, 2023

Planning & Development
Department

Zach Simonson
Prepared By
Zach Simonson
Department Head

City Administrator Approval

AGENDA TITLE: Department Recommendation: Recognize Don Krieger for 28 years of service to the Plan and Zoning Commission.

****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: Acknowledge Don Krieger's service, mayor has signed Certificate of Recognition.

DISCUSSION: Don served the Ottumwa Plan and Zoning Commission for 28 years, including 10 years as Chair. He recently resigned his position for issues relating to his health. The Mayor has provided a certificate which reads: His commitment to excellence and insistence on quality and accountability has made a lasting impact on Ottumwa and set a bright course for housing, economic development and quality of life in this community.

There are two vacancies on the Commission.

Source of Funds:

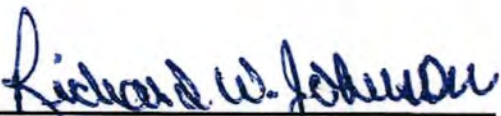
Budgeted Item: Budget Amendment Needed:

CERTIFICATE OF RECOGNITION

PROUDLY PRESENTED TO

Don Krieger

Don served the Ottumwa Plan and Zoning Commission for 28 years, including 10 years as Chair. His commitment to excellence and insistence on quality and accountability has made a lasting impact on Ottumwa and set a bright course for housing, economic development and quality of life in this community.


Richard W. Johnson
Mayor



CITY OF
OTTUMWA

received
10-12-23 11Am

CITY OF OTTUMWA
Staff Summary

**** ACTION ITEM ****

Council Meeting of : Oct 17, 2023

Planning & Development
Department

Zach Simonson
Prepared By
Zach Simonson
Department Head

City Administrator Approval

AGENDA TITLE: Department Report: Recognize Landfill Groundskeeper Mike Munley for outstanding job performance.

****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: Department report, no action necessary.

DISCUSSION: There was a fire on the pile at the Landfill on Monday, October 9 around 1pm. Rural fire promptly responded and contained the fire. There was no injury to staff or customers and no damage to equipment or property. Mike Munley, the Groundskeeper at the landfill, deserves some recognition. When he became aware of the fire, he got the spray cover machine and put water on it from that equipment. If he hadn't thought to do that, the fire could have spread quite a bit more before the fire department got to the site.

Source of Funds:

Budgeted Item:

Budget Amendment Needed:

Mike's actions were consistent with the values we've set out for all city staff. While Mike specifically went above and beyond expectations, all of our staff deserves credit for a professional response. Doug Pilcher spotted the fire and called it in for a quick response, Gail Roberts coordinated communication with staff, DNR and emergency services, Kevin Koontz used the loader to work alongside rural fire to uncover and douse smoldering parts of the fire and ensure it was put out completely. Lori Creech, the Landfill Supervisor led the staff well throughout.

In the coming weeks, we will work with Emergency Management to prepare a fire response and prevention plan to continue to mitigate fire risk. The exact cause of the fire is unknown, but the most common cause for landfill fires are lithium batteries. Lithium batteries are found in a variety of electronics, e-bikes and tools. These batteries can be recycled at the Ottumwa Recycling Center and this incident is an important reminder for everyone to properly dispose of lithium batteries. Landfill fires can cause immediate risk to the safety of staff, customers and neighboring property owners. If not promptly contained, they can be especially challenging for firefighters and can last days spewing toxic pollutants. Everyone from solid waste customers to haulers and staff has a responsibility to reduce the risk of fire.

Item Failed

received Item No. I.-4.
10-12-23 RAM

CITY OF OTTUMWA
Staff Summary

**** ACTION ITEM ****

Council Meeting of: 10/17/2023

Philip Rath
Prepared By

Admin
Department

Philip Rath
Department Head

Philip Rath
City Administrator Approval

AGENDA TITLE: Authorize Greg Wilson d/b/a Integrity Golf Group LLC to Subcontract Operation of Cedar Creek Golf Course to Adam Wilson

RECOMMENDATION:

Consider current operator's request to subcontract the current agreement per Section 5.04 of the Original Operating Agreement dated 11/25/2008

DISCUSSION:

Following the October 3 meeting I was informed that Greg Wilson was interested in subcontracting the remainder of the agreement to Adam Wilson. It is my understanding that Adam would purchase the equipment direct from Greg - eliminating the need for the city to purchase the operating equipment.

Under Section 5.04 of the original agreement, subcontracting is only allowed with written approval of the City. The request is presented to the city council for consideration and if desired approval via the adoption of the attached resolution.

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. ***

RESOLUTION NO. 171-2023

RESOLUTION APPROVING GREG WILSON, PGA D/B/A INTEGRITY GOLF GROUP, LLC TO SUBCONTRACT THE OPERATION OF THE CEDAR CREEK GOLF COURSE TO ADAM WILSON

WHEREAS, an Amended Agreement between the City of Ottumwa, Iowa and Greg Wilson, PGA, D/B/A Integrity Golf Group LLC exists through December 31, 2028; and

WHEREAS, Section 5.04 of the original Operating Agreement between the parties provides for the Contractor to subcontract the duties, obligations, and services to be performed under the Agreement with the written approval of the City; and

WHEREAS, Greg Wilson has requested the ability to subcontract the terms of the Agreement to Adam Wilson

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

That the request from Greg Wilson, PGA, D/B.A Integrity Golf Group LLC to subcontract the terms of the Agreement is hereby approved for the duration of the Agreement and any subsequent extensions between the City of Ottumwa, Iowa and Greg Wilson, PGA D/B/A Integrity Golf Group, LLC.

APPROVED, PASSED AND ADOPTED, this 17th day of October, 2023.

CITY OF OTTUMWA, IOWA

Richard W. Johnson, Mayor

ATTEST:

Christina Reinhard, City Clerk

MOTION FAILED 2-2-1 AYES: GALLOWAY, HULL
NAYES: ROE, MCANTIRE
ABSENT: POPE

receiv
10.12.23 8Am

CITY OF OTTUMWA

Staff Summary


**** ACTION ITEM ****

Council Meeting of: 10/17/2023

Philip Rath
Prepared By

Admin
Department

Philip Rath
Department Head


Philip Rath
City Administrator Approval

AGENDA TITLE: Resolution to Amend the Operating Agreement to Extend for an Additional Five Years

RECOMMENDATION:

Consider request to extend the operating agreement by extending from five years to ten years and if agreeable, adopt Resolution 172-2023

DISCUSSION:

Following the October 3 meeting I was informed that Greg Wilson was interested in subcontracting the remainder of the agreement to Adam Wilson. It is my understanding that Adam would purchase the equipment direct from Greg - eliminating the need for the city to purchase the operating equipment.

Resolution 171-2023 addresses this request. Should the city council agree to subcontract to Adam Wilson, there was a subsequent request to extend the agreement an additional five years. This would provide the assurance of ten years of revenue to offset the transfer of assets.

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. ***

RESOLUTION NO. 172-2023

RESOLUTION APPROVING AN EXTENDED AGREEMENT BETWEEN THE CITY OF OTTUMWA IOWA AND GREG WILSON, PGA D/B/A INTEGRITY GOLF GROUP, LLC FOR THE OPERATION OF THE CEDAR CREEK GOLF COURSE

WHEREAS, the City of Ottumwa, Iowa desires to approve a five-year extension of the Operating Agreement for the Cedar Creek Golf Course with Greg Wilson, PGA, D/B/A Integrity Golf Group LLC; and

WHEREAS, the City of Ottumwa, Iowa desires extend the amended Agreement for the operation of the City's Public Golf Course from January 1, 2029 through December 31, 2033.

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

That the proposed Extension Agreement between the City of Ottumwa, Iowa and Greg Wilson, PGA, D/B.A Integrity Golf Group LLC is hereby approved and that upon the receipt of the final signed Extension Agreement from Greg Wilson, Mayor Richard W. Johnson is hereby authorized to sign said Agreement on behalf of the City of Ottumwa, Iowa.

APPROVED, PASSED AND ADOPTED, this 17th day of October, 2023.

CITY OF OTTUMWA, IOWA

Richard W. Johnson, Mayor

ATTEST:

Christina Reinhard, City Clerk

MOTION FAILED 4-1

AYES: NONE

NAYES: ROE, GALLOWAY, MCANTIRE, HULL

ABSENT: POPE

CITY OF OTTUMWA
Staff Summary

**** ACTION ITEM ****

Council Meeting of: 10/17/2023

Chris Reinhard
Prepared By

Admin
Department

Philip Rath
Department Head

Philip Rath
City Administrator Approval

AGENDA TITLE: This is the time, place and date set for a Public Hearing on the authorization of a Loan Agreement and the issuance of Notes to evidence the obligation of the City thereunder.

This Item Requires a Public Hearing RECOMMENDATION:

- A. Open the public hearing.
- B. Close the public hearing
- C. Resolution Instituting Proceedings to take additional Action for the Issuance of Not to Exceed \$550,000 General Obligation Capital Loan Notes.

Pass and adopt Resolution No. 165-2023.

DISCUSSION:

The City Council adopted Resolution No. 161-2023 during their regularly scheduled meeting held on October 3, 2023 which set the Public Hearing on the authorization of a Loan Agreement and the issuance of Notes not to Exceed \$550,000 General Obligation Capital Loan Notes, for general corporate purposes, to October 17, 2023. City Council has held a public meeting and hearing upon the proposal to institute proceedings for the authorization of a Loan Agreement and the issuance of not to exceed \$550,000 General Obligation Capital Loan Notes, for general corporate purposes, in order to provide funds to pay the costs of the acquisition, improvement and equipping of the golf course, and has considered the extent of objections received from residents or property owners as to the proposed issuance of Notes: and no petition was filed calling for a referendum thereon.

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. ***

ITEMS TO INCLUDE ON AGENDA

CITY OF OTTUMWA, IOWA

Not to Exceed \$550,000 General Obligation Capital Loan Notes

- Public hearing on the authorization of a Loan Agreement and the issuance of Notes to evidence the obligation of the City thereunder.
- Resolution instituting proceedings to take additional action.

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

October 17, 2023

The City Council of the City of Ottumwa, State of Iowa, met in regular session, in the Council Chambers, City Hall, 105 East 3rd Street, Ottumwa, Iowa, at 5:30 P.M., on the above date. There were present Mayor Johnson, in the chair, and the following named Council Members:

Marc Roe, Cara Galloway, Doug McAntire, Russ Hull

Absent: Sandra Pope

Vacant: None

* * * * *

The Mayor announced that this was the time and place for the public hearing and meeting on the matter of the authorization of a Loan Agreement and the issuance of not to exceed \$550,000 General Obligation Capital Loan Notes, in order to provide funds to pay the costs of the acquisition, improvement and equipping of the golf course, for general corporate purposes, and that notice of the proposed action by the Council to institute proceedings for the authorization of the Loan Agreement and the issuance of the Notes and the right to petition for an election had been published as provided by Sections 384.24A and 384.26 of the Code of Iowa, and the Mayor then asked the City Clerk whether any petition had been filed in the Clerk's Office, in the manner provided by Section 362.4 of the Code of Iowa, and the Clerk reported that no such petition had been filed, requesting that the question of issuing the Notes be submitted to the qualified electors of the City.

The Mayor then asked the Clerk whether any written objections had been filed by any resident or property owner of the City to the issuance of the Notes. The Clerk advised the Mayor and the Council that zero written objections had been filed. The Mayor then called for oral objections to the issuance of the Notes and none were made. Whereupon, the Mayor declared the time for receiving oral and written objections to be closed.

(Attach here a summary of objections received or made, if any)

Whereupon, the Mayor declared the hearing on the authorization of entering into a Loan Agreement and the issuance of the Notes to be closed.

The Council then considered the proposed action and the extent of objections thereto.

Whereupon, Council Member Roe introduced and delivered to the Clerk the Resolution hereinafter set out entitled "RESOLUTION INSTITUTING PROCEEDINGS TO TAKE ADDITIONAL ACTION FOR THE ISSUANCE OF NOT TO EXCEED \$550,000 GENERAL OBLIGATION CAPITAL LOAN NOTES", and moved:

- that the Resolution be adopted.
- to ADJOURN and defer action on the Resolution and the proposal to institute proceedings for the issuance of notes to the meeting to be held at _____ .M. on the _____ day of _____, 2023, at this place.

Council Member Galloway seconded the motion. The roll was called and the vote was,

AYES: Roe, Galloway, McAntire, Hull

NAYS: _____

Whereupon, the Mayor declared the measure duly adopted.

RESOLUTION NO. 165-2023

RESOLUTION INSTITUTING PROCEEDINGS TO TAKE
ADDITIONAL ACTION FOR THE ISSUANCE OF NOT TO
EXCEED \$550,000 GENERAL OBLIGATION CAPITAL LOAN
NOTES

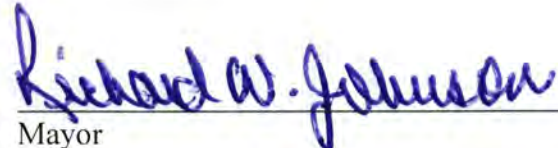
WHEREAS, pursuant to notice published as required by law, the City Council has held a public meeting and hearing upon the proposal to institute proceedings for the authorization of a Loan Agreement and the issuance of not to exceed \$550,000 General Obligation Capital Loan Notes, for general corporate purposes, in order to provide funds to pay the costs of the acquisition, improvement and equipping of the golf course, and has considered the extent of objections received from residents or property owners as to the proposed issuance of Notes; and no petition was filed calling for a referendum thereon. The following action is now considered to be in the best interests of the City and residents thereof.

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

Section 1. That this Council does hereby institute proceedings and take additional action for the authorization and issuance in the manner required by law of not to exceed \$550,000 General Obligation Capital Loan Notes, for the foregoing general corporate purposes.


Section 2. This Resolution shall serve as a declaration of official intent under Treasury Regulation 1.150-2 and shall be maintained on file as a public record of such intent. It is reasonably expected that the general fund moneys may be advanced from time to time for capital expenditures which are to be paid from the proceeds of the above Notes. The amounts so advanced shall be reimbursed from the proceeds of the Notes not later than eighteen months after the initial payment of the capital expenditures or eighteen months after the property is placed in service. Such advancements shall not exceed the amount authorized in this Resolution unless the same are for preliminary expenditures or unless another declaration of intention is adopted.

PASSED AND APPROVED this 17th day of October, 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 17 day of October, 2023.

Mustine Reenhard
City Clerk, City of Ottumwa, State of Iowa



CITY OF OTTUMWA
Staff Summary


**** ACTION ITEM ****

Council Meeting of: 10/17/2023

Philip Rath
Prepared By

Admin
Department

Philip Rath
Department Head

Philip Rath 
City Administrator Approval

AGENDA TITLE: Authorize Mayor to Prepare and Sign a Letter of Support for the City of Ottumwa to Become a Host City During the 2024 Ragbrai

This Item is NOT a Public Hearing

RECOMMENDATION:

Approve support of the event and authorize the mayor to provide a letter indicating this intent

DISCUSSION:

The city has received a registration packet to become a host town and community leaders are competing an application. As part of that application, a letter of support from the hosting community has been requested. Mayor Johnson has agreed to provide the letter with the support of the city council.

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. ***



[CITY OF]
O T T U M W A

October 17, 2023

Dear RAGBRAI City Selection Committee,

On behalf of the Ottumwa City Council, I write this letter to give passionate support for selecting Ottumwa as an overnight town for RAGBRAI 2024. As a past overnight location, the City of Ottumwa looks forward to another opportunity to host the RAGBRAI staff, management team, and cyclists as you enjoy your route across the state.

The City of Ottumwa joins Wapello County, Meet Ottumwa, and Greater Ottumwa Partners in Progress - along with many other community businesses and organizations - in committing our venues, hospitality, and volunteer manpower to make this overnight stay a RAGBRAI visit to remember. We fulfill all the requirements for campgrounds, crowds, route, and vehicle space, and we intend to exceed all other expectations.

While here, cyclists will be able to enjoy citywide activities planned just for them, explore our extensive park and trail systems, and experience the diversity of more than 50 nationalities in our restaurants and shops. We truly are where Iowa meets the world, and we can't wait to show you why.

We look forward to showcasing our community, our people, and our Iowa Nice as one of RAGBRAI 2024's host towns. Thank you for your consideration.

Best regards,

Richard W. Johnson, Mayor
City of Ottumwa

cc: Phil Rath, Ottumwa City Administrator
cc: Marc Roe, Executive Director, GOPIP
cc: Laura Carrell, Executive Director, Meet Ottumwa
cc: Brian Morgan, Chair, Wapello County Board of Supervisors

City of Ottumwa
105 East Third Street, Ottumwa, Iowa 52501
Telephone 641-683-0600 Fax 641-683-0613

received
10/11/23 11Am

Item No. H.-2.
barlow

CITY OF OTTUMWA

Staff Summary

**** ACTION ITEM ****

Council Meeting of: Oct 11, 2023

Park & Recreation
Department

Gene Rathje

Prepared By

Gene Rathje

Department Head

City Administrator Approval

AGENDA TITLE: **Invoice from Alliant Energy for Replacing Damaged Electric Transformer in the Ottumwa Park Campground**

Public hearing required if this box is checked.

RECOMMENDATION: **Approve Payment of the Invoice from Alliant Energy in the amount of \$13,833.72 for a New Electric Transformer in the Ottumwa Park Campground.**

DISCUSSION: **On June 21, 2023, a vehicle struck an electric transformer box in the Ottumwa Park Campground and knocked out power. The transformer was damaged beyond repair. Since this happened at 7 pm at night during Balloon Days, the transformer box had to be repaired immediately. Alliant Energy was called in and had the transformer replaced and power restored by 11 pm. The invoice for the repair is attached. The City of Ottumwa's insurance carrier has contacted the insurance company of the vehicle's owner and is seeking full reimbursement for the cost of replacing the transformer.**



Account Number 6028868566
 Bill Date Sep 22, 2023

Previous Balance \$0.00
 Payment Received \$0.00
 Balance Forward \$0.00
 Current Charges \$13,833.72

Amount Due on Oct 12, 2023
\$13,833.72

If paid after Oct 12, 2023 **\$14,041.23**

Summary of your current charges

Account Name: CITY OF OTTUMWA

Customer System Work NEB Charge SA

Billing Period: Sep 22 - Sep 22

Description	Cost
Customer System Work - WR 4321323 Proj 110813	
Ottumwa City Campground	
Vehicle hit customer-owned padmount transformer - replaced transformer	
Labor and Fleet Cost:	\$2,260.00
Material Cost:	\$11,573.72
Total Current Charges	\$13,833.72

Questions? Contact us at:

- alliantenergy.com
- 1.800.ALLIANT (1.800.255.4268)
- P.O. Box 3060 Cedar Rapids IA 52406-3060

Take care of it online

You can pay your bill, view your energy use and sign up for payments options in My Account at alliantenergy.com/myaccount

Amount Due

Please return this portion with your payment.



PO Box 351
 Cedar Rapids, IA 52406 - 0351

Amount Due Oct 12, 2023	\$	13,833.72
Amount enclosed if Different From Above	\$	_____

If paid after Oct 12, 2023 \$ 14,041.23

Account Number 6028868566

029301 000007047
 CITY OF OTTUMWA
 ATTN: ANDREW MORIS
 105 E 3RD ST
 OTTUMWA IA 52501-2904



ALLIANT ENERGY/IPL
 PO BOX 3060
 CEDAR RAPIDS IA 52406-3060



602886856600000000138337200000000140412314

AR2023092204603.025.PRD.XML-5890-1-000007047



Message Board

Be in control of your energy use with My Account, our free online tool. Monitor your energy use and keep costs down by signing up for high-usage notifications. You can also use My Account to request paperless billing, view your bill, pay with a credit card, set up automatic payments and more. Enroll today at alliantenergy.com/myaccount.

Questions? Contact us at:

PO Box 3060
Cedar Rapids, IA 52406-3060
Toll-free: 1-800-255-4268

If you have a complaint, we want to resolve the issue as quickly as possible. If Alliant Energy does not resolve your complaint, you may request assistance from the Iowa Utilities Board by calling (515) 725-7321 or toll-free 1-877-565-4450, or by writing to 1375 E. Court Avenue Des Moines, Iowa 50319-0069, or by email to customer@iub.iowa.gov. You may view tariff and rate schedule information on our website at alliantenergy.com or request to view the information from our corporate office.

Interstate Power and Light, an Alliant Energy Company

Please recycle

Message Board:

Paying by check? Go to alliantenergy.com or call us at 1-800-ALLIANT (800-255-4268) to make a payment with no fee. Paying by credit card? Go to alliantenergy.com to make a payment with no fee. You can also use Speedpay by calling 1-877-429-4126 (fees may apply).

Questions about your bill? Our bill guides explain all the parts and pieces. Check them out at alliantenergy.com/understandyourbill

received
10.11.23 11Am

Item No. I.-1.

bovian
[Redacted]

CITY OF OTTUMWA Staff Summary

**** ACTION ITEM ****

Council Meeting of: Oct 17, 2023

Administration
Department

Barbara Codjoe
Prepared By
Barbara Codjoe
Department Head

P. R. R.
City Administrator Approval

AGENDA TITLE: Resolution #164-2023 - Approve changes to Compensation Handbook

Public hearing required if this box is checked.

RECOMMENDATION: Pass and adopt resolution #164-2023

DISCUSSION: Add a designation for Director of Public Works with a Professional Engineer License and assign to a grade 15 based on information attached.

Source of Funds: N/A

Budgeted Item: Budget Amendment Needed:

RESOLUTION NO. 164-2023

RESOLUTION TO APPROVE UPDATED COMPENSATION HANDBOOK

WHEREAS, the City of Ottumwa, Iowa had approved a Compensation Handbook on July 18, 2023, which incorporated a classification framework as part of the document, and;

WHEREAS, staff for the City of Ottumwa reviewed the classification of the Director of Public Works due to an open position to ensure the correct placement on the framework the current structure, and;

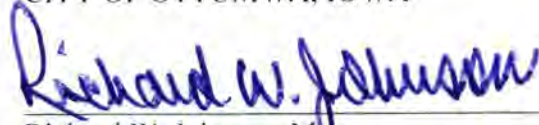
WHEREAS, staff has reviewed the current classification structure and determined the current policy does not meet the short and long term care for employees and operational needs for the employer, and;

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Ottumwa, Iowa that the current Compensation Handbook approved on July 18, 2023 and any supplements thereafter are hereby repealed and that the attached Compensation Handbook is hereby adopted and in place with an effective date of October 17, 2023.

BE IT FURTHER RESOLVED, by the Ottumwa City Council of the City of Ottumwa, Iowa, that the Mayor and City Clerk are hereby authorized and directed to execute said resolution.

PASSED, ADOPTED and APPROVED this 17th day of October, 2023.

CITY OF OTTUMWA, IOWA


Richard W. Johnson, Mayor

ATTEST:


Christina Reinhard, City Clerk

Date: 10/04/2023

From: Barb Codjoe, Director of HR

To: City Administrator, Phil Rath

RE: Pay grade for Director of Public Works

With the opening of the Public Works Director position, we wanted to re-visit a topic that came up during our compensation study. When the initial reporting from Gallagher came back, it was noted that the majority of our data points came from cities or other entities where they required a State of Iowa Professional Engineer License; advanced schooling and in some cases acting as the City Engineer.

Our current staffing structure and job description did not have those requirements. Therefore, we worked with Gallagher to assess the position based on the current the requirements. This identified that we should place the salary for the Director of Public Works without the Professional Engineer license in grade 13.

For comparison, the City Engineer position is placed at a grade 12 due to the requirements of the position. This is a salary range of \$94,390.40 - \$122,699.20.

Current Salary

The current salary for the Director of Public Works (non-PE) is assigned to a grade 13. This is a salary range of \$103,812.80 - \$134,971.20.

- Step 1 in our chart is the 50th percentile and step 7 is the 75th percentile.

Comparable City Data

Below is the City comparable data gathered in September 2023. Highlighted cities confirmed requiring the position to hold a State of Iowa Professional Engineer license.

Community	Title	Minimum	Maximum	Overall Cost of Living Index
Bettendorf	Public Works Director	\$ 106,123.00	\$ 169,966.00	88.5
Burlington	Assistant CM for Public Works	\$ 93,990.00	\$ 122,188.00	68.7
Fort Dodge	Public Works Director	\$ 91,467.00	\$ 116,658.00	70.1
Mason City	Operations & Maintenance Manager	\$ 100,693.00	\$ 129,438.00	70
Marshalltown	Public Works Director	\$97,386	\$131,810	72.9
Muscatine	Director of Public Works / City Engineer	\$ 99,222.00	\$ 135,933.00	75.1
Waukee	Public Works Director	\$ 123,672.00	\$ 169,254.00	95.8
Norwalk	Public Works Director	\$ 123,482.00	\$ 164,643.00	92
Grimes	Public Works Director	\$ 109,245.00	\$ 148,180.00	94
Cedar Rapids	Public Works Director	\$ 138,598.02	\$ 194,037.22	79.2
Sioux City	Public Works Director	\$121,143	\$ 169,636.00	74.8

Clive	Director of Public Works	\$ 125,259.00	\$ 156,574.00	95.9
Coralville	City Engineer	\$ 119,024.00	\$ 154,874.00	90.6
Indianola	Director of Public Works	\$ 113,558.00	\$ 153,427.00	88
Marion	Public Services Director	\$ 107,990.00	\$ 161,985.00	84.6
Newton	Public Works Director	\$ 77,812.00	\$ 113,602.00	74.4
Pella	Director of Public Works / City Engineer	\$ 118,481.00	\$ 164,006.00	83.6
Ankeny	Director of Public Works	\$ 130,799.00	\$ 175,529.00	92.2
West Des Moines	Public Services Director	\$ 121,175.00	\$ 193,275.00	88.9
Urbandale	Director of Engineering & Public Works	\$ 133,849.98	\$ 172,078.00	91.2
Dubuque	Public Works Director	\$ 108,248.80	\$ 141,585.60	82
Iowa City	Public Works Director	\$ 113,256.00	\$ 181,251.20	87.2
Average for all		\$ 112,476.08	\$ 155,451.36	
Average for cities requiring professional engineer		\$119,493.57	\$164,702.29	
Average for Cities with similar Cost of Living Index (65 – 80)		\$102,538.88	\$139,162.78	

Gallagher Study

When our initial report from Gallagher came back, it was noted that most of the comparable data required advanced schooling.

Job Title	Survey Report Title	Survey Data Cut	Survey Job Title	Market Base Salary 50 th (Median)	Market Base Salary 75 th
Director of Public Works	CompData Benchmark Pro - Midwest - April, 2022	Iowa	Engineering Director	\$171,184	\$183,966
Director of Public Works		Iowa: For-Profit	Engineering Director	\$173,433	\$186,625
Director of Public Works		Midwest	Engineering Director	\$170,672	\$186,011
Director of Public Works		Midwest; Industry Category: Services	Engineering Director	\$170,059	\$179,569
Director of Public Works		Midwest: Not-for-profit	Engineering Director	\$146,028	\$158,401

Director of Public Works	CompData Not-For-Profit - July, 2022	National Data: Government Entities	Engineering Director	\$124,251	\$149,731
Director of Public Works	CompData Not-For-Profit - July, 2022	National Data: Not-for-profit	Engineering Director	\$129,428	\$160,491
Average				\$155,008	\$172,113

Other Comparable Data

The Bureau of Labor Statistics identifies the mean average wage across the US for Engineering Managers at \$163,310.

Employment (1)	Employment RSE (3)	Mean hourly wage	Mean annual wage (2)	Wage RSE (3)
197,180	1.3%	\$ 78.52	\$ 163,310	0.3%

Percentile	10%	25%	50% (Median)	75%	90%
Hourly Wage	\$ 49.26	\$ 61.74	\$ 76.88	\$ 90.93	\$ 106.51
Annual Wage (2)	\$ 102,450	\$ 128,420	\$ 159,920	\$ 189,130	\$ 221,550

Information from Salary.com

JOB DESCRIPTION

The **Director of Engineering** ensures all engineering projects, initiatives, and processes are in conformance with organization's established policies and objectives. Plans and directs all aspects of engineering activities and projects within an organization. Being a **Director of Engineering** incorporates components, materials, and tools that result in cost-effective and quality output. Utilizes best practice engineering methods and provides expert technical guidance for engineering initiatives. In addition, **Director of Engineering** manages overall engineering budget and costs. Requires a bachelor's degree in engineering or related discipline. Typically reports to top management. The **Director of Engineering** manages a departmental sub-function within a broader departmental function. Creates functional strategies and specific objectives for the sub-function and develops budgets/policies/procedures to support the functional infrastructure. Working as a **Director of Engineering** typically requires 5+

years of managerial experience. Deep knowledge of the managed sub-function and solid knowledge of the overall departmental function. (Copyright 2023 Salary.com)

Director of Engineering Salary in Iowa

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How much does a Director of Engineering make in Iowa? The average Director of Engineering salary in Iowa is **\$185,700** ranges can vary widely depending on the city, and many other important factors, including education, certifications, additic

Jobs with a similar salary range to Director of Engineering : Vice President Customer Success

View Minimum Wage Values in Iowa

- Develop a Job description
- Pay Equity
- Salary Grading Scale
- Pay Strategy

Salary Salary + Bonus Benefits How to become



Get accurate pay by adjusting the below factors.

Location	Years of Exp.	Education	Direct Reports	Performance	Other
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PayScale.com

National average is \$153,189 per year.

Job Title: Director of Engineering

Average Director of Engineering Salary

Pay Job Details Skills Job Listings Employers

How should I pay? Price a Job What am I worth? Find market worth

\$153,189 / year
 Avg Base Salary (USD)

The average salary for a Director of Engineering is \$153,189 in 2023.

Base Salary	\$101k - \$204k
Bonus	\$5k - \$39k
Profit Sharing	\$2k - \$29k
Commission	\$10k - \$38k
Total Pay	\$103k - \$224k

Professional Engineering License

Iowa Code discusses the requirements for Engineering Licensure here
<https://www.legis.iowa.gov/docs/iac/chapter/10-04-2023.193C.4.pdf>.

The applicant must

- have graduated from an engineering program of four years or more
- successfully complete the Fundamentals of Engineering (FE) exam
- successfully complete the Principles and Practice of Engineering (PE) exam
 - must be taken after the FE exam
- satisfy the qualifying experience requirements
 - have direct supervision or professional tutelage from one or more licensed engineers
 - documentation of experience
 - Three references from professional engineers
 - A work project statement describing a significant project on which the applicant worked during the previous 12 months
 - Quality – demonstrate the applicant has developed technical skills
 - Scope – experience should be of sufficient breadth and scope
 - Progression – successive and continued progress from initial, subprofessional work to greater complexity and higher degrees of responsibility

Education and Experience Requirements

Experience Requirements	
If the education is:	Required years of experience
A 4-year bachelor's degree in a nonaccredited engineering program	5
A 4-year bachelor's degree in an accredited engineering program OR a qualifying master's degree pursuant to paragraph 4.1(1) "c" OR a qualifying PhD pursuant to paragraph 4.1(1) "d"	4
A 4-year bachelor's degree in an accredited engineering program plus a qualifying master's degree pursuant to paragraph 4.1(4) "g"	3
A 4-year bachelor's degree in an accredited engineering program plus a qualifying PhD pursuant to paragraph 4.1(4) "g"	2
A 4-year bachelor's degree in an accredited engineering program AND a qualifying master's degree AND a qualifying PhD pursuant to paragraph 4.1(4) "g"	1

Recommendation

	Minimum	Maximum	Average
All Cities	\$112,476.08	\$155,451.36	\$133,963.72
Average for cities requiring professional engineer	\$119,493.57	\$164,702.29	\$142,097.93
Average for Cities with similar Cost of Living Index (65 – 80)	\$102,538.88	\$139,162.78	\$120,850.83
Gallagher Data	\$155,008	\$172,113	\$163,560.50
Salary.com			\$185,700
Average with GEO data			\$149,234.60
BLS			\$163,310
Pay Scale			\$153,189
Average of all			\$151,810.28

Based on this data, I would recommend adding the distinction of “Director of Public Works with a Professional Engineering License” and classifying it to a grade 15. This would put the range at \$125,611.20 - \$163,300.80. This would allow us to identify the differences of a Public Works Director with the Professional Engineering License to a candidate that does not have one.

Financial Impact

We have a salary of \$117,000 budgeted for the Director of Public Works in FY24. If we moved the position to a grade 15 due to the licensing attainment, the position would start at \$125,611.20. This is a difference of \$8,611.20.

Additional Salary	IPERS	FICA	MEDI	Life Insurance	Workers Comp		Total
	9.44%	6.20%	1.45%	\$0.285	Rate	Amount	
\$8,611	\$812.88	\$533.88	\$124.86	\$2.45	0.19%	\$16.36	\$10,101.43*

*Annual Total

This position is split amongst different departments and projects that are worked on. The split changes each year based upon projects.

- General Fund – 001 - Engineering – approximately 33%
- Road Use Tax Fund – 110 – Street Maintenance – approximately 33%
- Sewer Utility – 610 – Sewer Treatment – approximately 17%
- Sewer Utility – 610 – Sewer Maintenance – approximately 17%

PURPOSE OF THE COMPENSATION HANDBOOK

The City of Ottumwa Compensation Handbook serves as a reference document that outlines the organization's compensation philosophy and practices for employees. The purpose of a compensation handbook is to ensure that employees are aware of the compensation they can expect to receive for their work, and the City of Ottumwa is able to apply consistent and fair compensation practices. It provides detailed information about salary ranges, benefits, and any other compensation-related information that employees need to know.

By providing transparency and clarity around compensation, a compensation handbook helps to ensure employee satisfaction, retention, and engagement.

This handbook includes 2 distinct policies:

- Compensation Philosophy
- Classification & Compensation Administrative Guidelines

There are additional appendices and forms included:

- Appendix A – Classification Structure
- Appendix B - Classification Framework
- Appendix C - Salary Schedule
- Position Description Questionnaire
- Job Analysis Request

ELIGIBILITY

The City of Ottumwa Compensation Handbook applies to all employees. Salary information for elected officials and contracted employees are also included in Appendices. If any provision of the handbook conflicts with collective bargaining agreements, the terms of the collective bargaining agreements will prevail.

The City of Ottumwa's compensation philosophy outlines the City's approach to compensating its employees. It is not an employment contract. The City retains the right to amend this handbook at its sole discretion.

PURPOSE

The purpose of a compensation philosophy is to provide a clear and consistent framework for compensation decisions across the organization. It serves as a guiding principle for how the City values and rewards its employees, and how we position ourselves in the job market. It helps to attract and retain top talent, promote fairness and equity in compensation practices, and ensure that compensation decisions are transparent and consistent.

The City of Ottumwa's compensation philosophy provides a framework for communicating with employees about compensation decisions, and helps to ensure that compensation decisions are made based on objective criteria and internal equity considerations.

The City of Ottumwa is committed to being the employer of choice. Our valued employees are the key to delivering on our commitment to improve lives of the citizens through excellence of service. Our compensation philosophy, including salary and benefits, is a reflection of our values. The City will pursue sustainable compensation goals in accordance with its overall fiscal position while respecting the goals of the philosophy. The City's compensation philosophy is designed to meet the following key objectives:

- **Externally Competitive Salary and Benefits.** The City will strive for salary midpoint to be at the 75th percentile of comparisons to identified benchmark jobs across comparable cities and regional industry employers. We will provide affordable and comprehensive benefit options that best fit employee needs and promote consumerism.
- **Equitable.** The City will strive to provide a framework of consistent compensation practices that are fair, equitable and free of discrimination. The City will work to continually improve this process by conducting periodic performance evaluations and updating position descriptions. We will regularly assess our market to ensure that our salary rates remain competitive.
- **Excellence.** The City employs high quality employees and we value continuous improvement as part of our commitment to excellence. Our compensation practices are intended to attract and retain employees who exemplify our values and delivery on our mission and vision. Qualified employees who work to advance their skills and knowledge as they contribute to the achievement of organizational objectives will also be paid competitively. External hires will be paid competitively in order to attract new talent within the designated ranges.
- **Emphasis on Service.** Individual employee goals may be developed to support overall performance and strategic priorities and exemplary service to the residents and property owners. We support and promote continual learning and employee growth by providing personal and professional development in order to produce high-quality, relevant programs and services. This is essential to efficient delivery of services as well as our growth and sustainability as a City.

- **Easy to Communicate.** Because the City is confident of the equity, validity, and reliability of the compensation system and practices, we maintain open communication with employees regarding their individual compensation. The compensation system is easily implemented, communicated and is simplistic in its design. Each employee will know how their compensation is determined. The City will develop a communication plan for our compensation program that supports our status as an employer of choice.

The City, as stewards over entrusted public funds, must be fiscally responsible as we administer compensation and benefits to employees. It is important to us that our compensation practices are sustainable well into the future. The City will seek opportunities, where appropriate, to invest in employees through compensation and benefits that are sustainable by connecting broad City performance measures that increase revenue with ongoing strategic investments in the people who work here.

Comparator/Peer Organizations

Factors considered in selecting comparator/peer organizations for market compensation comparison may include employer size and complexity, services rendered, aspirational organizations, from whom the City gains talent or to whom the City loses talent, population, proximity, and budget. While the selected comparator organizations are subject to change based on market or other conditions, the goal is to maintain consistency for as long as viable. As of 2022, the City's comparator organizations are as follows:

- Clinton, Iowa
- Dubuque, Iowa
- Fort Dodge, Iowa
- Marshalltown, Iowa
- Oskaloosa, Iowa
- Burlington, Iowa
- Muscatine, Iowa
- Bettendorf, Iowa
- Altoona, Iowa
- Mason City, Iowa

Additionally, the City will utilize reliable published survey sources to obtain additional public sector and private sector data especially related to cross industry jobs where competition warrants such comparisons.

Pay Structure and Progression

The City will develop its pay structure using the 75th percentile of the market for actual salaries anchored at the midpoint. Open pay ranges will be utilized and progression through the pay ranges will be based on tenure and as prescribed by the City's Salary Administration Guidelines.

A classification system is a method of describing and naming work performed in an organization. It provides a structure or framework for understanding how jobs relate to one another and the business reasons for those jobs. A classification system results in a sensible hierarchy of related jobs and groups similar positions together under the same classification title. A classification system is not intended to be used to reward individual employees.

Total Compensation

Every employee will have access to their total compensation package provided by the City of Ottumwa through the human capital system (currently UKG). This statement will include the dollar value of base pay, benefits and other variable/discretionary pay.

PURPOSE

The purpose of administrative guidelines for compensation is to establish a clear and consistent approach to determining compensation for employees within the City of Ottumwa. These guidelines typically cover a range of issues such as salary structures, incentive plans, employee benefits, and performance evaluations.

By providing a framework for how compensation decisions are made, the City of Ottumwa can ensure that our compensation policies are fair, transparent, and aligned with our overall business strategy. Additionally, guidelines for compensation can help to attract and retain talented employees, promote employee satisfaction and engagement, and mitigate potential legal and regulatory risks.

Classification & Compensation System Goals

The City of Ottumwa adopted a classification and compensation program for all employees. The goals of the program are to:

- Define job families/series and career paths; and
- Develop and maintain a compensation system that is internally equitable and externally competitive.

The Classification and Compensation Program consists of three systems:

- A Classification System;
- A Job Evaluation System; and
- A Compensation System.

Each of these systems is described below.

Classification System

A classification system is a method of describing and naming work performed in the City of Ottumwa. It provides a structure or framework for understanding how jobs relate to one another and the business reasons for those jobs. A classification system results in a sensible hierarchy of related jobs and groups similar positions together under the same classification title. A classification system is not intended to be used to reward individual employees.

Definition of Terms in this Section

Term	Definition
Position	A position is the job held by one person. It is the set of duties assigned to an individual.
Classification	A body of work performed by a group of positions and jobs with similar responsibilities at a similar level of responsibility.
Classification Specification	A general description of a class of work. A classification typically includes a general summary of the work; distinguishing characteristics of the class; the essential duties of the class; the knowledge and skills required at entry to the

Term	Definition
	<p>class; and any licensing and special physical requirements. Classification specifications do not describe the duties and responsibilities of each individual employee in a class. Classification describes the collective responsibilities of all employees that are allocated to that classification. A class specification includes:</p> <ul style="list-style-type: none"> • A description of the type and level of work; • A description of the characteristics which distinguish this class from others which may be in the same occupation or at the same level of authority and responsibility; • Information which indicates standards for recruiting and selecting staff, determining appropriate pay, defining career growth opportunities, identifying performance expectations and complying with the Americans with Disabilities Act (ADA).
Classification Series	<p>A set of classifications which are closely related to one another, but reflect increasing levels of decision-making, difficulty and/or accountability. This is also often referred to as a job family. In order for multiple levels to be defined within a classification series, there must be distinct differences in the level of decision-making, responsibility, and/or accountability. The differences must be clearly defined and require additional knowledge, education, and/or skill. A new level should not be added due to any of the following:</p> <ul style="list-style-type: none"> • The volume of work; • The number or variety of specific assignments; • An employee's longevity in a current classification; or • A change in reporting relationships.
Classification Structure	<p>An arrangement of all the classification series and classifications an employer uses, together with the classification specifications.</p>
Classification Titles	<p>A classification title names a class of work and should be easily understood by employees, applicants, other organizations, and the public. The following terms have been used in classification titles.</p>
Position Description Questionnaire (PDQ)	<p>The form used to identify new or changed positions or jobs to provide updated content for review by City Human Resources.</p>

Classification Structure

New Positions

When new positions are created, the hiring manager will work with Human Resources to complete a Position Description Questionnaire. Human Resources will determine the appropriate placement within the classification system and update the classification structure.

Requests for Reclassification

From time to time, it may be necessary to reclassify certain positions, to update classification specifications, and/or to develop a new classification. It may be necessary to make one or more of these changes when an individual's duties and responsibilities change significantly, a department or function reorganizes, or a new job or position is created. Before any changes to the class structure are made, a job analysis must be completed. Job analysis is a systematic way of collecting data and analyzing the duties and nature of a specific job or position. The job

analysis provides the information necessary to allocate a position to a classification, modify a classification, or develop a new classification.

A job analysis will be performed if:

- A new job or position is created in the organization;
- A position's or classifications essential duties of the position have substantially changed. Typically, this means that thirty percent (30%) or more of the duties have changed.
- The new responsibilities have been performed for a minimum of six (6) months, and are determined to be permanent.

Employees who believe their duties and responsibilities have substantially changed should get approval from their Department Head to request a job analysis. A job analysis request form is available from the Human Resources department. Individuals requesting a job analysis will be asked to complete a Position Description Questionnaire. The PDQ will be used to help determine if the job is appropriately classified, should be allocated to a different classification, or if a new classification should be developed. Human Resources will conduct the review of the PDQ and may conduct interviews of appropriate departmental personnel. Human Resources will make the final determination as to the classification, title, FLSA, job evaluation rating, pay grade, and related areas. If there is a concern with the final ruling, this may be appealed to the City Administrator for review. The City Administrator's determination will be final.

Job Evaluation System

The City of Ottumwa uses a combination of market data and a classification framework to maintain internal equity. This is achieved by first aligning a classification to the appropriate pay range midpoint that is most closely aligned with the market's 75th percentile. This placement is then validated against the classification framework that establishes the levels of work across the City functions. For jobs without market data, the City will review the classification framework and similar classifications to assign to the appropriate pay range.

It is recommended that the internal alignment is reviewed on an annual basis and is supported through the classification processes. Appendix B is the classification framework for the City. This will be continuously reviewed and revised as necessary based on the City's needs and priorities.

Compensation System

The City of Ottumwa intends to compensate employees at a level that is competitive with the market and maintains the City's internal equity of its classifications through the application of the job evaluation methodology. Therefore, the City has adopted salary structures based on the job evaluation results (internal equity) and market data. The salary structures will be reviewed and updated periodically to ensure the structures remain competitive with the market. (See Structure Maintenance section.)

Annual Increases and Salary Structure Adjustments

The City of Ottumwa may adjust its salary structure (Appendix C) on an annual basis, to ensure competitiveness with the labor market and account for changes in market conditions and trends. Salary structure adjustments will be based on information related to market trends and organization financials. The City of Ottumwa will use the Midwest CPI as published in the Iowa League of Cities Annual Special Budget Report to guide future adjustments. The Midwest CPI measures changes in the cost of total compensation, which includes wages, salaries, and the employer's cost of employee benefits.

Note on Salary Structure Adjustments and Employee Increase Amount:

- The salary structure adjustment is separate from the employee increase amount. While a salary structure adjustment will impact the entire pay grid, it does not equate to across-the-board increases for employees. Employee compensation may be impacted on an individual basis due to step increases or other factors.

Pay structure adjustments must be approved within the City's budget process. Employees may or may not receive an adjustment to their individual pay as a result of the pay structure adjustment process.

In addition to adjusting the salary structure each year to keep pace with the market, the City should conduct a comprehensive market compensation study at least every fifth year. This schedule may vary depending on market conditions.

Hiring Range

At the City of Ottumwa, the hiring range will span from the position grade's Step 1 up to Step 3; hiring rates above Step 3 will be offered to exceptionally qualified or preferred qualifications of individuals and be done in consultation with the Human Resources Department.

Appointment above step 1 shall require approval by the Human Resources Department, and any hiring amount over the mid-point shall require the approval of the City Administrator.

Progression through the Salary Structure

As mentioned above, range spans (spreads) will vary by level of job. Therefore, the length of time for progression within the salary range will increase as jobs move up through the salary grade structure.

An employee will progress from step 1 through step 7 each year on their anniversary date in position. Once an employee reaches step 7 (midpoint), step progression will happen every three (3) years on the anniversary date in position.

If an employee is hired into a step greater than step 1, the employee will progress through the steps quicker. For example, if an employee was hired in at a step 3, their progression would look like this:

Hire	Step 3
1 year anniversary date in position	Step 4
2 year anniversary date in position	Step 5
3 year anniversary date in position	Step 6
4 year anniversary date in position	Step 7
7 year anniversary date in position	Step 8
10 year anniversary date in position	Step 9
13 year anniversary date in position	Step 10
16 year anniversary date in position	Step 11
19 year anniversary date in position	Step 12
22 year anniversary date in position	Step 13

If an employee obtains a certification that is deemed pertinent to their current job and will be of benefit to the city on a regular basis, an employee may increase their steps. This would be approved by the City Administrator and the certification must be documented.

Promotional Increases

In many situations, an employee promoted to a position in a higher pay range (grade) will receive an immediate pay increase. This increase is separate and distinct from any annual salary adjustment. Promotional increases will generally provide an increase between 5% and 10%. In the event that an individual is currently receiving a salary that exceeds the maximum of the salary range for the new job, then the employee shall receive no increase in base compensation.

In determining the promotional increase, the following other guidelines will be used:

- An employee's salary will be increased at least to the minimum of the new salary range; and
- In no case will a promotional increase place an employee's salary above the maximum of the new salary range.

For positions assigned to a step system, any promotional increase will result in a salary that is "on step" and must correspond to a particular step.

Acting Pay: Pay Rates for Work in a Higher Job Classification

In situations where the assignment or scheduling of work requires an employee to perform in a higher-level classification (higher pay grade or pay range), a temporary pay rate may be established for the period of that assignment or work schedule. To receive the adjusted rate, an employee must be working in the higher classification at least 50% of their workday for a minimum of fifteen (15) days.

The effective hourly rate of pay should be within the pay range for the salary grade of the temporary assignment, and should be determined using the same considerations, as noted above, for a promotional increase. This action should only take place when prior approval is given. This policy should not apply to situations of vacation replacement. Once the temporary assignment has been completed, the pay rate will revert to the previous rate.

- Occupational Group - Management = 10% of current base salary
- Occupational Group – Professional = 7.5% of current base salary
- Occupational Group – Technical / Specialist = 5% of current base salary

Discretionary Increases/Incentives

A Department Director, upon the review and approval of the Human Resources Director, may grant a discretionary increase to an employee. Such increases or incentives may be necessary for the following:

- To relieve compression;
- To address pay equity situations;
- To retain top performers outside of the performance cycle;
- To reward an employee with sustained favorable performance; or
- If given as a base salary increase, such increases are to be in accordance with the provisions of the pay plans to which an employee is assigned.

If such increase or incentive is given as a means of retaining an employee, the employee must (1) have achieved a performance ranking of higher than meeting expectations on the employee's most recent performance evaluation unless there is an extreme business need to keep the position filled and (2) have the approval of the Human Resources Director. Retention increases are not to be given more than once in a thirty-six (36) month period.

If the discretionary increase or incentive is granted due to performance, an employee must have a performance evaluation ranking of higher than meeting expectations on the employee's most recent performance evaluation and the employee shall not be eligible for more than one such increase per calendar/fiscal year.

All discretionary increases or incentives of more than five percent (5%) must be approved in writing by the Human Resources Director and City Administrator or their designee unless the increase is for an employee on a step system and such movement is to the next highest step.

A discretionary increase will not be provided if it places the resulting base salary above that of the respective pay range maximum.

Leaves of Absence

Salary increases are not earned while on an unpaid leave of absence and in compliance with leave regulations. Upon reinstatement, the employee shall be paid at the same rate he/she had prior to the leave of absence. If, during the absence, an increase had been provided, the salary of the incumbent should be reviewed at the time he/she returns for any pay action.

Voluntary Reassignment

An employee who voluntarily accepts a reassignment to a position having a classification in a lower assigned pay grade shall have their salary set at a rate of pay within the new pay grade providing it does not result in an increase in pay or does not exceed the maximum of the new assigned pay grade. Employees who are subsequently reclassified, or promoted back to the original classification from which they took a voluntary reassignment, may not have their rate of pay adjusted to a level above that prescribed for reclassifications or promotions.

Involuntary Reassignment (Demotion)

An employee who is involuntarily reassigned to a position having a classification in a lower assigned pay grade shall have their salary set at a rate of pay within the new pay grade providing it does not result in an increase in pay or does not exceed the maximum of the new assigned pay grade. A minimum of 5% reduction in pay is considered, but in no case will the employee be paid over the maximum of the new pay range.

Involuntary Transfer to a Lower Grade

When an employee receives an involuntary transfer, (not resulting from a demotion) to a new position with a salary range that is less than the range of the employee's present grade (e.g., abolition of a job and the consequent reassignment of a position with a lower grade), no immediate salary reduction should occur. For employees with positions on a step system, their "new" position should be placed on the pay scale at the closest, next highest step if the job is also assigned to a step pay range. Under this circumstance, the employee's situation will be reviewed during the next pay adjustment cycle to determine if the employee is eligible for any further step adjustment. If the employee's salary is above the maximum of the lower grade, no salary increases will be granted to the employee until the maximum for the new grade equals or exceeds the employee's salary.

Lateral Transfer

When necessary, the City may change an employee or group of employees from one job to another within the same pay grade. This will happen when the City deems the change to be in the interest of efficiency and meeting objectives. When an employee(s) is transferred to a position assigned to the same pay grade, he or she will not receive an adjustment in pay. Likewise, an employee who voluntarily requests a lateral transfer to a job within the same pay grade will not receive a pay adjustment.

Reclassification/Regrade

An employee who is advanced to a higher pay grade through reclassification or classification regrade shall have their salary set within the range of the new pay grade under the following guidelines:

- 1) The minimum of the assigned pay grade; but not above pay grade maximum unless the current salary is above the maximum.
- 2) On the next highest step to that of the current salary.

An employee who is reduced to a lower pay grade by reclassification or regrade action may retain the previous rate of pay so long as it does not exceed the midpoint of the new pay range unless authorization is received from the Human Resources Director. In no case shall the salary exceed the maximum of the new pay grade.

Job Family	Series Title	New Class Title	Series Level
Accounting	Accounting	Accounting Specialist	1
Accounting	Accounting	Accountant	2
Accounting	Accounting	Director of Finance	3
Administrative Support	Administrative Support	Administrative Clerk	1
Administrative Support	Administrative Support	Administrative Specialist	2
Airport	Airport	Airport Facilities Technician	1
Airport	Airport	Equipment Operator	2
Airport	Airport	Aviation Services Supervisor	3
Airport	Airport	Director of Airport Operations	4
Fire	Fire	Firefighter	1
Fire	Fire	Master Firefighter	2
Fire	Fire	Fire Captain	3
Fire	Fire	Assistant Fire Chief	4
Fire	Fire	Deputy Fire Chief	5
Fire	Fire	Fire Chief	6
Facilities Maintenance	Facilities Maintenance	Facilities Technician	1
Facilities Maintenance	Facilities Maintenance	Custodian	2
Facilities Maintenance	Facilities Maintenance	Maintenance Worker	3
Facilities Maintenance	Facilities Maintenance	Maintenance Manager	4
Human Resources	HR	HR Generalist	1
Human Resources	HR	Director of Human Resources	2
Library	Library	Library Clerk	1
Library	Library	Library Assistant	2
Library	Library	Librarian	3
Library	Library	Reference Librarian	4
Library	Library	Library Manager	5
Library	Library	Library Director	6
Clerk	Clerk	City Clerk	n/a
City Management	City Management	City Administrator	n/a
Parks and Recreation	Parks and Recreation	Customer Service Representative	1
Parks and Recreation	Parks and Recreation	Lifeguard	2
Parks and Recreation	Parks and Recreation	Program Instructor	3
Parks and Recreation	Parks and Recreation	Program Supervisor	4
Parks and Recreation	Parks and Recreation	Director of Parks & Recreation	5
Community Development	Landfill	Grounds Worker	1
Community Development	Landfill	Gatekeeper	2
Community Development	Landfill	Equipment Operator	3
Community Development	Landfill	Landfill Supervisor	4
Community Development	Recycling	Demufacturing Technician	1
Community Development	Recycling	Gatekeeper	2
Community Development	Recycling	Recycling Coordinator	3

Job Family	Series Title	New Class Title	Series Level
Community Development	Planning and Zoning	Code Compliance Officer	1
Community Development	Planning and Zoning	Building Inspector	2
Community Development	Planning and Zoning	Planning and Zoning Coordinator	3
Community Development	Planning and Zoning	Director of Community Development	4
Public Safety Communications	Public Safety Communications	911 Communication Specialist	1
Public Safety Communications	Public Safety Communications	911 Dispatch Supervisor	2
Public Safety	Public Safety	Police Officer	1
Public Safety	Public Safety	Sergeant	2
Public Safety	Public Safety	Lieutenant	3
Public Safety	Public Safety	Police Chief	4
Public Works	Sewer Maintenance	Equipment Operator	1
Public Works	Sewer Maintenance	Sewer Maintenance Supervisor	2
Public Works	Street Maintenance	Equipment Operator	1
Public Works	Street Maintenance	Street Maintenance Supervisor	2
Public Works	Traffic Maintenance	Traffic Maintenance Technician	1
Public Works	Traffic Maintenance	Electrician	2
Public Works	Traffic Maintenance	Senior Electrician	3
Public Works	Traffic Maintenance	Traffic Maintenance Supervisor	4
Public Works	Mechanic	Mechanic	1
Public Works	Mechanic	Garage Supervisor	2
Public Works	Management	Public Works Superintendent	3
Public Works	Civil Engineering	Engineering Aide	1
Public Works	Civil Engineering	Engineering Assistant I	2
Public Works	Civil Engineering	Design Tech	3
Public Works	Civil Engineering	Engineering Supervisor	4
Public Works	Civil Engineering	City Engineer	5
Public Works	Laboratory Operations	Laboratory Technician	1
Public Works	Laboratory Operations	Laboratory Chemist	2
Public Works	Wastewater	Plant Operator	1
Public Works	Wastewater	Maintenance Technician	1
Public Works	Wastewater	Pre-Treatment Coordinator	2
Public Works	Wastewater	WPCF Supervisor	3
Public Works	Wastewater	Water Superintendent	4
Public Works	Management	Director of Public Works	2
Information Technology	IT	IT Technician	1
Information Technology	IT	IT Manager	2
Stand alone	Stand alone	GIS Administrator	n/a

Occupational Group	Title	Level Definition	Position Title	Grade
MANAGEMENT (EXEMPT)	City Administrator	Overall strategic and operational direction and management of the City responsible for executing the goals and objectives of the Council	City Administrator	17
	Senior Director	Direct and oversee departments and functions across the City with overall policy development. Impacts of decisions and responsibilities go across functional areas and impact all or most City operations.	Director of Public Works – with PE License	15
			Director of Finance	14
			Police Chief	14
			Director of Community Development	13
			Director of Human Resources	13
			Director of Public Works – without PE license	13
			Fire Chief	13
	Director	Direct the operations, goals, and services of a City department or functional area by defining the operations with the scope of established goals and objectives. Incumbents develop and manage a budget, and ensure the operations meet City-wide strategies.	Library Director	12
			Director of Airport Operations	12
			City Engineer	12
			Police Lieutenant	12
			IT Manager	12
	Manager	Oversee the operations and planning of a work unit, function, or division; may serve as second-in-command, and typically report to a department head. Responsible to determine and plan the operations of the assigned area through planning, functional management, or project management assignments.	Director of Parks & Recreation	12
			Deputy Fire Chief	11
Water Superintendent			11	

Occupational Group	Title	Level Definition	Position Title	Grade
PROFESSIONAL (EXEMPT)	Lead/Principal/ Administrator	Responsible for the advanced level of analysis, programming, and execution of assigned work in the area of assignment to the broader City. Typically responsible for assignments and work that impact within the department and across the City through the operations and work of an assigned functional area.	Public Works Superintendent	10
			Police Sergeant	10
			Accountant	10
	Senior Officer / Analyst / Coordinator	Represent an area of assignment to related functions or by providing information to the broader City. Incumbents have limited to no budget responsibility with impact of work and information on departments or functions across the City. The assignments require diverse decisions that require complex decision making skills through the analysis, evaluation, and methodology development to review information and data. Assignments are generally broad in nature. Incumbents determine which process to utilize in carrying out duties.	Assistant Fire Chief	9
			Aviation Services Supervisor	9
			City Clerk	9
			Senior Electrician	9
			WPCF Maintenance Supervisor	8
	Officer/Analyst/ Supervisor	Journey-level analytical work in an assigned area, department, or operations of the City. Incumbents have limited to no budget responsibility with the impact of work concentrated within the area of assignment. Duties often require complex decision making skills to troubleshoot standard processes or steps. Assignments are generally broad in nature that require input from multiple sources to identify errors or solutions.	WPCF Operations Supervisor	8
			Laboratory Chemist	8
			Planning and Zoning Coordinator	8
			Landfill Supervisor	8
			Police Officer	8
			Maintenance Electrician	8
			Garage Supervisor	8

Occupational Group	Title	Level Definition	Position Title	Grade
TECHNICAL/SPECIALIST (NON-EXEMPT)	Foreman/ Lead Specialist/ Technician	Top level of operation, administrative services, office coordination, administrative support for program or staff, may serve as the lead worker.	Street Maintenance Supervisor	7
			Traffic Maintenance Supervisor	7
			Sewer Maintenance Supervisor	7
			Maintenance Manager	7
			911 Dispatch Supervisor	7
			Engineering Supervisor	7
			Library Manager	7
			Recycling Coordinator	7
			HR Generalist	7
			Public Information Officer	7
			GIS Administrator	7
			Building Inspector	7
	Fire Captain	7		
	Senior Specialist / Technician	Advanced specialized program support or complex technical, administrative support for staff. Work is primarily routine in nature, with specific goals and objectives, but includes the ability to address non-routine situations by applying or adapting established processes and procedures; requires a comprehensive knowledge and skill of the assigned area or function to complete the assigned responsibilities assigned.	Engineering Assistant	6
			Pre-treatment Coordinator	6
Master Firefighter			6	
Mechanic			6	

Occupational Group	Title	Level Definition	Position Title	Grade
TECHNICAL/SPECIALIST (NON-EXEMPT)	Specialist / Technician	Specialized program support or moderately complex technical, administrative support for staff. Work is primarily routine in nature, with specific goals and objectives, but includes the ability to address non-routine situations by applying or adapting established processes and procedures.	Water Laboratory Technician	5
			Code Compliance Officer	5
			Traffic Maintenance Technician	5
			Equipment Operator	5
			IT Technician	5
			WPCF Maintenance Technician	5
			WPCF Plant Operator	5
	Assistant/ Technician	Work is routine in nature with the majority of time dedicated to the performance of tasks related to one area of responsibility, with standardized responsibilities of basic maintenance and repair, transaction processing, general administrative support.	Firefighter	5
			Accounting Specialist	4
			Maintenance Worker	4
			Engineering Aide	4
			De-manufacturing Technician	4
			911 Communication Specialist	4
			Reference Librarian	4

Occupational Group	Title	Level Definition	Position Title	Grade
SUPPORT (NON-EXEMPT)	Worker/Representative	Role is within a defined area, department, or operations of the City. The scope of responsibilities are limited to the area of assignment and defined job responsibilities with a broader understanding of area of assignment operations and how responsibilities of multiple positions interact and impact that area.	Program Supervisor	3
			Administrative Specialist	3
			Custodian	3
			Librarian	3
	Receptionist/Clerk/Worker	Role is typically assigned within a defined area, department, or operations of the City. The scope of responsibilities are limited to the area of assignment and defined job responsibilities with a broader understanding of area of assignment operations.	Library Assistant	2
			Administrative Clerk	2
	Clerk	Work is in a defined area, department, or operations of the City. The scope of responsibilities are limited to the area of assignment and defined job responsibilities; with the position accountable for the specific assignments.	Library Clerk	1
			Lifeguard	1
			Gatekeeper	1
			Ground Worker	1
Parking Attendant			1	
Airport Facilities Technician	1			

Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13
	Hire	1 Year	1 Year	1 Year	1 Year	1 Year	1 Year	3 Year	3 Year	3 Year	3 Year	3 Year	3 Year
1	\$ 33,092.80	\$ 33,904.00	\$ 34,736.00	\$ 35,568.00	\$ 36,400.00	\$ 37,232.00	\$ 38,064.00	\$ 38,875.20	\$ 39,707.20	\$ 40,539.20	\$ 41,350.40	\$ 42,182.40	\$ 43,014.40
2	\$ 36,400.00	\$ 37,294.40	\$ 38,209.60	\$ 39,124.80	\$ 40,040.00	\$ 40,934.40	\$ 41,849.60	\$ 42,764.80	\$ 43,680.00	\$ 44,574.40	\$ 45,489.60	\$ 46,404.80	\$ 47,320.00
3	\$ 40,040.00	\$ 41,038.40	\$ 42,036.80	\$ 43,035.20	\$ 44,033.60	\$ 45,032.00	\$ 46,030.40	\$ 47,028.80	\$ 48,048.00	\$ 49,046.40	\$ 50,044.80	\$ 51,043.20	\$ 52,041.60
4	\$ 44,033.60	\$ 45,136.00	\$ 46,238.40	\$ 47,340.80	\$ 48,443.20	\$ 49,545.60	\$ 50,648.00	\$ 51,750.40	\$ 52,832.00	\$ 53,934.40	\$ 55,036.80	\$ 56,139.20	\$ 57,241.60
5	\$ 48,443.20	\$ 49,649.60	\$ 50,856.00	\$ 52,062.40	\$ 53,289.60	\$ 54,496.00	\$ 55,702.40	\$ 56,908.80	\$ 58,115.20	\$ 59,342.40	\$ 60,548.80	\$ 61,755.20	\$ 62,961.60
6	\$ 53,289.60	\$ 54,620.80	\$ 55,952.00	\$ 57,283.20	\$ 58,614.40	\$ 59,945.60	\$ 61,276.80	\$ 62,608.00	\$ 63,939.20	\$ 65,270.40	\$ 66,601.60	\$ 67,932.80	\$ 69,264.00
7	\$ 58,614.40	\$ 60,070.40	\$ 61,547.20	\$ 63,003.20	\$ 64,459.20	\$ 65,936.00	\$ 67,392.00	\$ 68,868.80	\$ 70,324.80	\$ 71,801.60	\$ 73,257.60	\$ 74,713.60	\$ 76,190.40
8	\$ 64,459.20	\$ 66,081.60	\$ 67,683.20	\$ 69,305.60	\$ 70,907.20	\$ 72,529.60	\$ 74,131.20	\$ 75,753.60	\$ 77,355.20	\$ 78,977.60	\$ 80,579.20	\$ 82,201.60	\$ 83,803.20
9	\$ 70,907.20	\$ 72,696.00	\$ 74,464.00	\$ 76,232.00	\$ 78,000.00	\$ 79,768.00	\$ 81,556.80	\$ 83,324.80	\$ 85,092.80	\$ 86,860.80	\$ 88,649.60	\$ 90,417.60	\$ 92,185.60
10	\$ 78,000.00	\$ 79,955.20	\$ 81,910.40	\$ 83,844.80	\$ 85,800.00	\$ 87,755.20	\$ 89,710.40	\$ 91,644.80	\$ 93,600.00	\$ 95,555.20	\$ 97,510.40	\$ 99,444.80	\$ 101,400.00
11	\$ 85,800.00	\$ 87,942.40	\$ 90,084.80	\$ 92,248.00	\$ 94,390.40	\$ 96,532.80	\$ 98,675.20	\$ 100,817.60	\$ 102,960.00	\$ 105,102.40	\$ 107,244.80	\$ 109,387.20	\$ 111,550.40
12	\$ 94,390.40	\$ 96,740.80	\$ 99,091.20	\$ 101,462.40	\$ 103,812.80	\$ 106,184.00	\$ 108,534.40	\$ 110,905.60	\$ 113,256.00	\$ 115,606.40	\$ 117,977.60	\$ 120,328.00	\$ 122,699.20
13	\$ 103,812.80	\$ 106,412.80	\$ 109,012.80	\$ 111,612.80	\$ 114,192.00	\$ 116,792.00	\$ 119,392.00	\$ 121,992.00	\$ 124,571.20	\$ 127,171.20	\$ 129,771.20	\$ 132,371.20	\$ 134,971.20
14	\$ 114,192.00	\$ 117,062.40	\$ 119,912.00	\$ 122,761.60	\$ 125,611.20	\$ 128,481.60	\$ 131,331.20	\$ 134,180.80	\$ 137,030.40	\$ 139,900.80	\$ 142,750.40	\$ 145,600.00	\$ 148,449.60
15	\$ 125,611.20	\$ 128,752.00	\$ 131,892.80	\$ 135,033.60	\$ 138,174.40	\$ 141,315.20	\$ 144,456.00	\$ 147,596.80	\$ 150,737.60	\$ 153,878.40	\$ 157,019.20	\$ 160,160.00	\$ 163,300.80
16	\$ 138,174.40	\$ 141,627.20	\$ 145,080.00	\$ 148,533.60	\$ 152,006.40	\$ 155,459.20	\$ 158,912.00	\$ 162,364.80	\$ 165,817.60	\$ 169,270.40	\$ 172,723.20	\$ 176,176.00	\$ 179,628.80
17	\$ 152,006.40	\$ 155,792.00	\$ 159,598.40	\$ 163,404.80	\$ 167,190.40	\$ 170,996.80	\$ 174,803.20	\$ 178,588.80	\$ 182,395.20	\$ 186,201.60	\$ 189,987.20	\$ 193,793.60	\$ 197,600.00
18	\$ 167,190.40	\$ 171,371.20	\$ 175,552.00	\$ 179,732.80	\$ 183,913.60	\$ 188,094.40	\$ 192,275.20	\$ 196,456.00	\$ 200,636.80	\$ 204,817.60	\$ 208,998.40	\$ 213,179.20	\$ 217,360.00

City Council – paid monthly - \$6,000 per year

Mayor – paid monthly - \$10,200 per year

Seasonal / Contracted Employees	
<i>This includes all departments with no exceptions unless otherwise stated and approved by City Administrator.</i>	
Year 1	\$14.00 per hour
Year 2	\$15.00 per hour
Landfill contracted employees	\$9.00 per hour
Recycling Center Contracted Employees	\$8.25 per hour
<i>Landfill and Recycling Center rates set by the Solid Waste Commission.</i>	

CITY OF OTTUMWA
Position Description Questionnaire (PDQ)**I. BACKGROUND**

EMPLOYEE INFORMATION: In this section, you will provide information regarding your name, current job title, your immediate supervisor, etc. This information will help us make sure we refer to the correct job throughout the study

Employee Name	Date Form Completed	
Official Job Title	Department	
Work Phone (if applicable)	Time in Current Position	<input type="checkbox"/> Less than 1 year <input type="checkbox"/> 1-3 years <input type="checkbox"/> 3-5 years <input type="checkbox"/> 5-10 years <input type="checkbox"/> 10+ years
E-mail		

Immediate Supervisor

Name

Title

Immediate Supervisor Reports To

Name

Title

II. POSITION INFORMATION**1. POSITION SUMMARY**

Please write 1 to 3 sentences that describe the purpose and major duties of your position.

Example: Computer Support Technician

Summary: To operate, maintain and repair computer equipment and to provide technical assistance to users; provide guidance to users on how to fix problems; install equipment and programs; troubleshoot problems by researching potential solutions; and provide input on software and equipment purchases.

2. SUPERVISION AND ORGANIZATIONAL RELATIONSHIPS

a. Supervisory and Lead Worker/Working Supervisor Responsibilities

For each statement in the chart below, if the statement applies to your position, please check the box under the "Yes" column and then indicate the number of employees for which you are responsible for supervising to the right of the statement.

Supervisor/Manager: Officially responsible for regularly directing the work of full-time/part-time employees and has the authority to evaluate performance, sign performance reviews, and reward/discipline. This is different from "lead" worker duties.

Lead Worker/Working Supervisor: Position functions in a "lead" capacity for a group of employees. The Lead Worker/Working Supervisor does not have full formal supervisory authority, however they are responsible for assigning, scheduling, directing daily work assignments, reviewing work, and providing guidance as the most technically skilled member of the work team. In addition to lead worker duties, the position is responsible for performing the same responsibilities as assigned employees.

NOTE: Employees serving as project managers that supervise, coordinate, or lead organizational or cross department/division projects, please describe such duties and responsibilities in [Section 3 – Essential Duties](#).

Yes	Duty	# of Employees
<input type="checkbox"/>	I do not officially supervise other employees (sign performance reviews, approve timecards, conduct job interviews, reward/discipline, etc.).	NA
<input type="checkbox"/>	I evaluate and sign performance reviews, approve timecards, conduct job interviews, reward/discipline, etc. of other regular employees.	
<input type="checkbox"/>	I evaluate and sign performance reviews, approve timecards, conduct job interviews, reward/discipline, etc. of part-time or contract employees.	
<input type="checkbox"/>	I assign work and provide work direction as a "lead-worker/working supervisor" for other regular employees.	
<input type="checkbox"/>	I assign work and provide work direction as a "lead-worker/working supervisor" for part-time or contract employees.	

3. ESSENTIAL RESPONSIBILITIES

In the table below, please list your essential duties, and the decisions you make in carrying out each duty. Essential Responsibilities describe why your role with exists. Please reference the following guidelines when completing this section:

DO	<p>List responsibilities that make up at least 5% of your time.</p> <p>Use descriptive action verbs such as – prepares, calculates, operates, etc. to start each statement.</p> <p>Provide enough detail so that someone outside of the organization and not directly familiar with your job will have a clear understanding of what it is that you do.</p> <p>Follow the format of what, how and why – “I do this, by doing this, in order to...”</p> <p>Indicate how often you perform each duty in the “Frequency” column.</p> <p>Estimate how much of your time is spent on each task in the “Percent of Time” column. The total cannot exceed 100%. <i>Example: Sally conducts property value estimates 20% of the time, it may mean she spends one day out of five on that task, or that she spends around two hours each day. These need only be estimates so do not spend a great deal of time trying to come up with an exact percentage. The percentages of your essential duties should not exceed 100%, but should account for at least 80% of your time.</i></p>
DON'T	<p>Copy and paste language from your current job specification unless it is accurate and reflects current duties and responsibilities.</p> <p>List specific tasks (e.g., complete weekly project status report).</p> <p>Use phrases such as “assists with” or “participates in.” If you must use these phrases, provide specific details of what you assist with.</p> <p>Use acronyms.</p> <p>Spend a great deal of time trying to come up with an exact percentage in the “Percent of Time” column.</p>

Example

DON'T WRITE “Prepares quality assurance reports”

DO WRITE “Prepares quality assurance reports by summarizing client error reports in order to add to the knowledge- base and identify broader solutions 20% of the time”. This may mean the employee spends one day out of five on that task OR spends around two hours each day.

Essential Duties (What you do and how you do it.)	Decisions Required	Frequency	% of Time
EXAMPLES: (List actual essential duties below examples)			
<i>Prepares monthly newsletters by gathering information, writing copy, editing, and preparing for publication.</i>	<i>Articles to include, editorial changes, graphics, layouts</i>	M	25%
<i>Performs inventory spot checks and monthly counts of supplies in warehouse.</i>	<i>When to check supplies</i>	M	10%
<i>Plans, develops, and manages department policies and programs.</i>	<i>How to plan department activities based on organization goals set forth by higher-level staff</i>	M	20%
1.		Pull down menu options	
2.		Pull down menu options	
3.		Pull down menu options	
4.		Pull down menu options	
5.		Pull down menu options	
6.		Pull down menu options	
7.		Pull down menu options	
8.		Pull down menu options	
9.		Pull down menu options	
10.		Pull down menu options	

4. REQUIRED KNOWLEDGE AND SKILLS

Please list the knowledge and skills required for **entry into your position**, and not what you might necessarily know or be able to do after being in your position for a number of years.

Knowledge: refers to the possession of concepts and information gained through experience, training and/or education and can be measured through testing.

Examples: 1. Basic carpentry, plumbing, and masonry work. 2. Project management. 3. Accounting principles.

Skills: refers to proficiencies that can be demonstrated and are typically manual in nature and/or can be measured through testing.

Examples: 1. Computer proficiency. 2. Communication skills. 3. Report writing.

Knowledge and Skills

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

III. EDUCATION, EXPERIENCE, AND EQUIPMENT

1. EDUCATION

Identify the minimum level of education you believe is needed to satisfactorily perform your job **at entry level**. This may be different from what the organization currently requires and/or from your own level of education.

Position Requires

- Less than High School Diploma or equivalent (G.E.D.) (ability to read, write, and follow directions)
- High School Diploma or equivalent (G.E.D.)
- Up to one year of specialized or technical training beyond high school
- Associate degree (A.S., A.A.) or two-year technical certificate
- Bachelor's degree in
- Master's degree in
- Other (explain):

- What field(s) should training or degree be in:

2. EXPERIENCE

Example:

Type of Experience: Professional-level engineer experience

Minimum Time Required: 2 years

Identify the minimum type and years of experience required for entry into your job?	
Type of Experience	Minimum Time Required
	years
	years

	years
--	-------

3. SPECIAL REQUIREMENTS

List any registrations, certifications or licenses that are required for entry into your position. Do not use acronyms. If no certifications or licenses are required, just leave this section blank. Registration, Certification, or Licenses:

Example:

Certificate of Registration as a professional engineer in the State required at entry or must obtain within 6 months of employment and maintain while employed in the position.

Example:

State Class B Driver's License required at entry and must be maintained while employed in the position.

4. MACHINES, TOOLS AND EQUIPMENT

List any specialized machines, tools, equipment or software used in your work and show the time spent using each.

Do not list common office equipment and software such as Microsoft Office, e-mail applications, copiers, faxes, personal computers, etc.

Machines, Tools, Equipment	Time
	Pull down menu options
	Pull down menu options
	Pull down menu options
	Pull down menu options
	Pull down menu options
	Pull down menu options

IV. DECISION MAKING AND JUDGMENTS

Example 1: Make decisions on the best and most proper way of reporting revenue items, determine if certain practices or procedures are compliant with cash handling policies.

Example 2: Make decisions regarding project timeline, deliverables, and budget compliance.

Describe two decisions and/or judgments you make regularly and independently in the performance of your duties.

1.

2.

When making decisions do you **most often (Check only one):**

- Routinely check with your supervisor before doing anything other than following standard procedures.
- Follow standard procedures and established practices to resolve problems using limited discretion.
- Use some discretion in your daily work and recommend new or revised policies, procedures and standard practices, which may be implemented after being approved by your supervisor.
- Create and implement new solutions not previously applied

Indicate which of the following types of decisions you make regularly in the course of your work.

- I plan and schedule the work of others.
- I set goals and objectives for others.
- I provide training and instruction to others.
- I assign work activities to others.
- I establish standard procedures.
- I make hiring and promotion decisions.
- I provide discipline and performance counseling.
- I provide advice to peers that they must consider carefully before making a decision. (*Example: Purchasing*)

Coordinator provides instruction regarding procurement/purchasing processes)

- I provide information to supervisors/management that they use in making a decision.

V. PHYSICAL REQUIREMENTS

1. PHYSICAL FACTORS

Your answers in this section will not affect how your job is classified.

Check the box that best describes the overall amount of physical effort required to perform your job.

- Sedentary Work:** Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.
- Light Work:** Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.
- Medium Work:** Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
- Heavy Work:** Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.
- Very Heavy Work:** Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

For each physical activity listed below, indicate the amount of time you spend performing each physical activity during the course of your work, and the level of importance of each physical activity to the performance of your essential duties.

Physical Activity	Time	Importance
Climbing: Ascending or descending ladders, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized.	Pull down menu options	Pull down menu options
Balancing: Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or erratically moving surfaces.	Pull down menu options	Pull down menu options
Stooping: Bending body downward and forward by bending spine at the waist.	Pull down menu options	Pull down menu options

For each physical activity listed below, indicate the amount of time you spend performing each physical activity during the course of your work, and the level of importance of each physical activity to the performance of your essential duties.

Physical Activity	Time	Importance
Kneeling: Bending legs at knee to come to a rest on knee or knees.	Pull down menu options	Pull down menu options
Crouching: Bending the body downward and forward by bending leg and spine.	Pull down menu options	Pull down menu options
Crawling: Moving about on hands and knees or hands and feet.	Pull down menu options	Pull down menu options
Reaching: Extending hand(s) and arm(s) in any direction.	Pull down menu options	Pull down menu options
Standing: Particularly for sustained periods of time.	Pull down menu options	Pull down menu options

For each physical activity listed below, indicate the amount of time you spend performing each physical activity during the course of your work, and the level of importance of each physical activity to the performance of your essential duties.

Physical Activity	Time	Importance
Walking: Moving about on foot to accomplish tasks, particularly for long distances.	Pull down menu options	Pull down menu options
Pushing: Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.	Pull down menu options	Pull down menu options
Pulling: Using upper extremities to exert force in order to draw, drag, haul or tug objects in a sustained motion.	Pull down menu options	Pull down menu options
Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position.	Pull down menu options	Pull down menu options
Fingering: Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand or arm as in handling.	Pull down menu options	Pull down menu options
Grasping: Applying pressure to an object with the fingers or palm.	Pull down menu options	Pull down menu options
Feeling: Perceiving attributes of objects, such as size, shape, temperature or texture by touching the skin, particularly that of fingertips.	Pull down menu options	Pull down menu options
Talking: Expressing or exchanging ideas by means of the spoken work. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.	Pull down menu options	Pull down menu options
Hearing: Ability to receive detailed information through oral communication, and to make fine discriminations in sound, such as when making fine adjustments on machined parts.	Pull down menu options	Pull down menu options
Seeing: The ability to perceive the nature of objects by the eye.	Pull down menu options	Pull down menu options
Repetitive Motions: Substantial repetitive movements (motions) of the wrists, hands, and/or fingers.	Pull down menu options	Pull down menu options

2. WORKING CONDITIONS

Your answers in this section **will not** affect how your job is classified.

Check the box next to each working condition that you are subject to during the course of your work, and indicate the amount of time you are subject to that condition.

If most of your work is in an office setting, you may select the “Does Not Apply” box below.

Does Not Apply

	Condition	Time
<input type="checkbox"/>	Hazardous physical conditions (mechanical parts, electrical currents, vibration, etc.)	Pull down menu options
<input type="checkbox"/>	Atmospheric Conditions (fumes, odors, dusts, gases, poor ventilation)	Pull down menu options
<input type="checkbox"/>	Hazardous materials (chemicals, blood and other body fluids, etc.)	Pull down menu options
<input type="checkbox"/>	Extreme temperatures	Pull down menu options
<input type="checkbox"/>	Inadequate lighting	Pull down menu options
<input type="checkbox"/>	Work space restricts movement	Pull down menu options
<input type="checkbox"/>	Intense noise	Pull down menu options
<input type="checkbox"/>	Travel	Pull down menu options
<input type="checkbox"/>	Environmental (challenging behaviors, imminent danger, threatening environment)	Pull down menu options

VI. ADDITIONAL COMMENTS

Are there any additional comments you would like to make to be sure you have described your job adequately?

VII. EMPLOYEE, SUPERVISOR, AND DEPARTMENT DIRECTORS SIGNATURES

EMPLOYEE CERTIFICATION

I certify that the above statements and responses are accurate and complete to the best of my knowledge.

Employee Signature:

Date:

IF APPROPRIATE, TO BE COMPLETED BY THE IMMEDIATE SUPERVISOR AND DEPARTMENT DIRECTOR

Use this section to note any additional comments, additional duties or disagreements with any section of the questionnaire. Do not change anything written by the individual filling out the questionnaire and do not address any performance issues. If you disagree with any information provided or believe some information is missing, indicate below the question number and your comments.

Question No.	Comments
--------------	----------

***** Any supervisor or department director comments must be discussed with the employee. *****

SUPERVISOR AND DEPARTMENT DIRECTOR SIGNATURES

Please check the appropriate statement:

- I agree with the employee's position questionnaire as written.
- The above modifications have been discussed with the employee, and the employee agrees with these modifications.
- The above modifications have been discussed with the employee, and the employee disagrees with these modifications.

Supervisor Signature:

Date:

Department Director Signature:

Date:

I have noted the modifications made by my supervisor in the comments section above.

Employee Signature:

Date:

Position Name:	
Department:	
Name of person Requesting analysis	

Reason for request (*please check one*)

- A new position needs to be created
- Essential duties of the position have substantially changed
(30% or more of the duties have changed)
- New responsibilities have been performed for a minimum of 6 months and are
determined to be permanent
- Other (*please list*) _____

Signature

Date

Please attached a completed Position Description Questionnaire (PDQ) and another other supporting documentation with this submission to HR for review.

Reviewed by:	
Date completed:	
Action taken:	

Signature

Date

Employee Name _____

Department _____ Current Position _____

Type of certification (please check one)

- Professional (general work in a profession)
- Operational / Product-specific

Name of Certification received _____

Description of how certification obtained is pertinent to the current position

This certificate is used _____ times a _____

(daily/weekly/monthly/annually)

I understand that my pay will be adjusted _____ (step / grade) due to earning this certification. I understand that it is my responsibility to keep the certification current as necessary. If I let the certification lapse or expire, I understand that I will lose the pay adjustment mentioned above.

Employee Signature

Date

Department Head Signature

Date

HR Director Signature

Date

City Administrator Signature

Date

**Please attach a copy of the certification received with this notice.*

received
10-12-23 9:45 AM

CITY OF OTTUMWA

Staff Summary

**** ACTION ITEM ****

Council Meeting of: October 17, 2023

Phillip Burgmeier

Prepared By

Engineering
Department

Phillip Burgmeier
Department Head

City Administrator Approval

AGENDA TITLE: Resolution #167-2023. Awarding the contract and approving the contract, bond, and certificate of insurance for the Asbestos Abatement – City Hall Building 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 #167-2023.

DISCUSSION: There is asbestos containing drywall and tile throughout City Hall and asbestos containing insulation around the boiler, pipework, and within air ducts. The asbestos must be removed before the existing heating and cooling systems can be replaced and before renovations can begin. The proposed project will remove this asbestos so the City Hall Improvements Project can proceed.

The project was advertised on the City of Ottumwa and the Master Builders of Iowa websites. Three (3) Bids were received and opened by the City of Ottumwa on October 4, 2023 at 2:00 p.m. The low bidder is Advanced Environmental Testing and Abatement, Inc. of Waterloo, Iowa in the amount of \$95,000.00.

The required bonds, insurance, and signed contract for the above referenced project and are now on file with the City Clerk.

The bid proposal was amended to remove all the asbestos possible, and not just what was necessary to complete the renovations project. A budget amendment will be needed for the additional work.

Funding:

CIP \$ 80,000

Bid Tab and Plan Holders List are attached.

Source of Funds: CIP

Budgeted Item: No

Budget Amendment Needed: Yes

RESOLUTION #167-2023

A RESOLUTION AWARDING THE CONTRACT AND APPROVING THE CONTRACT,
INSURANCE AND BOND FOR THE ASBESTOS ABATEMENT – CITY HALL
BUILDING PROJECT

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

WHEREAS, The City Council of the City of Ottumwa, Iowa accepted bids for the above referenced project and awarded the contract to Advanced Environmental Testing and Abatement, Inc. of Waterloo, Iowa in the amount of \$95,000.00 based on total unit price and estimated quantities; and,

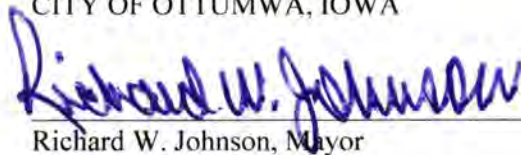
WHEREAS, Bids were received, proper, and mathematically correct; and

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

NOW, THEREFORE, BE IT RESOLVED, BY THE CITY COUNCIL OF THE CITY OF OTTUMWA, IOWA THAT: The award of contract for the above referenced project is made to the lowest responsible bidder, Advanced Environmental Testing and Abatement, Inc. of Waterloo, Iowa in the amount of \$95,000.00. The contract, bond and certificate of insurance with Advanced Environmental Testing and Abatement, Inc. of Waterloo, Iowa for the above referenced project are hereby approved.

APPROVED, PASSED, AND ADOPTED, this 17th day of October, 2023.

CITY OF OTTUMWA, IOWA



Richard W. Johnson, Mayor

ATTEST:



Christina Reinhard, City Clerk

PLAN HOLDERS LIST

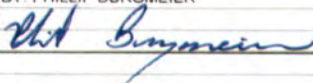
Asbestos Abatement - City Hall Building, Ottumwa, Iowa
 Ottumwa, Iowa 52501
 Bids Received:

Engineer's Estimate

\$80,000.00

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

Set No	Name & Address of Plan Holder	Phone/Fax	Plans Mailed	Deposit Received	Plans Returned Refund Mailed	Addendum No. 1
1	Environmental Edge 2801 Roemer Ave Ottumwa, IA 52501 Dustanp@msn.com	641-226-4483	City Website 9/20/2023			Emailed 9/27/2023
2	REW Services Corp 1226 Illinois St Des Moines, IA 50314 jeff@rewiowa.com	515-289-0705	City Website 9/22/2023			Emailed 9/27/2023
3	Vanderpool Construction, Inc. 1100 North 14th Street Indianola, IA 50125 jamie@vanderpoolinc.com	515-961-4682	City Website 9/25/2023			Emailed 9/27/2023
4	Dore & Associates Inc 900 Truman Parkway Bay City, MI 48706 tori@doreassoc.com	989-684-8358	City Website 9/25/2023			Emailed 9/27/2023
5	American Fence Company of Iowa 6300 NW Beaver Dr Johnston, IA 50131 z.andruss@americafence.com	515-265-6100	City Website 9/25/2023			Emailed 9/27/2023
6	Advanced Environmental Testing & Abatement Inc 803 Ricker St Waterloo, IA 50703 travis.haas@advancedmidwest.com	319-287-4447	City Website 9/25/2023			Emailed 9/27/2023
7	All Star Environmental 2622 Van Buren Ave Dubuque, IA 52001 preglerbruce@gmail.com	563-542-2379	City Website 9/25/2023			Emailed 9/27/2023
8	RG Construction LLC 215 E 4th St Ottumwa, IA 52501 becca@rgconstructioncompany.com	641-954-9898	Courtesy copy			Emailed 9/27/2023
9	City Supply Corp 2326 Bell Ave Des Moines, IA 50321 brademacher@citysupplycorp.com	515-706-5935	City Website 10/2/2023			Addendum on City Website & MBI
10	Robinson Brothers Environmental 220 Raemisch Rd Waunakee, WI 53597 cgebka@robinsonbros.com	608-575-5487	City Website 10/2/2023			Addendum on City Website & MBI
	Master Builders 221 Park Street Des Moines, IA 50309 CAadams@mbionline.com	800-362-2578 515-288-8718	Emailed 9/20/2023			Emailed 9/27/2023
	City of Ottumwa 105 E Third St Ottumwa, IA 52501	641-683-0680	Emailed 9/20/2023			Emailed 9/27/2023

CITY HALL ASBESTOS ABATEMENT												
Wednesday, October 4, 2023												
ITEM	DESCRIPTION	UNIT	CONSTRUCTION ESTIMATE				Advanced Environmental		Site Services		REW Services	
			QTY	UNIT PRICE	EXTENSION	UNIT PRICE	EXTENSION	UNIT PRICE	EXTENSION	UNIT PRICE	EXTENSION	
1	ASBESTOS REMOVAL FROM 1ST FLOOR	UNIT	1	\$ 60,600.00	\$60,600.00	\$ 58,000.00	\$58,000.00	\$56,600.00	\$56,600.00	\$ 76,324.00	\$76,324.00	
2	ASBESTOS REMOVAL FROM 2ND FLOOR	UNIT	1	\$ 11,900.00	\$11,900.00	\$ 12,000.00	\$12,000.00	\$18,250.00	\$18,250.00	\$ 28,004.00	\$28,004.00	
3	ASBESTOS REMOVAL FROM 3RD FLOOR	UNIT	1	\$ 8,100.00	\$8,100.00	\$ 10,000.00	\$10,000.00	\$11,100.00	\$11,100.00	\$ 23,730.00	\$23,730.00	
4	ASBESTOS REMOVAL FROM BASEMENT	UNIT	1	\$ 15,200.00	\$15,200.00	\$ 15,000.00	\$15,000.00	\$25,600.00	\$25,600.00	\$ 13,200.00	\$13,200.00	
TOTAL					\$95,800.00		\$95,000.00		\$111,550.00		\$141,258.00	
I HEREBY CERTIFY THAT THIS IS A TRUE TABULATION OF THE BIDS RECEIVED AT 2:00 P.M. ON DATE OF BID OPENING BY: PHILLIP BURGMEIER 												



ADVAENV-01

CWIGANT

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

10/10/2023

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

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

PRODUCER Brummel Madsen Insurance 318 Main Street Cedar Falls, IA 50613	CONTACT NAME: Cathy Wigant PHONE (A/C, No, Ext): (319) 266-2644 FAX (A/C, No): (319) 277-2429 E-MAIL ADDRESS: cathyw@brummelmadsen.com
INSURER(S) AFFORDING COVERAGE	
INSURED	NAIC #
Advanced Environmental Testing & Abatement Inc 803 Ricker Street Waterloo, IA 50703	INSURER A : Crum & Forster Specialty Insurance Company 44520 INSURER B : Western National Mutual Insurance Company 15377 INSURER C : INSURER D : INSURER E : INSURER F :

COVERAGES**CERTIFICATE NUMBER:****REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY	X		EPK145102	9/13/2023	9/13/2024	EACH OCCURRENCE \$ 2,000,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 50,000
	<input checked="" type="checkbox"/> Asbestos						MED EXP (Any one person) \$ 5,000
	<input checked="" type="checkbox"/> Contractor Pollution						PERSONAL & ADV INJURY \$ 2,000,000
GENL AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC <input checked="" type="checkbox"/> OTHER Professional Liability							GENERAL AGGREGATE \$ 5,000,000 PRODUCTS - COMP/OP AGG \$ 5,000,000 Transportation \$ 1,000,000
B	AUTOMOBILE LIABILITY			CPP 1013320	2/28/2023	2/28/2024	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
	<input checked="" type="checkbox"/> ANY AUTO OWNED AUTOS ONLY	<input type="checkbox"/> SCHEDULED AUTOS	BODILY INJURY (Per person) \$				
	<input type="checkbox"/> HIRED AUTOS ONLY	<input type="checkbox"/> NON-OWNED AUTOS ONLY	BODILY INJURY (Per accident) \$				
	<input type="checkbox"/>	<input type="checkbox"/>	PROPERTY DAMAGE (Per accident) \$				
A	<input checked="" type="checkbox"/> UMBRELLA LIAB			EFX123614	9/13/2023	9/13/2024	EACH OCCURRENCE \$ 5,000,000
	<input type="checkbox"/> EXCESS LIAB	<input type="checkbox"/> CLAIMS-MADE	AGGREGATE \$ 5,000,000				
	DED <input checked="" type="checkbox"/> RETENTION \$ 10,000		\$				
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY			WCV 1001609	9/13/2023	9/13/2024	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input checked="" type="checkbox"/> Y <input type="checkbox"/> N/A		E.L. EACH ACCIDENT \$ 1,000,000				
	If yes, describe under DESCRIPTION OF OPERATIONS below		E.L. DISEASE - EA EMPLOYEE \$ 1,000,000				
			E.L. DISEASE - POLICY LIMIT \$ 1,000,000				
B	Equip-Leased/Rented			CPP 1014116	2/28/2023	2/28/2024	Ded \$1,000 200,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 City of Ottumwa is included as additional insured on the General Liability policy, if required by written contract or agreement, subject to the policy terms and conditions.

CERTIFICATE HOLDER**CANCELLATION**

City of Ottumwa 105 East 3rd St Ottumwa, IA 52501	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
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SECTION 00500
CONTRACT

THIS AGREEMENT, made and entered into this **17th day of October, 2023**, by and between the **City of Ottumwa, Wapello County, Iowa**, the party of the first part, hereinafter called the OWNER and **Advanced Environmental of Waterloo, Iowa** the party of the second part, hereinafter called the CONTRACTOR.

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

ARTICLE I

SCOPE OF WORK. The Contractor shall furnish all materials and perform all work shown on the Plans and described in the Specifications entitled: "**Asbestos Abatement – City Hall Building, Ottumwa, Iowa**" prepared by the City Engineering Department of Ottumwa, Iowa, acting as and in these documents entitled, the ENGINEER, and shall do everything required by this Agreement, the General Conditions of the Contract, the Specifications and the Plans.

ARTICLE II

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

ARTICLE III

THE CONTRACT SUM. The Owner shall pay the Contractor the sum of **\$95,000.00** payable as set forth in Article IV below, for the performance of the Contract subject to increases or decreases as provided in the Specifications.

ARTICLE IV

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

ARTICLE V

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

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

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

A certificate of insurance for liability, bodily injury and property damage satisfactory to the Owner in the amount of **\$500,000** for each person bodily injury and **\$1,000,000** per occurrence of or aggregate limit, or

\$2,000,000 combined single limit. The Owner must be included as an additional insured to the certificate of insurance. Also, Worker's Compensation coverage in accordance with State of Iowa statutes must be provided.

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

ARTICLE VI

ACCEPTANCE AND FINAL PAYMENT. The manner of making final acceptance and final payment shall be as provided in the Specifications. The Owner may require the Contractor to show satisfactory evidence that all payroll, materials, bills and other indebtedness connected with the work shall have been paid before final acceptance of the work. The making and acceptance of the final payment shall constitute a waiver of all claims by the Owner other than those arising from unsettled liens and from all claims by the Contractor except those previously made and still unsettled, and except potential claims by owner against Contractor pursuant to the four (4) years warranty or guaranty period as provided for in the specifications, the Notice of Letting and the Performance Bond.

ARTICLE VII

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

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

CITY OF OTTUMWA, IOWA

By

Richard W. Johnson

Title

Mayor

ATTEST:

Christina Reinhard

Title

City Clerk

Contractor

By

Shirley W. Gentry

Title

General Manager

Address

803 Ricker St

City, State, Zip

Ottumwa Ia 52501

SECTION 00510

PERFORMANCE, PAYMENT, AND MAINTENANCE BOND

Bond Number 100121005

PRINCIPAL *(Legal Name and Business Address)* STATE OF INCORPORATION

7224 Jebens Avenue
Advanced Environmental Testing and Abatement, Inc. Davenport, IA 52806 Iowa

SURETY <i>(Legal Name and Business Address)</i>	CONTRACT NO.	CONTRACT DATE
Merchants Bonding Company (Mutual) P.O. Box 14498 Des Moines, IA 50306-3498	N/A	10/17/2023

PENAL SUM OF BOND *(Expressed in words and numerals)*

Ninety-Five Thousand Dollars N0/100 (\$95,000.00)

KNOW ALL BY THESE PRESENTS:

That we, Advanced Environmental Testing and Abatement, Inc., as Principal (hereinafter the "CONTRACTOR" or "PRINCIPAL" and Merchants Bonding Company (Mutual), as SURETY are held and firmly bound unto *the City of Ottumwa, Iowa*, as OBLIGEE (hereinafter referred to as "the OWNER"), and to all persons who may be injured by any breach of any of the conditions of this Bond in the penal sum of Ninety-Five Thousand Dollars N0/100

dollars (\$ \$95,000.00), lawful money of the United States, for the payment of which sum, well and truly to be made, we bind ourselves, our heirs, legal representatives and assigns, jointly or severally, firmly by these presents.

The conditions of the above obligations are such that whereas said CONTRACTOR entered into a contract with the OWNER, bearing date the 17th day of October, 2023, wherein said CONTRACTOR undertakes and agrees to construct the following described improvements:

Project Name: Asbestos Abatement – City Hall Building, Ottumwa, Iowa

Project Location: City of Ottumwa, Iowa

The Work generally consists of:

The work includes the removal and disposal of friable and non-friable materials containing asbestos indicated and specified herein and the incidental procedures and equipment required to protect workers from contact with airborne asbestos fibers. The Contractor shall furnish all labor, materials, services, insurance and equipment required for the removal and disposal of asbestos-containing materials in accordance with the guidelines or regulations of the responsible state agency, the local agency, EPA or OSHA. The work is the City Hall Building, 105 E. 3rd St., Ottumwa, IA 52501,

which said contract and associated contract documents, including any present or future amendment thereto, is incorporated herein by reference and is hereinafter referred to as the "Contract."

SECTION 00510

(CON'T - PERFORMANCE, PAYMENT, AND MAINTENANCE BOND)

and to faithfully perform all the terms and requirements of said Contract within the time therein specified, in a good and workmanlike manner, and in accordance with the Contract Documents.

It is expressly understood and agreed by the CONTRACTOR and SURETY in this bond that the following provisions are a part of this Bond and are binding upon said CONTRACTOR and SURETY, to-wit:

1. **PERFORMANCE:** The CONTRACTOR shall well and faithfully observe, perform, fulfill, and abide by each and every covenant, condition, and part of said Contract and Contract Documents, by reference made a part hereof, for the above referenced improvements, and shall indemnify and save harmless the OWNER from all outlay and expense incurred by the OWNER by reason of the CONTRACTOR's default or failure to perform as required. The CONTRACTOR shall also be responsible for the default or failure to perform as required under the Contract and Contract Documents by all its subcontractors, suppliers, agents, or employees furnishing materials or providing labor in the performance of the Contract.
2. **PAYMENT:** The CONTRACTOR and the SURETY on this Bond hereby agreed to pay all just claims submitted by persons, firms, subcontractors, and corporations furnishing materials for or performing labor in the performance of the Contract on account of which this Bond is given, including but not limited to claims for all amounts due for labor, materials, lubricants, oil, gasoline, repairs on machinery, equipment, and tools, consumed or used by the CONTRACTOR or any subcontractor, wherein the same are not satisfied out of the portion of the contract price the OWNER is required to retain until completion of the improvement, but the CONTRACTOR and SURETY shall not be liable to said persons, firms, or corporations unless the claims of said claimants against said portion of the contract price shall have been established as provided by law. The CONTRACTOR and SURETY hereby bind themselves to the obligations and conditions set forth in Chapter 573 of the Iowa Code, which by this reference is made a part hereof as though fully set out herein.
3. **MAINTENANCE:** The CONTRACTOR and the SURETY on this Bond hereby agree, at their own expense:
 - A. To remedy any and all defects that may develop in or result from work to be performed under the Contract within the period of four (4) years from the date of acceptance of the work under the Contract, by reason of defects in workmanship or materials used in construction of said work;
 - B. To keep all work in continuous good repair; and
 - C. To pay the OWNER's reasonable costs of monitoring and inspection to assure that any defects are remedied, and to repay the OWNER all outlay and expense incurred as a result of CONTRACTOR's and SURETY's failure to remedy any defect as required by this section.

SECTION 00510

(CON'T - PERFORMANCE, PAYMENT, AND MAINTENANCE BOND)

4. GENERAL. Every SURETY on this Bond shall be deemed and held bound, any contract to the contrary notwithstanding, to the following provisions:

- A. To consent without notice to any extension of time to the CONTRACTOR in which to perform the Contract;
- B. To consent without notice to any change in the Contract or Contract Documents, which thereby increases the total contract price and the penal sum of this bond, provided that all such changes do not, in the aggregate, involve an increase of more than 20% of the total contract price, and that this bond shall then be released as to such excess increase; and
- C. To consent without notice that this Bond shall remain in full force and effect until the Contract is completed, whether completed within the specified contract period, within an extension thereof, or within a period of time after the contract period has elapsed and the liquidated damage penalty is being charged against the CONTRACTOR.
- D. That no provision of this Bond or of any other contract shall be valid that limits to less than four (4) years after the acceptance of the work under the Contract the right to sue on this Bond.
- E. That as used herein, the phrase "all outlay and expense" is not to be limited in any way, but shall include the actual and reasonable costs and expenses incurred by the OWNER including interest, benefits, and overhead where applicable. Accordingly, "all outlay and expense" would include but not be limited to all contract or employee expense, all equipment usage or rental, materials, testing, outside experts, attorneys' fees (including overhead expenses of the OWNER's staff attorneys), and all costs and expenses of litigation as they are incurred by the OWNER. It is intended the CONTRACTOR and SURETY will defend and indemnify the OWNER on all claims made against the OWNER on account of CONTRACTOR's failure to perform as required in the Contract and Contract Documents, that all agreements and promises set forth in the Contract and Contract Documents, in approved change orders, and in this Bond will be fulfilled, and that the OWNER will be fully indemnified so that it will be put into the position it would have been in had the Contract been performed in the first instance as required.

In the event the OWNER incurs any "outlay and expense" in defending itself against any claim as to which the CONTRACTOR or SURETY should have provided the defense, or in the enforcement of the promises given by the CONTRACTOR in the Contract, Contract Documents, or approved change orders, or in the enforcement of the promises given by the CONTRACTOR and SURETY in this Bond, the CONTRACTOR and SURETY agree that they will make the OWNER whole for all such outlay and expense, provided that the SURETY's obligation under this bond shall not exceed 125% of the penal sum of this bond.

SECTION 00510

(CON'T – PERFORMANCE, PAYMENT AND MAINTENANCE BOND)

In the event that any actions or proceedings are initiated regarding this Bond, the parties agree that the venue thereof shall be in either the Iowa District Court in Wapello County, Iowa or the United States District Court for the Southern District of Iowa in Des Moines. If legal action is required by the OWNER to enforce the provisions of this Bond or to collect the monetary obligation incurring to the benefit of the OWNER, the CONTRACTOR and the SURETY agree, jointly, and severally, to pay the OWNER all outlay and expense incurred therefor by the OWNER. All rights, powers, and remedies of the OWNER hereunder shall be cumulative and not alternative and shall be in addition to all rights, powers, and remedies given to the OWNER, by law. The OWNER may proceed against SURETY for any amount guaranteed hereunder whether action is brought against the CONTRACTOR or whether CONTRACTOR is joined in any such action(s) or not.

NOW THEREFORE, the condition of this obligation is such that if said Principal shall faithfully perform all the promises of the Principal, as set forth and provided in the Contract, in the Contract Documents, and in this Bond, then this obligation shall be null and void, otherwise it shall remain in full force and effect.

When a work, term, or phrase is used in this Bond, it shall be interpreted or construed first as defined in this Bond, the Contract, or the Contract Documents; second, if not defined in the Bond, Contract, or Contract Documents, it shall be interpreted or construed as defined in applicable provisions of the Iowa Code; third, if not defined in the Iowa Code, it shall be interpreted or construed according to its generally accepted meaning in the construction industry; and fourth, if it has no generally accepted meaning in the construction industry, it shall be interpreted or construed according to its common or customary usage.

Failure to specify or particularize shall not exclude terms or provisions not mentioned and shall not limit liability hereunder. The Contract and Contract Documents are hereby made a part of this Bond.

(CON'T - PERFORMANCE, PAYMENT, AND MAINTENANCE BOND) Project No. _____

Witness our hands, in triplicate, this 10th day of October, 2023.

Surety Countersigned By:
not required by state law
Signature of Agent

Printed Name of Agent

Company Name

Company Address

City, State, Zip Code

Company Telephone Number

PRINCIPAL:
Advanced Environmental Testing and Abatement, Inc.
Contractor

By: [Signature]
Signature
office Administrator
Title

SURETY:
Merchants Bonding Company (Mutual)
Surety Company

By: [Signature]
Signature Attorney-in-Fact Officer

Bailey Beach
Printed Name of Attorney-in-Fact Officer

Holmes, Murphy and Associates LLC
Company Name

5120 S Solberg Avenue
Company Address

Sioux Falls, SD 57108
City, State, Zip Code

800-477-2797
Company Telephone Number

NOTE:

1. All signatures on this performance, payment, and maintenance bond must be original signatures in ink; copies, facsimile, or electronic signatures will not be accepted.
2. This bond must be sealed with the Surety's raised, embossing seal.
3. The Certificate or Power of Attorney accompanying this bond must be valid on its face and sealed with the Surety's raised, embossing seal.
4. The name and signature of the Surety's Attorney-in-Fact/Officer entered on this bond must be exactly as listed on the Certificate or Power of Attorney accompanying this bond.

MERCHANTS
BONDING COMPANY
POWER OF ATTORNEY

Know All Persons By These Presents, that MERCHANTS BONDING COMPANY (MUTUAL) and MERCHANTS NATIONAL BONDING, INC., both being corporations of the State of Iowa, d/b/a Merchants National Indemnity Company (in California only) (herein collectively called the "Companies") do hereby make, constitute and appoint, individually,

Amy Huynh, Anne Crowner, Bailey Beach, Ben Williams, Brian M Delmerly, Cameron M Burt, Cindy Bennett, Craig E Hansen, D Gregory Stitts, Dione R Young, Donald E Appleby, Douglas Muth, Ginger Hoke, Grace Rasmussen, Greg Krier, Jay D Freiermuth, Jennifer Marino, Jess-ca Jean Rini, Jessie Allen, Joe Tiernan, John Cord, Kate Zanders, Keeton Weich, Mark R DeWitt, Mark Sweigart, Mary Ashley Allen, Megan A Brown, Michelle R Gruis, Sara Huston, Sarah C Brown, Seth D Rooker, Tim McCulloh, Todd Bengford, W R Withrow

their true and lawful Attorney(s)-in-Fact, to sign its name as surety(ies) and to execute, seal and acknowledge any and all bonds, undertakings, contracts and other written instruments in the nature thereof, on behalf of the Companies in their business of guaranteeing the fidelity of persons, guaranteeing the performance of contracts and executing or guaranteeing bonds and undertakings required or permitted in any actions or proceedings allowed by law.

This Power-of-Attorney is granted and is signed and sealed by facsimile under and by authority of the following By-Laws adopted by the Board of Directors of Merchants Bonding Company (Mutual) on April 23, 2011 and amended August 14, 2015 and adopted by the Board of Directors of Merchants National Bonding, Inc., on October 16, 2015.

"The President, Secretary, Treasurer, or any Assistant Treasurer or any Assistant Secretary or any Vice President shall have power and authority to appoint Attorneys-in-Fact, and to authorize them to execute on behalf of the Company, and attach the seal of the Company thereto, bonds and undertakings, recognizances, contracts of indemnity and other writings obligatory in the nature thereof."

"The signature of any authorized officer and the seal of the Company may be affixed by facsimile or electronic transmission to any Power of Attorney or Certification thereof authorizing the execution and delivery of any bond, undertaking, recognizance, or other suretyship obligations of the Company, and such signature and seal when so used shall have the same force and effect as though manually fixed."

In connection with obligations in favor of the Florida Department of Transportation only, it is agreed that the power and authority hereby given to the Attorney-in-Fact includes any and all consents for the release of retained percentages and/or final estimates on engineering and construction contracts required by the State of Florida Department of Transportation. It is fully understood that consenting to the State of Florida Department of Transportation making payment of the final estimate to the Contractor and/or its assignee, shall not relieve this surety company of any of its obligations under its bond.

In connection with obligations in favor of the Kentucky Department of Highways only, it is agreed that the power and authority hereby given to the Attorney-in-Fact cannot be modified or revoked unless prior written personal notice of such intent has been given to the Commissioner-Department of Highways of the Commonwealth of Kentucky at least thirty (30) days prior to the modification or revocation.

In Witness Whereof, the Companies have caused this instrument to be signed and sealed this 2nd day of October, 2023



MERCHANTS BONDING COMPANY (MUTUAL)
MERCHANTS NATIONAL BONDING, INC.
d/b/a MERCHANTS NATIONAL INDEMNITY COMPANY

By

Larry Taylor
President

STATE OF IOWA
COUNTY OF DALLAS ss.

On this 2nd day of October 2023, before me appeared Larry Taylor, to me personally known, who being by me duly sworn did say that he is President of MERCHANTS BONDING COMPANY (MUTUAL) and MERCHANTS NATIONAL BONDING, INC., and that the seals affixed to the foregoing instrument are the Corporate Seals of the Companies, and that the said instrument was signed and sealed in behalf of the Companies by authority of their respective Boards of Directors.



Kim Lee
Notary Public

(Expiration of notary's commission does not invalidate this instrument)

I, William Warner, Jr., Secretary of MERCHANTS BONDING COMPANY (MUTUAL) and MERCHANTS NATIONAL BONDING, INC., do hereby certify that the above and foregoing is a true and correct copy of the POWER-OF-ATTORNEY executed by said Companies, which is still in full force and effect and has not been amended or revoked.

In Witness Whereof, I have hereunto set my hand and affixed the seal of the Companies on this 10th day of October, 2023



William Warner Jr.
Secretary

received
10-11-23 12:30pm

Item No. I.-3.

reviewed

CITY OF OTTUMWA

Staff Summary

**** ACTION ITEM ****

Council Meeting of: October 17, 2023

WPCF
Department

Phillip Burgmeier
Prepared By
Phillip Burgmeier
Department Head

R. J. Rath
City Administrator Approval

AGENDA TITLE: Resolution #170-2023. Accepting the work as final and complete and approving the Final Pay Request for the WPCF Operations Roof Replacement 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 #170-2023.

DISCUSSION: The City Council approved the contract for reroofing the WPCF Operations Building in the amount of \$163,953.00 to For Sure Roofing and Sheet Metal LLC of Des Moines, Iowa via Resolution #231-2022 on September 20, 2022.

The contractor has completed the above referenced work according to the plans and specifications. They have completed all punchlist items and submitted all necessary warranty paperwork. Upon approval, the Council will accept the project and authorize final payment and release all retainages.

Contract Summary is as follows

Contract Amount	\$163,953.00
Previous Payments	\$155,755.35
Amount Due	<u>\$8,197.65</u>

Source of Funds: WPCF Capital Improvements

Budgeted Item: Yes

Budget Amendment Needed: No

RESOLUTION #170-2023

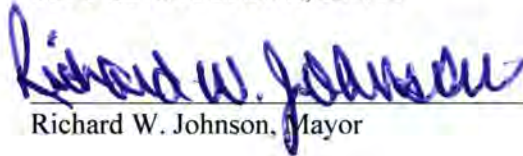
A RESOLUTION ACCEPTING THE WORK AS FINAL AND COMPLETE FOR THE
WPCF OPERATIONS ROOF REPLACEMENT PROJECT

WHEREAS, The City Council of the City of Ottumwa, Iowa entered into a contract on September 20, 2022 with For Sure Roofing and Sheet Metal LLC of Des Moines, Iowa for the above referenced project.

NOW, THEREFORE, BE IT RESOLVED, BY THE CITY COUNCIL OF THE CITY OF OTTUMWA, IOWA THAT: The WPCF Operations Roof Replacement Project is hereby accepted as complete and authorization to make final payment to For Sure Roofing and Sheet Metal LLC of Des Moines, Iowa in the amount of \$8,197.65 is hereby approved.

APPROVED, PASSED, AND ADOPTED, this 17th day of October, 2023.

CITY OF OTTUMWA, IOWA


Richard W. Johnson, Mayor

ATTEST:


Christina Reinhard, City Clerk

WPCF Operations Roof Replacment

2

10/11/2023

		CONTRACTOR NAME				AS BUILT		QUANTITY	% OF
ITEM	DESCRIPTION	UNIT	QTY	PRICE	EXTENSION	QTY	EXTENSION	OVER/UNDER	CONTRACT
1	Roof Replacement	UNIT	1	\$163,953.00	\$163,953.00	1	\$163,953.00	\$0.00	100.00%
					TOTAL	\$163,953.00			
					ASBUILT TOTAL	\$163,953.00		\$0.00	

LOW-SLOPE ASPHALTIC MEMBRANES
20 YEAR INTEGRITY ROOF SYSTEM ND.LIMITED WARRANTY

CertainTeed
WARRANTY

ForSURE

ROOFING & SHEET METAL

Date Issued: 06/14/2023 20 Years From: 02/18/2023 Warranty No.:W21004999

CT Specification: SA-N-3-S Roofing Areas: 1

Owner: City of Ottumwa, 105 E. Third St. Ottumwa, Iowa 52501 Phone: 641-683-0600
Building: Water pollution Control Facility 2222 Emma St, Ottumwa, Iowa 52501
Phone: (not specified)

Applied By: For Sure Roofing & Sheet Metal, 6545 14th St, Des Moines, IA, 50313
Phone: 515-367-7873

COVERAGE

For Sure Roofing LLC hereby warrants the roof system installed at the above address, subject to the following terms, conditions, limitations and exclusions, for a period of 20 years from the date of completion of the roof system installation. If, during the duration of this Limited Warranty, a leak is caused by a deficiency in the workmanship of the roof system installation or by a manufacturing defect in the roof system, CT or its designated roofing contractor will, at CT's expense, repair or replace the roof system only as necessary to restore it to a watertight condition. Only deficiencies in the roof system that cause leaks are covered by this Limited Warranty. In no event will CT be responsible for any costs related to the removal or abatement of any asbestos present in any existing roof system to which the CT roof system is applied. Roof system, as used herein, shall include the following components: FlintBoard® insulation, approved fasteners, Millennium insulation adhesive, FlintPrime® QD and Aerosol primers, FlintBond® adhesives, FlintEdge® metals, SmartFlash® ONE liquid applied flashing, Arctic Edge Cold Lap Tape, applicable

base sheet(s), interply(ies), cap sheets and hot asphalt between layers when applicable, as required for the warranty duration and applied per CT's Commercial Roof Systems Specifications. Roof components which are not part of the roof system and hence not covered by this Limited Warranty include the following: underlying roof deck, insulation (non-CT brand), vapor retarders (non-CT brand), fasteners (non-CT brand), liquid flashing (non-CT brand), metal work (non-CT brand), drains, pitch pans, expansion joints (non-CT brand), skylights, vents, plastic accessories, decorative or reflective coating (SMARTCOAT Limited Warranty issued separately if applicable, non-CT brand coating excluded from coverage), surfacing and/or any aggregates..

EXCLUSIONS FROM COVERAGE

This Limited Warranty does not cover leaks, damages or injuries of any type, including, but not limited to, damage to roof insulation, roof decks or other bases over which the CT products are applied, attributable directly or indirectly to any of the following:

1. Natural disasters, including, but not limited to, cyclones, tornadoes, hurricanes or other winds exceeding 54 mph, lightning, earthquakes, flood, hail or fire;
2. Falling objects, civil insurrection, war, riot or vandalism;
3. Settlement, deflection, movement, moisture content, inadequate attachment or other deficiencies of the roof deck, pre-existing roof system, walls, foundations or any other part of the building structure, insulation or other materials underlying the roof system;
4. Failure of the roof system caused or contributed by:
 - a. Maintenance, repair or work on the roof unrelated to the roof system, such as mechanical, electrical or plumbing;
 - b. Infiltration or condensation of moisture in, through or around the walls, copings and metal components, pitch pans, building structure or underlying or surrounding materials;
 - c. Traffic of any nature or use of the roof surface as a storage area, walking or recreational surface or for any other similar purpose;
 - d. Movement or deterioration of metal work used in conjunction with the roof system;
 - e. Deposits of solids or liquids which may cause deterioration of the roof system;
 - f. Building design or construction;
 - g. Lack of positive slope or inadequate drainage, to completely remove water from the roof system to prevent ponding water conditions on the roof system as defined by the NRCA (48 hours); or
 - h. Installation over an improperly prepared or inappropriate substrate, including, but not limited to, wet, dirty, and/or damaged surfaces;
5. Failure to adhere to all CT application instructions, construction details and Commercial Roof Maintenance Program as published at the time of installation;

6. Unauthorized application on excluded buildings or structures (see CT's General Recommendations);
7. Any change in the building's basic usage unless approved in advance in writing by CT;
8. Any use of roofing materials of any kind or nature not approved in CT's Commercial Roof Systems Specifications or in advance in writing by CT's Commercial Roofing Technical Services Department;
9. Placement of any additional structures on the roof system such as, but not limited to, equipment or framework used in connection with air conditioning units, transmission and/or reception devices, signs and/or water towers; this exclusion does not apply to the installation of a CT photovoltaic system when installed in accordance with published application and applicable construction details at the time of installation;
10. Failure to maintain the watertight integrity of the roof system; owner must make repairs within 30 days of notification by CT to non-warranted items that affect the watertight integrity of the roof system.
11. Testing/sampling of the membrane by others.
12. Design and/or consulting errors or omissions by the building owner or their authorized representative. In addition, CT will not be responsible for, or have any liability for, changes to the appearance of the roof system that do not result in roof leaks. This includes, but is not limited to, the loss of granules from the cap sheet and/or surface cracking or blistering due to weathering or normal wear and tear from the elements.

WARRANTY DOCUMENT # ---- W21004999

ROOF COMPLETION DATE 02/18/23

WARNING

This roof was installed by: For Sure Roofing & Sheet Metal

For maintenance and repair, please call: 515-367-7873

This roof is warranted by CertainTeed LLC. To prevent liability, roof damage or voiding the warranty, you must contact CertainTeed Commercial Roofing Technical Services Department before accessing or making repairs to the roof. 800-396-8134 x2 or rpg@saint-gobain.com

Roof installed by: For Sure Roofing & Sheet Metal, 5741 NE 22nd St, Des Moines, IA, 50313 Phone: 515-367-7873

The following information is designed to assist owners in establishing a regular and beneficial roof inspection and maintenance program. This important area of responsibility for the building owner can provide many long-term benefits, including extended life expectancy of the roofing system, reduced average in-place cost, prevention of major deterioration resulting from minor problems and eventually, reduced roof system replacement cost. Failure to properly maintain the roof system voids all CertainTeed Commercial Roofing Limited Warranties.

Roof Maintenance Guidelines

All roofs require regular inspections and periodic maintenance to achieve their expected life. Roofs should be inspected at least twice yearly, in the spring and fall. Additionally, all roofs should be inspected after any severe weather or storms. The roofing contractor who installed the roof membrane, in conjunction with the building owner's maintenance personnel, should perform these inspections. Leaks occur most often at flashings, pitch pans, gravel stops, and other penetrations. Wind damage occurs most often at the roof edge termination. Pay special attention to these areas. All components of the roof are the owner's responsibility to maintain.

General - One of the keys to avoiding roof damage is limiting access to the roof. Allow only authorized personnel on the roof who understand good roof access procedures and precautions. Bag and remove all debris from the roof. Keep grease and oil off of the roof. Clean and remove any liquid deposits immediately. Do not allow foot traffic on the roof in very hot or very cold weather. Do not allow the installation of television or radio antennas, satellite dishes or other mechanical equipment without notifying CertainTeed for approval and for consultation about the methods and details for these installations.

Roof Drains - CertainTeed requires positive drainage. Owners must keep roof drains and the surrounding areas free of debris to allow for proper drainage. Maintain proper attachment of drain clamping rings.

Metal Flashing - Start with a visual examination looking for areas of damage or rust. Ensure that the flashing has remained properly attached and sealed. Repair or replace areas with damage, poor caulking, and all loose areas including counterflashing, **coping**, **seams and/or joints**.

Pitch Pans - Keep pitch pans full at all times. Examine and repair the metal pan assembly when necessary.

Rooftop Equipment - Qualified roofing personnel should accompany the equipment installation and/or service employees. If this is not practical, have qualified roofing personnel inspect the area after the equipment installation and/or service employees have completed their work. Regularly check and maintain the condition of all rooftop equipment. Ensure that no substances from the equipment are being deposited on the roof, and if deposits are present – clean immediately. Check equipment flashing for proper condition.

Roof Coating - Visually inspect for signs of deterioration. Maintenance or replacement completed by a roofing professional is essential. Coating life is affected by a variety of factors including climate and environment.

Other - The above list reflects only the most common components found on roof systems; it is not all-inclusive. Contact CertainTeed for additional information.

Owner Inspection and General Recommendations

- A. Utilize roofing professionals or thoroughly trained maintenance personnel for roof-related issues. Use of a Registered Roof Consultant (RRC) or Registered Roof Observer (RRO) is recommended.
- B. Owners should file all job records, drawings, and specifications for future reference. Contract with a roofing contractor authorized by CertainTeed to set up a regular inspection and roof maintenance schedule. Record maintenance procedures as they occur. Log all roof access times and other trades working on the roof, in case damage should occur. Report damage as soon as it occurs, so repairs may be scheduled and executed as soon as possible.
- C. Make more frequent inspections (six times per year) on buildings that house manufacturing facilities that evacuate or exhaust debris or other contaminants (e.g., grease) onto the roof.
- D. Inspect the exterior of the building for settlement or movement. Structural movement may result in splits in the roof membrane.
- E. Repairs should be performed as soon as needed – owners should not allow a nuisance leak to develop into a major problem, degrading insulation and destroying a large portion of the roof assembly. While a roofing contractor authorized by CertainTeed should perform repairs and maintenance work, the owner can help maintain the roof by ensuring that minor clean-up and maintenance procedures are performed (e.g., regular checking and cleaning of debris from roof and around drains).
- F. Notify CertainTeed immediately after a roof leak occurs. If possible, note conditions resulting in leakage. Heavy or light rain, wind direction, temperature, and the time of year that the leak occurs are all important clues to tracing roof leaks. Note whether the leak stops shortly after each rain or continues to drip until the roof is dry. If the owner is prepared with the facts, the diagnosis and repair of roof problems can proceed more rapidly.
- G. In some emergency situations, owner-applied temporary patches may be made to stop leaks to minimize property loss. Except for certain emergency situations, owners should not attempt roof repairs. The puncturing of a blister or the spreading of a liquid-applied coating or bituminous cement may only cover up evidence needed to ascertain the real problem. For your convenience, we have provided a basic inspection form on the reverse side of this page that addresses several critical areas of the roofing system.

Roof installed by: For Sure Roofing & Sheet Metal, 5741 NE 22nd St, Des Moines, IA, 50313 Phone: 515-367-7873

Date: _____ Inspected By: _____

	ROOF PLAN LEGEND	
	Roof Drain	
	Scupper	
	Firewall	
	Chimney	
	Skylight	
	Scaffle or hatch	
	Penthouse	
	Ventilator/Fan	
	Vent Pipe	
	Air Conditioner	
	Cooler	
	Pitch Pocket	
	Saddle	
	Flt	
	Ridge	
	Valley	
	Pipe or Conduit	
	Screen Support/Fence	
	Expansion Joint	
	Metal Edging - Single-line perimeter	
	Parapet Wall - Double-line perimeter	
	Other	

Owner-Based Maintenance Requirements

	No Problems	Maintenance Required	Not Applicable
1. Edge Metal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Counter Flashing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Expansion Joints	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Pitchpans	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Drains	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Scuppers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Skylights	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Coping Covers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Vents	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Flues	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Antennae	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. HVAC Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Sign Supports	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Coatings/Toppings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Debris	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:			

Condition of Roof Membrane

Surface Condition	Yes	No
Any blisters, splits, buckles, or punctures?	<input type="checkbox"/>	<input type="checkbox"/>
Any bare spots, displaced gravel, thin coating or severe granule loss?	<input type="checkbox"/>	<input type="checkbox"/>
Reflective coating in good condition?	<input type="checkbox"/>	<input type="checkbox"/>
Any evidence of ponding?	<input type="checkbox"/>	<input type="checkbox"/>
Any evidence of residue deposits or foreign contamination?	<input type="checkbox"/>	<input type="checkbox"/>
Are A/C condensation lines extending into drains?	<input type="checkbox"/>	<input type="checkbox"/>
Any evidence of traffic or physical damage?	<input type="checkbox"/>	<input type="checkbox"/>
Any evidence of wet insulation?	<input type="checkbox"/>	<input type="checkbox"/>
Comments		

General Conditions

	Yes	No
Any building or structural movement?	<input type="checkbox"/>	<input type="checkbox"/>
Any deflection or sagging of deck?	<input type="checkbox"/>	<input type="checkbox"/>
Any alterations, additions or new penetrations?	<input type="checkbox"/>	<input type="checkbox"/>
Any change in building usage?	<input type="checkbox"/>	<input type="checkbox"/>
Comments		

Copies of this form should be made and used in your semi-annual roof inspections.

received
10-12-23 11AM

CITY OF OTTUMWA
Staff Summary

**** ACTION ITEM ****

Council Meeting of: Oct 17, 2023

Planning & Development
Department

Zach Simonson
Prepared By
Zach Simonson
Department Head

City Administrator Approval

AGENDA TITLE: Resolution No. 173-2023: A Resolution Removing Special Assessments Applied to a Vacant Lot on Hackberry on Resolutions No. 252-2013, 291-2014, 268-2015, 286-2016, 267-2017, 284-2018, 266-2019, 260-2020, 209-2021 and 41-2023

 Public hearing required if this box is checked. *The Board's Recommendation for each Public Hearing must be attached to the Staff Summary. The Board's Recommendation is not attached to the agenda list to guarantee the agenda.*

RECOMMENDATION: Pass and adopt Resolution No. 173-2023.

DISCUSSION: The Ottumwa Community School District is seeking to obtain this lot to further the proposed tennis project. The lot has been on the City mowing list for over a decade and has accumulated special assessments totaling \$10,786 with interest and fees. This resolution will remove those assessments if the district obtains the deed.

Source of Funds:

Budgeted Item: Budget Amendment Needed:

RESOLUTION NO. 173-2023

A RESOLUTION REMOVING SPECIAL ASSESSMENTS APPLIED TO A VACANT LOT ON HACKBERRY ON RESOLUTIONS NO. 252-2013, 291-2014, 268-2015, 286-2016, 267-2017, 284-2018, 266-2019, 260-2020, 209-2021 AND 41-2023

WHEREAS, Resolution No. 252-2013, 2013 Assessed Mowing Fees Tract #60 included an assessment for delinquent mowing fess for Blake's Addition Lot 12 Block 2 in the amount of \$450 plus interest and administrative costs; and

WHEREAS, Resolution No. 291-2014, 2014 Assessed Mowing Fees Tract #54 included an assessment for delinquent mowing fess for Blake's Addition Lot 12 Block 2 in the amount of \$450 plus interest and administrative costs; and

WHEREAS, Resolution No. 268-2015, 2015 Assessed Mowing Fees Tract #62 included an assessment for delinquent mowing fess for Blake's Addition Lot 12 Block 2 in the amount of \$450 plus interest and administrative costs; and

WHEREAS, Resolution No. 286-2016, 2016 Assessed Mowing Fees Tract #48 included an assessment for delinquent mowing fess for Blake's Addition Lot 12 Block 2 in the amount of \$600 plus interest and administrative costs; and

WHEREAS, Resolution No. 267-2017, 2017 Assessed Mowing Fees Tract #43 included an assessment for delinquent mowing fess for Blake's Addition Lot 12 Block 2 in the amount of \$750 plus interest and administrative costs; and

WHEREAS, Resolution No. 284-2018, 2018 Assessed Mowing Fees Tract #54 included an assessment for delinquent mowing fess for Blake's Addition Lot 12 Block 2 in the amount of \$650 plus interest and administrative costs; and

WHEREAS, Resolution No. 266-2019, 2019 Assessed Mowing Fees Tract #53 included an assessment for delinquent mowing fess for Blake's Addition Lot 12 Block 2 in the amount of \$650 plus interest and administrative costs; and

WHEREAS, Resolution No. 260-2020, 2020 Assessed Mowing Fees Tract #45 included an assessment for delinquent mowing fess for Blake's Addition Lot 12 Block 2 in the amount of \$695 plus interest and administrative costs; and

WHEREAS, Resolution No. 209-2021, 2021 Assessed Mowing Fees Tract #45 included an assessment for delinquent mowing fess for Blake's Addition Lot 12 Block 2 in the amount of \$650 plus interest and administrative costs; and

WHEREAS, Resolution No. 41-2023, 2022 Assessed Mowing Fees Tract #22 included an assessment for delinquent mowing fess for Blake's Addition Lot 12 Block 2 in the amount of \$200 plus interest and administrative costs; and

WHEREAS, the Ottumwa Community School District seeks to obtain the property in order to further a proposed tennis development;

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

When and if the Ottumwa Community School District takes the deed to Blake's Addition Lot 12 Block 2, a vacant lot on Hackberry, all special assessments for this property, including administrative costs and interest be removed from Resolutions No. 252-2013, 291-2014, 268-2015, 286-2016, 267-2017, 284-2018, 266-2019, 260-2020, 209-2021 and 41-2023.

Approved, passed and adopted this 17th of October 2023.

CITY OF OTTUMWA, IOWA

BY



Richard W. Johnson, Mayor



ATTEST:



Chris Reinhard, City Clerk



[CITY OF]
O T T U M W A

October 18, 2023

Wapello County Treasurer
Wapello County Courthouse
101 W. Fourth
Ottumwa, IA 52501

RE: Res. No. 173-2023 – Removing special assessments applied to Vacant lot on Hackberry on Resolutions No. 252-2013, 291-2014, 268-2015, 286-2016, 267-2017, 284-2018, 266-2019, 260-2020, 209-2021 and 41-2023

The assessments applied to:

RES NO.	TRACT NO.	PARCEL ID	PROPERTY OWNER	LEGAL	AMOUNT	INTEREST	ADMIN	TOTAL
252-2013	60	00741012000 7000	Bibb, John King Bibb, Sharon	BLAKE'S ADD LOT 12 BLK 2	\$450	\$709	\$9	\$1,168
291-2014	54	00741012000 7000	Bibb, John King Bibb, Sharon	BLAKE'S ADD LOT 12 BLK 2	\$450	\$628	\$9	\$1,087
268-2015	62	00741012000 7000	Bibb, John King Bibb, Sharon	BLAKE'S ADD LOT 12 BLK 2	\$450	\$547	\$9	\$1,006
286-2016	48	00741012000 7000	Bibb, John King Bibb, Sharon	BLAKE'S ADD LOT 12 BLK 2	\$600	\$621	\$9	\$1,230
267-2017	43	00741012000 7000	Bibb, John King Bibb, Sharon	BLAKE'S ADD LOT 12 BLK 2	\$750	\$641	\$9	\$1,400
284-2018	54	00741012000 7000	Bibb, John King Bibb, Sharon	BLAKE'S ADD LOT 12 BLK 2	\$650	\$439	\$9	\$1,098
266-2019	53	00741012000 7000	Bibb, John King Bibb, Sharon	BLAKE'S ADD LOT 12 BLK 2	\$650	\$361	\$9	\$1,020
260-2020	45	00741012000 7000	Bibb, John King Bibb, Sharon	BLAKE'S ADD LOT 12 BLK 2	\$695	\$261	\$9	\$965
209-2021	45	00741012000 7000	Bibb, John King Bibb, Sharon	BLAKE'S ADD LOT 12 BLK 2	\$650	\$127	\$9	\$786
41-2023	22	00741012000 7000	Bibb, John King Bibb, Sharon	BLAKE'S ADD LOT 12 BLK 2	\$200	\$3	\$5	\$208

Please remove the special assessments applied to this property through Resolutions No. 252-2013, 291-2014, 268-2015, 286-2016, 267-2017, 284-2018, 266-2019, 260-2020, 209-2021 and 41-2023.

Please let me know should you require anything additional to complete this request.

Thank-you!

Sincerely,

A handwritten signature in black ink that reads "Christina Reinhard". The signature is written in a cursive, flowing style.

Christina Reinhard

City Clerk

cc: Zach Simonson, Director of Community Development

CITY OF OTTUMWA

Staff Summary

**** ACTION ITEM ****

Council Meeting of: 10/17/2023

Philip Rath
Prepared By

Admin
Department

Philip Rath
Department Head



Philip Rath
City Administrator Approval

AGENDA TITLE: Resolution to Purchase Used Equipment from Integrity Golf Group, LLC for Golf Course Operations at Cedar Creek Golf Course

RECOMMENDATION:
Pass and adopt Resolution 162-2023

DISCUSSION:
On September 12 the city council held a work session and expressed interest in continuing the future operation of the municipal course known as Cedar Creek Golf Course. This course has been under the operation of Integrity Golf Group, LLC, which has acquired a variety of equipment and other assets necessary to properly operate a golf course. The owner has provided the city a right of first refusal to acquire the assets for the future operation of the course. The purchase of the assets is \$519,895.33. The list of equipment for purchase is attached to the resolution for reference.

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. ***

RESOLUTION NO. 162-2023

RESOLUTION TO PURCHASE USED EQUIPMENT FROM INTEGRITY GOLF GROUP, LLC FOR GOLF COURSE OPERATIONS AT CEDAR CREEK GOLF COURSE

WHEREAS, on September 12, 2023 the City of Ottumwa, Iowa held a work session to consider the future operations of the Cedar Creek Golf Course; and

WHEREAS, the city council expressed interest in continuing to operate Cedar Creek as a public golf course; and

WHEREAS, part of this recommendation included an option to purchase the existing golf course equipment from Integrity Golf Group, LLC; and

WHEREAS, staff has examined the condition of the existing equipment and has negotiated a price to purchase this equipment; and

WHEREAS, Integrity Golf Group, LLC has agreed to accept this payment in lieu of the termination / expiration payment outlined in Section 12.07 of the Operating Agreement between the City of Ottumwa and Integrity Golf Group, LLC.

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

1. That staff is authorized to proceed with the purchase of the golf course equipment identified on the asset list attached hereto from Integrity Golf Group, LLC in the amount of \$519,895.33.

2. That the purchase is conditioned on and subject to the City completing all necessary proceedings to authorize the acquisition of the equipment and authorization of a bond or note sufficient to fund the purchase price of the equipment, including the holding of a public hearing or election, as required by law. The calling of an election, if required, and ultimate sale of any bond or note remains subject to future legislative approval.

APPROVED, PASSED AND ADOPTED, this 17th day of October, 2023.

CITY OF OTTUMWA, IOWA

Richard W. Johnson, Mayor

ATTEST:

MOTION FAILED 3-1-1

AYES: GALLOWAY

NAYES: ROE, MCANTIRE, HULL

Christina Reinhard, City Clerk

ABSENT: POPE

Maintenance Equip./Carts/Etc.						Condition:	Condition:	Condition:
						Poor	Avg.	Good
1		Neary bedknife grinder	280 A	96280306		\$ 6,400.00	X	
3		Cushman diesel truckster	80463	804630001684	535	\$ 3,500.00		X
5		John Deere diesel greensmower	2500	TC2500D010288	6411	\$ 3,000.00		X
6		John Deere frwy mower	3235		3285	\$ 6,500.00		X
7	1994	Chevrolet truck (1994, needs clutch, tires,exhaust)	C1500	1GCDC14Z9RZ117642	217,711	\$ 2,400.00	X	
8		Water pump	SEB2PL	82394N		\$ 350.00		X
10	2018	Brute power washer		1110055470414		\$ 150.00		X
11	2019	Huskee push mower (wheels shot)	PH-XT650-3045	4631530358		\$ 25.00	X	
12		Anderson push spreader	AP2000			\$ 150.00		X
13		Yamaha utility cart (green)	YTFI	JW6-F4236-10		\$ 3,650.00		X
14	2018	Snap On power washer	870905	15451190V1		\$ 150.00		
15		Ferris 72" mower (parts only)	3200	2017491017		\$ 150.00	X	
16		Ferris 60" mower (no PTO clutch)	3100	2016400235		\$ 250.00	X	
17		Stihl blower	BG86-Z	4241-011-1710		\$ 125.00		X
18		Stihl weed eater (3)	FS56RC	505779303		\$ 180.00		X
19		Stihl chain saw	MS251	1143-011-3074		\$ 110.00		X
20		Poulan Wild Thing chain saw	P4018WT			\$ 100.00		X
21		Efco chain saw	MT3500	EMAK5024010		\$ 80.00	X	
22		John Deere frwy mower	3225C	TC3225C020406	4462	\$ 4,500.00		
23		Jacobsen rough mower (reel 5 gang)	NA	NA		\$ 250.00	X	
24		Gandy Seeder	904040			\$ 1,495.00		X
25		Husky Tiller (engine blown)	21A340131	10139K50005		\$ 50.00	X	
26		Range Servant 5 gang Range picker				\$ 4,600.00		X
27		(2) Schumacher battery chargers				\$ 80.00		X
28		(3) Stanley trickle chargers				\$ 50.00		X
29		Yamaha utility cart (Harris)				\$ 4,200.00		X
30	2015	Yamaha Beverage Cart	JR3-041232			\$ 5,500.00		X
31	2020	Ferris 72" rough mower	IS3200Z	4000696844		\$ 11,500.00		X
32	2020	Flyght water pump (broken)		TP111CLF 1EC60034-1 1P68		\$ 25.00	X	
33	2003	Yamaha golf cart fleet (14 carts)				\$ 42,000.00		X
34	2016	Yamaha golf cart fleet (45 carts)				\$ 202,500.00		X
35	2014	John Deere 2653 t-mower		1TC2653TEET080072		\$ 12,500.00		X
36	2002	Yamaha utility cart (landscaping cart)				\$ 4,750.00		X
37	2021	Stihl chainsaw (1)				\$ 225.00		X
38	2017	Jacobsen GreensKing IV Plus		AFBH-062306-05065		\$ 16,750.00		X
39	2002	John Deere diesel tractor/rough mower	4310	LV4310H132595	720	\$ 13,750.00		X

40	2018	EZ Go range picker cart w/ Cage			\$	7,850.00			X
41	2021	Denali Aire window AC unit			\$	225.00			X
42	2022	Harbor Freight floor jack			\$	150.00			X
43	2021	cup cutters			\$	350.00		X	
44	2022	Moisture meter from D&K (probe broke)			\$	125.00			X
45	2022	WoodBay 3900 Greens Roller w/trailer	GreensIron 3900		\$	15,500.00			X
46	2019	good used refridgerator (S. Brown)			\$	600.00			X
47	2022	Brinley aerator/seeder	AS2-40BH1-P	ASP03220380	\$	1,500.00		X	
48	2016	Office desk (greg)			\$	450.00			X
49	2009	J.Deere Greens Mower	2500 E Hybrid	TC25EHG030062	\$	12,500.00			X
50	2016	27 Jorgensen metal lockers @ \$289. ea.			\$	7,803.00			X
51	2023	5 Jorgensen metal lockers @ \$246.67 ea.			\$	1,233.33			X
53	22-'23	NUCO irrigation replacement pump (2022)			\$	21,400.00			X
54	2023	(5) newly built water cooler housing			\$	900.00			X
55	2023	(9) newly built Range ydg signage			\$	1,200.00			X
56	24-'28	NUCO irrigation replacement pump			\$	79,300.00			X
57	2010	Gray steel 4 drawer file cabinet			\$	250.00			X
58	2017	Office-standing 2 door cabinet			\$	250.00			X
59	2019	(12) Green large Range ball baskets			\$	24.00		X	
60	2020	Range Ball bin (wooden)			\$	300.00			X
61	2018	Wooden Club cleaner (2)			\$	250.00		X	
62	2004	(4) metal office 2 drawer file cabinets			\$	60.00			X
63	2023	(6,680) Range Balls			\$	4,692.00			X
64	2022	(1) DELL Office computer w/monitor			\$	1,700.00			X
65	2015	(2) Maint. Bldg computers w/monitors			\$	1,600.00		X	
66	2022	(1) Exterior mounted lights (practice greens)			\$	1,200.00			X
67	2015	(2) POS computers & monitors			\$	1,000.00			X
68	2023	Epson ET-4850 printer			\$	300.00			X
69	2020	Briggs Push Leaf Bower 800 Series			\$	1,000.00			X
70	2020	Atom Pro Bunker Edger			\$	650.00			X
71	2010	2 wheel trailer (3'x4')			\$	350.00		X	
72	2010	2 wheel cart trailer			\$	600.00		X	
73	2011	Jacobsen Greens King V			\$	750.00		X	
74	2021	Husqvarna Backpack Blower (150 BT)			\$	250.00			X
	2019	Stihl Pole Saw			\$	125.00			X
		misc. irrigation parts			\$	200.00		X	
		misc. cart signs			\$	100.00		X	
	2023	Pittsburgh 3 ton floor jack (1)			\$	250.00			X
		2-wheel cart (1)			\$	30.00		X	

4 ounce water cups 1/2 case	\$	-	X
Cases of broken tee holders (3)	\$	100.00	X
set jumper cables (1)	\$	15.00	X
jack stands (4)	\$	40.00	X
Tee seed boxes (8)	\$	80.00	X

Golf Course Chemicals

- 2.5 gallons Previa (4)
- 2.5 gallons Hammerdown (6)
- 2 gallons Sili-K (1)
- 2.5 gallons Trilogy (1)
- 1/2 gallon Tera-Firm (1)
- 2.5 gallons Fluazinam (1)
- 2.5 gallons Dispatch (1)
- Serata (2)
- Bio-Mega (1)
- Lexicon (1)
- Quicksilver (3)
- 1/2 Tetrino container (1)
- Protect DF (1 bag)
- E-Blend (3 bags) 16-2-3
- Dimension (8 bags)
- Greenrtx (1)

\$ 2,000.00

\$ 521,247.33

< 21,400.00 >

499,847.33

F&B Equipment

2009	(2) TRUE 2-door beverage coolers	\$	4,000.00
2008	(1) RAPIDS 2-door keg cooler	\$	1,600.00
2021	Avantco Deli fridge	\$	1,995.00
2016	Superior Deli fridge	\$	1,400.00
2022	Insignia 21 ft refridgerator/freezer	\$	1,500.00
2021	Denali Aire window AC unit	\$	200.00
2021	Manitowoc Ice bin	\$	1,600.00
2016	Office desk (greg)	\$	450.00
2023	Backyard Pro meat Slicer	\$	321.00
2023	Dandy 9 cu. Ft. chest freezer	\$	512.00
2003	Manitowoc Ice Machine and ice bin	\$	1,300.00
2007	AutoFry fryer	\$	1,600.00
2023	Backyard Pro meat Slicer	\$	190.00
2019	Nacho Cheese dispenser	\$	125.00
2022	Hot Dog roller	\$	200.00
2020	Microwave	\$	125.00
2021	Double toaster	\$	40.00
2022	Jenn Aire outside grill	\$	1,200.00
2010	(9) snack bar tables	\$	900.00
2010	(28) padded snack bar chairs	\$	300.00
2008	(2) padded wood chairs in snackbar	\$	50.00
2015	padded wood loveseat bench	\$	150.00
2010	glass cookie case in snackbar	\$	50.00
2010	(2) large trash cans w/ open lids	\$	50.00
2015	(2) 6 ft. folding tables	\$	90.00
2017	(2) Soup crocks	\$	100.00
2019	Panini press	\$	50.00
2022	various glass plates & bowls	\$	80.00
2016	(2) vacuum cleaners	\$	150.00
2015	(2) stainless steel tables	\$	230.00

\$ 20,048.00

499,847.33

\$ 519,895.33