

OTTUMWA CITY COUNCIL MINUTES Item No. B.-1.

REGULAR MEETING NO. 24
Council Chambers, City Hall

August 4, 2020
5:31 O'Clock P.M.

In order to protect the health and safety of our citizens and staff and mitigate the spread of COVID-19, we are following the Proclamation of a State Public Health Disaster Emergency issued at 12:00 P.M. on Tues., March 17, 2020, which has been extended through Aug 23, 2020. Effective 8:00 a.m. on June 12, 2020, and continuing until 11:59 p.m. on Aug 23, 2020: mass gatherings or events of more than 10 people in attendance may be held but only if the gathering complies with all other relevant provisions in the Proclamation with the following reqs: social distancing: the gathering organizer must ensure at least six feet of physical distance between each group or individual attending alone and implement reasonable measures under the circumstances of each gathering to ensure social distancing of gathering participants, increased hygiene practices, and other public health measures to reduce the risk of transmission of COVID-19 consistent with guidance issued by the IDPH.

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

Dalbey moved, seconded by Stevens to approve the following consent agenda items and tabling Item B-5, Approve the appointment of Kristen Mitchell to the position of Risk Mgr/Purchasing Agent in the Finance Dept.; to be presented at the next regular or special mtg.: Mins from Regular Mtg. No. 23 on July 21, 2020 as presented; Ack. of June financial rpt. and pymt. of bills as submitted by the Finance Dept.; Recommend appointment of Connie Millard to the Cemetery Brd. of Trustees, term to expire 7/1/2024; Civil Service Commission Eligibility Lists for July 22, 2020; Finance – Risk Mgr. & Purchasing Agent Entrance, Engineering Aide Entrance, Engineering Asst. I Promo.; Accept the grant award in the amount of \$4,125 from the IA State Fire Marshal's Office to purchase Virtual Reality Fire Extinguisher Demonstrator for the Fire Dept.; Approve the purchase of Labconco dish washer for WPCF from North Central Labs including shipping for the price of \$11,975; Approve the purchase of a Biochemical Oxygen Demand (BOD) incubator for WPCF from North Central Labs for the price of \$5,115; Approve the purchase of six (6) galvanized light poles for the PW Dept. for a total amount of \$16,464; Approve the purchase of forty (40) LED Street lights for the PW Dept. for a total amount of \$12,701.04; Res. No. 173-2020, approving the contract, bond and cert. of insurance for the WPCF Rebid Final Clarifier Select Repaint Project; Res. No. 174-2020, setting Aug 18, 2020 as the date of a public hearing on the approval of a three yr. lease agt. with the Ottumwa Community School Dist. for the use of the Beach Ottumwa facilities; Res. No. 179-2020, setting Aug 18, 2020 as the date of a public hearing on the adoption of *Our Ottumwa* Comprehensive Plan; Beer and/or liquor applications for: Morgan's Corner Bar & Grill, 436 W. Second.; with temp. OSA on 8/15/2020; Ottumwa Grocery LLC, 129-131 E. Second; all applications pending final inspections. All ayes.

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

City Admin. Rath reported *Our Ottumwa* Comprehensive Plan will be adopted on Aug. 18, 2020. Individuals can comment during the PH. The redrafted version of the comp plan is available for viewing at ourottumwa.com.

City Admin. Rath also mentioned the 2020 Census; results impact the shaping of federal funds, congressional districts, schools, highways and dollars coming into the community; asking everyone to do your part and respond to the census. You can complete the 2020 Census by going to 2020census.gov. or responding by mail. Enumerators will begin going door to door. You can also call 884-330-2020. Council member Berg requests to have notices on our social media platforms for both the Comp Plan and 2020 Census.

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

Roe moved, seconded by Dalbey to approve the submission of the 2020 Justice Assistance Grant (JAG) in the amount of \$15,462 and auth. the Mayor, City Admin. and Chief of Police to sign any related docs as required. Police Chief Farrington reported the funds will help purchase an L-Tron High Res. Camera Image Capture Kit with software to recreate crime scenes into a 3-D image to aide in the investigation process for the Police Dept. All ayes.

Dalbey moved, seconded by Berg to auth. the Mayor to sign the Agt. and Consent to Lien for Water Service Costs for 203 E. Main in connection with the Ottumwa Main St. (Downtown Streetscape) Project. All ayes.

Roe moved, seconded by Berg to approve the price quote from Winger Mechanical in the amount of \$14,663.56 for repairs to the Beach HVAC unit for the Parks Dept. Parks & Rec. Dir. Rathje reported the compressor and condenser fan assembly on the HVAC unit have failed and need replaced. This is a Seresco unit installed by Winger in 2015 and is no longer under warranty. Winger is the only local company qualified to do repair work on this unit. Repairs will be funded by the Beach Renovation project. All ayes.

Dalbey moved, seconded by Stevens to accept the bid and award the contract for demo and clean-up of asbestos contaminated debris and excavation, filling and grading at 640-642 E. Main to Dan Laursen and Dustan Smith for the bid sum of \$34,800. Planner Simonson reported due to the difficulty of the project, two contractors partnered to provide one bid. The majority of the bid amount is to remove the asbestos contaminated portion of the remaining bldg. and surrounding debris. All ayes.

Dalbey moved, seconded by Roe to accept bid and award contract for the 2020 RFP#1 – City Hall Driveway Widening Project to DC Concrete and Construction of Douds, IA, for the bid sum of \$8,640. PW Dir. Seals reported five bids were received. All ayes.

Berg moved, seconded by Dalbey to approve the replacement of the over-head garage door on east side of PW Garage from Klodt Door Service in the amount of \$7,260. PW Dir. Seals reported the overhead doors at the PW Garage are from when the bldg. was built in 1978. Four of the doors were in poor condition. Two doors have been replaced with two more in need of replacement. We will continue to replace doors as they reach the end of their useful service life and budget allows. All ayes.

Roe moved, seconded by Dalbey to adopt Appendix A as part of the School Resource Officer Agt. between the City of Ottumwa and the Ottumwa Community School Dist. City Admin. Rath stated the current Agt. expired June 30, 2020. Superintendent McGrory will present this Appendix A to the Ottumwa School Brd. at its next mtg. Staff from both entities are working together to improve language and expectations within the Agt., but wanted to establish the compensation schedule. This will be a three year agt. once approved. All ayes.

Dalbey moved, seconded by Berg to auth. the City Admin. to solicit Request for Proposals (RFP) regarding general legal services for the City of Ottumwa, IA. If authorized by City Council, RFP's will be released on or around Aug. 5, 2020 with the goal of appointing a firm to take on legal services for the City beginning no later than Oct. 1, 2020. All ayes.

This was the time, place and date set for a public hearing approving the plans, specifications, form of contract and est. cost for the WPCF - Concrete Repairs Project. PW Dir. Seals reported this project

consists of the removal of all deteriorated concrete and replacing with new horizontal and vertical or overhead concrete repairs found in the Primary Clarifier and the VLR Aeration Basins. Original budgeted amount \$90,000; this is a unit priced contract where the scope can be adjusted and prioritized to meet available funding, as the opinion of cost is \$124,760. Bids will be opened Aug. 26, 2020 with construction expected to commence Oct. 1, 2020 and substantially complete by April 30, 2021. No objections were received. Roe moved, seconded by Dalbey to close the public hearing. All ayes.

Dalbey moved, seconded by Roe that Res. No. 176-2020, approving the plans, specifications, form of contract and est. cost for the WPCF - Concrete Repairs Project, be passed and adopted. All ayes.

Roe moved, seconded by Berg that Res. No. 168-2020, inc. a policy related to recalling and/or reinstating former City employees into the City of Ottumwa Personnel Policies and Procedures, be passed and adopted. City Admin. Rath reported the revised personnel policies approved June 2, 2020 did not reflect language for recalling employees from layoff status. Councilman Dalbey wanted clarification that 6 positions within the Fire Dept. were either laid off or retired; City Admin. Rath stated one employee left, one employee retired and 4 were laid off; the recall process starts with the most senior employee on the preferred list, who in this instance took a job elsewhere, leaving the next most senior employee offered recall to his position. We were able to recall one person in the Fire Dept. All ayes.

Berg moved, seconded by Roe that Res. No. 171-2020, authorizing the Planning Dir. to host the AmeriCorps Refugee RISE Program, be passed and adopted. Planner Simonson reported Refugee RISE is an AmeriCorps program started by EMBARC Iowa that trains emerging leaders from the refugee and immigrant communities to connect and support fellow refugees and immigrants with education, jobs and services to increase economic opportunity. The Planning Dept. is interested in supporting one two-member team to create a community needs assessment that would identify specific needs in our immigrant and refugee communities and provide goals and measurable action items that will help improve how we provide services. These members would start in Sept. or Oct. Hosting the program requires the hosting organization to provide working space for the team, supervision and direction as well as \$6,000 to help provide the living stipend and education benefit. The Ottumwa Reg. Legacy Foundation will provide \$5,000 and JBS \$1,000 with the City of Ottumwa hosting. Our application has been submitted and we are waiting to hear if we are guaranteed to host this program. All ayes.

Dalbey moved, seconded by Berg that Res. No. 172-2020, auth. the Mayor to sign a task order allowing Kirkham Michael, our Airport Consultant, to do an Aeronautical Topographical Mapping (AGIS) of the Ottumwa Reg. Airport for a total cost of \$63,000, be passed and adopted. Airport Mgr. Cobler reported in order for the FAA to recognize completion of the 13/31 Runway extension project, they require a topographical map for the length of 10 miles each direction of the airport to identify all obstructions. Kirkham Michael will hire Quantum Spacial from Michigan to perform this mapping at a cost of \$63,000. This was approved by the Airport Adv. Brd. on July 14, 2020. All ayes.

Berg moved, seconded by Dalbey that Res. No. 175-2020, award the contract for the 2020 Fox Sauk & N. Court Intersection Project to TK Concrete, Inc. of Pella, IA in the amount of \$151,095, be passed and adopted. PW Dir. Seals reported this project will enlarge the intersection radius, add a paved shoulder and panel replacement on N. Court at the intersection of Fox Sauk Rd. The improvements will better accommodate semi traffic turning movements. Three bids were received. Budgeted amount \$142,347 is what was approved through OEDC; difference will come out of Road Use Tax. Council Member Roe abstained from voting due to being on the OEDC Brd. Ayes: Berg, Dalbey, Stevens. Abstain: Roe. Absent: Meyers. Motion carried.

Roe moved, seconded by Dalbey that Res. No. 177-2020, approving Change Order No. 1 in the amount of \$7,000 for the WPCF Rebid Final Clarifier Select Repainting Project, be passed and adopted. PW Dir. Seals reported this change order increases the contract by \$7,000 to address repainting of the north and south clarifier structures; making the new contract sum \$56,100. All ayes.

Dalbey moved, seconded by Stevens that Res. No. 178-2020, approve the purchase of a John Deere 544L Wheel Loader from Murphy Tractor and Equip. of Des Moines, IA, in the amount of \$184,116.51, be passed and adopted. PW Dir. Seals reported this replacement was approved by the Fleet Committee on Nov. 20, 2019 and specs for the wheel loader were approved May 29, 2020. This replacement is included in the 20/21 budget cycle. The new wheel loader will be on a 20 year replacement schedule. All ayes.

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

Mayor Lazio and City Admin. Rath met with Ottumwan's for Racial Justice to review city policies; agree to continue conversations with this group and they may share some of their thoughts with Council at a future mtg.

Mayor Lazio also stated he requests to hold a special mtg. on Aug. 12, 2020 at 12:00 Noon to approve a REAP Grant for the trails committee.

Councilman Dalbey requested an update from Finance on the future of the transit levee; and discussed with PW Dir. Seals on the Milner St. Project with upcoming start of school.

City Admin. requested that Council reconsider Item B-5. With the Civil Service Commission Eligibility List being approved (Item B-4) and only one candidate on this list; this is the only viable candidate to hire for said position. Councilman Dalbey tabled this item because he had questions on the starting step, considering we have budget constraints. City Admin. Rath explained that candidate brings experience related to the position which is why the request to start at an accelerated step.

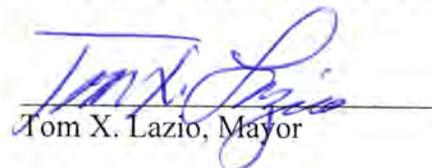
Dalbey moved, seconded by Stevens to remove from the table Consent agenda Item B-5; motion to approve the appointment of Kristen Mitchell to the position of Risk Mgr/Purchasing Agent in the Finance Dept. All ayes.

Roe moved, seconded by Berg to approve the appointment of Kristen Mitchell to the position of Risk Mgr/Purchasing Agent in the Finance Dept. All ayes.

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

Adjournment was at 6:29 P.M.

CITY OF OTTUMWA, IOWA


Tom X. Lazio, Mayor

ATTEST:


Christina Reinhard, City Clerk