

**\*\*AMENDED AGENDA  
OTTUMWA CITY COUNCIL**

SPECIAL MEETING NO. 23  
Council Chambers, City Hall

August 23, 2019  
12:00 O'Clock P.M.

**PLEDGE OF ALLEGIANCE**

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

**APPROVAL OF THE AGENDA**

**IDENTIFICATION OF CITIZENS DESIRING TO COMMENT ON AGENDA ITEMS:**

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

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

1. Accepting the resignation of Andy Morris as City Administrator effective 8/23/2019, subject to the negotiation of a severance package.
2. Appointing Mayor Tom X. Lazio as the interim City Administrator.
3. Hiring Attorney Gayla Harrison to supervise the negotiation of a severance package with Andy Morris as well as provide legal guidance to the Mayor and Council regarding personnel issues retroactive to 6/1/2019.
4. Appointing Council Member Matt Dalbey to serve as Mayor Pro Tem until Mayor Tom X. Lazio resumes his duties as Mayor.
5. Authorize Mayor Tom X. Lazio and City Attorney Joni Keith to establish a process for hiring a City Administrator, solicit RFP's for executive search firms, and recommend the hiring of an executive search firm to recruit, conduct background checks and assist in the hiring of a new City Administrator.

**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.

*Recess* – Council will reconvene in Room 108 for closed session proceedings.

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SPECIAL MEETING NO. 23  
Room 108, City Hall  
To be held immediately following recess of open meeting.

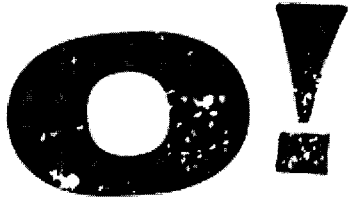
August 23, 2019

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

1. Motion to enter into closed session in accordance with 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.”) for the purpose of discussing pending litigation.
2. Return to open session for action and/or motion to adjourn.

ADJOURN

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



[ CITY OF ]

OTTUMWA

**FAX COVER SHEET**

City of Ottumwa

DATE: 8/22/19 TIME: 11:55 AM NO. OF PAGES 3  
(Including Cover Sheet)

TO: News Media CO: \_\_\_\_\_

FAX NO: \_\_\_\_\_

FROM: Christina Reinhard

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

MEMO: Amended Agenda for the Special City Council Meeting #23 to be held on 8/23/19

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\*\*\* FAX MULTI TX REPORT \*\*\*  
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JOB NO. 0588  
DEPT. ID 4717  
PGS. 3  
TX INCOMPLETE -----  
TRANSACTION OK 96847834  
916606271885  
ERROR 96828482

Ottumwa Courier  
KTVO  
TOM FM



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\*\*\* TX REPORT \*\*\*  
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JOB NO. 0588  
DEPT. ID 4717  
ST. TIME 08/22 11:54  
SHEETS 3  
FILE NAME  
TX INCOMPLETE -----  
TRANSACTION OK 96847834  
916606271885  
ERROR 96828482

Ottumwa Courier  
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FILED

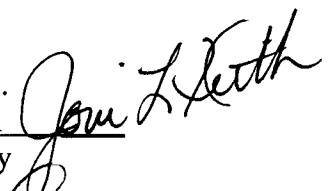
STAFF SUMMARY

2019 AUG 22 AM 10: 59

Council Meeting of: 8/23/2019  
OTTUMWA, IA

ITEM NO.  
Joni Keith

Prepared By



Administration  
Department

Tom Lopez  
Department Head

AGENDA TITLE: Accept the letter of resignation from City Administrator Andy Morris effective August 23, 2019.

\*\*\*\*\*

PURPOSE: Accept the resignation of City Administrator Andy Morris.

RECOMMENDATION: Accept the resignation of City Administrator Andy Morris.

DISCUSSION: Attached hereto is a resignation letter from City Administrator Andy Morris effective August 23, 2019. This letter is contingent upon the negotiation of a severance package, mutually agreed upon by Mr. Morris and the City Council. The proposed package will be presented to Council for approval at a later date.

# OTTUMWA

FILED  
2019 AUG 22 AM 11:30  
CITY OF BRIDGES...RIVER OF OPPORTUNITY

CITY CLERK  
OTTUMWA, IA

August 22, 2019

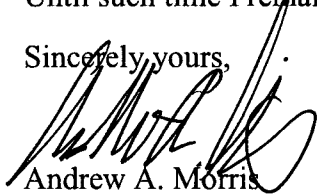
Mayor, City Council, City Clerk:

Please accept this as my resignation from the City of Ottumwa City Administrator position.

This resignation is contingent upon a negotiated settlement with your outside legal counsel. As of this writing Mrs. Harrison has not returned my voicemail message. I look forward to visiting with her at her earliest convenience.

Until such time I remain.

Sincerely yours,



Andrew A. Morris

FILED

STAFF SUMMARY

2019 AUG 22 AM 10:59

Council Meeting of: 8/23/2019

ITEM NO.  
Joni Keith

Prepared By

Department Head

Administration  
Department

AGENDA TITLE: Appoint Mayor Tom X. Lazio as Interim City Administrator effective August 23, 2019.

\*\*\*\*\*

PURPOSE: Appoint an interim City Administrator following the resignation of Andy Morris.

RECOMMENDATION: Appoint Mayor Tom X. Lazio as the Interim City Administrator.

DISCUSSION: Upon the resignation of City Administrator Andy Morris, it is necessary to appoint an interim City Administrator. Mayor Tom X. Lazio has offered to serve in this capacity with no additional compensation until a new City Administrator is hired. Pursuant to Iowa Code Section 273.13(8), the Mayor would be entitled to reimbursement for actual expenses incurred in his duties as Interim City Administrator.



FILED  
STAFF SUMMARY  
2019 AUG 22 PM 12:06

Council Meeting of: 8/23/2019

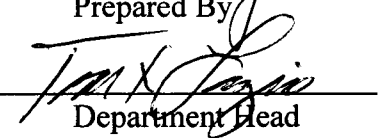
CITY CLERK  
OTTUMWA, IA

ITEM NO.

Joni Keith

Prepared By

Department Head



Administration  
Department

AGENDA TITLE: Authorize Mayor Tom X. Lazio to hire Attorney Gayla Harrison to provide personnel and legal guidance regarding a severance package with City Administrator Andy Morris.

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PURPOSE: Authorize the hiring of Attorney Gayla Harrison to assist with providing personal and legal guidance to the City.

RECOMMENDATION: Authorize the hiring of Attorney Gayla Harrison.

DISCUSSION: Upon the resignation of City Administrator Andy Morris, it is necessary to negotiate a severance package with him pursuant to his Employment Agreement with the City. Attorney Gayla Harrison will be hired to provide this guidance and assistance. Any proposed severance package will be brought before council for approval. This hiring is retroactive to June 1, 2019. Attorney Harrison will charge her normal rate of pay at \$250 per hour, plus expenses. Said Attorney is authorized to submit her bills for payment by the City.

FILED STAFF SUMMARY

2019 AUG 22 AM 10:59

Council Meeting of: 8/23/2019

FILED  
AUG 23 2019  
OTTUMWA, IA

ITEM NO.  
Joni Keith



Prepared By



Department Head

Administration  
Department

AGENDA TITLE: Authorize the appointment of Council Member Matt Dalbey as Mayor Pro Tem until such time as Interim City Administrator Tom X. Lazio resumes his duties as Mayor.

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PURPOSE: Authorize the appointment of a Mayor Pro Tem.

RECOMMENDATION: Authorize the Appointment of Matt Dalbey as Mayor Pro Tem.

DISCUSSION: Upon the resignation of City Administrator Andy Morris, and upon the appointment of Mayor Tom X. Lazio as interim City Administrator until a new City Administrator can be hired, it is necessary for the council to appoint a Mayor Pro Tem for this period of time. Council Member Matt Dalbey will assume the duties of Mayor Pro Tem until Tom X. Lazio resumes his duties as Mayor.

FILE

CITY OF OTTUMWA

2019 AUG 22 AM 10:59

STAFF SUMMARY

CITY OF OTTUMWA

Council Meeting of: 8/23/2019

ITEM NO.

Joni Keith

Prepared By

Department Head

*Joni Keith*

*Tom Lazio*

Administration

Department

AGENDA TITLE: Authorize Mayor Tom Lazio and City Attorney Joni Keith to establish a process for hiring a City Administrator, research search firms and make a recommendation to enter into an agreement with a search firm to recruit and hire a City Administrator and bring the recommendation back to council for a vote.

\*\*\*\*\*

PURPOSE: Authorize the Mayor and City Attorney to pursue hiring a search firm for the recruitment and hiring of a City Administrator.

RECOMMENDATION: Authorize the Mayor and City Attorney to proceed.

DISCUSSION: It is anticipated that Andy Morris will be submitting his letter of resignation and leaving his position as Ottumwa City Administrator in the near future. It is necessary to establish a process for replacing the City Administrator. It is the recommendation of staff that due to time constraints and the importance of this position that the Mayor and City Attorney be authorized to solicit RFP's for an executive search company to assist with the recruitment, hiring and the conducting of detailed background checks on candidates for this position. After this research is done a recommendation to hire a specific firm will be made to council for approval. Attached hereto is a Memorandum prepared by City Attorney Joni Keith as well as an initial list of proposed search firms, a copy of the Job Description for the City Administrator and a preliminary list of skill sets needed for this position. Department heads, mayor and council will review these documents and make additional recommendations as deemed necessary.

## MEMORANDUM

August 23, 2019

TO: Mayor Tom Lazio and City Council Members

FROM: Joni Keith, City Administrator

### **SUBJECT: RECRUITMENT OF CITY ADMINISTRATOR**

Due to the anticipated resignation of Andy Morris, the City needs to establish a process for replacing this position as soon as possible. This position is appointed by the City Council. I and Mayor Lazio would like council authorization to proceed to research search firms. I would like to send out RFP's for executive search companies and then make a recommendation to council selecting a firm to assist the City. Attached is an initial list of search firms. After reviewing past practice within the city for this position level, I would recommend that the following process be pursued:

- \* Appoint an interim City Administrator.
- \* Review the job description and make any changes, if needed.
- \* Develop a proposed timeline.
- \* Send out RFP's for recruitment search firms to make a recommendation to hire to assist with the process and handle the background checks.
- \* Make a recommendation to council and have council vote as to which firm to hire.
- \* Begin advertising.
- \* Follow the firms recommendations as to selecting the candidates for interview and handling the interview process.
- \* Schedule interviews and perform initial background checks.
- \* Final background checks done by search firm.
- \* Offer position, and if accepted, schedule pre-employment physical and start date.

Attached is a preliminary list of skills and knowledge needed for this position. I will be soliciting comments and suggestions from department heads and would also like input from the Mayor and Council Members. I am also attaching the current Job Description for this position.

## **PRELIMINARY LIST OF EXECUTIVE SEARCH FIRMS**

Brimeyer Fursman of Maplewood, MN

Callahan Municipal Consultants of Anamosa, Iowa

Mercer Group of Atlanta, GA

Public Administration Associates of Oshkosh, WI

Springsted Consulting, Twin Cities, MN

Voorhees & Associates of Northbrook, IL

Prothman of Issaquah, WA

J.P Gleason Associates, Inc. of Cary, IL

**CITY ADMINISTRATOR**  
**Desired Knowledge, Skills and Experience**

- \* Knowledge of Municipal Finance/Budgeting
- \* Knowledge of Human Resource Management (Personnel)
- \* Experience with Collective Bargaining/Union Relations
- \* Employee Development/Training
- \* Experience in Strategic Planning
- \* Knowledge of and Participation in Economic Development Efforts
- \* Knowledge and Skills in Public Relations
- \* Ability to Establish and Maintain Effective Working Relationships with:
  - \* City Council
  - \* Mayor
  - \* General Citizens
  - \* Department Heads
  - \* City Employees
  - \* Other Governmental Agencies
  - \* Community Leaders
  - \* News Media
- \* Knowledge of Information Technology
- \* Involvement in Civil and Community Events
- \* Customer Service Focus on the Delivery of Municipal Services
- \* Assist the City Council in the Decision Making Process
- \* Experience in Capital Improvement Planning
- \* Experience with and Knowledge of Solid Waste Operations & Issues
- \* Experience with Airport Operations
- \* Experience with Event Center Operations & Issues