

TENTATIVE AGENDA  
OTTUMWA CITY COUNCIL

REGULAR MEETING NO. 33  
Council Chambers, City Hall

November 3, 2020  
5:30 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 Tuesday, March 17, 2020, which has been extended through November 15, 2020. Effective 8:00 a.m. on June 12, 2020, and continuing until 11:59 p.m. on November 15, 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 requirements: 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.

PLEDGE OF ALLEGIANCE

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

B. CONSENT AGENDA:

1. Minutes from Regular Meeting No. 31 on October 20, 2020 and Special Meeting No. 32 on October 27, 2020 as presented.
2. Acknowledge September financial statement and payment of bills as submitted by the Finance Department.
3. Proclamation of November 28, 2020 as Small Business Saturday.
4. Approve the appointment of Keelie Johnson to the position of Clerk in the Building/Code Enforcement Department (formerly Health and Inspections) effective November 19, 2020.
5. Civil Service Commission Eligibility Lists for October 28, 2020: WPCF – Operator Entrance and Police Officer Entrance.
6. Cigarette Permit Application for: Amanuel Hookah Bar (107 N. Market).
7. Beer and/or liquor applications for: Mexico Lindo, 530 W. Second St.; Stop & Go Drive-Thru & Deli, 516 S. Madison; all applications pending final inspections.

C. APPROVAL OF AGENDA

D. ADMINISTRATORS REPORT TO COUNCIL AND CITIZENS:

1. Introduction of Attorney Stone from Ahlers & Cooney.

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

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

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

F. DEPARTMENTAL RECOMMENDATIONS/REPORTS:

1. Authorizing the IT Manager and Finance Director to solicit Request for Proposals (RFP) regarding a replacement phone system for the City of Ottumwa.

RECOMMENDATION: Approve/Authorize the IT Manager and Finance Director to proceed with issuing RFP's related to a replacement phone system for the City of Ottumwa.

2. Approve the purchase of an 18" and 42" inline check valves for WPCF.

RECOMMENDATION: Approve the purchase of an 18" and 42" in line check valve from Onyx Valve at a total cost including estimated shipping of \$14,750 for the WPCF.

3. Approve the re-tubing of No. 2 digester heat exchanger for WPCF.

RECOMMENDATION: Approve the re-tubing of 63 tubes on the No. 2 digester heat exchanger from Capital City Boiler for a cost of \$8,778 for the WPCF.

#### G. PUBLIC HEARING:

#### H. RESOLUTIONS:

1. Resolution No. 234-2020, authorizing the Mayor to execute Iowa DOT Preconstruction Agreement No. 2021-9-051, for the bridge deck overlay on East Main Street over US Hwy 34.

RECOMMENDATION: Pass and adopt Resolution No. 234-2020.

2. Resolution No. 235-2020, accepting the work as final and complete and approving the Final Pay Request for the WPCF-Clarifier Repaint Project.

RECOMMENDATION: Pass and adopt Resolution No. 235-2020.

3. Resolution No. 236-2020, accepting the work as final and complete and approving the Final Pay Request for the WPCF-Primary Clarifier Valve Replacement Project.

RECOMMENDATION: Pass and adopt Resolution No. 236-2020.

4. Resolution No. 237-2020, approve the purchase of 30 duckbill check valves for the WPCF effluent diffuser, from Dorner Company of Sussex, WI, for a total price of \$28,220.

RECOMMENDATION: Pass and adopt Resolution No. 237-2020.

#### I. ORDINANCES:

1. Ordinance No. 3177-2020, changing the name of the Health Department to the Building and Code Enforcement Department by amending the Municipal Code of the City of Ottumwa, Iowa, by amending sections 2-80, 7-8, 13-3, 15-4, 20-5, 22 ½ -62, 24 ½ - 3, 24 ½ - 10 and 36-8 as set forth hereafter.

RECOMMENDATION: A. Pass the first Consideration of Ordinance No. 3177-2020.

B. Waive the second and third considerations, pass and adopt Ordinance No. 3177-2020.

#### J. PUBLIC FORUM:

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

K. PETITIONS AND COMMUNICATIONS

ADJOURN

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



[ CITY OF ]  
O T T U M W A

**FAX COVER SHEET**

City of Ottumwa

DATE: 10/30/2020 TIME: 9:00 AM NO. OF PAGES 4  
(Including Cover Sheet)

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

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

FROM: Christina Reinhard

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

MEMO: Tentative Agenda for the Regular City Council Meeting #33 to be held on 11/3/2020 \*\*Please Note – Effective June 1, 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 set forth in the State Public Health Disaster Emergency. We must limit the number of participants present within the indoor venue by 50% of normal capacity and ensure at least six feet of physical distance between each group or individual attending the event are followed.

---

---

---

---

---

---

---

\*\*\*\*\*  
\*\*\* FAX MULTI TX REPORT \*\*\*  
\*\*\*\*\*

JOB NO. 2701  
DEPT. ID 4717  
PGS. 4  
TX INCOMPLETE -----  
TRANSACTION OK 96847834  
916606271885  
ERROR 916416828482

Ottumwa Courier  
KTVO  
Tom FM



**FAX COVER SHEET**

City of Ottumwa

DATE: 10/30/2020 TIME: 9:00 AM NO. OF PAGES 4  
(Including Cover Sheet)

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

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

FROM: Christina Reinhard

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

MEMO: Tentative Agenda for the Regular City Council Meeting #33 to be held on 11/3/2020 \*\*Please Note – Effective June 1, 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 set forth in the State Public Health Disaster Emergency. We must limit the number of participants present within the indoor venue by 50% of normal capacity and ensure at least six feet of physical distance between each group or individual attending the event are followed.

\*\*\*\*\*  
\*\*\* TX REPORT \*\*\*  
\*\*\*\*\*

JOB NO. 2701  
DEPT. ID 4717  
ST. TIME 10/30 08:55  
SHEETS 4  
FILE NAME  
TX INCOMPLETE -----  
TRANSACTION OK 96847834  
916606271885  
ERROR 916416828482

Ottumwa Courier  
KTVO  
Tom FM



**FAX COVER SHEET**

City of Ottumwa

DATE: 10/30/2020 TIME: 9:00 AM NO. OF PAGES 4  
(Including Cover Sheet)

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

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

FROM: Christina Reinhard

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

MEMO: Tentative Agenda for the Regular City Council Meeting #33 to be held on 11/3/2020 \*\*Please Note – Effective June 1, 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 set forth in the State Public Health Disaster Emergency. We must limit the number of participants present within the indoor venue by 50% of normal capacity and ensure at least six feet of physical distance between each group or individual attending the event are followed.

REGULAR MEETING NO. 31  
Council Chambers, City Hall

October 20, 2020  
5:30 O'Clock P.M.

The meeting convened at 5:30 P.M.

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

Meyers moved, seconded by Roe to approve the following consent agenda: Mins from Reg. Mtg. No. 30 on Oct. 6, 2020 as presented; Ack. Aug. financial stmt. and pymt. of bills as submitted by the Finance Dept.; Canvasser/Solicitor application for John Lee Boyer to perform as a St. musician playing fam. acoustic music on the sidewalk in dwntwn. (Main St.) area from Oct. 15, 2020 to Oct. 15, 2021, W.P.; Mayor's re-appointment of Gordon Aistrophe and Edward Lewis to the Ottumwa Housing Auth., terms to exp. 11/11/2022 and Mike Sammons to the Ottumwa Housing Auth., term to exp. 11/22/2022; Renewal of Lease with Pitney Bowes for 60 months-total amt. \$17,480.40; Approve the purchase of one (1) L-Tron OSCR360 High Res. Camera Image Capture Kit and one (1) L-Tron OSCR360 Desktop Presentation Pkg. for \$18,348.90 for the OPD; Award the Towing Contract for the OPD to Deran's Towing and authorize the Purch. Agent to sign the contract; Beer and/or liquor applications for: Richmond & Ferry BP, 720 Richmond Ave; Benchwarmers Eatery & Sports Lounge, 2209 Roemer, with osa; Fine Liquor & Tobacco, 819B Albia Rd.; Kariden Wine Comp., 620 Church St.; all applications pending final inspections. All ayes.

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

City Admin. Rath introduced Tim Ash, Babe Ruth President. Requests funding for facilities improvements and marketing efforts for the upcoming 2021 Babe Ruth World Series, hosted by Ottumwa. Requesting \$25,000 from the City (same as in 2016).

City Admin. Rath reminded special wrk. session scheduled Oct. 27 for discussion on capital funding projects. Trick or Treat night will be on Oct. 31 from 6-7:30 P.M.

Main St. Dir., Fred Zesiger, and Committee Chair, David Uehling presented an update on SSMID for the Main St. District.

City Admin. Rath then presented update regarding request to revisit Ottumwa Human Rights Commission. Rath stated City staff is working on this and would like to put before Council in early 2021.

Mayor Lazio inquired if there was anyone from the audience who wished to address an item on the agenda. Rachelle Henry and Lorraine Uehling presented on human rights commissions that have been active in other communities.

Meyers moved, seconded by Roe to reject all proposals recd. for RFP for curbside collection of noncommercial solid waste, recyclables, bulky items and yard waste within the City of Ottumwa, IA. City Admin. Rath explained that council needs to act in the affirmative on one of the three items pertaining to curbside collection of noncommercial solid waste, recyclables. He outlined that the changes requested to the contract (1, 3, 6, 9 yr. opposed to 10 yr.) could be addressed by rejecting bids and revising the scope of the project. All Nays. Motion Failed.

Dalbey moved, seconded by Berg to enter into a 28E Agt. with Wapello County to apply for FEMA funding for fin. support for the Test IA Site in Ottumwa. Fin. Dir. Mulder explained in order to receive

FEMA funds for another entity, we have to have a 28E Agt. in place. Ayes: Dalbey, Roe, Stevens, Berg. Nays: Meyers. Motion Passed.

This was the time, place and date set for a public hearing on the vacate and disposition of City owned property known as Parcel A, a portion of Wildwood Park, located on W. Finley Ave (216 Wildwood). Dir. of Code Enforcement Flanagan reported next three pieces of property started out as a code enforcement issue; a bell curve piece of property in Wildwood Park that runs contiguously with three diff properties. No objections were received. Roe moved, seconded by Meyers to close the public hearing. All ayes.

Meyers moved, seconded by Roe that Res. No. 200-2020, approving the disposition of City owned property known as Parcel A, a portion of Wildwood Park, located on W. Finley Ave (216 Wildwood) to Dennis R. and Linda K. Cottrell, who are owners of 216 Wildwood, which is contiguous with Parcel A, be passed and adopted. All ayes.

This was the time, place and date set for a public hearing on the vacate and disposition of City owned property known as Parcel B, a portion of Wildwood Park, located on W. Finley Ave. (218 Wildwood). No objections were received. Roe moved, seconded by Stevens to close the public hearing. All ayes.

Berg moved, seconded by Roe that Res. No. 201-2020, approving the disposition of City owned property known as Parcel B, a portion of Wildwood Park, located on W. Finley Ave (218 Wildwood) to Orada and Kristina Phengsiaroun, who are owners of 218 Wildwood, which is contiguous with Parcel B, be passed and adopted. All ayes.

This was the time, place and date set for a public hearing on the vacate and disposition of City owned property known as Parcel C, a portion of Wildwood Park, located on W. Finley Ave. (1725 W. Finley). No objections were received. Dalbey moved, seconded by Meyers to close the public hearing. All ayes.

Roe moved, seconded by Dalbey that Res. No. 202-2020, approving the disposition of City owned property known as Parcel C, a portion of Wildwood Park, located on W. Finley Ave. (1725 W. Finley Ave.) to Lyle and Twyla Talbert, who are owners of 1725 W. Finley Ave., which is contiguous with Parcel C, be passed and adopted. All ayes.

This was the time, place and date set for a public hearing on the vacate and disposition of City Owned property located at an alley lying between and adjoining Lots 18, 19 and 20 in Highland Park Addition in Ottumwa, Wapello County, IA. Dir. of Code Enforcement, Flanagan reported Aaron Barnet owns Lots 18, 19 and 20 and requests to have the unused platted alley that separates these lots vacated. No objections were received. Roe moved, seconded by Dalbey to close the public hearing. All ayes.

Dalbey moved, seconded by Roe that Res. No. 211-2020, approving the vacate and disposition of an alleyway lying between and adjoining Lots 18, 19 and 20 in Highland Park Addition in the City of Ottumwa, Wapello County, IA, to Aaron Barnett who owns 1206 W. Highland Ave, be passed and adopted. All ayes.

This was the time, place and date set for a public hearing on the disposition of City owned property described as Lots 18 and 19 in H.C. Chamber's Subdivision of Lots 26, 27, 28, 29 and 30 in M.J. Williams' Sixth Addition to the City of Ottumwa, Wapello County, IA, commonly known as 517 S. Ward St. Dir. of Code Enforcement, Flanagan reported SE IA Dream Center requests to purchase vacant lot to construct a new dwelling. The Center is a not-for-profit organization and will sign a development agt. stipulating that a new dwelling with be constructed within 3 yrs. or the City may request the return of the



property. No objections were received. Dalbey moved, seconded by Berg to close the public hearing. All ayes.

Roe moved, seconded by Dalbey that Res. No. 217-2020, accepting the offer and approving the sale of City owned property described as Lots 18 and 19 in H.C. Chamber's Subdivision of Lots 26, 27, 28, 29 and 30 in M.J. Williams' Sixth Addition to the City of Ottumwa, Wapello County, IA, commonly known as 517 S. Ward St., to the SE IA Dream Center for \$125 and authorize signing of the development agt., be passed and adopted. All ayes.

Roe moved, seconded by Meyers that Res. No. 228-2020, accepting the proposal from Bridge City Sanitation of Ottumwa, IA for the collection of noncommercial solid waste, recyclables, bulky items and yard waste within the City of Ottumwa, IA beginning July 4, 2021, be passed and adopted. Meyers moved, seconded by Roe to cut off all further discussion on this item and vote. Ayes: Roe, Meyers. Nays: Dalbey, Stevens, Berg. Motion Failed to halt discussion. Further discussion was had. Vote taken. Ayes: Roe, Meyers, Berg. Nays: Dalbey, Stevens. Motion Carried.

Action taken on Res. No. 228-2020 to accept the proposal from Bridge City Sanitation for the collection of noncommercial solid, waste, recyclables, bulky items and yard waste precludes need for action on Res. No. 229-2020, thus it was removed from proceedings.

Meyers moved, seconded by Dalbey that Res. No. 230-2020, accepting the proposal from Ahlers & Cooney, P.C. for the provision of gen. legal services, be passed and adopted. All ayes.

Roe moved, seconded by Dalbey that Res. No. 231-2020, accepting the work as final and complete and approving the Final Pay Req. for the Beach Reno Ph. 4 – Shade Structures Installation Project, be passed and adopted. Parks & Rec Dir. Rathje reported total contract amt. \$108,898.54. All ayes.

Meyers moved, seconded by Roe that Res. No. 232-2020, approving CO No. 1 in the amount of \$5,046.04 and accepting the work as final and complete and approving the Final Pay Req. for the 2020 Chip Seal Program, be passed and adopted. PW Dir. Seals reported total contract amt. \$69,349.38. All ayes.

Roe moved, seconded by Dalbey that Res. No. 233-2020, setting the date of a public hearing on the annexation of certain land to the City of Ottumwa, IA, and accepting an application for voluntary annexation of certain land to the City of Ottumwa and providing for notice of certain City Council action, be passed and adopted. Dir. of Code Enforcement, Flanagan reported Laura and Shawn Berry have agreed to voluntary annexation of their property located at 1120 E. Pennsylvania Ave. All ayes.

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

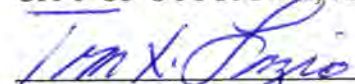
There being no further business, Roe moved, seconded by Berg that the meeting adjourn. All ayes.

Adjournment was at 6:39 P.M.

ATTEST:

  
Christina Reinhard, City Clerk

CITY OF OTTUMWA, IOWA

  
Tom X. Lazio, Mayor

OTTUMWA CITY COUNCIL MINUTES

SPECIAL MEETING NO. 32  
Council Chambers, City Hall

October 27, 2020  
5:30 O'Clock P.M.

The meeting convened at 5:30 P.M.

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

Also present were City Admin. Rath, Finance Dir. Mulder, PW Dir. Seals, Parks & Rec Dir. Rathje, Fire Chief Miller, Dir. of Code Enforcement Flanagan.

Roe moved, seconded by Dalbey to approve the agenda as presented. Motion carried 4-0 vote. Council Member Berg was absent.

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

Roe moved, seconded by Meyers to approve the City Admin. to proceed with issuing RFP's related to FBO services for the Ottumwa Reg. Airport. Motion carried 4-0 vote. Council Member Berg was absent.

Mayor Lazio opened up the floor to discuss financial ability for future Fleet and Capital Improvement Projects for the City of Ottumwa. City Admin. Rath stated he is looking at the big picture when it comes to CIP that goes into the needs for the community. Items discussed: fleet/vehicles, facilities, other equip., tech. improvements, gen. infrastructure and how these fluctuate depending upon budgetary constraints.

PW Dir. Seals presented overview of the Fleet Committee whose purpose is to ensure fiscal responsibility and ensure the equip. needs of the City are being met by actual, qualified needs.

Lengthy discussion was had between council members and staff.

City Admin. Rath stated he is still researching franchise fees and is in the early stages with stakeholders in the process.

There being no further business, Roe moved, seconded by Dalbey that the meeting adjourn. Motion carried 4-0 vote. Council Member Berg was absent.

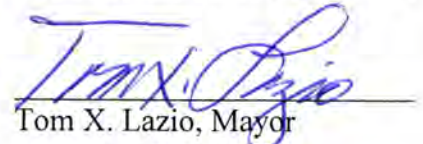
Adjournment was at 6:57 P.M.

CITY OF OTTUMWA, IOWA

ATTEST:



Christina Reinhard, City Clerk

  
Tom X. Lazio, Mayor

REPORT DATE 09/30/2020  
 SYSTEM DATE 10/29/2020  
 FILES ID 0

CITY OF OTTUMWA  
 STATEMENT OF CHANGES IN CASH BALANCE  
 AS OF 09/30/2020

Item No. B.-2.  
 PAGE 14  
 USER TJ

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	BEG. PERIOD BALANCE	CASH DEBITS	CASH CREDITS	END PERIOD BALANCE	OUTSTANDING CHECKS	TREASURY BALANCE
TOTALS FOR FUND 001	GENERAL OPER	2049696.96	1290599.52	1197069.08	2143227.40	11999.56	2155226.96
TOTALS FOR FUND 002	PARKING RAMP	30672.29	1058.00	220.00	31510.29		31510.29
TOTALS FOR FUND 110	ROAD USE TAX	5970512.21	457496.34	287063.07	6140945.48	3100.84	6144046.32
TOTALS FOR FUND 112	EMPLOYEE BEN	-547735.81	566040.15	462173.00	-443868.66		-443868.66
TOTALS FOR FUND 119	EMERGENCY FU		13118.93	13118.93			
TOTALS FOR FUND 121	SALES TAX 1	3818121.23	317308.33	144389.88	3991039.68		3991039.68
TOTALS FOR FUND 122	*****						
TOTALS FOR FUND 123	AGASSI TIF D						
TOTALS FOR FUND 124	VOGEL URBAN						
TOTALS FOR FUND 125	WESTGATE TIF	-38118.60	22575.07	11034.50	-26578.03	9784.50	-16793.53
TOTALS FOR FUND 126	AIRPORT TIF	-3627.34	20902.10		17274.76		17274.76
TOTALS FOR FUND 127	PENNSYLVANIA						
TOTALS FOR FUND 128	WILDWOOD HWY	27.10			27.10		27.10
TOTALS FOR FUND 129	RISK MANAGEM	969216.36	58933.50	34695.44	993454.42		993454.42
TOTALS FOR FUND 131	AIRPORT FUND	233313.24	53117.61	36203.66	250227.19	586.11	250813.30
TOTALS FOR FUND 133	LIBRARY FUND	213717.61	57034.06	73984.86	196766.81	7958.06	204724.87
TOTALS FOR FUND 135	CEMETERY FUN	-58536.93	31017.41	25748.48	-53268.00	1244.92	-52023.08
TOTALS FOR FUND 137	HAZ-MAT FUND	129744.72		4443.43	125301.29	78.00	125379.29
TOTALS FOR FUND 141	2018 UPPER S	8078.12			8078.12		8078.12
TOTALS FOR FUND 142	HOAP/HILP ES						
TOTALS FOR FUND 143	EPA BROWNIE						
TOTALS FOR FUND 144	2013 CDBG HO						
TOTALS FOR FUND 145	DOWNTOWN REV						
TOTALS FOR FUND 146	DOWNTOWN STR	607986.81	213737.48	524438.07	297286.22		297286.22
TOTALS FOR FUND 147	CDBG P-2 MAS	17628.32			17628.32		17628.32
TOTALS FOR FUND 148	2016 OWW CDB						
TOTALS FOR FUND 151	OTHER BOND P	589867.88	554.00	14934.02	575487.86		575487.86
TOTALS FOR FUND 162	SSMID DISTRI		3322.15		3322.15		3322.15
TOTALS FOR FUND 167	FIRE BEQUEST	18447.57	60.00		18507.57		18507.57
TOTALS FOR FUND 169	START UP/DON	-165.20			-165.20		-165.20
TOTALS FOR FUND 171	RETIREE HEAL	1011000.12	121363.92	30865.30	1101498.74		1101498.74
TOTALS FOR FUND 173	LIBRARY BEQU	162532.47		13515.67	149016.80	1729.40	150746.20
TOTALS FOR FUND 174	COMMUNITY DE	87481.62	1306.00		88787.62		88787.62
TOTALS FOR FUND 175	POLICE BEQUE	97968.49	300.00	620.75	97647.74	16.00	97663.74
TOTALS FOR FUND 177	HISTORIC PRE	1474.64			1474.64		1474.64
TOTALS FOR FUND 200	DEBT SERVICE	544237.03	213301.79	315.00	757223.82		757223.82
TOTALS FOR FUND 301	STREET PROJE	-463461.79		419599.69	-883061.48	17248.40	-865813.08
TOTALS FOR FUND 303	AIRPORT PROJ	-138112.77		15551.33	-153664.10		-153664.10
TOTALS FOR FUND 307	SIDEWALK & C	-11017.25		297.16	-11314.41		-11314.41
TOTALS FOR FUND 309	PARK PROJECT	31176.25		3045.18	28131.07		28131.07
TOTALS FOR FUND 311	LEVEE PROJEC	185579.36			185579.36		185579.36
TOTALS FOR FUND 313	EVENT CENTER	3778.58		166.44	3612.14		3612.14
TOTALS FOR FUND 315	SEWER CONSTR	11693474.32		442931.19	11250543.13		11250543.13
TOTALS FOR FUND 320	WEST END FLO						
TOTALS FOR FUND 501	CEMETERY MEM						
TOTALS FOR FUND 503	CEMETERY PER	330.00	424.00	754.00		754.00	754.00
TOTALS FOR FUND 610	SEWER UTILIT	2780346.96	473245.71	445858.71	2807733.96	3885.44	2811619.40
TOTALS FOR FUND 611	SEWER SINKIN	308666.00	106833.00		415499.00		415499.00
TOTALS FOR FUND 612	STORM WATER						
TOTALS FOR FUND 613	SEWER IMPROV	3133334.00	41667.00		3175001.00		3175001.00
TOTALS FOR FUND 670	LANDFILL FUN	1693319.84	60867.93	161029.28	1593158.49	1243.24	1594401.73
TOTALS FOR FUND 671	LANDFILL RES	1145278.00			1145278.00		1145278.00
TOTALS FOR FUND 673	RECYCLING	107098.00	49371.14	34938.54	121530.60	1149.89	122680.49
TOTALS FOR FUND 690	TRANSIT FUND	298299.01	46625.98	30364.28	314560.71	150.37	314711.08
TOTALS FOR FUND 695	1015 TRANSIT						
TOTALS FOR FUND 720	BRIDGEVIEW E	100336.16	50621.00	88121.00	62836.16		62836.16
TOTALS FOR FUND 750	GOLF COURSE	25241.62			25241.62		25241.62
TOTALS FOR FUND 810	POOLED INVES	-40244531.07	15270.66		-40229260.41		-40229260.41
TOTALS FOR FUND 820	PAYROLL CLEA	220482.50	1016111.40	1017399.45	219194.45		219194.45
TOTALS FOR FUND 840	EQUIPMENT PU	1457432.32			1457432.32		1457432.32
TOTALS FOR FUND 860	GROUP HEALTH	4392687.87	329447.06	373755.52	4348379.41	5281.25	4353660.66
TOTALS FOR ALL LISTED FUNDS		2633278.82	5633631.24	5908644.91	2358265.15	66209.98	2424475.13

REPORT DATE 09/30/2020  
SYSTEM DATE 10/29/2020  
FILES ID 0

CITY OF OTTUMWA  
STATEMENT OF CHANGES IN CASH BALANCE  
AS OF 09/30/2020

PAGE 2  
TIME 12:49:21  
USER TJ

SUMMARY PAGE INFORMATION

ERRORS DETECTED: 0

END OF REPORT

Vendor #	Vendor Name	Check Number	Check Date	Amount	Reason
00198	ABC PEST CONTROL INC.	208090	09/18/2020	42.95	BLDG MAINT & REPAIR
00320	ACCO	207885	09/04/2020	132.00	OPERATING SUPPLIES
00794	BECKY AHERN	207997	09/11/2020	100.00	REFUNDS
00800	AHLERS & COONEY P.C.	207886	09/04/2020	9,227.00	LEGAL FEES
00855	AIRGAS USA LLC	207887	09/04/2020	550.00	OPERATING SUPPLIES
01700	ALLIANT ENERGY/IPL	207888	09/04/2020	63,691.36	ELECTRIC
02080	ALTORFER INC.	208091	09/18/2020	4,324.22	OTHER MAINT & REPAIR
02101	AMAZON CAPITAL SERVICES	208002	09/11/2020	29.29	OPERATING SUPPLIES
02592	AMERICAN BOTTLING COMPANY	207890	09/04/2020	24.35	MERCHANDISE - RESALE
04440	ANDERSON LARKIN CO PC	207891	09/04/2020	16,000.00	ACCOUNTING & AUDITING
04449	KARLIN ANGEL	207892	09/04/2020	36.00	ADMISSIONS DAILY
05124	ARCHANGEL SERVICES, LLC	207893	09/04/2020	2,316.67	MISC CONTRACT WORK
05668	A-TEC RECYCLING INC	208003	09/11/2020	1,020.79	HAZARDOUS WASTE DISPOSAL
05700	ATOMIC TERMITE & PEST	208004	09/11/2020	250.00	RAMP MAINT & REPAIR
05860	AUTOZONE INC	208093	09/18/2020	196.18	VHCL MTCE SUPPLIES
05881A	AWE ACQUISITION, INC.	208094	09/18/2020	5,690.00	SMALL OFFICE EQUIP
06006	BP	207894	09/04/2020	31.15	VHCL-FUEL
06481	BAILEY OFFICE OUTFITTERS	207895	09/04/2020	4,877.70	OFFICE SUPPLIES
07227	TYLER BATTERSON	208005	09/11/2020	180.00	SUSTENANCE SUPPLIES
07648	MARK J BECKER & ASSOC LLC	208177	09/25/2020	5,281.25	OTHER PROF SERV
09360	BLACK'S TIRE COMPANY LLC	207896	09/04/2020	627.92	VHCL MTCE SUPPLIES
09515	BLOOMFIELD COMMUNICATIONS	208006	09/11/2020	65.55	TELEPHONE/IT
09522	WELLMARK BC & BS OF IOWA	208178	09/25/2020	22,352.40	MEDICARE PREMIUMS
10298	BOWLING MOTORS & RV SALES	208007	09/11/2020	49.89	VHCL MTCE SUPPLIES
11495	BRIDGE CITY TRUCK REPAIR	208008	09/11/2020	166.30	VHCL MTCE SUPPLIES
11496	BRIDGE CITY SANITATION LL	208095	09/18/2020	139,992.20	OTHER PROF SERV
11506	BRIDGE VIEW CENTER	208009	09/11/2020	88,121.00	MANAGEMENT SERVICES
12500	BUB'S TREE CARE	207897	09/04/2020	5,800.00	TREE TRIMMING
13581	C & J INVESTMENTS	207898	09/04/2020	405.00	OPERATING SUPPLIES
13611	THE CTK GROUP	207899	09/04/2020	1,800.00	TRAINING
15760	CARROLL CONSTRUCTION SUPP	207900	09/04/2020	1,501.10	TOOLS & SMALL EQUIP
15788	CATERPILLAR GOLBAL SERVIC	207901	09/04/2020	4,915.80	VHCL MTCE SUPPLIES
16265	CENTER POINT LARGE PRINT	208011	09/11/2020	85.08	LIBRARY MAT.-JAMES ESTATE
16300	CENTRAL IOWA FASTENERS	208097	09/18/2020	52.10	MISCELLANEOUS
16310A	CENTRAL SERVICE & SUPPLY,	208012	09/11/2020	367.51	OPERATING SUPPLIES
16402	CENTURYLINK	207903	09/04/2020	4,157.56	TELEPHONE/IT
16403	CENTURYLINK	208100	09/18/2020	230.31	TELEPHONE/IT
17620	CINTAS CORPORATION	207904	09/04/2020	37.01	SUSTENANCE SUPPLIES
17825	CITY OF OTTUMWA, CEMETERY	208182	09/25/2020	754.00	CASH INVESTED PASSBK SVNG
18348	TAYLOR CLARK	208183	09/25/2020	50.00	REFUNDS
18379	CLEMONS INC OF OTTUMWA	208184	09/25/2020	227.84	VHCL MTCE SUPPLIES
18502	CLUB SENTRY SOFTWARE	208101	09/18/2020	32.95	TECHNOLOGY SERVICES
18980	COLLECTION SERVICES	208102	09/18/2020	3,872.90	CHILD SUPPORT PAYABLE
20803	CONTRACTOR SOLUTIONS, LLC	208103	09/18/2020	677.00	SEWER/DRAINAGE SUPPLIES
21245	CORE DISTINCTION, GROUP,	207906	09/04/2020	4,000.00	CONTRACTUAL SERVICES
21675	CYNTHIA BROWN CRAFT	208013	09/11/2020	50.00	REFUNDS
21808	CODY CRAYCRAFT	207907	09/04/2020	162.53	SUSTENANCE SUPPLIES
21825	CREDIT UNION	208104	09/18/2020	33,845.46	CREDIT UNION PAYABLE
21842	CRESCENT ELECTRIC SUP CO	207909	09/04/2020	426.17	OPERATING SUPPLIES
22457	DC CONCRETE & CONST. LLC	208185	09/25/2020	2,775.00	CONTRACTUAL SERVICES
22486	DVD PROPERTIES	207910	09/04/2020	2,076.75	CAPITAL IMPROVEMENTS
22608	DANI'S AUTO SUPPLY LLC	207912	09/04/2020	1,893.63	OPERATING SUPPLIES
22711	DARLEY	208105	09/18/2020	3,925.00	SUSTENANCE SUPPLIES
23962A	DELONG CONSTRUCTION, INC.	208186	09/25/2020	22,908.39	CELL DEVELOPMENT

Vendor #	Vendor Name	Check Number	Check Date	Amount	Reason
24325	DEMCO, INC	208187	09/25/2020	887.66	OPERATING SUPPLIES
24330	DERANS TOWING SERVICE	208107	09/18/2020	170.00	STATE TOWING/STORAGE FEES
24840	DIAMOND MOWERS INC	208014	09/11/2020	309.23	VHCL MTCE SUPPLIES
25390	R. D. DRENKOW & CO INC	208108	09/18/2020	4,556.46	R.D. DRENKOW/FLEX PAY
25394	DRISH CONSTRUCTION, INC.	208109	09/18/2020	16,170.00	CONTRACTUAL SERVICES
26029	ENR-ENGINEERING NEWS RECO	208110	09/18/2020	60.00	BOOKS FILMS RECORDING/ART
26640	ECOSYSTEMS INC	207914	09/04/2020	13,464.00	SLUDGE HAULING
27005	ELECTRIC PUMP, INC.	208111	09/18/2020	4,256.42	OTHER MAINT & REPAIR
27010	ELECTRICAL ENGINEERING &	207915	09/04/2020	3,607.98	STREET MAINT SUPPLIES
27272	ELLIOTT BULK SERVICES LLC	207916	09/04/2020	3,130.29	VHCL-FUEL
27276	ELLIOTT EQUIPMENT CO.	207917	09/04/2020	3,883.24	VHCL MTCE SUPPLIES
27277	MIKE ELLIOTT	207918	09/04/2020	1,000.00	CONTRACTUAL SERVICES
27280	ELLIOTT OIL COMPANY	207919	09/04/2020	15,671.07	VHCL-FUEL
27522	EMERGENCY PRODUCTS & RESE	208112	09/18/2020	3,934.26	OPERATING SUPPLIES
27796	EOR IOWA, LLC	207920	09/04/2020	30,400.00	MISCELLANEOUS
28208A	EUROFINS TESTAMERICA	208018	09/11/2020	75.00	LAB SUPPLIES
28449	EVORA CONSULTING, LTD	208019	09/11/2020	10,772.85	ENGINEERING
29300	FASTENAL COMPANY	208020	09/11/2020	160.34	TOOLS & SMALL EQUIP
29630	SONJA FERRELL	208021	09/11/2020	800.00	TRAINING
29829	FIDELITY SECURITY LIFE	207921	09/04/2020	3,170.64	AVESIS PAYABLE
30156	FIRST LUTHERAN CHURCH	208190	09/25/2020	100.00	REFUNDS
30560	FISHER SCIENTIFIC	208191	09/25/2020	217.71	LAB SUPPLIES
31302A	FRASE COMPANY LUMBER	208022	09/11/2020	24.00	OPERATING SUPPLIES
31454	GPM	208023	09/11/2020	447.30	LAB SUPPLIES
31459	GRP & ASSOCIATES	208192	09/25/2020	142.00	HAZARDOUS WASTE DISPOSAL
31682	GALLS LLC-DBA CARPENTER	208113	09/18/2020	535.39	SUSTENANCE SUPPLIES
31682A	GALLS, LLC	208193	09/25/2020	230.46	SUSTENANCE SUPPLIES
31797	GARDEN & ASSOCIATES LTD	207922	09/04/2020	31,580.31	OTHER PROF SERV
32350	THE GAZETTE	208194	09/25/2020	135.20	LIBRARY MAT.-JAMES ESTATE
32950	D J GONGOL & ASSOC INC	207923	09/04/2020	6,824.16	CAPITAL IMPROVEMENTS
33390	GRAINGER	208114	09/18/2020	561.03	OPERATING SUPPLIES
33635	GREAT WESTERN SUPPLY CO	207924	09/04/2020	921.97	OPERATING SUPPLIES
34664	JOHN HALL & ASSOC. PLLC	208115	09/18/2020	2,406.25	LEGAL FEES
34894	JEFFREY HAMANN	208116	09/18/2020	118.22	SUSTENANCE SUPPLIES
34900	HAMILTON PRODUCE COMPANY	207925	09/04/2020	11.68	OPERATING SUPPLIES
35430	HARRISON MORELAND WEBBER	208195	09/25/2020	337.50	LEGAL FEES
35702	JEFF HASLEY	208025	09/11/2020	50.00	REFUNDS
36083	HAWKEYE TRUCK EQUIPMENT	208026	09/11/2020	1,848.53	VHCL MTCE SUPPLIES
36302	HEARTLAND HUMANE SOCIETY	207926	09/04/2020	345.00	OTHER PROF SERV
36500	HEIMAN FIRE EQUIPMENT	207927	09/04/2020	46.11	TOOLS & SMALL EQUIP
37423	BRAD HIGGINS	208027	09/11/2020	64.09	SUSTENANCE SUPPLIES
37476	HILL PRODUCTIONS & MEDIA	208028	09/11/2020	74.00	ADVERT/LEGAL PUBL
39438	HY-VEE ACCOUNTS RECEIVABL	208117	09/18/2020	75.00	OPERATING SUPPLIES
41480	ICMA RETIREMENT TRUST 457	208118	09/18/2020	2,141.52	ICMA DEF COMP PAYABLE
41505A	IMWCA	207929	09/04/2020	11,327.00	WORKMENS COMPENSATION
41506	IMWCA	208029	09/11/2020	13,342.30	POLICE W/C 411 CLAIMS
41600	IDEAL READY MIX	207930	09/04/2020	13,363.90	STREET MAINT SUPPLIES
41920A	INDUSTRIAL CHEMICAL	207931	09/04/2020	72.00	MISC CONTRACT WORK
41925	INDUSTRIAL MEDICINE	208031	09/11/2020	828.00	EMPLOYEE PHYSICALS/TESTS
42090	INFOMAX OFF SYSTEMS INC	207932	09/04/2020	1,353.45	PHOTOCOPIES
42160	INGRAM LIBRARY SERVICES	208120	09/18/2020	6,090.81	LIBRARY MAT.-JAMES ESTATE
43265	INTERSTATE BATTERY	207934	09/04/2020	239.90	VHCL MTCE SUPPLIES
43275	INTERSTATE INDUS. SERVICE	208033	09/11/2020	167.57	VHCL MTCE SUPPLIES
43290	IAMU	208197	09/25/2020	1,025.00	TRAINING

CITY OF OTTUMWA  
 VENDOR PAYMENT REPORT

Vendor #	Vendor Name	Check Number	Check Date	Amount	Reason
43308	IOWA BBQ STORE	208034	09/11/2020	100.00	REFUNDS
43388	IOWA CIVIL CONTRACTING, IN	208035	09/11/2020	395,554.78	STREET MAINT
43504	IOWA DNR	207935	09/04/2020	16,727.30	SOLID WASTE FEES PAYABLE
43506	IOWA DEPT TRANSPORTATION	208121	09/18/2020	1,679.00	STREET MAINT SUPPLIES
43902	IOWA LEAGUE OF CITIES	208122	09/18/2020	1,000.00	LEGAL FEES
44177	IOWA STATE FIRE MARSHAL D	208123	09/18/2020	100.00	PERMITS
45057	J & J MOWING	207936	09/04/2020	20,705.52	WEED MOWING
45226	J.W.BELL LLC	208199	09/25/2020	613.39	VHCL MTCE SUPPLIES
45974	JOHN DEERE FINANCIAL	208200	09/25/2020	819.71	VHCL MTCE SUPPLIES
47210	JUBILEE BIBLE CHURCH	208125	09/18/2020	50.00	REFUNDS
47726	KAYSER SOIL SERVICE	208126	09/18/2020	610.00	VHCL MTCE SUPPLIES
48769	KEYSTONE LABORATORIES INC	207937	09/04/2020	93.60	ENGINEERING
49039	KIRKHAM MICHAEL	208036	09/11/2020	1,920.00	ENGINEERING
49042	KIRKHAM MICHAEL	207938	09/04/2020	15,551.33	INFRASTRUCTURE
49081	KIRKWOOD COMM. COLLEGE	207939	09/04/2020	485.00	TRAINING
49687	KOHL WHOLESALE	208037	09/11/2020	2,327.07	CONCESSION - RESALE
50620	LANGMAN CONSTRUCTION, INC	208127	09/18/2020	400,495.60	UTILITY SYSTEM
51051	MARK LAWSON	208128	09/18/2020	50.00	REFUNDS
52254	LISCO	208038	09/11/2020	270.00	TECHNOLOGY SERVICES
52736	LOGAN LAWN CARE, LLC	208129	09/18/2020	1,370.50	GROUNDS MAINT & REPAIR
52990	LOKTRONICS SECURITY CORP	208039	09/11/2020	165.57	OPERATING SUPPLIES
53004	RAMON LOPEZ	207940	09/04/2020	50.00	REFUNDS
53140	EAN SCOTT LOVETT	207941	09/04/2020	527.94	WAGES PAYABLE
54162	MAHASKA BOTTLING	207942	09/04/2020	674.61	MERCHANDISE - RESALE
54187	MAIN STREET OTTUMWA	208202	09/25/2020	9,784.50	DOWNTOWN MAINTENANCE
54390	MANATT'S INC	208131	09/18/2020	1,226.70	STREET MAINT SUPPLIES
55311	MASSMUTUAL RETIREMENT SER	208132	09/18/2020	700.00	HARTFORD DEF COMP PAYABLE
56642	MCGOWEN, HURST, CLARK &	208041	09/11/2020	3,000.00	OTHER PROF SERV
57195	MCMASTER-CARR	207945	09/04/2020	447.62	OPERATING SUPPLIES
57385	MENARDS	207947	09/04/2020	4,720.08	CONTRACTUAL SERVICES
57518	SYMETRA LIFE INSURANCE CO	208203	09/25/2020	4,221.05	GROUP LIFE PREMIUMS
58500	MIDAMERICAN ENERGY CO	207949	09/04/2020	1,242.71	NATURAL GAS
59200	MIDWEST ALARM SERVICES	208134	09/18/2020	747.50	BLDG MAINT & REPAIR
59301	MIDWEST AUTO GLASS & TIRE	208043	09/11/2020	60.00	VHCL MTCE SUPPLIES
59375	MIDWEST RADAR & EQUIPMENT	208204	09/25/2020	560.00	EQUIP REPAIR
59382	MIDWEST TAPE	208135	09/18/2020	89.20	LIBRARY MAT.-JAMES ESTATE
59753	MIKES TIRE AND	208136	09/18/2020	30.00	VHCL MTCE SUPPLIES
60780	MOBILE LOCKSMITH & ALARM,	207952	09/04/2020	95.00	EQUIP REPAIR
60799	MODERN MARKETING	208206	09/25/2020	620.75	OPERATING SUPPLIES
61603	DOYLE MOORE	208044	09/11/2020	180.00	SUSTENANCE SUPPLIES
61702	MOSE LEVY COMPANY INC	207953	09/04/2020	951.80	OPERATING SUPPLIES
61785	MOTION INDUSTRIES	207954	09/04/2020	1,704.78	OPERATING SUPPLIES
62540	MTI DISTRIBUTING INC.	208137	09/18/2020	225.00	OPERATING SUPPLIES
62575	MUNICIPAL FIRE & POLICE	207955	09/04/2020	118,308.73	FIRE RETIREMENT
62580	MUNICIPAL PIPE TOOL CO LL	207956	09/04/2020	1,211.52	VHCL MTCE SUPPLIES
63032	NCL OF WISCONSIN INC	208138	09/18/2020	357.40	LAB SUPPLIES
64245	NATIONAL RECREATION AND	208047	09/11/2020	175.00	DUES & MEMBERSHIPS
64400	NATIONWIDE RETIREMENT SOL	208139	09/18/2020	3,270.00	NRS-NATION RETIRE SOL
64998	NEW PIG CORPORATION	208140	09/18/2020	39.88	OFFICE SUPPLIES
65985	NORSOLV SYSTEMS ENVIRONM	207958	09/04/2020	235.95	OPERATING SUPPLIES
66001	NORRIS ASPHALT PAVING INC	207959	09/04/2020	3,352.40	STREET MAINT SUPPLIES
66561	OFFICIAL PEST CONTROL	208048	09/11/2020	55.00	SUSTENANCE SUPPLIES
66730	OHARA HARDWARE	207962	09/04/2020	583.98	
66737A	OLD DOMINION BRUSH	207963	09/04/2020	1,280.02	VHCL MTCE SUPPLIES

CITY OF OTTUMWA  
 VENDOR PAYMENT REPORT

Vendor #	Vendor Name	Check Number	Check Date	Amount	Reason
67098	O'REILLY AUTOMOTIVE	208049	09/11/2020	85.79	MISCELLANEOUS
67101	OTC BRANDS INC	208207	09/25/2020	670.81	PROGRAM SUPPLIES
67224	ORSBORN MITCHELL GOEDKEN	207965	09/04/2020	3,680.00	LEGAL FEES
67759	OTTUMWA COMMUNITY SCHOOLS	208209	09/25/2020	32.42	OFFICE SUPPLIES
68000	OTTUMWA COURIER	208050	09/11/2020	806.23	ADVERT/LEGAL PUBL
68001	OTTUMWA COURIER	208051	09/11/2020	195.12	ADVERT/LEGAL PUBL
68002	OTTUMWA COURIER	208052	09/11/2020	195.12	OPERATING SUPPLIES
68192	OTTUMWA FIBER LLC	208210	09/25/2020	150.00	TECHNOLOGY SERVICES
68237	OTTUMWA LEADERSHIP ACADEM	207966	09/04/2020	475.00	TRAINING
68560	OTTUMWA PRINTING, INC.	208142	09/18/2020	218.00	PRINTING
68576	OTTUMWA RADIO	208054	09/11/2020	3,041.20	EMPLOYEE RECRUITMENT
68800	OTTUMWA TENT & AWNING	208143	09/18/2020	80.00	OPERATING SUPPLIES
69040	OTTUMWA WATER AND HYDRO	208055	09/11/2020	11,178.69	BILLING FEES-WW
69688	DIXIE L PARKER	207968	09/04/2020	1,400.00	JANITORIAL
70610	PAYMENT REMITTANCE CENTER	208145	09/18/2020	3,506.36	MISCELLANEOUS
72035	PIPESTONE VET CLINIC OF	208056	09/11/2020	488.47	OTHER PROF SERV
72236	PITNEY BOWES INC.	208146	09/18/2020	315.69	RENTS & LEASES
72250	PITNEY BOWES GLOBAL	208147	09/18/2020	148.26	RENTS & LEASES
72253	PPG ARCHITECTURAL FINISHE	207969	09/04/2020	260.50	OPERATING SUPPLIES
72561	PLUMB SUPPLY COMPANY-OT	208057	09/11/2020	281.17	EQUIP REPAIR
72986	PORTZEN CONSTRUCTION INC	208058	09/11/2020	494,158.85	CONTRACTUAL SERVICES
73927	PRODUCTIVITY PLUS ACCOUNT	207970	09/04/2020	184.35	VHCL MTCE SUPPLIES
73971	PROFESSIONAL JANITORIAL	207971	09/04/2020	2,000.00	JANITORIAL
74625	QUALITY SERVICES 149	207972	09/04/2020	10.41	VHCL MTCE SUPPLIES
74740	RJ PERFORMANCE INC	208148	09/18/2020	64.99	VHCL MTCE SUPPLIES
76296	CHRISTINA REINHARD	208059	09/11/2020	57.73	TRAVEL & CONFERENCE
76958	RICHARDS PLUMBING, SEWER	207973	09/04/2020	135.00	MISC CONTRACT WORK
76998	RIDGWAY ELECTRIC, LLC	208213	09/25/2020	181.98	OPERATING SUPPLIES
77975	ROTO-ROOTER	208214	09/25/2020	344.00	OPERATING SUPPLIES
78105	ROYAL PORTABLE TOILETS	208149	09/18/2020	194.40	OPERATING SUPPLIES
78279	S & L ALL SEASON	208150	09/18/2020	238.07	TOOLS & SMALL EQUIP
78718	SANDRY FIRE SUPPLY LLC	207976	09/04/2020	3,140.00	SUSTENANCE SUPPLIES
79204	CHRIS SCHARK	208151	09/18/2020	180.00	SUSTENANCE SUPPLIES
79358	SCHUMACHER ELEVATOR CO	207977	09/04/2020	7,168.18	BLDG MAINT & REPAIR
81059	CAROL SHEPHERD	207996	09/04/2020	889.37	PAYROLL ADVANCE
81360	SHERWIN WILLIAMS	207978	09/04/2020	81.21	TOOLS & SMALL EQUIP
81367	BEN SHINN TRUCKING INC	208152	09/18/2020	1,359.81	STREET MAINT SUPPLIES
81507	SHRED-IT USA	208215	09/25/2020	85.56	CONTRACTUAL SERVICES
81599	MIKE SIEREN	208216	09/25/2020	12.00	TRAVEL & CONFERENCE
82135	SINCLAIR TRACTOR	207979	09/04/2020	227.92	VHCL MTCE SUPPLIES
82136	SINCLAIR NAPA	207980	09/04/2020	926.46	VHCL MTCE SUPPLIES
83880	SOUTHERN IOWA DIESEL, INC	208063	09/11/2020	408.53	VHCL MTCE SUPPLIES
83920	SOUTHERN IOWA ELECTRIC	208064	09/11/2020	122.53	ELECTRIC
83928	SOUTHERN IOWA MENTAL HEAL	208065	09/11/2020	240.00	CONTRACTUAL SERVICES
84095	SPEER FINANCIAL INC	208066	09/11/2020	315.00	BOND ISSUE COSTS
84956	LEROY STANSBERRY	208217	09/25/2020	50.00	REFUNDS
85262	STATE HYGIENIC LABORATORY	208067	09/11/2020	54.00	CONTRACTUAL SERVICES
85285	STATE LIBRARY OF IOWA	207982	09/04/2020	6,740.38	CONTRACTUAL SERVICES
86301	STRATEGIC RESPONSE	208218	09/25/2020	78.00	TOOLS & SMALL EQUIP
86661	SUEZ TREATMENT SOLUTIONS	208069	09/11/2020	726.76	OPERATING SUPPLIES
86704	SUMMIT FIRE PROTECTION CO	208070	09/11/2020	1,289.80	OPERATING SUPPLIES
86970	SUPREME STAFFING INC	207983	09/04/2020	27,369.21	CONTRACT EMPLOYEES
87245	SWALLOW FABRIC STRUCTURES	208071	09/11/2020	230.00	OPERATING SUPPLIES
87781	KIBBON TAYLOR	208072	09/11/2020	35.00	REFUNDS



Vendor #	Vendor Name	Check Number	Check Date	Amount	Reason
88000	TEAMSTER LOCAL UNION 238	208154	09/18/2020	1,217.60	POLICE UNION DUES PAYABLE
88275	TEN-FIFTEEN TRANSIT	207984	09/04/2020	27,951.23	STATE TRANSIT ASSISTANCE
88858	TIFCO INDUSTRIES	208222	09/25/2020	1,179.98	VHCL MTCE SUPPLIES
89090	TOTAL CHOICE SHIPPING	208073	09/11/2020	34.87	POSTAGE & SHIPPING
89462A	TREASURER STATE OF IOWA	208156	09/18/2020	4,586.00	SALES TAX PAYABLE
89855	TRUITT ABSTRACT COMPANY	207985	09/04/2020	515.00	CONTRACTUAL SERVICES
90230	TYR SPORT INC	208075	09/11/2020	24.28	SUSTENANCE SUPPLIES
90454	ULINE	208076	09/11/2020	279.32	OPERATING SUPPLIES
90844	U S CELLULAR	208223	09/25/2020	160.78	CONTRACTUAL SERVICES
90846	UPS	208077	09/11/2020	140.28	VHCL MTCE SUPPLIES
90885	UNITYPOINT CLINIC	208159	09/18/2020	294.00	EMPLOYEE PHYSICALS/TESTS
91835	USA BLUE BOOK	208079	09/11/2020	5,212.12	OPERATING SUPPLIES
92000	UTILITY EQUIPMENT COMPANY	208080	09/11/2020	4,850.00	SEWER/DRAINAGE SUPPLIES
92008	VETERAN CONSTRUCTION &	207989	09/04/2020	17,241.26	OTHER CAPITAL EQUIP
92273	VALLEY ENVIRONMENTAL SERV	208162	09/18/2020	155.00	MISC CONTRACT WORK
92555	THE VAN METER COMPANY	208081	09/11/2020	683.90	OPERATING SUPPLIES
92640	VAUGHN AUTOMOTIVE	207990	09/04/2020	56.89	VHCL MTCE SUPPLIES
92648	VEENSTRA & KIMM INC	207991	09/04/2020	8,630.00	MISCELLANEOUS
92679	VERIZON WIRELESS	208164	09/18/2020	1,134.76	TELEPHONE/IT
92923	VISION INDUSTRIAL SALES	208227	09/25/2020	378.55	VHCL MTCE SUPPLIES
94000	WALMART COMMUNITY/SYNCR	208228	09/25/2020	500.87	TOOLS & SMALL EQUIP
94125	WAPELLO COUNTY	208165	09/18/2020	3,621.84	DRUG TASK FORCE GRANT
94490	WAPELLO COUNTY TREASURER	208166	09/18/2020	25.00	RECORDING & COURT FEES
94644	WAPELLO COUNTY EXTENSION	208082	09/11/2020	35.00	TRAINING
94704	WAPELLO COUNTY RECORDER	207992	09/04/2020	157.00	RECORDING & COURT FEES
94721	WAPELLO CO SHERIFF'S OFFI	208168	09/18/2020	3,383.86	DRUG TASK FORCE GRANT
95000	WAPELLO COUNTY UNITED WAY	208169	09/18/2020	26.00	UNITED WAY DED PAYABLE
95120	WAPELLO RURAL WATER ASSC	207993	09/04/2020	76.21	WATER
95315	WATEROUS COMPANY	208170	09/18/2020	167.32	VHCL MTCE SUPPLIES
95356	GARY WATTS	208084	09/11/2020	100.00	REFUNDS
95368	WAYNE'S TIRE	207994	09/04/2020	829.14	VHCL MTCE SUPPLIES
95465	WEF MEMBERSHIP	208172	09/18/2020	142.00	DUES & MEMBERSHIPS
95611	WELLMARK BC & BS OF IOWA	208174	09/18/2020	328,001.55	GROUP HEALTH CLAIMS
97038	WILSON DISTRIBUTOR SERVIC	208230	09/25/2020	591.06	OPERATING SUPPLIES
97100	LUKE WIMSATT	208175	09/18/2020	165.40	SUSTENANCE SUPPLIES
97305	WINDSTREAM	208231	09/25/2020	379.80	TELEPHONE/IT
97320	WINGER COMPANIES	208085	09/11/2020	400.00	RAMP MAINT & REPAIR
97334	WINN CORP	208086	09/11/2020	3,320.15	STREET MAINT SUPPLIES
97577	WOODRIVER ENERGY LLC	208088	09/11/2020	1,314.80	NATURAL GAS
98683	ZIMCO SUPPLY CO	208089	09/11/2020	1,529.50	OPERATING SUPPLIES

TOTAL NUMBER OF CHECKS 482 WRITTEN TO 256 VENDORS FOR 2,693,350.20

US Treasury	117,203.30	Fed/FICA
US Treasury	39,822.23	Payroll Tax w/H
Treasurer St of IA	41,492.00	State Payroll Tax
IPers	28,982.38	Employee Contrib
IPers	43,496.68	City Share
	<u>279,996.59</u>	

ERRORS DETECTED:

0

**PROCLAMATION  
Small Business Saturday  
November 28, 2020**

**WHEREAS,** The government of Ottumwa, Iowa, celebrates our local small businesses and the contributions they make to our local economy and community; according to the United States Small Business Administration, there are 30.7 million small businesses in the United States, they represent 99.7 percent of all firms with paid employees in the United States, are responsible for 64.9 percent of net new jobs created from 2000 to 2018; and

**WHEREAS,** Small businesses employ 47.3 percent of the employees in the private sector in the United States, 62 percent of U.S. small businesses reported that they need to see consumer spending return to pre-COVID levels by the end of 2020 in order to stay in business, 65 percent of U.S. small business owners said it would be most helpful to their business to have their “regulars” return and start making purchases again, and three-quarters of U.S. consumers are currently looking for ways to Shop Small and support their community; and

**WHEREAS,** 96 percent of consumers shopped on Small Business Saturday® agree that shopping at small, independently-owned businesses support their commitment to making purchases that have a positive social, economic and environmental impact and 97 percent of consumers who shopped on Small Business Saturday agree that small businesses are essential to their community; and

**WHEREAS,** 95 percent of consumers who shopped on Small Business Saturday® reported the day makes them want to shop or eat at small, independently-owned businesses all year long, not just during the holiday season; and

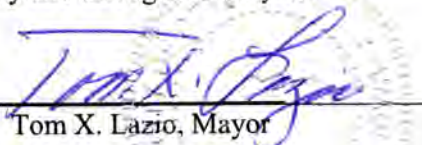
**WHEREAS,** Ottumwa, Iowa supports our local businesses that create jobs, boost our local economy and preserve our communities; and

**WHEREAS,** Advocacy groups, as well as public and private organizations, across the country have endorsed the Saturday after Thanksgiving as Small Business Saturday®.

**Now, therefore,** I, Tom X. Lazio, Mayor of Ottumwa, Iowa do hereby proclaim, November 28, 2020, as:

***SMALL BUSINESS SATURDAY***

**And** urge the residents of our community, and communities across the country, to support small businesses and merchants on Small Business Saturday and throughout the year.

  
Tom X. Lazio, Mayor

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

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

Council Meeting of : Nov 3, 2020

Health & Inspections  
Department

Katy King  
Prepared By  
Kevin Flanagan  
Department Head

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

AGENDA TITLE: Approve the Appointment of Keelie Johnson to the position of Clerk in the Building/Code Enforcement Department (formerly Health and Inspections) effective November 19, 2020.

\*\*\*\*\*

RECOMMENDATION: Approve the Appointment.

DISCUSSION: Keelie Johnson would fill the position of Clerk in the Building/Code Enforcement Department. This position has been vacant since July 2020 due to a retirement. This position would become effective November 19, 2020 and salary will be \$16.64 per hour. This is a Civil Service, Bargaining Unit position.

Source of Funds:

Budgeted Item:  Budget Amendment Needed: No

**OTTUMWA CIVIL SERVICE COMMISSION**

**WPCF - Operator - Entrance Eligibility List**

1. Travis Brown
2. Jesse Valdez
3. Bruce Hopkins
4. Kevin McDaniel

Certified October 28, 2020

OTTUMWA CIVIL SERVICE COMMISSION

Larry Jarvis, Chairman  
Ed Wilson  
Ann Youngman

**OTTUMWA CIVIL SERVICE COMMISSION**

**POLICE OFFICER – Entrance Eligibility List**

1. Karina Cordova-Garcia

Certified October 28, 2020

OTTUMWA CIVIL SERVICE COMMISSION

Larry Jarvis, Chairman  
Ed Wilson  
Ann Youngman

City of Ottumwa  
Staff Summary

Council Meeting of: November 3, 2020

Item No. \_\_\_\_\_

Edward Wilson


Prepared By

Finance Department

Department

Kala Mulder

Department Head

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

Agenda Title: Authorizing the IT Manager and Finance Director to solicit Request for Proposals regarding a replacement for the City of Ottumwa.



Recommendation: Approve the IT Manager and Finance Director to proceed with issuing RFPs related to a replacement phone system for the City of Ottumwa.

Discussion: We currently utilize a Centrex phone system managed by CenturyLink. Centrex technology dates back to the 1960s and lacks many features of a modern phone system. Features such as caller ID, call waiting, fine me/follow me, and presence will be included in our replacement phone system. Staff is recommending the issuance of a Request for Proposals (RFP) to be release on or around November 4, 2020 with the goal of bring a contract to Council on January 5, 2021. A copy of the RFP is attached. This has been a budgeted item and was part of the approved CIP request in 2018.

Source of Funds 2018 CIP

Budgeted Item Yes

Budget Amendment Needed No

## MEMORANDUM

TO: Phone System Vendors  
FROM: City of Ottumwa, Iowa Contact  
DATE: November 3rd, 2020  
RE: RFP for Replacement Phone System

The City of Ottumwa, Iowa is soliciting proposals from qualified vendors to provide a new Phone System. Enclosed for your consideration is a Request for Proposal (RFP).

Completed proposals must be received by **3:00 p.m. on December 3rd, 2020** at the address listed below:

City Hall  
105 E 3<sup>rd</sup> St  
Ottumwa, IA 52501

This RFP and related documents are available in electronic format at [https://www.cityofottumwa.com/about/bid\\_notices/](https://www.cityofottumwa.com/about/bid_notices/)



## **REQUEST FOR PROPOSAL Phone System Replacement**

### **I. Introduction**

#### **A. City of Ottumwa, Iowa**

Ottumwa (City) is the county seat of Wapello County, Iowa, population 24,682. The City of Bridges is a regional leader in the southeast Iowa area, geographically centered to the south and east of Des Moines and to the south and west of Iowa City, at the convergence of state highway 63 and highway 34, both major thoroughfares of the state.

#### **B. Executive Summary**

The City of Ottumwa, Iowa (City) is seeking proposals from qualified vendors for a replacement phone system. This RFP is intended to provide the necessary information for the selected vendors to uniformly build their proposals for the city's telephone solution. The City of Ottumwa, Iowa understands and expects that the respondent will need to conduct a full network assessment, or site survey, to determine the viability of integrating and installing the new voice system onto the existing data network. Although Ottumwa, Iowa believes that the network is voice ready, we have provided time for the Vendor to perform a full network assessment and determine what, if any, network updates or quality mitigation processes must be achieved in order to support the new system. We will reach out to each respondent to schedule a time and date for this site survey.

### **II. Guidelines for Proposals**

#### **A. Scope**

Completed proposals should address all of the requirements and questions contained in this RFP. Following analysis and evaluation of the responses, the City of Ottumwa, Iowa may contact those companies that meet these requirements for further information, on-site demonstrations, or further negotiations.

Vendors shall note that a response to this RFP does not commit the City of Ottumwa, Iowa to any course of action resulting from its receipt.

This document shall not be construed as a contract between the parties and no communication – whether verbal or written – by the City of Ottumwa, Iowa personnel

or agents during the course of the evaluation process shall create such a contract with respect to the products or services specified in this RFP.

**B. Questions**

For information or clarification concerning procedures for responding to this RFP or technical specifications, we request that initial contact be made via email at wilson@ottumwa.us. If detailed questions are unable to be answered via email, we welcome phone conversations by contacting 641-683-0600. Such contact shall be for clarification purposes only. Material changes, if any, to the scope of services or RFP procedures will be transmitted via electronic mail.

**C. Administration**

To be considered, each vendor should provide three hard copies and one electronic copy of their response. One hard copy original shall be signed and dated by an official authorized to bind the firm. Unsigned proposals will not be considered.

Electronic copies should be emailed to ebid@ottumwa.us with "Phone System RFP" included in the subject line. The acceptable electronic formats of the RFP are Microsoft Word and Adobe Acrobat PDF.

All written proposals shall be submitted in a sealed package with the Phone System RFP title clearly marked on the outside. If more than one package is submitted each package should be marked 1 of 2, etc. The City reserves the right to reject any or all proposals submitted.

Deliver to: City of Ottumwa  
Attn: City Clerk, Chris Reinhard  
105 East Third Street  
Ottumwa, Iowa 52501

All Proposals must be received by City of Ottumwa, Iowa.

Proposals submitted via any other means in the response to this Request for Proposal, will not be accepted. Extensions to the due date will not be granted and responses may not be modified after submission. The City of Ottumwa, Iowa will not be responsible for costs incurred by vendors in preparing their responses.

**C. RFP Timeline (All Dates are tentative)**

Date	Description
------	-------------

11/03/2020	Request for proposal issued
11/04/2020 – 11/27/2020	Individual Site Surveys
12/03/2020	Due date for proposals
12/08/2020 – 12/10/2020	Demonstrations by selected Providers
12/14/2020 – 12/30/2020	Selection and negotiations with Selected Provider (anticipated)
01/05/2021	Contract approved by City Council (anticipated)
01/25/2021	Implementation Start Date
02/26/2021	System Acceptance Date (anticipated)

**D. Standard Terms and Conditions**

- a) The City reserves the right to reject any or all proposals, waive any irregularities or informalities and select the best proposal in the opinion of the government unit.
- b) The City requires separate listings of exceptions to proposal specifications, forms, or terms, or the exceptions will be invalid.
- c) While the City allows providers to take variances to the RFP terms, conditions and specifications, the number and extent of variances taken will be considered in evaluation of the proposal. Unauthorized modifications of proposals or their terms may render the proposal invalid.
- d) News releases, publicity releases, or advertisements relating to this contract or the tasks or projects associated with the contract shall not be made without prior City approval.
- e) The Provider shall examine this RFP carefully. Ignorance of the requirements will not relieve the Provider from liability and obligation under the Contract.
- f) The City shall not be liable for any costs incurred by Providers in responding to this RFP.
- g) This RFP and the City Ottumwa, Iowa process of evaluating proposed solutions will be deemed "Confidential Information" during this process.
- h) Vendors may disclose relevant parts of this RFP to their appropriate business partners and/or subcontractors, provided those parties read and understand the confidentiality statement above.

## **E. Response Format**

In the interest of consistency, and to enable an efficient and fair evaluation process, proposal responses must conform to the following:

- Proposals shall include full details, where requested and where appropriate, for each requirement within the RFP.
- Proposals shall provide a straightforward and concise description of the vendor's proposed solution.
- Proposals shall be self-contained and not rely on references to manuals, brochures or other outside materials
- The response to this RFP shall consist of the following sections:
  - Proposal Signature Page –Appendix A
  - Executive summary, to provide a high-level overview of the most important aspects of the vendor's response
  - Vendor Profile, a brief overview of their organization. Information should include:
    - Company location
    - Company history
    - Company size, both locally and internationally
    - Market share figures for the proposed solution in the region, country, worldwide.
    - Contact Name for questions
  - Technical Proposal – Appendix B
  - Financial Proposal –Appendix C
    - Include Pricing for equipment, training, labor, maintenance and details of the method of Payment
  - Reference Sheets –Appendix D

## **F. Evaluation / Selection Criteria**

During the evaluation process, the City reserves the right, where it may serve the City's best interest, to request additional information or clarification from vendors, or to allow corrections of errors or omissions. At the discretion of the City, vendors submitting proposals may be requested to make oral presentations as part of the evaluation process.

The City reserves the right to retain all proposals submitted and to use any ideas in the proposal documents regardless of whether that proposal is selected.

Submission of materials for consideration by the City indicates acceptance by the prospective vendor of the conditions contained in this request, unless clearly and specifically noted in the materials submitted and confirmed in the contract between both the City and the Provider selected.

Proposals will be evaluated on the following criteria:

1. Five Year Total Cost of Ownership.
2. Ease of use, for both the administration of the system and the operations staff.
3. Functionality of standard equipment and features to meet our specific needs.
4. Availability of additional capabilities to add as needed.
5. System growth and expansion.
6. Product quality, reliability, and warranty plan.
7. Vendor qualifications
8. Experience and expertise with the product being offered
9. Service and support resources, including training by vendor for the installation and maintenance
10. Reference where similar systems have been installed
11. Points will be established to each of the above at a later date prior to the evaluation to ensure equal competition between vendors.
12. Timeframe to complete the project outlines in this RFP.

### III. Current System/Environment

If the vendor believes that more detailed information is requested to complete their designs then a site survey can be arranged during the dates of November 4<sup>th</sup> through November 27<sup>th</sup>.

#### A. Current Phone System Environment Overview

We currently utilize a Centrex phone system. It has approximately 150 phones. CenturyLink manages the system. The telephone system is in use 24x7x365 and is critical for public safety.

#### B. Data Network

Core Switching consist of Extreme Networks switching

Remote locations are connected with fiber or fixed wireless

#### C. Voice Network

Currently runs over digital or analog phone lines.

#### D. Network

IP is the only network protocol in use.

#### E. Locations

An approximate employee count is included as well.

Location Name	Address	Users	Fax / Alarm / Elevator Lines
City Hall	105 E 3 <sup>rd</sup> St	35	8
Law Center	330 W 2 <sup>nd</sup> St	32	3
Fire Station #1	201 N Wapello St	12	1
Fire Station #2	250 S Ransom St	4	0
Public Works	550 Gateway Drive	11	1
WPCF	2222 Emma St	11	3
Recycling Center	2415 Emma St	4	1
Landfill	13277 165 <sup>th</sup> Ave	3	1
Airport Terminal	14802 Terminal St	1	2
Airport Maintenance	15187 First Ave	1	0
Cemetery Office	1302 N Court St	1	1
Parks Office	1010 ½ Gateway Drive	1	0

Beach Ottumwa	101 Church St	2	2
Campground	1 Joe Lord Memorial Dr	1	0

=====

#### IV. System Requirements

Please include in your submittal a response to the follow areas below:

**A. WAN Hardware, Networking**

- Describe how existing QoS will be implemented or modified in the proposed solution.
- Describe how encryption will be used in the proposed solution.

**B. LAN Hardware**

- Provide a list of LAN hardware required for the proposed system, along with unit pricing. If the current LAN hardware is not supported, explain why.

**C. Open Standards Support**

- Briefly outline what interfaces are supported to other voice and data solutions, such as Microsoft, and Call Recording applications.

**D. Environmental Requirements**

- Detail full environmental specifications for the proposed systems.

**E. Call Control**

- The solution must provide a call control architecture that supports open standards and redundant hardware platforms. Describe the architecture, including call control protocols, operating systems, hardware platforms and redundancy options.
- The solution must be able to scale to 200 users or more. List the maximum user and station capacity of the solution, as configured.
- List any functional limitations for users at remote locations (no call processing server on site).
- If centralized call processing is proposed, describe the call processing solution that is available when the WAN link fails and the number of phones supported. Include the product or feature name and supported protocols, and list any additional hardware or software that is required at each remote site to ensure that system has failover capabilities.

- The call processing software must run on an extremely reliable platform. Provide a description of the call processing unit and details on its reliability.
- The solution must include at least one secondary call processor for business continuity purposes. The primary call processor will be located at the Law Center and the secondary call processor will be located at City Hall. List any system or communication requirements necessary for business continuity.
- Provide details of the database the holds all user device and system configuration parameters. Include the following: database format, redundancy features and automated backup procedures.
- Describe the process for hardening of the call processor, including hardening of the host operating system.

**F. SIP Support**

- SIP trunking must be supported.
- IP phones must be able to be used and re-flashed to support SIP standard.
- Describe the SIP security measures in place in the proposed solution.
- Generic SIP device support is required.

**G. Phone Options**

- The system must support dual-mode cellular/Wi-Fi devices.
- Provide recommended models, a list of features and a unit cost for each of the following types of phones.
- Provide model information, a list of features and a unit cost for all supported key modules, separately.
- Provide information and cost for all supported soft phone options.
- The system must provide a plug-and-play type of device registration for phones. Describe the registration/provisioning process with your solution.
- The system must allow only authorized phones to connect. Describe how this is achieved.
- Describe how desktop devices and other phones are hardened to ensure call security and avoid spoofing.
- The System must extend the features of the desk phone to a mobile phone.

**H. Presence Services**

- The system management of your presence solution must be integrated with the management of the IP PBX solution and have a bulk provisioning tool. Describe.
- What hardware is your presence engine/server deployed on?



- What internal services does your presence engine/server participate within? List the presence data available within your presence engine/server.
- The presence engine must support security capabilities. Describe.
- The presence engine must support sharing presence data with third-party presence services.
- The presence engine must support Presence Data Information Format (PDIF) and Rich Presence Information Data (RPID).
- The presence engine must support IM capabilities. Indicate which IM clients are available and how they integrate into the desktop phone.
- The presence engine must allow the end user to define rules and policy for their user status. Describe.
- The presence engine must allow the end user to enter and manage a contact list, rules and policies through a web interface as well as through a phone or desktop client.

#### **I. Messaging**

- The solution must support integration with Microsoft Exchange and Office 365. Describe any client integration with Microsoft's Outlook client.
- The system must provide access to messaging both through a phone and through a desktop computer interface. Describe how this is accomplished. Include information on how a user is authenticated to their message store.
- The system must be able to allow end users to do voice mail administration from home, or another remote location.
- Describe how messaging information is stored and any administrative controls regarding storage limits.
- Describe the backup process for the messaging store.
- The solution must support a dial-zero breakout where the user can personalize the destination via a computer or phone.
- Does the solution support the ability to use Microsoft Exchange distribution lists to send broadcast messages?
- Describe options for end user notification when there is a message waiting. Provide any necessary licensing needed to deliver the messages in alternate methods.

#### **J. Automated Attendant**

- The system must include Automated Attendant functionality.
- The system must provide the ability to vary Automated Attendant paths according to an automated schedule. Examples would be holiday schedules or time of day schedules.
- Describe the process for recording and setting Automated Attendant messages.
- Describe any limitations to Automated Attendant menu trees.

## **K. General Functions**

- The system must allow a user to have their extension redirected when they are in a remote office. Describe how this process works.
- The system must have the capability to securely authenticate and authorize users. Describe the authentication process for users and administrations. List parameters that can be set for passwords and list any external systems that can be used for authentication, such as Active Directory.
- The system must provide call recording capabilities for all users. Briefly describe the support of call recording in your proposed solution. Describe how call information is stored, the file format for call recordings and any compression methods in use.
- The system must be able to play music on hold. Describe how this is accomplished.
- The system must be able to facilitate conference calls for small groups. Allowing both internal and external parties to be involved in the conference. Describe how this is accomplished and provide the maximum number of parties that can be conferenced.
- The system must support Find Me/Follow Me call routing. Describe how this is accomplished.
- The system must comply with E911 standards. Describe how this is accomplished.
- The system must store call detail information in an open standard format and must be capable of connection to a third-party call management system.
- The system must be able to support employees working remotely in both the technical administration and the operations staff. Describe how this is accomplished and any necessary licensing required
- The system should be able to support multiple tenants.
- The system must be able to support workgroup extensions. Describe workgroup call handling options that are standard with the proposed solution, such as ACD or hunt groups.
- Offices must have the ability to forward their local number(s) to a workgroup number and answer calls locally with a group ring or line appearance. Overflow must be able to be forwarded to the call center.
- The system must allow for the creation of custom phone directories, either system-wide or by user.
- The system must integrate with Zetron Max Call Taking. Describe how this is accomplished.
- The system should be able to be recorded by an Eventide NexLog recorder.

## **V. Optional Features**

The following are technologies that are not presently in use at the City of Ottumwa, Iowa but there is an interest in implementing them in the future. Please provide details and pricing for these optional items, if possible.

### **A. Large-Group Audio Conferencing**

The City of Ottumwa, Iowa is currently evaluating conferencing services for conference calls involving more than 8-10 parties with dial in phone numbers. Provide details and pricing for any such services you provide. Call volume is unknown at this point.

### **B. Other**

Identify other available features not identified in any of the items above. Provide details and pricing for each of these available features.

## **VI. Timeline/Project Management**

- Provide an estimated timeline for implementation from contract-signing to project completion. Include project milestones and checkpoints, a communication plan, and expectations of the city staff during these tasks. Please detail your plan for acceptance tests to validate that the system meets the contract specifications and that all components specified in the contract have been installed.

## **VII. Implementation Services**

- Provide a description of implementation services available and how they are delivered.
- Please provide a list of expectations of City Staff and Pre-implementation tasks that will need to be completed before the installation.
- The vendor will provide documentation of the delivered system. This documentation will include user and technical operation manuals.
- The successful Provider shall install the most of the system and insure that it is fully operational and performing properly before performance and acceptance testing can commence.

## **VIII. Training**

- Provide a description of training options for end users, call center agents and administrators.
- Provider shall provide complete user training and training manuals on all aspects of the system, including operation in conjunction with any additional hardware required, including but not limited to magnetic stripe readers, bar

code scanners and programmable keyboards purchased separately by the City for use with the proposed system. Proposal shall include an itemization of the required training, including proposed method for conduct of the training complete with all associated costs to the City.

- Training must make use of a training database. System must provide for backup and restoration of the live database for ongoing training needs.

#### **IX. Pricing/Maintenance**

- Provide pricing for your solution based on the number of users and phones listed in the table below. Include a breakdown of maintenance pricing for 5 years with this pricing. Please include multi-year discounts if available.
- If equipment Trade-In Credit is an option, list options for trade-in credits or disposal of existing equipment. Pricing for these services is not necessary at this time.

#### **X. Method of Payment**

- The City's desired method of payment is a single payment for a completely satisfactory and operational system, after all performance and acceptance criteria have been satisfactorily met. If the Provider's response is contingent on a method of payment other than this method (i.e. progress payments), details shall be clearly outlined in the RFP submission, complete with a timetable and based on Provider achievement of mutually agreeable milestones. The City will consider the payment proposal as a part of the evaluation and award criteria, and any such proposal may be subject to negotiation between the City and the top ranked Provider prior to any recommendations for award.

#### **XI. Warranty**

- The successful Provider shall warrant the system for a period of one (1) year from City acceptance of a fully operational and functional system, and shall include all support and maintenance for all software during this one year period, including technical consultation, web meeting support, regular updates and enhancements, at no additional cost to the City. This requirement is non-negotiable.

#### **XII. Terms and Conditions**

- Insurance: Vendor must adhere to all the City of Ottumwa, Iowa insurance requirements listed in Exhibit E.
- Vendor Responsibility: Unless otherwise stipulated, the vendor shall provide, and pay for, all materials, labor, tools, equipment, transportation, and other facilities necessary for the performance and completion of the work.

- Terms and Conditions: The vendor shall include a copy of its standard terms and conditions as part of the system proposal.
- RFP Responses: all materials submitted by the vendor in response to this RFP become the sole property of City of Ottumwa, Iowa upon receipt of the proposal. The final contract, as mutually agreed between the parties, will govern the contractual responsibilities of the vendor and may also include certain information from this RFP and the vendor response.

APPENDIX A

**PROPOSAL SIGNATURE PAGE – Appendix A**

TO: City of Ottumwa, Iowa

The below signed hereby agrees to furnish the following article(s) or services at the price(s) and terms stated subject to all instructions, conditions, specifications addenda, legal advertisement, and conditions contained in the RFP. I have read all attachments including the specifications and fully understand what is required. By submitting this signed proposal I will accept a contract if approved by the City and such acceptance covers all terms, conditions, and specifications of this proposal. I certify that I have not divulged or discussed with or compared this proposal with other provider(s) and have not colluded with any other provider(s) or parties to this RFP. I certify I am authorized to contractually bind the proposing firm.

Proposal submitted by:

Name (printed): \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Company: (legal registered): \_\_\_\_\_

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

City, State, Zip: \_\_\_\_\_

Telephone No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_

E-Mail: \_\_\_\_\_

**Variations:** State any variations to specifications, terms, and conditions in the space provided below or reference in the space provided below all variations contained on other pages of RFP, attachments or proposal pages. No variations or exceptions by the Provider will be deemed to be part of the proposal submitted unless such variation or exception is listed and contained within the proposal documents and referenced in the space provided below. If no statement is contained in the below space, it is hereby implied that your proposal complies with the full scope of this RFP.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**TECHNICAL PROPOSAL-Appendix B**

The following issues should be fully responded to in your proposal in concise narrative form. Additional sheets should be used, but they should reference each issue and be presented in the same order.

- I. **Solution Overview of System Requirements & Optional Features**
  - **Narrative understanding** of the City's needs and your overall approach to those needs. This section should include: a detailed description of your concept and approach to providing the systems and service required, and all back up information necessary for the City to properly evaluate your proposal and which satisfies all requirements contained in the system requirements specification and optional feature specifications.
    - If any hardware configuration is proposed, provide complete details on the requirements and any necessary costs.
    - If the vendor elects an "alternative proposed" solution, the vendor must provide details for the proposed alternative, including:
      - Estimated costs for such modification or service alternative.
      - Time required to perform the alternative proposal.
      - Limitations, drawbacks, shortcomings, or collateral issues to the alternative proposal.
      - Any other considerations that are essential to support the City of Ottumwa, Iowa consideration of the proposed alternative.
  
- II. **Proposed Work Plan – Milestone Schedule** include all requirements listed in the timeline, project management, implementation services, and training sections. Include task, services, deliverables, and timeframes in calendar days and staffing requirements for both provider and the City. Include training schedule.

How many calendar days from final execution of contract would you need prior to an initial meeting with the City?

\_\_\_\_\_ Days

How many calendar days would you estimate you would need, after initial meeting, before you would have a preliminary outline of requested services for City review?

\_\_\_\_\_ Days
  
- III. **Standard support, warranty and license agreements.** If any documents are required for signature by the City, all such documents should be included with your RFP response. Providers should be aware such contracts are subject to review, modification and acceptance by City staff and the City Attorney.

## APPENDIX B

- IV. If you propose to use any **Sub-contractors** in the performance of the services, please include this information as a part of the RFP response. Name, address, contact names and work to be performed by all sub-contractors shall be provided.



APPENDIX C

**FINANCIAL PROPOSAL – Appendix C**

Provide a pricing matrix similar to the one found below for all equipment and services, including switches, telephones, telephone cabling, labor, etc. All prices on equipment must be itemized as shown.

The City of Ottumwa, Iowa wishes to ascertain any/all maintenance costs and the length of the warranty on the system. The maintenance cost should include the all-inclusive hourly charge rates (during specified hours), any travel expenses to be reimbursed, the percentage of mark up on any materials.

Equipment (Hardware & Software)

Item	Description	Quantity	Unit Price	Total (Must Include Tax, S&H or Other Charges)
1				
2				
3	(Vendor add additional lines as needed)			

Labor

Item	Description	# of Hours	Hourly Rate	Total (Must Include Tax, S&H or Other Charges)
1				
2				
3	(Vendor add additional lines as needed)			

Training - also indicate training that will be at no additional charge

Item	Description	# of Classes	Cost per class	Total (Must Include Tax, S&H or Other Charges)
1				
2				
3	(Vendor add additional lines as needed)			

## APPENDIX C

### Maintenance

Provide Annual Maintenance costs. If discounts are available for multi-year support agreements, please provide this information regarding the length of term and the net discount percentage.

Item	Description	Discount	Length of Term	Total (Must Include Tax, S&H or Other Charges)
1	Full maintenance: supporting hardware and software 7am-6pm Mon-Fri with 4 hour onsite response			
2	Full maintenance: supporting hardware and software seven (7) days a week, 24 hours a day, with four (4) hour on site response			
3	What is your plan for emergency response in case of critical failure? Do you have an emergency response plan with one (1) hour or less response? If so please explain and include pricing. If not, so indicate.			
4	Will your company support a maintenance contract that covers core components only (e.g. servers, software, switch's and common control cards) with no peripherals, or station sets?			
5	Propose the maintenance you believe would best serve City of Ottumwa, Iowa			

### Other Costs

Respondent must list any and all charges, expenses, and/or costs to be incurred by The City of Ottumwa, Iowa that are not included in this section. Failure to specifically and thoroughly enumerate such items may be a cause for disqualification.

### Method of Payment

Respondent must provide their usual payment arrangements.

APPENDIX D

**CLIENT REFERENCE INFORMATION – Appendix D**

- A. **Prior Experience:** Please indicate the number of years experience the Provider has in providing similar systems/services \_\_\_\_\_.
- B. **Customer Base:** The number of clients using the proposed system \_\_\_\_\_.
- C. **List below a minimum of five (5) clients** similar in size to Ottumwa, Iowa to whom you have provided similar systems/services. Client references shall be customers who are currently operational using the SAME VERSION software systems and services you are proposing to the City:

**Organization Name:** \_\_\_\_\_

Population: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Phone Number: \_\_\_\_\_

**Organization Name:** \_\_\_\_\_

Population: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Phone Number: \_\_\_\_\_

**Organization Name:** \_\_\_\_\_

Population: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Phone Number: \_\_\_\_\_

**Organization Name:** \_\_\_\_\_

APPENDIX D

Population:

Contact Person:

Address

Phone Number:

**Organization Name:**

Population:

Contact Person:

Address

Phone Number:

- D. List below those persons who will have a management, supervisory, or core position on the project if you are awarded the contract. List name, title, project duties, and summary of experience and qualifications.

---

---

---

---

---

---

---

---

---

---

---

**INSURANCE REQUIREMENTS FOR**  
**CONTRACTORS FOR THE CITY OF OTTUMWA, IOWA**

This document outlines the insurance requirements for all Contractors who perform work for the City of Ottumwa, Iowa. The term "contractor" as used in this document shall be defined as the general contractor, artisan contractor, or design contractor that will be performing work for the City of Ottumwa, Iowa under contract.

1. All policies of insurance required hereunder shall be with an insurer authorized by law to do business in Iowa. All insurance policies shall be companies satisfactory to the City and have a rating of A-, VII or better in the current A.M. Best Rating Guide.
2. All Certificates of Insurance required hereunder shall include the Cancellation & Material Change Endorsement. A copy of this endorsement is attached in Exhibit 1.
3. Contractor shall furnish a signed Certificate of Insurance to the City of Ottumwa, Iowa for the coverage required in Exhibit 1. Such Certificates shall include copies of the following endorsements:
  - a) Commercial General Liability policy is primary and non-contributing
  - b) Commercial General Liability additional insured endorsement – See Exhibit 1
  - c) Governmental Immunities Endorsement – See Exhibit 1

Copies of additional insured endorsements, executed by an authorized representative from an Insurer duly licensed to transact business at the location of the jobsite, must be provided prior to the first payment.

Contractor shall, upon request by the City, provide Certificates of Insurance for all subcontractors and sub-sub contractors who perform work or services pursuant to the provisions of this contract.

4. Each certificate shall be submitted to the City of Ottumwa, Iowa.
5. Failure to provide minimum coverage shall not be deemed a waiver of these requirements by the City of Ottumwa, Iowa. Failure to obtain or

maintain the required insurance shall be considered a material breach of this agreement.

6. Failure of the Contractor to maintain the required insurance shall constitute a default under this Contract, and at City's option, shall allow City to terminate this Contract for cause and/or purchase said insurance at Contractor's expense.

7. Contractor shall be required to carry the following minimum coverage/limits or greater, if required by law or other legal agreement; as per Exhibit 1:

- This coverage shall be written on an occurrence, not claims made form. All deviations or exclusions from the standard ISO commercial general liability form CG 001 shall be clearly identified and shall be subject to the review and approval of the City.
- Contractor shall maintain ongoing CGL coverage for at least 2 years following substantial completion of the Work to cover liability arising from the products-completed operations hazard and liability assumed under an insured contract.
- Governmental Immunity endorsement identical or equivalent to form attached.
- Additional Insured Requirement – See Exhibit 1.  
The City of Ottumwa, Iowa, including all its elected and appointed officials, all its employees and volunteers, all its boards, commissions and/or authorities and their board members, employees and volunteers shall be named as an additional insured on General Liability Policies for all classes of contractors.

Contractors shall include coverage for the City of Ottumwa, Iowa as an additional insured including ongoing and completed operations coverage equivalent to: ISO CG 20 10 07 04\* and ISO CG 20 37 07 04\*\*

\* ISO CG 20 10 07 04 "Additional Insured – Owners, Lessees or Contractors – Scheduled Person or Organization"

\*\* ISO CG 20 37 07 04 "Additional Insured – Owners, Lessees or Contractors – Completed Operations"

8. Errors & Omissions: If the contract's scope of services includes design

work or other professional services, then Contractor shall maintain insurance coverage for errors, omissions and other wrongful acts or omissions (except for intentional acts or omissions), arising out of the professional services performed by Contractor. Contractor shall maintain continuous Errors & Omissions coverage for a period commencing no later than the date of the contract, and continuing for a period of no less than 2 years from the date of completion of all work completed or services performed under the contract. The limit of liability shall not be less than \$1,000,000.

9. Separation of Insured's Provision: If Contractor's liability policies do not contain the standard ISO separation of insured's provision, or a substantially similar clause, they shall be endorsed to provide cross-liability coverage.

10. Limits: By requiring the insurance as set out in this Contract, City does not represent that coverage and limits will necessarily be adequate to protect Contractor and such coverage and limits shall not be deemed as a limitation on Contractor's liability under the indemnities provided to City in this Contract. The City will have the right at any time to require liability insurance greater than that otherwise specified in Exhibit 1. If required, the additional premium or premiums payable shall be added to the bid price.

11. Indemnification (Hold Harmless) Provision: To the fullest extent permitted by law, the Contractor agrees to defend, pay on behalf of, indemnify, and hold harmless the City of Ottumwa, Iowa its elected and appointed officials, directors, employees, agents and volunteers working on behalf of the City of Ottumwa, Iowa against any and all claims, demands, suits or loss, including any and all outlay and expense connected therewith, and for damages which may be asserted, claimed or recovered against or from the City of Ottumwa, Iowa its elected and appointed officials, directors, employees, agents and volunteers working on behalf of the City of Ottumwa, Iowa including, but not limited to, damages arising by reason of personal injury, including bodily injury or death, and property damages, which arises out of or is in any way connected or associated with the work and/or services provided by the Contractor to the City of Ottumwa, Iowa pursuant to the provisions of this contract to the extent arising out of the errors, omissions or negligent acts of the Contractor, its agents, employees, subcontractors or others working on behalf of the Contractor. It is the intention of the parties that the City of Ottumwa, Iowa its elected and appointed officials, directors, employees, agents and volunteers working on behalf of the City of Ottumwa, Iowa shall not be liable or in any way responsible for the injury, damage, liability, loss or expense incurred by the Contractor, its officers, employees, subcontractors, and others affiliated with the Contractor due to accidents, mishaps, misconduct, negligence or injuries either in person or property resulting from the work and/or services performed by the Contractor pursuant to the provisions of this contract, except for and to the extent caused by the negligence of the City of Ottumwa, Iowa.

The Contractor expressly assumes full responsibility for damages or injuries which may result to any person or property by reason of or in connection with the work and/or services provided by the Contractor to the City of Ottumwa, Iowa pursuant to this contract to the extent arising out of the errors, omissions or negligent acts of the Contractor, its agents, employees, subcontractors or others working on behalf of the Contractor, and agrees to pay the City of Ottumwa, Iowa for all damages caused to the City of Ottumwa, Iowa premises resulting from the work and/or services of the Contractor, its officers, employees, subcontractors, and others affiliated with the Contractor to the extent arising out of such errors, omissions or negligent acts.

The Contractor represents that its activities pursuant to the provisions of this contract will be performed and supervised by adequately trained and qualified personnel, and the Contractor will observe, and cause its officers, employees, subcontractors and others affiliated with the Contractor to observe all applicable safety rules.

13. Waiver of Subrogation: To the extent permitted by law, Contractor hereby releases the City of Ottumwa, Iowa, its elected and appointed officials, its directors, employees, agents and volunteers working on behalf of the City of Ottumwa, Iowa from and against any and all liability or responsibility to the Contractor or anyone claiming through or under the Contractor by way of subrogation or otherwise, for any loss or damage to property caused by fire or any other casualty and for any loss due to bodily injury to Contractor's employees. This provision shall be applicable and in full force and effect only with respect to loss or damage occurring during the time of this contract or arising out of the work performed under this contract. The Contractor's policies of insurance shall contain a clause or endorsement to the effect that such release shall not adversely affect or impair such policies or prejudice the right of the Contractor to recover thereunder.

### **Completion Checklist**

- Certificate of Liability Insurance (2 pages)
- Additional Insured CG 20 10 07 04
- Additional Insured CG 20 37 07 04
- Governmental Immunities Endorsement



**EXHIBIT 1 – INSURANCE SCHEDULE**

**General Liability (Occurrence Form Only):**

Commercial General Liability	
General Aggregate	\$2,000,000
Products-Completed Operations Aggregate Limit	\$2,000,000
Personal and Advertising Injury Limit	\$1,000,000
Each Occurrence Limit	\$1,000,000
Fire Damage Limit (any one occurrence)	\$ 50,000
Medical Payments	\$ 5,000

**Automobile:** *(Combined Single Limit)* \$1,000,000

If the Contractor does not own any vehicles, coverage is required on non-owned and hired vehicles.

**Standard Workers Compensation**

Statutory for Coverage A	
Employers Liability:	
Each Accident	\$ 500,000
Each Employee – Disease	\$ 500,000
Policy Limit – Disease	\$ 500,000

**Umbrella:** \$3,000,000

The Umbrella/Excess Insurance shall be written on a per occurrence basis and if the Umbrella/Excess is not written on a follow form basis it shall have the same endorsements as required of the primary policy(ies).

**Errors & Omissions:** \$1,000,000

**CITY OF OTTUMWA, IOWA**  
**ADDITIONAL INSURED**  
**ENDORSEMENT**

The City of Ottumwa, Iowa including all its elected and appointed officials, all its employees and volunteers, all its boards, commissions and/or authorities and their board members, employees, and volunteers, are included as Additional Insureds, including ongoing operations CG 2010 07 04 or equivalent, and completed operations CG 2037 07 04 or equivalent. See Specimens.

This coverage shall be primary to the Additional Insureds, and not contributing with any other insurance or similar protection available to the Additional Insureds, whether other available coverage be primary, contributing or excess.

**GOVERNMENTAL IMMUNITIES ENDORSEMENT**

**(For use when including the City as an Additional Insured)**

1. Nonwaiver of Government Immunity. The insurance carrier expressly agrees and states that the purchase of this policy and the including of the City of Ottumwa, Iowa as an Additional Insured does not waive any of the defenses of governmental immunity available to the City of Ottumwa, Iowa under Code of Iowa Section 670.4 as it now exists and as it may be amended from time to time.
2. Claims Coverage. The insurance carrier further agrees that this policy of insurance shall cover only those claims not subject to the defense of governmental immunity under the Code of Iowa Section 670.4 as it now exists and as it may be amended from time to time.
3. Assertion of Government Immunity. The City of Ottumwa, Iowa shall be responsible for asserting any defense of governmental immunity, and may do so at any time and shall do so upon the timely written request of the insurance carrier. Nothing contained in this endorsement shall prevent the carrier from asserting the defense of governmental immunity on behalf of the City of Ottumwa, Iowa.
4. Non-Denial of Coverage. The insurance carrier shall not deny coverage under this policy and the insurance carrier shall not deny any of the rights and benefits accruing to the City of Ottumwa, Iowa. under this policy for reasons of governmental immunity unless and until a court of competent jurisdiction has ruled in favor of the defense(s) of governmental immunity asserted by the City of

Ottumwa, Iowa.

5. No Other Change in Policy. The insurance carrier and the City of Ottumwa, Iowa agree that the above preservation of governmental immunities shall not otherwise change or alter the coverage available under the policy.

#### **CANCELLATION AND MATERIAL CHANGES ENDORSEMENT**

Thirty (30) days Advance Written Notice of Cancellation, Non-Renewal, Reduction in coverage and/or limits and ten (10) days written notice of non-payment of premium shall be sent to: Risk Management Office, City of Ottumwa, Iowa.

CITY OF OTTUMWA

Staff Summary

NOV 25 PM 1:33

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

Council Meeting of: November 3, 2020

Ron Jacobsen

Prepared By

Public Works - WPCF

Department

Larry Seals *LS*

Department Head

*[Signature]*  
City Administrator Approval

AGENDA TITLE: Approve the purchase of an 18" and 42" inline check valves

\*\*\*\*\*

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

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

RECOMMENDATION: Approve the purchase of an 18" and 42" in line check valve from Onyx Valve at a total cost including estimated shipping of \$14,750.

DISCUSSION: The 42" check valve costs \$11,666 and will be used at our Orchard Pump Station. There is currently a slide gate at the river structure which must be manually operated and kept shut once the river is above the invert of the pipe. The check valve automatically opens and closes with a difference in head pressure so gravity flow can continue at higher river levels reduce the amount of flow that ends up being pumped.

The 18" check valve costs \$2,586 and will be used at the Leroy Anderson location to prevent flash floods on Harrow's Branch from back flowing through the levee.

These valves have a one year warranty and a 25+ year life expectancy.

WPCF budgeted a total of \$137,000 in 610-8-815-6799 for repairs and improvements to these two levee outfalls. The funds will be taken out of this account.



# ONYX VALVE CO

835 Industrial Hwy. Cinnaminson, NJ. 08077  
Ph(856-829-2888) Fax (856-829-3080)  
Web Site @ [www.onyxvalve.com](http://www.onyxvalve.com)

## QUOTATION

Fax Page 1 of 1

NO. 101420-CW  
Date: October 14, 2020  
Company: City of Ottumwa  
Attn: Ron Jacobsen  
Ph: 641-683-0641  
Fax:  
Ref:

Terms: Net 30  
F.O.B. Factory  
Ship:  PPD  Collect  PPD & Add  
Ship By: Approximately 11 Weeks.  
Valid through: 60 days

Item#	Qty	Description	Unit Price	Extension
A	1	Size 18" Series In-Line Check Valve	\$2,586.00	\$2,586.00
B	1	Size 42" Series In-Line Check Valve	\$11,666.00	\$11,666.00

Submittal drawings available on request

NOTE: Quote does not include shipping.

Materials of construction: Series ILCV

- Neoprene Elastomer.
- 304 Stainless Steel Expanding Clamp Band.
- WILL NEED EXACT PIPE ID WITH PO.

Please feel free to call with any questions or concerns.

Best Regards,

Chuck Witherow  
Sales – ONYX Valve Co.

# Onyx model **ILCV** In-Line Check Valve

Frost proof

Silent operation

Corrosion resistant

High Flow Capacity

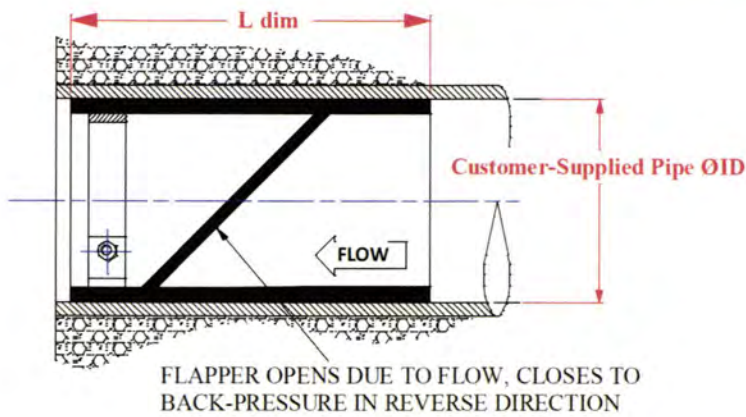
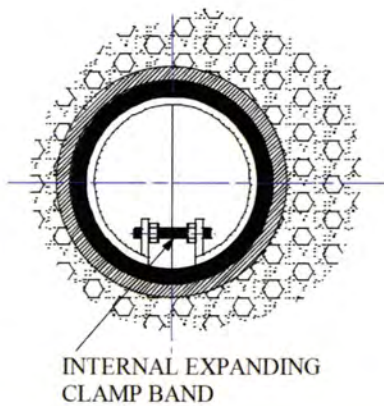
Low pressure drop

Cracking Pressure = 1" to 2"

Materials of Construction:

Neoprene or EPDM

304 or 316 Stainless Steel



Size		L-dim		Weight		Back pres-	
inch	mm	inch	mm	lb	kg	feet	meters
4	100	9	213	2	2.3	40	12
6	150	12	290	8	3.6	40	12
8	200	14	350	14	6.4	40	12
10	250	16	400	18	8.2	40	12
12	300	20	495	35	16	40	12
14	350	26	654	75	34	20	6
16	400	29	730	115	52	20	6
18	450	31	790	137	62	20	6
20	500	43	1070	210	95	20	6
24	600	48	1200	300	136	20	6
30	700	55	1400	476	216	20	6
36	900	63	1600	785	356	20	6
42	1050	71	1800	1350	612	15	5
48	1200	80	2030	1725	785	15	5
54	1350	87	2210	2500	1135	15	5
60	1500	103	2620	3225	1460	15	5
72	1800	127	3225	6650	3015	12	4

The In-Line CV slip-in check valve offers cost effective backflow prevention. Its low cracking pressure (1" to 2" above back pressure) combined with high-flow capacity (4x that of conventional slip-in duckbill valves) eliminates upstream flooding. Provides quick drainage during high flow conditions. The series In-Line CV slip-in check valve eliminates mechanical parts which can wear and jam in conventional check valves and can be installed without modifications to existing structures.

**ONYX VALVE CO**

Tel: 856-829-2888

On the web at

[www.onyxvalve.com](http://www.onyxvalve.com)



**UTILITY EQUIPMENT CO.**

3739 STATE ST  
PO BOX 1290  
BETTENDORF IA 52722

**QUOTATION**

Utility Equipment Company

Bid Date: 09/24/2020 05:00 AM  
Quote: 15493  
Quote By: JMM  
Page: 1 of 1

**RON JACOBSEN**  
**CITY OF OTTUMWA**  
**105 E 3RD ST**  
**OTTUMWA, IA 52501**

Project: 42" INLINE CHECK VALVE  
Location: OTTUMWA, IOWA  
Engineer: RON JACOBSEN  
Engineer Phone: 641-683-0641

LINE#	BID ITEM#	QTY	UNIT	DESCRIPTION	UNIT PRICE	EXTENDED PRICE
1		1	EACH	42" PROCO 790 INLINE CHECK VLV # CK790420	13,250.00	13,250.00
2		1	EACH	42" INTERNAL CLAMP FOR PROFLEX 790 CHECK VALVE # CK790CLMP420	0.00	0.00
3				<b>PLUS INBOUND FREIGHT. 10 WEEK LEAD TIME.</b>		
4		1	EACH	18" PROCO 790 INLINE CHECK VLV # CK790180	3,350.00	3,350.00
5		1	EACH	18" INTERNAL CLAMP FOR PROFLEX 790 CHECK VALVE # CK790CLMP180	0.00	0.00
6				<b>**** DUCKBILL CHECK VALVES ***</b>		
7		1	EACH	18" 740/NN NEOPRENE SLEEVE IN-LINE CHECK VALVE (DUCKBILL) # CK740180NN	3,950.00	3,950.00
8		1	EACH	18" 304SS INTERNAL CLAMP FOR PROFLEX 740 CHECK VALVE # CK740CLMP180	0.00	0.00
9		1	EACH	42" 740/NN NEOPRENE SLEEVE IN-LINE CHECK VALVE # CK740420NN	13,500.00	13,500.00
10				<b>PLUS INBOUND FREIGHT. 10 WEEK LEAD TIME.</b>		

**TERMS AND CONDITIONS**

Prices quoted herein are firm for orders placed within 15 days and shipped within 30 days, except as specifically mentioned herein. Pricing is subject to the manufacturer's terms of escalation and stock availability. UECO warrants up to the level of the manufacturer's warranty. Sales tax is not included. All quotes are subject to our acceptance. Our quotations are a service and not a guaranteed bill of material. Quantities, sizes and specifications are not guaranteed and should be carefully checked. Field verify all existing mains prior to ordering tapping sleeves, line stop fittings, and valve insertions. Terms are net 30 days. Any non-stock items could incur possible freight charges. Special order material is non-returnable.

PROCO  
STYLE

# 790

ProFlex™ Low Headloss In-Line Rubber Check Valves



The **ProFlex™ 790** Low Headloss In-line Rubber Duckbill Check Valve design allows for a passive flow and allows the valve to be installed without having to do any modifications to existing structures or costly pre-install planning. The unique fold away design of the inner sleeve also allows for a near full port flow, allowing for quick drainage.

The **ProFlex™ 790** Low Headloss In-line Rubber Duckbill Check Valve is the valve of choice for municipalities, airport runway runoffs, railway washouts, highway flood damage prevention and odor control. The 790's unique design provides rapid dispersion of head pressures and with its low cracking pressure, it prevents upstream flooding.



The **ProFlex™ 790** Low Headloss In-line Rubber Duckbill Check Valve's ZERO backflow design, make it the perfect fit for:

- **Combined Sewer Overflows (CSO'S):**

A combined sewer is a sewage collection system of pipe and tunnels designed to also collect surface runoff. Combined sewers can cause serious water pollution problems during combined sewer overflow (CSO) events when wet weather flows exceed the sewage treatment plant capacity.

- **Sanitary Sewer Overflow:**

A condition in which untreated sewage is discharged from a sanitary sewer into the environment prior to reaching sewage treatment facilities.

- **Outfalls:**

An outfall is the discharge point of a waste stream into a body of water; alternatively, it may be the outlet of a river, drain or a sewer where it discharges into a body of water.

**Table 9: Sizes • Weights**

NOMINAL 1 PIPE SIZE Valve I.D. Inch / (mm)	Internal Clamp(s) #/Valve Segment	Standard Dimensions/Ratings for PROCO Style 790			WEIGHT 2 lbs / (kgs)	
		Cuff Width Inch / (mm)	Length Inch / (mm)	Backpressure Feet / (m)		
3	(80)	1 1	2.00 (38)	8 (204)	40 (12)	5 (2.27)
4	(100)	1 1	2.00 (38)	9 (229)	40 (12)	5 (2.27)
6	(150)	1 1	3.00 (51)	12 (305)	40 (12)	8 (3.63)
8	(200)	1 1	3.00 (51)	14 (356)	40 (12)	14 (6.36)
10	(250)	1 1	3.00 (51)	16 (407)	40 (12)	18 (8.17)
12	(300)	1 1	3.00 (51)	20 (508)	40 (12)	35 (15.88)
14	(350)	1 1	5.00 (102)	26 (661)	20 (6)	75 (34.02)
16	(400)	1 1	5.00 (102)	29 (737)	20 (6)	115 (52.17)
18	(450)	1 1	5.00 (102)	31 (788)	20 (6)	137 (62.15)
20	(500)	2 2	8.00 (203)	43 (1093)	20 (6)	210 (95.26)
24	(600)	2 2	8.00 (203)	48 (1220)	20 (6)	300 (136.08)
30	(750)	2 2	8.00 (203)	55 (1397)	20 (6)	476 (215.92)
36	(900)	2 2	8.00 (203)	63 (1601)	20 (6)	785 (356.08)
42	(1050)	2 2	8.00 (203)	71 (1804)	15 (5)	1350 (612.36)
48	(1200)	2 3	8.00 (203)	80 (2032)	15 (5)	1725 (782.46)
54	(1350)	2 3	8.00 (203)	87 (2210)	15 (5)	2500 (1134.00)
60	(1500)	2 3	12.00 (305)	103 (2617)	15 (5)	3225 (1462.86)
72	(1800)	3 3	12.00 (305)	127 (3226)	12 (4)	6650 (3016.43)

Notes: Dimensions are approximate and may change due to pipe dimension changes, inlet, back pressures and flow rates.

1. Larger sizes available upon request.

2. Weights are approximate.





**\*\* THE FOLLOWING INFORMATION WILL NEED TO BE COMPLETED IF YOU WISH TO PROCEED WITH THE ORDERING OF THIS VALVE.**

THE FOLLOWING INFORMATION IS REQUIRED FOR EACH VALVE AT TIME OF ORDER TO ENSURE PROPER VALVE OPERATION:

EXACT PIPE I.D.: \_\_\_\_\_ INCHES

CLAMP LOCATION: INLET OR DISCHARGE

FLOW RATE: \_\_\_\_\_ GPM

INLET PRESSURE: \_\_\_\_\_ FT/HEAD

BACK PRESSURE: \_\_\_\_\_ FT

WILL THE VALVE BE INSTALLED IN A SUBMERGED CONDITION: YES/NO

**SHIPMENT LEAD TIME IS 10 WEEKS AFTER RECEIPT OF ORDER & FLOW DATA.**

**THIS IS A NON-STOCK ITEM AND IS NOT ELIGIBLE FOR CANCELLATION OR RETURN.**

THANK YOU,  
JARED MCNALL  
UTILITY EQUIPMENT COMPANY  
563-355-5376

**WILLCO INC.**  
 212 SOUTH 74TH STREET  
 SUITE 200  
 OMAHA, NE 68114  
 USA

Voice: (402) 573-7000  
 Fax: (402) 573-7371

# QUOTATION

Quote Number: 200424-OTTUMWA-BUD  
 Quote Date: Apr 24, 2020  
 Page: 1

Quoted To:
City of OTTUMWA WPC 2222 So. Emma Street OTTUMWA, IA 52501-3508

Customer ID	Good Thru	Payment Terms	Sales Rep
OTTUMWA, CITY OF	5/24/20	Net 30 Days	2

Quantity	Item	Description	Unit Price	Amount
3.00	CMUF-SL-48-316-NEO	48 CHECKMATE UF CV SLIP-IN, 316SS CLAMPS, NEO	26,920.00	80,760.00
1.00	<u>CMUF-SL-42-NEO-316</u>	42 CHECKMATE UF CV SLIP-IN, 316SS CLAMPS, NEO	18,171.00	18,171.00
1.00	CMUF-SL-36-316-NEO	36 CHECKMATE UF CV SLIP-IN, 316SS CLAMPS, NE	12,186.00	12,186.00
2.00	CMUF-SL-30-NEO-316	30 CHECKMATE UF CV SLIP-IN, 316SS CLAMPS, NEO	10,365.00	20,730.00
1.00	<u>CMUF-SL-18-NEO-316</u>	18 CHECKMATE UF CV SLIP-IN, 316SS CLAMPS, NEO	4,079.00	4,079.00
		PO TO WILLCO EST LEAD TIME 16-20 WEEKS [PARTIAL SHIPMENTS SOONER] EST FREIGHT \$2800.00		
			Subtotal	135,926.00
			Sales Tax	
			<b>TOTAL</b>	<b>135,926.00</b>

CITY OF OTTUMWA

Staff Summary

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

Council Meeting of: November 3, 2020

\_\_\_\_\_  
Ron Jacobsen

Prepared By

\_\_\_\_\_  
Public Works - WPCF

Department

\_\_\_\_\_  
Larry Seals *LVBS*

Department Head

*PLP RUT*

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

AGENDA TITLE: Approve the re-tubing of #2 digester heat exchanger.

\*\*\*\*\*

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

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

RECOMMENDATION:

Approve the re-tubing of 63 tubes on #2 digester heat exchanger from Capital City Boiler at a cost of \$8,778.

DISCUSSION:

The digester heat exchangers are used to heat the sludge to an optimum temperature for the proper growth of methane producing bacteria and in turn we use the methane as the heating fuel. Without the methane we would be required to use natural gas to heat the sludge. Without heated sludge the digestion process of bacteria eating the sludge which is a food source would not happen and increase the volume of sludge that would need to be land applied or pressed which would increase the overall plant cost.

The wastewater plant had #1 re-tubed last year and #2 is the same age, 22 years old. Doing this now will prevent any problems if it began to leak and we were unable to use the boiler to heat the sludge as happened with #1 last winter.

Repairing just one tube cost \$1,300 in 2019. This project will replace all 63 tubes for \$8,778. WPCF budgeted \$8500 for this item at prices a year ago and the price for steel has increased. 610-8-815-6727 has \$122,485 in it and this will be taken out of the account.

Source of Funds: Sewer Fund

Budgeted Item: YES

Budget Amendment Needed:



CAPITAL CITY BOILER & MACHINE WORKS, INC

2600 E MARKET STR  
DES MOINES, IA 50317

PH 515-265-9989  
FAX 515-265-1571

October 22, 2020

Ottumwa – City of - WPCF  
Water Pollution Control Facility  
2222 S. Emma  
Ottumwa, IA 52501

Attn: Ron Jacobsen  
Email: [jacobsenr@ci.ottumwa.ia.us](mailto:jacobsenr@ci.ottumwa.ia.us)

Ph: 641-683-0641

Re: Re-tube # 2 Sludge Heater

Dear Mr. Jacobsen;

Capital City Boiler would like to submit a quote on removing all 2" heater tubes in the sludge heater as needed. CCB would provide the 2" A-178 Gr A boiler tubes.

Price: \$ 8,778.00 Eight Thousand Seven Hundred Seventy-Eight Dollars  
Plus, applicable taxes or certificate for tax exemption

Thanks again.

Yours truly,

Walter A. Johnson  
President

WAJ: eci



**C.H. MCGUINNESS CO. INC.**  
**EST. 1950**

[www.chmcguinness.com](http://www.chmcguinness.com)

**1637 E. 17<sup>th</sup> Street Des Moines, Iowa 50316 515-262-5609**  
**1535 W. 15<sup>th</sup> Street Davenport, Iowa 52804 563-323-0204**

October 21, 2020

Mr. Ron Jacobsen  
City of Ottumwa  
2222 Emma Street  
Ottumwa, Iowa 52501

RE: Wastewater Treatment Plant

Dear Ron:

The following is pricing to replace all the tubes in the digester boiler.

For the sum of \$9,000.00, we propose material and labor to retube the digester boiler and work will include:

- (1) Removal of all the exiting tubes from the boiler and hauling them away from the premises.
- (2) While the tubes are removed, we would flush the internal shell to remove as much scale and sediment as possible.
- (3) Installation of [63] 2" OD x 12 gauge boiler tubes.
- (4) Upon completion, the boiler will be hydrotested to ensure no leakage is present.

No sales tax is included, it will be added if applicable. Proposal is good for thirty days, subject to surcharges from the steel mills. Payment terms are NET 10 days.

If you have any questions, please give me a call.

Sincerely,

Darin Gruver  
Vice President  
C.H. McGuinness Co., Inc.

DG/keg

CITY OF OTTUMWA

Staff Summary

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

Council Meeting of: November 3, 2020

Engineering  
Department

Alicia Bankson  
Prepared By  
Darryl Seal  
Department Head

[Signature]  
City Administrator Approval

AGENDA TITLE: Resolution #234-2020. Authorizing the Mayor to execute Iowa DOT Preconstruction Agreement No. 2021-9-051

\*\*\*\*\*

\*\*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 #234-2020.

DISCUSSION: IDOT Preconstruction Agreement No. 2021-9-051 authorizes IDOT to design, let and inspect construction for a bridge deck overlay on East Main Street over US Hwy 34, ¼ mile east of the west junction of US Hwy 63 in Ottumwa.

US Hwy 34 through-traffic will be maintained during the construction. East Main will be temporarily closed during construction. IDOT will furnish and install the required barricades and signing for the closure at project cost and shall remove same upon completion of the project, also at no expense or obligation to the City of Ottumwa.

The IDOT will bear all costs of this project.

Source of Funds:

Budgeted Item:

Budget Amendment Needed:

RESOLUTION 234-2020

A RESOLUTION AUTHORIZING THE MAYOR TO EXECUTE IOWA DOT PRECONSTRUCTION AGREEMENT NO. 2021-9-051

WHEREAS, IDOT Preconstruction Agreement No. 2021-9-051 authorizes IDOT to design, let and inspect construction for a bridge deck overlay on East Main Street over US Hwy 34, ¼ mile east of the west junction of US Hwy 63 in Ottumwa.

NOW, THEREFORE, BE IT RESOLVED, BY THE CITY COUNCIL OF THE CITY OF OTTUMWA, IOWA THAT: The Agreement between the City of Ottumwa and Iowa DOT for the above referenced project is hereby approved.

APPROVED, PASSED, AND ADOPTED, this 3<sup>rd</sup> day of November, 2020.

CITY OF OTTUMWA, IOWA

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

ATTEST:

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



July 2014

**IOWA DEPARTMENT OF TRANSPORTATION  
Preconstruction Agreement  
For Primary Road Project**

County	<u>Wapello</u>
City	<u>Ottumwa</u>
Project No.	<u>BRFN-034-7(142)--39-90</u>
Iowa DOT	
Agreement No.	<u>2021-9-051</u>
Staff Action No.	<u>N/A</u>

This Agreement, is entered into by and between the Iowa Department of Transportation, hereinafter designated the "DOT", and Ottumwa, Iowa, a Local Public Agency, hereafter designated the "LPA" in accordance with Iowa Code Chapters 28E, 306, 306A and 313.4 as applicable;

The DOT proposes to establish or make improvements to U.S. 34 within Wapello County, Iowa; and

The DOT and the LPA are willing to jointly participate in said project, in the manner hereinafter provided; and

This Agreement reflects the current concept of this project which is subject to modification by mutual agreement between the LPA and the DOT; and

Therefore, it is agreed as follows:

**1. Project Information**

- a. The DOT will design, let, and inspect construction of the following described project in accordance with the project plans and DOT standard specifications:

Bridge deck overlay on East Main Street over U.S. 34 1.4 miles east of the west junction of U.S. 63 in Ottumwa. See Exhibit A for location.

**2. Project Costs**

- a. The DOT will bear all costs except those allocated to the LPA under other terms of this Agreement.

**3. Traffic Control**

- a. U.S. 34 through-traffic will be maintained during the construction.
- b. East Main Street will be temporarily closed during construction. The DOT will furnish and install the required barricades and signing for the closure at project cost and shall remove same upon completion of the project also at no expense or obligation to the LPA. The DOT will work in close cooperation with the LPA and the contractor to accommodate emergency services and local access across the project during construction. Any detours which may be necessary for project related LPA road closures will be the responsibility of the LPA all at no expense or obligation to the DOT.
- c. The DOT shall meet with the LPA to determine whether said closure(s) will cause increased traffic on other LPA roads. The DOT and the LPA shall determine a plan, and the costs thereof, for the LPA to perform dust control on said LPA roads with increased traffic, should dust control become necessary. In that event, the LPA shall inform the DOT prior to performing said dust control. The DOT shall reimburse the LPA for the cost of said dust control measures following the receipt of a bill for the



agreed upon costs (see Iowa Code section 313.4 subsection 1.b.).

#### **4. Right of Way and Permits**

- a. Subject to the provisions hereof, the LPA in accordance with 761 Iowa Administrative Code Chapter 150.3(1)c and 150.4(2) will remove or cause to be removed (within the corporate limits) all encroachments or obstructions in the existing primary highway right of way. The LPA will also prevent the erection and/or placement of any structure or obstruction on said right of way or any additional right of way which is acquired for this project including but not limited to private signs, buildings, pumps, and parking areas.
- b. The DOT will be responsible for the coordination of utility facility adjustments for the primary road project.
- c. The LPA agrees to relocate all city-owned utilities necessary for construction which are located within the existing street or alley right of way, subject to the approval of and without expense to the DOT and in accordance with 761 Iowa Administrative Code Chapter 150.4(5) and the DOT Utility Accommodation Policy.
- d. With the exception of service connections no new or future utility occupancy of project right of way, nor any future relocations of or alterations to existing utilities within said right of way will be permitted or undertaken by the LPA without the prior written approval of the DOT. All work will be performed in accordance with the Utility Accommodation Policy and other applicable requirements of the DOT.

#### **5. Construction & Maintenance**

- a. Upon completion of the project, no changes in the physical features thereof will be undertaken or permitted without the prior written approval of the DOT.
- b. Future maintenance of the primary highway within the project area will be carried out in accordance with the terms and conditions contained in 761 Iowa Administrative Code Chapter 150.
- c. Structures built by the DOT over or under a primary road will be maintained structurally sound by the DOT, including repairs to floors and railing and painting. For structures serving roadways which are not on the primary road system, the cleaning and removal of snow, debris and foreign objects from local road traffic lanes, sidewalks or walkways within the project limits (if any) including pedestrian overpasses or underpasses will be the responsibility of the LPA.

#### **6. General Provisions**

- a. If the LPA has completed a Flood Insurance Study (FIS) for an area which is affected by the proposed Primary Highway project and the FIS is modified, amended or revised in an area affected by the project after the date of this Agreement, the LPA shall promptly provide notice of the modification, amendment or revision to the DOT. If the LPA does not have a detailed Flood Insurance Study (FIS) for an area which is affected by the proposed Primary Highway project and the LPA does adopt an FIS in an area affected by the project after the date of this Agreement, the LPA shall promptly provide notice of the FIS to the DOT.
- b. The LPA will comply with all provisions of the equal employment opportunity requirements prohibiting discrimination and requiring affirmative action to assure equal employment opportunity as required by Iowa Code Chapter 216. No person will, on the grounds of age, race, creed, color, sex, sexual orientation, gender identity, national origin, religion, pregnancy, or disability, be excluded from

July 2014

participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which State funds are used.

- c. It is the intent of both parties that no third party beneficiaries be created by this Agreement.
- d. If any section, provision, or part of this Agreement shall be found to be invalid or unconstitutional, such finding shall not affect the validity of the Agreement as a whole or any section, provision, or part thereof not found to be invalid or unconstitutional, except to the extent that the original intent of the Agreement cannot be fulfilled.
- e. This Agreement may be executed in (two) counterparts, each of which so executed will be deemed to be an original.
- f. This Agreement, as well as the unaffected provisions of any previous agreement(s), addendum(s), and/or amendment(s); represents the entire Agreement between the LPA and DOT regarding this project. All previously executed agreements will remain in effect except as amended herein. Any subsequent change or modification to the terms of this Agreement will be in the form of a duly executed amendment to this document.

July 2014

IN WITNESS WHEREOF, each of the parties hereto has executed Agreement No. 2021-9-051 as of the date shown opposite its signature below.

**CITY OF OTTUMWA:**

By: Tom X. Lazio Date November 3, 2020  
Title: Mayor

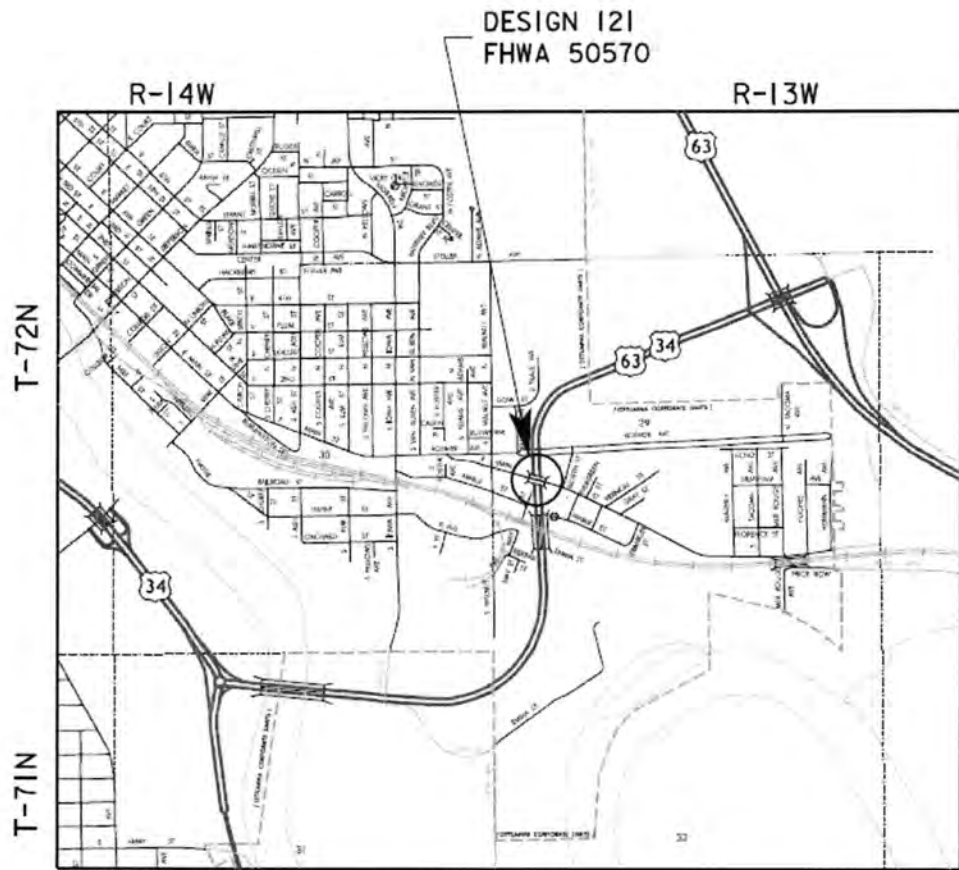
I, Christna Reinhard, certify that I am the Clerk of the City, and that  
Tom X. Lazio, who signed said Agreement for and on behalf of  
the City was duly authorized to execute the same on the 3 day of November, 2020.

Signed: Christna Reinhard  
City Clerk of Ottumwa, Iowa



**IOWA DEPARTMENT OF TRANSPORTATION:**

By: \_\_\_\_\_ Date \_\_\_\_\_, 20\_\_\_\_  
James Armstrong, P.E.  
District Engineer  
District 5



LOCATION MAP

CITY OF OTTUMWA

Staff Summary

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

Council Meeting of: November 3, 2020

Engineering Department  
Department

Alicia Bankson  
Prepared By  
*Darryl Seab*  
Department Head

*Ally Ritt*  
City Administrator Approval

AGENDA TITLE: Resolution #235-2020. Approving the work as final and complete and approving the Final Pay Request for the WPCF – Clarifier Repaint Project.

\*\*\*\*\*

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

RECOMMENDATION: Pass and adopt Resolution #235-2020.

DISCUSSION: This project consisted of recoating the bridge and structure for the north and south Final Clarifiers at the Water Pollution Control Facility.

Willco, Inc. of Omaha, Nebraska has completed the above referenced work according to the plans and specifications. This will authorize approval of final payment releasing all retainage.

Contract Summary is as follows

Base Contract	\$49,100.00
Change Order #1	\$7,000.00
Change Order #2	\$3,500.00
Final Contract Amount	<u>\$59,600.00</u>

Funding: \$60,000 WPCF Fund Balance

Source of Funds: WPCF Fund Balance

Budgeted Item: Yes

Budget Amendment Needed: Yes

RESOLUTION #235-2020

A RESOLUTION ACCEPTING THE WORK  
AS FINAL AND COMPLETE AND APPROVING THE FINAL PAY REQUEST  
FOR THE WPCF – CLARIFIER REPAINT PROJECT

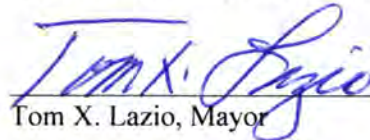
WHEREAS, The City Council of the City of Ottumwa, awarded a contract on July 21, 2020 to Willco, Inc. of Omaha, Nebraska for the above referenced project; and

WHEREAS, The project is now completed in accordance with the plans and specifications.

NOW, THEREFORE, BE IT RESOLVED, BY THE CITY COUNCIL OF THE CITY OF OTTUMWA, IOWA THAT: The above mentioned change order for this project is hereby approved. The WPCF – Clarifier Repaint Project is hereby accepted as complete and authorization to make final payment to Willco, Inc. of Omaha, Nebraska is hereby approved in the amount of \$2,980.00.

APPROVED, PASSED, AND ADOPTED, this 3<sup>rd</sup> day of November, 2020.

CITY OF OTTUMWA, IOWA

  
Tom X. Lazio, Mayor

ATTEST:

  
Christina Reinhard, City Clerk



**SECTION 630  
PAY ESTIMATE**

**CITY OF OTTUMWA**

**APPLICATION FOR PAYMENT**

TO OWNER: City of Ottumwa      PROJECT: OTTUMWA WRF Clarifier Rebid Coating  
FROM CONTRACTOR: Willco Inc      PAY REQUEST NO. 3  
PAY PERIOD: FINAL

**CONTRACTOR'S APPLICATION FOR PAYMENT**

Application for payment is made as follows:

1. Original Contract Sum	\$ <u>49,100</u>
2. Net change by Change Orders	\$ <u>10,500</u>
3. Contract Sum to Date (Line 1 ± Line 2)	\$ <u>59,600</u>
4. Total Completed and Stored to Date	\$ <u>59,600</u>
5. Retainage: <sup>0%</sup> <del>5%</del> of Completed work	\$ <u><del>2,980</del> 0.00</u>
6. Total Earned Less Retainage Amount	\$ <u><del>56,620</del> 59,600<sup>00</sup></u>
7. Less Previous Payments	\$ <u>56,620</u>
8. Current Payment Due	\$ <u>2,980</u>

The undersigned Contractor certifies that to the best of their knowledge, the Work covered by this Application has been completed in accordance with the Contract Documents, that the Contractor has paid for all Work which previous Applications for Payment were issued and payments received from the Owner, and that current payment (Line 8) is now due.

CONTRACTOR: Willco Inc      DATE: 10/26/20  
BY: [Signature]      TITLE: Vice President

**ENGINEER'S CERTIFICATE FOR PAYMENT**

In accordance with the contract documents, based on on-site observations and the information contained in this application, the Engineer certifies to the Owner that to the best of the Engineer's knowledge the Work has progressed as indicated, the quality of the Work is in accordance with the contract Documents, and the Contract entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED: \$ 2,980<sup>00</sup>

ENGINEER: [Signature]      DATE: 10-27-2020

CITY OF OTTUMWA

Staff Summary

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

Council Meeting of: November 3, 2020

Engineering Department  
Department

Alicia Bankson  
Prepared By  
*Darryl Deed*  
Department Head

*D. R. H.*  
City Administrator Approval

AGENDA TITLE: Resolution #236-2020. Accepting the work as final and complete and approving the Final Pay Request for the WPCF – Primary Clarifier Valve Replacement Project.

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

RECOMMENDATION: Pass and adopt Resolution #236-2020.

DISCUSSION: This project consisted of replacing the drain valves on the Primary Clarifiers at the Water Pollution Control Facility. The valves were installed in 1971. They are buried approximately 18 feet deep in an 11 foot wide space between the Primary Clarifier tanks and the Maintenance Shop. They are below the foundations of both structures and are overlain by a sidewalk, air supply line, 30" influent pipe, and the scum pit drain line.

Winger Contracting of Ottumwa, Iowa has completed the above referenced work according to the plans and specifications. This will authorize approval the final payment releasing all retainage.

Original Contract Amount	\$87,078.00
Less Previous Payments	<u>\$82,724.10</u>
Final Amount Due	\$4,353.90

Source of Funds: Sewer Fund Balance

Budgeted Item: No

Budget Amendment Needed: Yes



RESOLUTION #236-2020

A RESOLUTION ACCEPTING THE WORK  
AS FINAL AND COMPLETE AND APPROVING THE FINAL PAY REQUEST  
FOR THE WPCF – PRIMARY CLARIFIER VALVE REPLACEMENT PROJECT

WHEREAS, The City Council of the City of Ottumwa, awarded a contract on February 19, 2019 with Winger Contracting of Ottumwa, Iowa for the above referenced project; and

WHEREAS, The project is now completed in accordance with the plans and specifications.

NOW, THEREFORE, BE IT RESOLVED, BY THE CITY COUNCIL OF THE CITY OF OTTUMWA, IOWA THAT: The WPCF – Primary Clarifier Valve Replacement Project is hereby accepted as complete and authorization to make final payment to Winger Contracting of Ottumwa, Iowa in the amount of \$4,353.90 is hereby approved.

APPROVED, PASSED, AND ADOPTED, this 3<sup>rd</sup> day of November, 2020.

CITY OF OTTUMWA, IOWA

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

ATTEST:

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

Christina Reinhard, City Clerk

TO OWNER/CONSTRUCTION MANAGER  
 HDR Engineering  
 Kevin.Newman@hdrinc.com  
 FROM CONTRACTOR:  
 Winger Contracting Company  
 918 Hayne St, P.O. Box 637  
 Citumwa, IA 52501

PROJECT:  
 WPCF Primary Clarifier Drain  
 Valve Replacement  
 Engineer

APPLICATION NO.: RET  
 APPLICATION DATE: 10/13/2020  
 PERIOD TO: 10/13/2020  
 PROJECT NOS.:  
 CONTRACT DATE: 10/13/2020  
 WINGER JOB #: 100796

Distribution to:  
 OWNER  
 ARCHITECT  
 CONTRACTOR  
 X Engineer

**CONTRACTOR'S APPLICATION FOR PAYMENT**

Application is made for payment, as shown below, in connection with the Contract. Continuation Sheet, AIA Document G703, is attached.

- 1. ORIGINAL CONTRACT SUM \$ 87,078.00
- 2. Net change by Change Orders 0.00
- 3. CONTRACT SUM TO DATE (Line 1 + 2) \$ 87,078.00
- 4. TOTAL COMPLETED & STORED TO DATE \$ 87,078.00

- 5. RETAINAGE:
    - a. 0% of Completed Work (Columns D + E on G703) \$ 0.00
    - b. 0% of Stored Material (Column F on G703) \$
- Total Retainage (Line 5a + 5b or Total in Column J of G703) 0.00

- 6. TOTAL EARNED LESS RETAINAGE \$ 87,078.00

- 7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate) \$ 62,724.10

- 8. CURRENT PAYMENT DUE \$ 4,353.90

- 9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6) \$ 0.00

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner		
Total approved this month	0.00	
<b>TOTALS</b>	<b>0.00</b>	<b>0.00</b>
NET CHANGES by Change Order		\$0.00

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by the Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

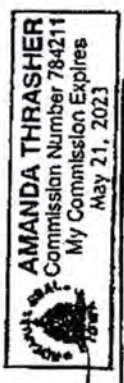
CONTRACTOR:

By: *[Signature]*

Date: 10-13-20

State of: Iowa  
 County of: Waukegan  
 Subscribed and sworn to before me this 13th day of October

Notary Public: Amanda Thrasher  
 My Commission expires: May 21, 2023



**ARCHITECT'S CERTIFICATE FOR PAYMENT**

In accordance with the Contract Documents, based on on-site observations and the data comprising this application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED \$ 4,353.90

(Attach explanation if amount certified differs from the amount applied for. Initial all figures on the Application and on the Continuation Sheet that are changed to conform to the amount certified.)

ARCHITECT: *[Signature]* Date: 10-26-2020

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

**Schedule of Value**

APPLICATION NUMBER: RET  
 APPLICATION DATE: 10/13/2020  
 PERIOD TO: 10/13/2020  
 PROJECT NO: 0  
 WINGER JOB #: 100796

B description of work	C scheduled value	D work completed		E this period	F materials presently stored (not in store)	G total completed and stored to date (d+e+f)	H balance to finish (c-g)	I retainage
		from previous application (d+e)	% (g/c)					
<b>Plumbing: 100796</b>								
Plumbing Material	41,539.00	41,539.00	0.00	0.00		41,539.00	0.00	2,076.95
Plumbing Labor	12,842.00	12,842.00	0.00	0.00		12,842.00	0.00	642.10
Excavation	8,222.00	8,222.00	0.00	0.00		8,222.00	0.00	411.10
Permits & Bonds	853.00	853.00	0.00	0.00		853.00	0.00	42.65
Equipment Rentals	5,079.00	5,079.00	0.00	0.00		5,079.00	0.00	253.95
Crane	6,667.00	6,667.00	0.00	0.00		6,667.00	0.00	333.35
Concrete	6,722.00	6,722.00	0.00	0.00		6,722.00	0.00	336.10
<b>Steel Fab</b>								
Stairs & Handrailing	5,154.00	5,154.00	0.00	0.00		5,154.00	0.00	257.70
	0.00	0.00	0.00	0.00		0.00	0.00	0.00
	0.00	0.00	0.00	0.00		0.00	0.00	0.00
	0.00	0.00	0.00	0.00		0.00	0.00	0.00
<b>TOTALS</b>	<b>87,078.00</b>	<b>87,078.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>87,078.00</b>	<b>0.00</b>	<b>4,353.90</b>

CITY OF OTTUMWA

Staff Summary

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

Council Meeting of: November 3, 2020

Phillip Burgmeier

Prepared By

Public Works - WPCF

Department

Larry Seals

Department Head

[Signature]  
City Administrator Approval

AGENDA TITLE: Resolution #237-2020. Approve the purchase of 30 duckbill check valves for the Wastewater Plant's effluent diffuser.

\*\*\*\*\*

\*\*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 #237-2020

DISCUSSION: The effluent diffuser consists of a 30" diameter manifold with 30 – 6" diffuser ports spread out over a 175 feet length. Spreading the effluent over a wider area of river decreases the concentration of residual ammonia nitrogen in the immediate vicinity of the outfall, protecting fish and other animals in the river. The duckbills on the diffuser today are the original ones installed when the diffuser was built in 1995. The valves are in constant use and have reached the end of their useful life. They no longer spread the effluent flow uniformly across the length of the diffuser.

Once the new duckbills arrive a contract will be let to install them. These valves have a 1 year warranty and we expect they will last 20-25 years.

Funding will be from the WPCF maintenance and repair fund (610-8-815-6399). Because the diffuser is shared with JBS they have agreed to pay 1/3 of maintenance and repair costs.

Total Cost: \$ 28,220.00  
JBS: \$ 9,106.67  
City of Ottumwa: \$ 18,813.33

Source of Funds: Sewer Fund

Budgeted Item: YES

Budget Amendment Needed: NO

RESOLUTION #237-2020

A RESOLUTION APPROVING THE PURCHASE OF 30 DUCKBILL CHECK VALVES FOR THE  
WASTEWATER PLANT'S EFFLUENT DIFFUSER.

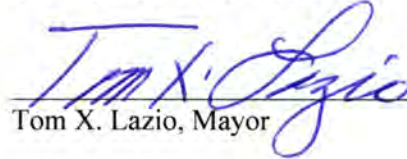
WHEREAS, The installed check valves are not operating properly; and

WHEREAS, The proper operation of the check valves is necessary to meet the requirements of the  
NPDES Permit.



NOW, THEREFORE, BE IT RESOLVED, BY THE CITY COUNCIL OF THE CITY OF OTTUMWA,  
IOWA THAT: The purchase of 30 duckbill check valves from Dorner Company of Sussex, WI for a price  
of \$28,220.00 is hereby approved.

APPROVED, PASSED, AND ADOPTED, this 3<sup>rd</sup> day of November, 2020.

CITY OF OTTUMWA, IOWA

  
Tom X. Lazio, Mayor

ATTEST:

  
  
Christina Reinhard, City Clerk

# DORNER QUOTATION

To: City of Ottumwa, IA  
 Ref: Duck Bill Check Valves  
 Attn: Philip Burgmeier

Date: October 29, 2020  
 Proposal No. Q1614prot  
 Page: one of one  
 Industry Code: 4952

FOB: Factory  
 Terms: N30  
 Delivery: 8-10 Weeks

Make Order To: Dorner Company  
 N61 W23043 Silver Spring Dr.  
 Sussex, WI 53089

Sales Contact: Steve Pollock  
 Phone No: (262) 932-2100 Ext: 126  
 (262) 685-8389 Cell  
[stevep@dornerco.com](mailto:stevep@dornerco.com) Email

Prepared By: Steve Pollock

Item	Quan.	Description	Unit Price	Total
1	15	6.00" Proco ProFlex Duckbill Check Valve. Slip on Style, for IPS 6.625" OD Pipe, Neoprene Material, 2 Piece Stainless Steel Band Suitable for Pipe Pinning, Standard Weight Stiffness. Model: CK730060NN-SW	\$ 924	\$ 13,864
2	15	6.00" Proco ProFlex Duckbill Check Valve. Slip on Style, for IPS 6.625" OD Pipe, Neoprene Material, 2 Piece Stainless Steel Band Suitable for Pipe Pinning, Heavy Weight Stiffness. Model: CK730060NN-SW	\$ 924	\$ 13,864
<b>Total</b>				\$ 27,729

\*\*\*\* Non Stock Item; Not Eligible for Cancellation or Return\*\*\*\*

Notes: Prices quoted are FOB Factory with pre-pay & add. Quote valid for 30 days. Any applicable taxes are not included in the above pricing. Delivery times are estimated and are not guaranteed.

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

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

Council Meeting of : Nov 3, 2020

Planning & Development  
Department

Zach Simonson  
Prepared By  
Kevin C. Flanagan  
Department Head

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

AGENDA TITLE: AN ORDINANCE 3177-2020 CHANGING THE NAME OF THE HEALTH DEPARTMENT TO THE BUILDING AND CODE ENFORCEMENT DEPARTMENT BY AMENDING THE MUNICIPAL CODE OF THE CITY OF OTTUMWA, IOWA, BY AMENDING SECTIONS 2-80, 7-8, 13-3, 15-4, 20-5, 22 1/2-62, 24 1/2-3, 24 1/2-10 AND 36-8 AS SET FORTH HEREAFTER

\*\*\*\*\*

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

RECOMMENDATION: Waive second and third considerations and pass and adopt Ordinance No. 3177-2020.

DISCUSSION: This ordinance renames the Health Department to the Building and Code Enforcement Department. Renaming the Health Department is long overdue. The original name reflected a department that conducted restaurant inspections and other functions related to health. Today, especially during the COVID-19 public health emergency, the name has become a source of confusion and frustration for community members seeking public health resources.

Source of Funds:

Budgeted Item:  Budget Amendment Needed:

This ordinance updates the department name as set in the Code. The name change will coordinate with an effort to professionalize the department that will include uniform shirts for inspectors, a review of policies and procedures and improvements in public communication.

The specific changes are as follows:

Section One:

Section 2-80 is amended to change the department name.

Section Two:

Section 7-8 is amended to change the department name.

Section Three:

Section 13-3 is amended to change the department name.

Section Four:

Section 15-4 is amended to change the department name.

Section Five:

Section 20-5 is amended to change the department name.

Section Six:

Section 22½-62 is amended to change the department name.

Section Seven:

Section 24½-3 is amended to change the department name.

Section 24½-10 is amended to change the department name.

Section Eight:

Section 36-8 is amended to change the department name.



**ORDINANCE NO. 3177-2020**

**AN ORDINANCE 3177-2020 CHANGING THE NAME OF THE HEALTH DEPARTMENT TO THE BUILDING AND CODE ENFORCEMENT DEPARTMENT BY AMENDING THE MUNICIPAL CODE OF THE CITY OF OTTUMWA, IOWA, BY AMENDING SECTIONS 2-80, 13-3, 7-8, 15-4, 20-5, 22 ½-62, 24½-3, 24½-10 AND 36-8 AS SET FORTH HEREAFTER**

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

**Sections 2-80, 7-8, 13-3, 15-4, 20-5, 22½-62, 24½-3, 24½-10 and 36-8 of the City of Ottumwa, Iowa, and as set forth in the Municipal Code City of Ottumwa, Iowa be and the same is hereby amended as follows:**

**SECTION ONE**

**Section 2-80 is hereby amended by repealing Section 2-80 in its entirety and enacting the following in lieu thereof:**

**Sec. 2-80. - Other appointments, terms, compensations, promotions.**

- (a) The city administrator shall appoint the chief of police subject to the approval of the city council.
- (b) The city administrator may appoint such city officers as the city administrator deems necessary for the effective and efficient operation of the city subject to the approval of the city council.
  - (1) The council shall appoint such department heads as the council deems necessary for the effective and efficient operation of the city, with the full and active participation of the city administrator.
  - (2) The department heads shall appoint such full-time and permanent part-time employees as they deem necessary for the effective and efficient operation of their respective departments, subject to the approval of the council. The department heads shall appoint such part-time seasonal employees as they deem necessary for the effective and efficient operation of their respective departments, subject to the active participation and approval of the city administrator.
  - (3) The offices of the finance director and treasurer may be combined with the office of the city administrator by resolution of the city council. The offices of public works director and city engineer may be combined by resolution of the city council, as may be the offices of planning and zoning director and **building and code enforcement department** director. Other department head offices may be combined or re-structured as recommended by the city administrator subject to city council approval. The terms and compensation of said offices shall be determined and fixed by resolution of the city council. Said appointments of department heads and city administrator shall continue until terminated.
- (c) The person responsible for the appointment of said officers shall advertise for applicant and select applicants for interview. After the interview, the name of one such applicant shall be submitted to the council for approval. The council may review all applications and resumes and sit in on all interviews as observers. If said nominee is not approved, the person responsible for the appointment shall reinstate the process or may submit another nominee from the first applicants.
- (d) Members of the city boards and commissions shall be appointed by the mayor subject to the approval of the city council, except as provided by state law. The terms and compensation of said members shall be determined and fixed by the city council as provided for by state law.

## **SECTION TWO**

**Section 7-8 is hereby amended by repealing Section 7-8 in its entirety and enacting the following in lieu thereof:**

### **Sec. 7-8. – Injury to animals.**

- (a) The operator of any vehicle which strikes a domestic animal shall stop at once and render such assistance as may be possible and shall immediately report such injury or death to the animal's owner; in the event the owner cannot be ascertained or located, the report shall be made to the police department.
- (b) All employees within the departments of public works, building and code enforcement, water pollution control, parks, fire and police are responsible for picking up dead animals, whether domestic or wild, found by that employee on streets, on public rights-of-way, and found at large in parks or on other public property. The police department will be notified of any injured animals found and will be responsible for taking such action as deemed necessary to protect or dispose of said animal. In the event a dead animal found on city property is wearing any type of identifying tag, the police department will be notified to attempt contact with the owner. City employees are not responsible for picking up dead animals on private property.

## **SECTION THREE**

**Section 13-3 is hereby amended by repealing Section 13-3 in its entirety and enacting the following in lieu thereof:**

### **Sec. 13-3. - Amendments, modifications, deletions and additions to NFPA 70 National Electrical Code, 2011 edition, including administration and permit fees.**

- (a) Annex H 80.13(2) is hereby amended by replacing the reference to 80.23 with "chapter 1, article III of this Code."
- (b) Annex H 80.13(13) is hereby amended by deleting the last sentence.
- (c) Annex H 80.15(B) is hereby amended to read:

Appointments. The inspection board of review created in chapter 20-3-G shall serve as the electrical board of review.

- (d) Annex H 80.15(C), (D), (E) and (F) are hereby deleted in their entirety.(e)Annex H 80.15(G) is hereby amended to read:

(e)

Appeals. Appeals to the board shall follow the guidelines established in chapter 20-3-I.

- (f) Annex H 80.15(H) is hereby deleted.
- (g) Annex H 80.17 is hereby deleted.
- (h) Annex H 80.19, Permits and Approvals, is hereby amended to read:

Permits and approvals shall conform to 80.19(A)—(C) and (F)—(H).

- (i) Annex H 80.19(A) is hereby amended by adding the following:
  - (3) In order to obtain a permit, the applicant shall first file an application in writing, on form furnished by the city for that purpose. An exception shall be made if the electrical master license holder has a deposit account with the city, then the electrical master license holder

may call the **building and code enforcement department** during regular business hours to obtain permits if the deposit account has sufficient funds to purchase the permit.

(j) Annex H 80.19(C) is hereby amended by adding the following:

(3) A permit shall not be required for the replacement of a single part of a service entrance up to, but not including, the service panel and related breakers and/or fuses.

(4) Except as specified in Annex H 80.19, no electrical system regulated by this code shall be installed, altered, repaired, replaced or remodeled unless a separate electrical permit for each building, structure, system or equipment has first been obtained from the **building and code enforcement department**.

(k) Annex H 80.19(D) is hereby deleted.

(l) Annex H 80.19(E) is hereby amended to read:

Electrical permit fees shall be set by resolution of the city council.

(m) Annex H 80.19(F)(2) is hereby amended to read:

Where the inspector finds the installation be in conformity with the statutes of all applicable local ordinances and all rules and regulations, the inspector shall issue the person, firm or corporation making the installation a certificate of approval.

(n) Annex H 80.19(F)(3) is hereby amended to read:

When any portion of the electrical installation within the jurisdiction of an electrical inspector is to be hidden from view by the permanent placement of parts of the building, the person, firm or corporation installing the equipment shall notify the electrical inspector. Such equipment shall not be concealed until it has been approved by the electrical inspector.

(o) Annex 80.19(F)(4) is hereby deleted.

(p) Annex H 80.23, Notice of Violations, Penalties, is hereby amended to read:

Notice of violations and penalties shall conform to 80.23(A).

(q) Annex H 80.23(A)(2) is hereby amended to read:

Any order or notice issued pursuant to this Code shall be served upon the owner, operator, occupant or other person responsible for the condition or violation, either by personal service or mail or by delivering the same to, and leaving it with, some person of responsibility upon the premises. For unattended or abandoned locations, a copy of such order or notice shall be posted on the premises in a conspicuous place at or near the entrance to such premises.

(r) Annex H 80.23(B) is hereby deleted.

(s) Annex H 80.25(E) is hereby amended to read:

Where a connection has been made to an installation that has not been permitted and/or inspected, as outlined in the preceding paragraphs of this section, the supplier of electricity shall immediately report such condition to the electrical inspector. If upon subsequent inspection, it is found that the installation is not in conformity with the provisions of this code, the electrical inspector shall notify the person, firm or corporation making the installation to rectify the defects within an amount of time set by the electrical inspector. If the corrections are not made within said time, the electrical inspector shall have the authority to cause the disconnection of that portion of the installation that is not in conformity.

(t) Annex H 80.25, Connection to Electricity Supply, is hereby amended to read:

Connections to the electric supply shall conform to 80.25(A) and (B).

(u) Annex H 80.25(C), (D) and (E) are hereby deleted.

(v) Annex 80.27 is hereby deleted in its entirety.

(w) Annex H 80.29 is hereby amended by adding the words "City of Ottumwa" in the blank.

(x) Annex 80.33 is hereby deleted in its entirety.

(y) Annex 80.35 is hereby deleted in its entirety.

#### **SECTION FOUR**

**Section 15-4 is hereby amended by repealing Section 15-4 in its entirety and enacting the following in lieu thereof:**

##### **Sec. 15-4. – Enforcement.**

The chapter shall be enforced by the **building and code enforcement department**.

#### **SECTION FIVE**

**Section 20-5 is hereby amended by repealing Section 20-5 in its entirety and enacting the following in lieu thereof:**

##### **Sec. 20-5. - Rental permit.**

(a) Requirements for a rental property. It shall be a violation of this Code for any person to let to another for occupancy a dwelling, dwelling unit, duplex, multiple dwelling, rooming unit (except a rooming unit or units within owner occupied single-family dwellings, condominiums, and cooperatives containing no more than two roomers) or roominghouse unless:

(1) The owner or operator holds a valid rental permit, issued by the **building and code enforcement department**, in the name of the owner or operator, applicable to those portions of the specific structure used for residential rental purposes.

(2) An exception to the requirement to register rental property is made for property owned by parents and occupied by their children/stepchildren and property owned by children/stepchildren and occupied by their parents. The property must be legally recorded in the parent or children/stepchildren's name at the county courthouse. Verification of the property owner and/or occupant's relationship shall be required in order to qualify for this exception. This exception shall not be deemed to grant authorization to violate the minimum housing requirements as set forth in this Code.

(b) Rental permit. A rental permit shall be a document indicating compliance with the housing code at the time of issuance and shall be valid for the length of time as stated on the permit. The document shall be transferable from one owner or operator to another at any time prior to its expiration, termination, or revocation. The owner or operator shall notify the **building and code enforcement department** of any change of interest or ownership in the property within 30 days of any conveyance or transfer of interest affecting the property and provide the name and address of all persons who have acquired an interest therein. The rental permit shall state the date of issuance, the address of the structure to which it is applicable, the last inspection date, and its expiration date. All dwelling units and rooming units being let to another for occupancy without a

valid permit or application for the same on file with the city and fees paid may be ordered vacated.

- (c) Application for rental permit. The owner or operator shall file, in duplicate, an application for rental permit with the **building and code enforcement department** on application forms provided by the director and shall cause an inspection of all dwellings, dwelling units or rooming units listed on the application to be made within ten business days of this application.
- (d) Issuance of a rental permit. When the owner or operator has complied with all provisions of the housing code, the **building and code enforcement department** shall issue a rental permit upon payment of a fee, the amount of which shall be set by resolution of the city council.
- (e) Revocation of a rental permit. The inspection board of review shall consider the revocation of a rental permit if petitioned by the director for such revocation. The owner or operator of the affected property shall be properly notified of the petition for revocation and shall be notified of the date; place and time of the inspection board of appeals consideration of the petition and may appear and defend. The board may revoke a rental permit upon finding of a violation of any provision of this Code.
- (f) Hearing when a rental permit is denied. Any person whose application for a certificate of rental permit has been denied may request and shall be granted a hearing on the matter before the inspection board of review under the procedures provided herein. Application for the appeal hearing must be made within 20 days of receipt of the written notice of denial.

## **SECTION SIX**

**Section 22½-62 is hereby amended by repealing Section 22½-62 in its entirety and enacting the following in lieu thereof:**

### **Section 22½-62. – Contents of plan.**

The proposed mobile home park development plan shall show the following:

- (a) Topography with topographic lines at a minimum of five-foot intervals.
- (b) Park boundaries and dimensions.
- (c) Location and area of all uses, including streets adjacent to and within the park; walks, patios, mobile home stands; play areas, parks and common open spaces, parking areas; utilities including street lighting and fire hydrants; physical features such as retaining walls, fences, trees and natural features; other information that may be required by the planning, engineering, traffic, fire, water and **building** departments; easements and dedications.
- (d) The mobile home park plan shall be prepared by a landscape architect, architect, engineer, land surveyor or other qualified designer and have the seal of an engineer or land surveyor duly registered to practice in the state for that part of the plan so requiring such certification.

## **SECTION SEVEN**

**Section 24½-3 is hereby amended by repealing Section 24½-3 in its entirety and enacting the following in lieu thereof:**

### **Sec. 24½-3. - Location of junk motor vehicles on private property; attachment of abatement notice.**

The city administrator may authorize any employee of the city to investigate, locate and identify junk motor vehicles on private property. Such authorized employee shall have full authority to attach the abatement notice prescribed by section 24½-4 to such junk motor vehicles and shall promptly thereafter make a full report with respect thereto to the **building and code enforcement department**.

**Section 24½-10 is hereby amended by repealing Section 24½-10 in its entirety and enacting the following in lieu thereof:**

**Sec. 24½-10. - Exceptions.**

The following exceptions shall apply to this chapter:

- (1) The terms and provisions of this chapter shall not apply to any person, firm, associations, partnership or corporation or any agent thereof that is duly licensed by the city as a salvage yard operator in full compliance with all of the ordinances of the city and the laws of the state.
- (2) The terms and provisions of this chapter shall not apply to any junk motor vehicle that is stored within an enclosed building as defined in this chapter.
- (3) A junk motor vehicle under active repair may be parked upon the driveway of a residentially zoned property not having a garage, provided the property owner has notified the **building and code enforcement department** in writing of the owner's intent to actively repair the junk motor vehicle and the repairs are completed within 30 days of the notification.

**SECTION EIGHT**

**Section 36-8 is hereby amendment by repealing Section 36-8 in its entirety and enacting the following in lieu thereof:**

**Sec. 36-8. - Private well installation permit required.**

- (a) No person shall construct a private well after November 1, 2000, or own or use a private well constructed after November 1, 2000, unless a permit has been issued for the well by the city. The permit application shall be made with the **building and code enforcement department** on forms provided by the city.
- (b) The permit applicant shall provide the **building and code enforcement department** with data concerning the soil and groundwater contamination in the particularly described application site.
- (c) In determining whether to issue a permit or not, the **building and code enforcement department** shall consider the availability of public water to serve the facility; the estimated amount of water to be consumed; and the uses for which the water will be used.
- (d) The **building and code enforcement department** has issued letters to the state department of natural resources in response to information it has received documenting the presence of petroleum contamination from underground storage tank sites. These letters provide assurance that the health department would not likely permit private wells within the documented area of concern due to the availability of public water supply. The **building and code enforcement department** will maintain records of all leaking underground storage tank sites for which it has issued a certification letter.
- (e) The **building and code enforcement department** will investigate their records to determine if the proposed private well is within the area of concern from any leaking underground storage tank sites. The **building and code enforcement department** may also contact the state department of natural resources to determine if there are leaking underground storage tank sites within the area of concern.
- (f) If the **building and code enforcement department** determines that a private well application may be granted in an area of concern, the **building and code enforcement department** shall notify the state department of natural resources leaking underground storage tank section of the permit application.

(g) A decision to grant or deny a permit shall be made within 30 days after application. If a permit is denied, a written notice of denial shall be given to the applicant. The reason for the denial shall be stated in the notice and the rights of the applicant to appeal the **building and code enforcement department's** decision. If a permit is denied, the applicant may appeal the department's decision to the city council. The appeal shall be made by written notice delivered to the city clerk within 30 days from the date of the **building and code enforcement department's** denial. The council shall schedule a public hearing on the appeal within 30 days from the date of the appeal and upon failure to do so the denial shall be deemed affirmed by the council. If there is no appeal, the decision of the **building and code enforcement department** is final. Where appeal is taken, the decision of the city council is final.

**SECTION NINE**

This ordinance shall be in full force and effect, from and after its passage, adoption, and approval and publication as required by law, unless a subsequent effective date is set out hereinabove.

**SECTION TEN**

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

PASSED on its first consideration the 3rd day of November, 2020.

PASSED on its second consideration the \_\_\_\_\_ day of waived, 2020.

Requirement of consideration and vote at two (2) prior Council meetings suspended the \_\_\_\_\_ day of \_\_\_\_\_, 2020.

APPROVED this 3rd day of November, 2020.

CITY OF OTTUMWA, IOWA

By: Tom Lazio  
Tom Lazio, Mayor

\_\_\_\_\_ No action taken by Mayor.

\_\_\_\_\_ Vetoed this \_\_\_\_\_ day of \_\_\_\_\_, 2020

\_\_\_\_\_  
Tom Lazio, Mayor

\_\_\_\_\_ Repassed and adopted over the veto this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

\_\_\_\_ Veto affirmed this \_\_\_\_ day of \_\_\_\_\_, 2020 by failure of vote taken to repass.

\_\_\_\_ Veto affirmed no timely vote taken to repass over veto.

ATTEST:

  
\_\_\_\_\_  
Chris Reinhard, City Clerk

