



TENTATIVE AGENDA  
OTTUMWA CITY COUNCIL

SPECIAL MEETING NO. 29  
Room 8B – Depot Conference Room

September 10, 2024  
5:30 O’Clock P.M.

PLEDGE OF ALLEGIANCE

ROLL CALL: Council Member Bossou, Galloway, Hoffman, McAntire, Caviness and Mayor Johnson.

Acknowledge Council Member Galloway to serve as Mayor Pro Tem for said meeting.

APPROVAL OF AGENDA

1. This is the time, place and date set for a public hearing on authorization of a Loan Agreement and issuance of Notes not to exceed \$800,000 to evidence the obligation of the City thereunder.
  - A. Open the public hearing.
  - B. Close the public hearing.
  - C. Resolution No. 189-2024, instituting proceedings to take additional action for the issuance of Not to Exceed \$800,000 General Obligation Capital Loan Notes, for acquisition of a Landfill Compactor, and Essential Corporate Purpose.

RECOMMENDATION: Pass and adopt Resolution No. 189-2024.

- D. Resolution No. 198-2024, authorizing the purchase of an Aljon Series 500 Landfill Compactor, in the amount of \$733,756 for the Ottumwa/Wapello County Landfill.

RECOMMENDATION: Pass and adopt Resolution No. 198-2024.

2. Humana Group Medicare Advantage Plan Renewal Discussion.

RECOMMENDATION: Receive information from HR and Finance; Open Discussion with direction on how to proceed provided by City Council.

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

ADJOURN

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

**\*Items on the TABLE:**

1. Resolution No. 147-2024, approving an agreement with McMahon Associates, Inc. for Professional Consulting Services.

RECOMMENDATION: Pass and adopt Resolution No. 147-2024.



[ CITY OF ]

OTTUMWA

## FAX COVER SHEET

City of Ottumwa

DATE: 9/6/2024 TIME: 8:45 AM NO. OF PAGES 2  
(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 Special City Council Meeting #29 to be held on  
9/10/2024 at 5:30 P.M. in the Depot Conference Room, 210 West Main Street, 2<sup>nd</sup> Floor.

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FAX MULTI TX REPORT  
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JOB NO. 0056  
DEPT. ID 4717  
PGS. 2

TX INCOMPLETE -----

TRANSACTION OK 916416847834  
916606271885  
916416823269  
ERROR 916416828482

Ottumwa Courier  
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TX REPORT  
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JOB NO. 0056  
DEPT. ID 4717  
ST. TIME 09/06 08:37  
SHEETS 2  
FILE NAME

TX INCOMPLETE -----

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ERROR 916416828482

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CITY OF  
OTTUMWA

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\_\_\_\_\_

received  
9-10-24 10:19

boyle

## CITY OF OTTUMWA

### Staff Summary

\*\* ACTION ITEM \*\*

Council Meeting of: Sep 10, 2024

Finance

Department

O'Donnell

Prepared By

O'Donnell

Department Head

*[Signature]*

City Administrator Approval

AGENDA TITLE: RESOLUTION INSTITUTING PROCEEDINGS TO TAKE ADDITIONAL  
ACTION FOR THE ISSUANCE OF NOT TO EXCEED \$800,000  
GENERAL OBLIGATION CAPITAL LOAN NOTES

\*\*\*\*\*



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



The City of Ottumwa is a public entity. Any action taken by the City of Ottumwa is subject to the provisions of the Iowa Code, Chapter 371, which require that the City of Ottumwa must provide a public hearing on any action taken by the City of Ottumwa.

RECOMMENDATION: Pass and adopt resolution 189-2024 authorizing proceedings for the issuance of debt.

DISCUSSION: The compactor at the landfill is in need of immediate replacement. The current unit has failed with repair cost beyond the benefit of retaining the unit. The Solid Waste Commission is recommending to purchase of a Aljon ADV500 Landfill Compactor for base price of \$733,756 through a qualified bank loan. The loan is considered general obligation debt and proceedings to enter into the document must follow Iowa Code on the issuance of debt. Given the immediate need, the compactor will be ordered and purchased prior to receipt of the loan proceeds. It is estimated the loan will be completed within 60 days of the purchase and a reimbursement resolution will not be needed.

Source of Funds: N/A

Budgeted Item:



Budget Amendment Needed: No

## **ITEMS TO INCLUDE ON AGENDA**

### **CITY OF OTTUMWA, IOWA**

Not to Exceed \$800,000 General Obligation Capital Loan Notes

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

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

September 10, 2024

The City Council of the City of Ottumwa, State of Iowa, met in special session, at the Depot Conference Room, 210 West Main Street, Ottumwa, Iowa, 52501, at 5:30 P.M., on the above date. There were present Mayor Pro Tem Galloway, in the chair, and the following named Council Members:

Cyan Bossou, Cara Galloway, Bill Hoffman, Keith Caviness

Absent: Doug McAntire

Vacant: \_\_\_\_\_

\* \* \* \* \*



The Mayor announced that this was the time and place for the public hearing and meeting on the matter of the authorization of a Loan Agreement and the issuance of not to exceed \$800,000 General Obligation Capital Loan Notes, in order to provide funds to pay the costs of financing works and facilities useful for the collection and disposal of solid waste, including the acquisition of a landfill compactor, for essential corporate purposes, and that notice of the proposed action by the Council to institute proceedings for the authorization of the Loan Agreement and the issuance of the Notes had been published as provided by Sections 384.24A and 384.25 of the Code of Iowa.

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

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

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

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

Whereupon, Council Member Hoffman introduced and delivered to the Clerk the Resolution hereinafter set out entitled "RESOLUTION INSTITUTING PROCEEDINGS TO TAKE ADDITIONAL ACTION FOR THE ISSUANCE OF NOT TO EXCEED \$800,000 GENERAL OBLIGATION CAPITAL LOAN NOTES", and moved:

- ☒ that the Resolution be adopted.
- ☐ to ADJOURN and defer action on the Resolution and the proposal to institute proceedings for the issuance of notes to the meeting to be held at \_\_\_\_\_ .M. on the \_\_\_\_\_ day of \_\_\_\_\_, 2024, at this place.

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

AYES: Bossou, Galloway, Hoffman, Caviness

Absent: McAntire

NAYS: \_\_\_\_\_

Whereupon, the Mayor declared the measure duly adopted.



RESOLUTION NO. 189-2024

RESOLUTION INSTITUTING PROCEEDINGS TO TAKE  
ADDITIONAL ACTION FOR THE ISSUANCE OF NOT TO  
EXCEED \$800,000 GENERAL OBLIGATION CAPITAL LOAN  
NOTES

WHEREAS, pursuant to notice published as required by law, the City Council has held a public meeting and hearing upon the proposal to institute proceedings for the authorization of a Loan Agreement and the issuance of not to exceed \$800,000 General Obligation Capital Loan Notes, for the essential corporate purposes, in order to provide funds to pay the costs of financing works and facilities useful for the collection and disposal of solid waste, including the acquisition of a landfill compactor, and has considered the extent of objections received from residents or property owners as to the proposed issuance of Notes; and following action is now considered to be in the best interests of the City and residents thereof.

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

Section 1. That this Council does hereby institute proceedings and take additional action for the authorization and issuance in the manner required by law of not to exceed \$800,000 General Obligation Capital Loan Notes, for the foregoing essential corporate purposes.

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

PASSED AND APPROVED this 10th day of September, 2024.

  
\_\_\_\_\_  
Mayor Pro Tem

ATTEST:

  
\_\_\_\_\_  
City Clerk

CERTIFICATE

STATE OF IOWA

)

) SS

COUNTY OF WAPELLO

)

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

WITNESS my hand and the seal of the Council hereto affixed this 10 day of September, 2024.

  
\_\_\_\_\_  
City Clerk, City of Ottumwa, State of Iowa



(SEAL)



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## Public Notices

**NOTICE OF MEETING OF THE CITY COUNCIL OF THE CITY OF OTTUMWA, STATE OF IOWA, ON THE MATTER OF THE PROPOSED AUTHORIZATION OF A LOAN AGREEMENT AND THE ISSUANCE OF NOT TO EXCEED \$800,000 GENERAL OBLIGATION CAPITAL LOAN NOTES OF THE CITY (FOR ESSENTIAL CORPORATE PURPOSES), AND THE HEARING ON THE ISSUANCE THEREOF**

PUBLIC NOTICE is hereby given that the City Council of the City of Ottumwa, State of Iowa, will hold a public hearing on the 10th day of September, 2024, at 5:30 P.M., in the Depot Conference Room, 210 West Main Street, Ottumwa, Iowa, 52501, at which meeting the Council proposes to take additional action for the authorization of a Loan Agreement and the issuance of not to exceed \$800,000 General Obligation Capital Loan Notes for essential corporate purposes, to provide funds to pay the costs of financing works and facilities useful for the collection and disposal of solid waste, including the acquisition of a landfill compactor. Principal and interest on the proposed Loan Agreement will be payable from the Debt Service Fund.

The annual increase in property taxes as the result of the issuance on a residential property with an actual value of one hundred thousand dollars is estimated not to exceed \$10.51. This estimate only considers the impact on property taxes of financing authority established by this hearing for the above-described project(s). The note may be issued in one or more series over a number of years. Finance authority established by this hearing may be combined with additional finance authority, causing the estimate for the annual increase in property taxes for the entire issuance to be greater than the estimate stated herein. Changes in other levies or abatement of the levies with other funds may cause the actual annual increase in property taxes to vary.

At the above meeting the Council shall receive oral or written objections from any res-

## Public Notices

ident or property owner of the City to the above action. After all objections have been received and considered, the Council will at the meeting or at any adjournment thereof, take additional action for the authorization of a Loan Agreement and the issuance of the Notes to evidence the obligation of the City thereunder or will abandon the proposal to issue Notes.

This notice is given by order of the City Council of the City of Ottumwa, State of Iowa, as provided by Sections 384.24A and 384.25 of the Code of Iowa.

Dated this 3 day of September, 2024.  
Christina Reinhard  
City Clerk, City of Ottumwa, State of Iowa

**NOTICE OF FORFEITURE OF REAL ESTATE CONTRACT**  
TO: Christopher Clark, Ottumwa, IA 52501

(1) The written contract dated October 16, 2018, and executed between Richard W. Day, Trustee of the Richard W. Day Living Trust Dated March 27, 1997, as vendor, and Christopher Clark as vendee, recorded November 28, 2015, in the office of the Wapello County Recorder, as Document #2018-4997, for the sale of the following described real estate:

Lot Eight (8) in Block Fourteen (14) in Clinton Place, Ottumwa, Wapello County, Iowa.

has not been complied with in the following particulars:  
(a) Payment Due August 1, 2024 \$78.00  
(b) Escrow Payment due August 1, 2024 \$1.00  
(c) Late Fee for August 1, 2024 \$25.00  
Total: \$84.00

(d) Vendor is failing to carry insurance upon the Real Estate. Vendor must carry insurance on the Real Estate until full payment of the purchase price and must provide Vendor proof of insurance as stated in the Real Estate Contract.  
(e) Vendor has abandoned said property.

(2) The contract shall stand forfeited unless the parties in default, within 30 days after the completed service of this notice, shall perform the terms and conditions in default, and

## Public Notices

in addition pay the reasonable costs of serving this notice.

(3) The amount of attorney fees claimed by the Vendor pursuant to Section 656.7 of the Code of Iowa is \$ 50.00. Payment of the attorney fees is not required to comply with this notice in order to prevent forfeiture.

Richard  
James M. Box  
Attorney for Vendor  
BOX & BOX  
304 N Court St.  
Ottumwa IA 52501

Dated of second and third publication: August 29 & September 5, 2024  
Published: August 22 & 29 and September 5, 2024

## Special Notices

**CREDIT AND RATE POLICY**  
All classified categories may require prepayment. All Classified display and insert ads require prepayment in the absence of established credit terms. Commercial rates apply to commercial business and applicable classifications, i.e. Help Wanted, Rentals, Real Estate for Sale, etc. Classified line rates are discontinued by consecutive insertions.

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homes

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The Federal Civil Rights Act of 1968 prohibits discrimination in housing because of race or color. The Civil Rights Act of 1968, Title VIII, and the Fair Housing Amendments Act of 1989 prohibit discrimination in housing because of race, color, sex, religion, national origin, disability, and familial status.

Violations can be reported to the Iowa Civil Rights Commission (<https://icrc.iowa.gov/>) or the U.S. Department of Housing and Urban Development (<https://hud.gov/>).

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**received**  
9/5/2024 2pm

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

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

Council Meeting of : Sep 10, 2024

Planning & Development  
Department

Zach Simonson

Prepared By

Zach Simonson

Department Head



City Administrator Approval

AGENDA TITLE: Resolution No. 198-2024: Resolution Authorizing the Purchase of an Aljon Series 500 Landfill Compactor for the Ottumwa/Wapello County Landfill

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☐

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

RECOMMENDATION: Pass and adopt Resolution No. 198-2024.

DISCUSSION: The Landfill owns an Aljon compactor which is one of the most critical pieces of equipment on the site. The compactor is used to evenly spread waste and to compact waste so that cells are packed densely and we are able to maximize the tons of waste that fit into each cubic yard of airspace. The current compactor has broken down and would require a roughly \$50,000 repair. The compactor reached the end of its replacement

Source of Funds:

Budgeted Item:

☐

Budget Amendment Needed:

schedule at the end of the last fiscal year, but Staff was optimistic the equipment could last one more year. If we make the costly repair now, we will likely still need to purchase a new compactor or face other expensive repairs in the near future. While evaluating replacement, Aljon has provided a free loaner, but it is a well-used piece of equipment and we have had significant downtime with the loaner compactor as well.

The Solid Waste Commission recommended at the September 29, 2024 meeting that the Landfill purchase a new Aljon 500 Series Landfill Compactor for the cost of \$733,756 including warranty and fire suppression system. This price includes a \$150,000 trade value for the old equipment and a government discount. Aljon manufactures the equipment in Ottumwa and will be available for routine maintenance locally.

Staff's recommendation is to use bank financing to cover the cost of the equipment and to pay the loan with revenue from Landfill Fees. The financing is also on the agenda for this special meeting.



RESOLUTION NO. 198-2024

RESOLUTION AUTHORIZING THE PURCHASE OF AN ALJON SERIES 500  
LANDFILL COMPACTOR FOR THE OTTUMWA/WAPELLO COUNTY  
LANDFILL

WHEREAS, the Ottumwa/Wapello County Landfill uses a landfill compactor for essential equipment function such as spreading waste evenly and compacting waste to maximize landfill airspace; and

WHEREAS, the landfill has an Aljon compactor which has exceeded the equipment replacement schedule and which has experienced an emergency equipment failure repair for which exceeds the remaining value in the equipment; and

WHEREAS, the Ottumwa/Wapello County Solid Waste Commission recommends purchasing a replacement Aljon Series 500 Landfill Compactor with a fire suppression system and warranty with trade-in and a the government discount for the purchase price of \$733,756; and


WHEREAS, the Commission further recommend using bank financing with debt payments made from Landfill fees to cover the cost of the equipment;

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

That the Aljon Series 500 Landfill Compactor be purchased from Aljon for \$733,756.

PASSED AND APPROVED this 10nd day of September 2024.

ATTEST:

  
City Clerk

  
Mayor Pro Tem Galloway



## Machine Quote

Date: 08/30/24

Buying Agency	Ottumwa Wapello Solid Waste Commissoin	Selling Agency	Aljon
Contact Person	Zach Simonson	Contact Person	Greg Shockley
Address	13277 165th Ave, Ottumwa, IA 52501	Address	15075 Aljon Ave Ottumwa IA 52501
Phone	641-683-0694	Phone	479-629-6550
Email	<a href="mailto:simonsonz@ottumwa.us">simonsonz@ottumwa.us</a>	Email	<a href="mailto:gshockley@aljon.com">gshockley@aljon.com</a>

### Base Configuration -

Current model Aljon Series 500 Landfill Compactor - 48' X 58" X 1" cone wheels with 96 MacPactor M-Trax Cleats (24 per wheel)

15 foot 3 inch Straight blade - 20 lbs. fire extinguisher mounted on walkway - Standard strobe light - Telematics

\$ 858,825 5.00% \$ 815,883

Quantity	Options	List price	Discount	Sales price
1	48 X 58 cone wheel with 3/4 inch wrap	\$ (8,109)	5.00%	\$ (7,703)
	112 M-Trax cleats	\$ 4,741	5.00%	\$ -
	128 M-Trax cleats	\$ 9,449	5.00%	\$ -
	96 Diamond cleats	\$ 32,991	5.00%	\$ -
	112 Diamond cleats	\$ 43,323	5.00%	\$ -
	128 Diamond cleats - Traction & Lateral	\$ 49,667	5.00%	\$ -
	Semi-U blade	\$ 1,308	5.00%	\$ -
1	Fire Suppression	\$ 28,250	5.00%	\$ 26,838
1	Auto Lube	\$ 10,463	5.00%	\$ 9,940
	10 lbs. fire extinguisher - mounted in cab	\$ 262	5.00%	\$ -
	10 lbs. fire extinguisher - mounted on walkway	\$ 262	5.00%	\$ -
	20 lbs. fire extinguisher - mounted on walkway	\$ 425	5.00%	\$ -
	Remote battery jumper	\$ 612	5.00%	\$ -
	Hydraulic oil tank heater	\$ 2,616	5.00%	\$ -
	Quick fill - fuel	\$ 2,616	5.00%	\$ -
	Quick fill - engine oil	\$ 262	5.00%	\$ -
	Heated side mirrors	\$ 589	5.00%	\$ -
	GPS wiring	\$ 873	5.00%	\$ -
	Cleaner bars behind all wheels	\$ 18,310	5.00%	\$ -
	Dual highlighter strobe	\$ 262	5.00%	\$ -
	Heavy duty seat	\$ 5,232	5.00%	\$ -
	Extra dark window tint	\$ 850	5.00%	\$ -
	Hard facing on wheels	\$ 2,616	5.00%	\$ -
	Wear bars on wheels	\$ 3,499	5.00%	\$ -
	Syklone Respa filtration system	\$ 13,929	5.00%	\$ -
	LED Lights on the cab	\$ 654	5.00%	\$ -

Machine Price \$ 844,957

OPTIONAL EXTENDED WARRANTY / Not included in sales price:		Freight	\$ 1,000.00
3 year 6,000 hour extended powertrain warranty	\$ 25,349	PDI	\$ 4,000
5 year 10,000 hour extended powertrain warranty	\$ 33,798	Optional Ext PT Warranty	\$ 33,798
Standard Warranty included in Total Sales Price:		Miscellaneous	
1 year 2,000 hour full machine	5 year 10,000 hour engine	Trade	\$ (150,000)
10,000 hour cleat wear	5 year 10,000 hour wire wrap	Total Sales Price	\$ 733,756

Total Sales Price includes Delivery, Set Up and Training. Excludes any applicable taxes. Payment terms on all machine orders are net 15 days from the day of commissioning. All pricing in USD. Customer responsible for providing equipment for lifting the blade and the wheels during machine assembly.

Machine Weight = 89,000 lbs. Estimated delivery after receipt of order - Subject to prior sale 2 Weeks

Customer Signature for acceptance:

Date:

Customer purchase order:



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

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

Council Meeting of: Jun 18, 2024

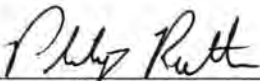
Philip Rath

Prepared By

Administration

Department

Department Head



City Administrator Approval

AGENDA TITLE: Resolution 147-2024 - Approving an Agreement with McMahon Associates, Inc. for Professional Consulting Services

\*\*\*\*\*

☐

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

RECOMMENDATION: Pass and adopt Resolution 147-2024

DISCUSSION: With the retirement of Fire Chief Miller in September of 2023, the position has not been filled in a permanent capacity. The City has attempted to fill the position on two occasions. The first time resulted in one eligible candidate who was offered the position and turned it down. The second time resulted in one applicant who was not certified under the civil service procedure. Since the first failed attempt to fill the position I have been looking for alternative support to assist with the administrative functions of the role. One of these options was a retired fire chief who reviewed the opportunity and expressed the task bigger than one person could take on. Another option that was explored was the use of a company which



specializes in the management of public safety and municipal entities. Attached to this document is a proposal for Professional Consulting Services for the fire department. The company would assign a team of professionals who have experience in the fire and emergency services area. They would be on site 4-5 days per month and available for consultation and support outside of those days.

The team would work with fire officers, city administration, and outside agencies as needed to review current practices and make recommendations related to required trainings, compliance with legal guidelines and standards, equipment, standard operating guidelines and policies, general operations, and EMS coordination. They work with current staff and DO NOT take command at any scene or incident. The company would provide support and guidance on the administrative side of the job and may prepare staff to be ready and able to take on the position the next time the job is posted for hire and/or assure the outside agencies that the City of Ottumwa of its support for the fire department and its future operation.

**RESOLUTION NO. 147-2024**

**RESOLUTION APPROVING AN AGREEMENT WITH  
MCMAHON ASSOCIATES, INC FOR  
PROFESSIONAL CONSULTING SERVICES**

**WHEREAS**, the City of Ottumwa has been operating without a full time fire chief since the retirement of Tony Miller; and

**WHEREAS**, the City has attempted on two separate occasions to fill the role and has been unsuccessful on both occasions, the first attempt resulting in a candidate turning down an offer and the most recent attempt receiving only one applicant; and

**WHEREAS**, McMahon Associates, Inc. has a Public Safety & Municipal Management component of their company which can provide support and counsel to the Interim Fire Chief, the Department, and the City; and

**WHEREAS**, the City has identified a need for Fire Management Counsel by professionals who can provide administrative support while evaluating and making recommendations related to the operating policies and procedures, equipment, training, and compliance of the fire department; and

**NOW, THEREFORE, BE IT RESOLVED**, by the City Council of the City of Ottumwa, Iowa, that the proposed Agreement between the City of Ottumwa, Iowa and McMahon Associates Inc. be hereby approved.

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

APPROVED, PASSED AND ADOPTED, this 18<sup>th</sup> day of June, 2024.

CITY OF OTTUMWA, IOWA

\_\_\_\_\_  
Richard W. Johnson, Mayor

ATTEST:

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

## Fire Management Counsel

Prepared for The



WAPELLO COUNTY | IOWA

February 12, 2024

Prepared By

Kevin Kloehn, Public Safety Specialist

Jeffrey R. Roemer, Public Safety Manager



## Fire Management Counsel

Prepared for The



Prepared By  
McMahon Associates, Inc. | NEENAH, WISCONSIN  
February 12, 2024

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February 12, 2024

City of Ottumwa  
Attn: Philip Rath, City Administrator  
105 E. Third Street  
Ottumwa, IA 52501

Dear Mr. Rath,

We are pleased to submit a proposal for Fire Management Counsel for the City of Ottumwa. Our teams' passion for Public Safety and working with Fire Management provides the basis for our interest in submitting this proposal. The McMahon Associates, Inc. (McMahon) team of consultants will not only meet your expectations, but also have extensive Fire Management experience.

McMahon's Public Safety and Municipal Management Group is a national and international consulting firm whose focus is on public sector consulting services. Most of our clients are public sector entities: municipalities, counties, tribes, or special districts. Our team of consultants are all senior level staff and are either current or former municipal management practitioners. An important component of our approach is frequent communication with the Administration.

Our extensive operational and strategic experience in the public safety area uniquely qualifies us for a project of this nature. The team has management, operational, technical, and consulting experience with all types of municipal and public safety operations experience.

Thank you again for the opportunity to submit this proposal. If you have any questions or desire to schedule a meeting where we can present our proposal in more detail and answer any questions, please feel free to contact me at 920-751-4200 ext. 403 or by email at [kkloehn@mcmgrp.com](mailto:kkloehn@mcmgrp.com). We look forward to working with you on this important project!

Respectfully,  
McMahon Associates, Inc.

A handwritten signature in black ink that reads "Kevin Kloehn".

Kevin Kloehn  
Public Safety Specialist

A handwritten signature in black ink that reads "Jeffrey R. Roemer".

Jeffrey R. Roemer  
Public Safety Manager

JRR:kmh

McMahon provides public management consulting that provides professional, high quality public management consulting, project management and other related services to organizations throughout the United States and abroad. Our consultants have served the needs of numerous municipalities throughout the United States and remain very active with several public safety and government related organizations including:

- Wisconsin City/County Management Association
- International City/County Management Association
- Wisconsin State Fire Chiefs Association
- International Association of Fire Chiefs
- International Association of Police Chiefs
- Association of Public Safety Communications Officials
- Paramedic Systems of Wisconsin
- National Emergency Number Association
- National Police Protection Association
- Wisconsin Society of Certified Public Managers
- Wisconsin State Police Chiefs Association
- Wisconsin Association of Public Safety Communications Officials

Our consultants possess in-depth knowledge of relevant aspects of public service, which includes administration, communications, organization, labor relations, human resources, economics, and standards. This knowledge allows us to provide clients with an intellectual and objective analysis of the information received. This information is then presented in an easily understood format, allowing policy boards to make knowledgeable and informed decisions.

Project progress is measured against an established work plan, timetables, budget, and list of deliverables. Project methodology includes frequently scheduled progress meetings to discuss progress as well as new or unanticipated issues. The work plans are focused, coordinated, and logical. Project team members are also available throughout the duration of the project.



Our approach to this project requires a clear understanding of the current Fire Departments organization, staffing, operations, administration, planning, and related concerns. The key elements of our methodology include:

- A clear understanding of the project background, complex issues involved and the goals and objectives.
- A work plan that is comprehensive, well designed, practical and provides for ample opportunity for client input.
- Sufficient resources and a commitment to successfully completing the project within the desired time frame and at a reasonable cost.

### **Client Input**

To provide Fire Management Counsel and make specific recommendations, it is critical that we receive quality information from officials, and staff. Accordingly, our approach includes regular meetings with the City Administrator and Fire Chief, along with associated agencies that would have valuable information to communicate to the Service.

### **Practical Recommendations**

Our goal is to provide our client with realistic recommendations for the administration and management of the fire department. These recommendations need to be practical and based on sound practical standards and legal considerations.

### **Project Management**

A successful assessment and the provision of effective recommendations requires a special effort to ensure that all levels of the project receive adequate attention and those findings and recommendations are thoroughly coordinated. This is accomplished by the development and adherence to a project work plan, clear management team assignments and frequent communications with the City and Fire Department Administration.

### **Department Meetings**

Initial meetings will be held with the City and Fire Administration and/or Fire Officers, to review the duties and responsibilities of McMahon during the term of this project.

### **Management Team**

The management team will consist of the McMahon project team, primarily Kevin Kloehn, and the City Administrator, the Fire Chief and his Officers. This team will meet initially to organize and plan the communications structure, the daily, weekly, and monthly work plan, which will be utilized to complete the project.

### **Availability**

The McMahon project manager will be on-site an average of four to five days per month and will provide the ability for direct communications with the Fire Chief and City Administrator daily.

### **Administration**

The management team will manage the project direction, revisions of department operations, coordination of agencies and resource needs.

### **Training**

The management team will develop a department-wide training plan, which will outline training responsibility and provide adequate training for all department personnel on related changes to the Department based on the recommendations.

### **Compliance**

The management team will review all current administrative rules and applicable standards, along with current departmental practices to ensure compliance with relevant legal guidelines and standards. McMahon will also assist with coordinating corporate and public legal assistance if needed.

### **Equipment and Maintenance**

The management team will review current equipment, maintenance procedures and provide recommendations for any changes based on the resource recommendations.

### **Standard Operating Guidelines**

The Project Manager will also provide guidance and assistance with the implementation and training of any changes to the department standard operating guidelines and response plans.

## **External Contacts**

The Project Manager will assist with external fire departments, dispatch and related agencies as needed.

## **Reporting**

A management summary report will be provided to the City Administrator monthly. This report will outline the project team and department activities and actions that have taken place during this project.

## **Emergency Scene Operations**

The management team will review current incident scene practices and uniformity and develop and refine related standard operating guidelines to assure adherence to safety standards, best tactical practices, and uniformity throughout the Department, based on the recommendations. McMahon personnel will not be in a position to take command at the scene of any incident.

## **EMS Coordination**

The Project Manager would also be available to assist with EMS coordination as needed by the Department.



### Project Fee

McMahon Associates, Inc. proposes to provide the Scope of Services described in this Proposal for the Fire Management Counsel as follows:

*Time & Expense estimated at: \$10,000 - \$13,000 per month*

Upon acceptance of this Proposal, McMahon will prepare an Agreement incorporating the Scope of Services and terms outlined here. All services will be provided in accordance with our General Terms & Conditions, dated November 10, 2024, which will be incorporated into the Agreement for reference.

Invoices will be sent every month based on the previous months' time and expenses.

### Project Schedule

McMahon has the staff available to begin this project immediately upon award. Based on our prior experience in projects similar in nature, it is estimated that it will take approximately five to eight (5-8) months to complete. This timeline is contingent upon the compliance issues that need to be worked on. There will be weekly communications with the City Administration and regular review of project hours and prioritizing of objectives.

Personnel assigned to this project are selected from McMahon Associates, Inc. (McMahon). The Project Manager supervises the Project Team and clerical personnel support the team. The combined resources ensure that the client receives the best possible combination of professional attention.

### Kevin K. Kloehn – Public Safety Specialist

Kevin will serve as Project Manager. Kevin has over 31 years of experience in the Fire, Emergency Medical, and Emergency Management field. He recently retired as a Fire Chief of a consolidated fire department in Wisconsin. Before his position as Fire Chief, he worked as a Shift Commander/Battalion Chief, Captain, and Driver. Prior to becoming a career Fire Chief, Kevin worked as a Fire Chief for a Volunteer Department in which he consolidated two (2) Fire Departments within a Community. Kevin has experience on two (2) major Consolidation Projects, Strategic Planning, Emergency Operations Planning, and developing Training Plans for new Firefighters.

### Kevin I. Bierce – Senior Public Safety Specialist

Chief Bierce has been the Fire Chief for the City of Pewaukee Fire Department since 2008 where he oversees all emergency operations. Prior to becoming Chief, he worked in various positions including Assistant Chief, Division Chief of Prevention, Captain, and Lieutenant. As Division Chief of Inspections, Kevin worked to combine the building inspection department of two communities under the authority of the Fire Department to create the Building Services Division overseeing building, zoning, and plan review of all structures in the Village and City of Pewaukee. He is a licensed building official and serves by appointment of the Governor of Wisconsin on the Wisconsin Commercial Building Code Council, responsible for the oversight and review of the Wisconsin Building Codes.

### Robert C. Whitaker – Senior Public Safety Specialist

Robert will assist the Project Team and has over 25 years of experience in the fire, emergency medical and emergency management field. He currently works as a Fire Chief/Administrator of a consolidated fire department in Wisconsin. Before his position as Fire Chief/Administrator, he worked as a Deputy Chief of Administration, Battalion Chief and Training Chief. Robert has worked as a consultant on a variety of public sector management projects, including multiple projects on fire service consolidation and shared service initiatives.

#### Gerald W. Kudek – Public Safety Specialist II

Gerald is an experienced and dedicated public safety professional with over 38 years of experience in the fire service. Starting as a paid-on-call firefighter, he advanced to a full-time career and has served in every aspect of the fire department, from firefighter/EMT, Motor Pump Operator, Lieutenant in charge of Training, Battalion Chief, and to his last 10 years as Fire Chief. His strong leadership and relationship building skills were key as the department gained City Council approval of 9 new firefighter positions (without grant or referendum), as well as moving forward with new station construction and a station remodel. His areas of expertise include fiscal responsibility, problem solving, and innovative thinking.

#### Jeffrey R. Roemer – Public Safety Manager

Jeff will assist the Project Team with review of project specific information and processes as well as advise on findings and recommendations. He has over 35 years of experience in public safety and is currently Public Safety Manager of the Public Safety & Municipal Management Group for McMahon. He is a certified public manager and has been providing full-time public safety management consulting for the last 24 years. He worked as a Fire Chief, Police Chief, EMS Director, and Emergency Management Director before moving into public management consulting. He has worked with over 300 public safety clients nationwide and internationally.



RIPON AREA FIRE DISTRICT  
**Strategic Planning & Org Analysis and Fire Management Counsel**  
Ellen Sorenson  
515 Aspen Street,  
Ripon, WI 54971  
920-745-2262

CITY OF MAUSTON  
**Fire Management Counsel**  
Mauston Police and Fire Commission  
Brian McGuire, Chairman  
[btcguire77@gmail.com](mailto:btcguire77@gmail.com)  
303 Mansion Street  
Mauston, WI 53948  
608-548-3035

HOLMEN FIRE DISTRICT  
**Fire Department Sustainability and Fire Management Counsel**  
Patrick Barlow, Fire Board President  
[barlow@holmenwi.com](mailto:barlow@holmenwi.com)  
710 South Main Street,  
Holmen, WI 54636  
608-526-9363

CITY OF BARABOO, WI  
**Fire Dept. Organizational & Consolidation Feasibility Study**  
Edward Geick, City Administrator  
101 South Blvd  
Baraboo, WI 53913  
608-355-2715

CITY OF DE PERE, WI  
**Fire Dept. Organizational & Consolidation Feasibility Analysis and Interim Fire Chief Services**  
Larry Delo, City Administrator  
335 S. Broadway  
De Pere, WI 54115  
920-339-4044



VILLAGE OF GERMANTOWN  
**Fire Management Counsel Services**  
Steven Kreklow, Village Administrator  
[skreklow@germantownwi.gov](mailto:skreklow@germantownwi.gov)  
N112W1701 Mequon Road  
Germantown, WI 53022  
262-250-4775

CITY OF GREEN BAY  
**Interim Fire Chief Services**  
Eric Genrich, Mayor  
100 N. Jefferson Street  
Green Bay, WI 54301  
920-448-3000

VILLAGE OF JOHNSON CREEK  
**Interim Fire Chief Services and Fire Management Counsel**  
Sam Bell, Village Clerk  
[samb@johnsoncreekwi.org](mailto:samb@johnsoncreekwi.org)  
125 Depot Street  
Johnson Creek, WI 53038  
920-699-2296