



TENTATIVE AGENDA
OTTUMWA CITY COUNCIL

REGULAR MEETING NO. 16
Bridge View Center, 102 Church St.

May 6, 2025
5:30 O'Clock P.M.

PLEDGE OF ALLEGIANCE

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

B. CONSENT AGENDA **Part I:**

1. Minutes from Regular Meeting No. 15 on April 15, 2025 as presented.
2. Acknowledge and approve May 6, 2025 Claims List as submitted by the Finance Department.
3. Emergency Medical Services: ***We Care. For Everyone.*** Proclamation for May 18-24, 2025.
4. National Park Trust Kids to Parks Day Proclamation – May 17, 2025.
5. Resolution No. 78-2025, approving the contract, bond and certificate of insurance for the Mary Street from Ferry Street to Shaul Avenue Reconstruction Project.

B. CONSENT AGENDA **Part II:**

1. Cigarette Permit Applications for: Elliott Oil Company – Albia Road BP (1340 Albia Rd.); North Court BP (1301 N. Court St.); Pennsylvania & Jefferson BP (1147 N. Jefferson); Richmond & Ferry BP (720 Richmond Ave.); West Second BP (1049 W. Second); Walmart #1285 (1940 Venture Dr.); Smokin' Joe's Tobacco & Liquor Outlet #5 (1115 Albia Rd.); Fareway Stores #648 (1325 Albia Rd.). Effective July 1, 2025 – June 30, 2026.
2. Tobacco Device Retailer Permit Application for Pink Clouds Smoke Shop (313 N. Madison Ave.) July 1, 2025 - June 30, 2026.
3. Beer and/or liquor applications for: Front Runners with outdoor service area, 837 Church St.; Fraternal Order of Eagles Ottumwa Aerie #114, 109 S. Green St.; American Legion OB Nelson #3, 550 W. Main St.; The Bougie Barrel, 101 Church St., Temporary 5-day license on 6/6/2025; Tiki X, 317 E. Main, Temporary 5-day license on 5/14/2025; Ottumwa Elks Lodge 347, Temporary Outdoor Service Area 5-day license 6/18-22 at the Jimmy Jones Shelter; All applications pending final inspections.

C APPROVAL OF AGENDA

D. ADMINISTRATORS REPORT TO COUNCIL AND CITIZENS:

1. Community Spotlight: Gateway Student Project to Address Chronic Absenteeism.
2. Greater Ottumwa Partners in Progress (GOPIP) Update – Marc Roe, Executive Director.
3. Legislative Update

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

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

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

F. PUBLIC HEARING:

1. This is the time, place and date set for a public hearing on the proposal to convey certain real property located at 422 North Wapello to Alma Perez.
 - A. Open the public hearing.
 - B. Close the public hearing.
 - C. Resolution No. 81-2025, accepting the bid and approving the disposal of 422 North Wapello, Ottumwa, Iowa, to Alma Perez for the sum of \$7,777.77.

RECOMMENDATION: Pass and adopt Resolution No. 81-2025.

2. This is the time, place and date set for a public hearing on the proposal to convey certain real property located at 126 South Cooper to Samuel Duran.
 - A. Open the public hearing.
 - B. Close the public hearing.
 - C. Resolution No. 82-2025, accepting the bid and approving the disposal of 126 South Cooper, Ottumwa, Iowa to Samuel Duran for the sum of \$25,607.

RECOMMENDATION: Pass and adopt Resolution No. 82-2025.

G. ORDINANCES:

1. Ordinance No. 3242-2025, Establishing Solid Waste Fees for Noncommercial Establishments by Repealing and Replacing Section 31 ½ - 35 of the Municipal Code of the City of Ottumwa, Wapello County, Iowa.

RECOMMENDATION: Pass the third consideration and adopt Ordinance No. 3242-2025.

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

1. Historic Preservation Certified Local Government Annual Report.

RECOMMENDATION: Accept Certified Local Government Annual Report.

I. RESOLUTIONS:

1. Resolution No. 69-2025, approving changes to the Compensation Handbook.

RECOMMENDATION: Pass and adopt Resolution No. 69-2025.

2. Resolution No. 70-2025, setting May 20, 2025 as the date for a public hearing on the Amendment to Fiscal Year 2025 Budget.

RECOMMENDATION: Pass and adopt Resolution No. 70-2025.

3. Resolution No. 71-2025, approving submission of application for the Iowa Airport Improvement Program (IAIP) and certifying eligibility requirements.

RECOMMENDATION: Pass and adopt Resolution No. 71-2025.

4. Resolution No. 72-2025, approving Minimum Assessment Agreements related to the Amended and Restated Ottumwa Urban Revitalization Plan for the Ottumwa Urban Revitalization Area.

RECOMMENDATION: Pass and adopt Resolution No. 72-2025.

5. Resolution no. 73-2025, authorizing the Mayor to execute one (1) permanent Sewer Easement for 605 E. Fourth Street for Construction of Public Improvements for the Blake's Branch, Phase 8, Division 3, Sewer Separation Project.

RECOMMENDATION: Pass and adopt Resolution No. 73-2025.

6. Resolution No. 74-2025, approving Change Order No. 4 for the Ottumwa Cemetery Office and Maintenance Building Project.

RECOMMENDATION: Pass and adopt Resolution No. 74-2025.

7. Resolution No. 75-2025, approving Hearing Protection Policy for City of Ottumwa employees.

RECOMMENDATION: Pass and adopt Resolution No. 75-2025.

8. Resolution No. 76-2025, approving the City's Wellness Program.

RECOMMENDATION: Pass and adopt Resolution No. 76-2025.

9. Resolution No. 77-2025, awarding the Washington Street Reconstruction Project to DC Concrete and Construction of Douds, Iowa in the amount of \$738,491.

RECOMMENDATION: Pass and adopt Resolution No. 77-2025.

10. Resolution No. 79-2025, approving Change Order No. 1 and accepting the work as final and complete for the Church Street Crosswalks Project.

RECOMMENDATION: Pass and adopt Resolution No. 79-2025.

11. Resolution No. 80-2025, setting the date for a Public Hearing on the proposal to convey interests in real property to the Ottumwa Community School District via a Real Estate Exchange Agreement.

RECOMMENDATION: Pass and adopt Resolution No. 80-2025.

J. PUBLIC FORUM:

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

K. MAYOR/CITY COUNCIL REPORT AND/OR COMMUNICATIONS

ADJOURN

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



[CITY OF]

OTTUMWA

FAX COVER SHEET

City of Ottumwa

DATE: 5/2/2025 TIME: 8:40 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 #16 to be held on 5/6/2025
at 5:30 P.M. at the Bridge View Center, 102 Church Street.

FAX MULTI TX REPORT

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DEPT. ID 4717
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KTVO
Ottumwa Waterworks
Ottumwa Courier
Tom FM

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DEPT. ID 4717
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MEMO: Tentative Agenda for the Regular City Council Meeting #16 to be held on 5/6/2025
at 5:30 P.M. at the Bridge View Center, 102 Church Street.

Item No. BI.-1.

OTTUMWA CITY COUNCIL MINUTES

REGULAR MEETING NO. 15
Bridge View Center, 102 Church St.

April 15, 2025
5:30 O'Clock P.M.

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

Present were Council Member Reid, Galloway, Hoffman, McAntire, Caviness and Mayor Johnson.

Galloway moved, seconded by Hoffman to approve consent agenda: Mins. from Special Mtg. No. 12 on March 27, 2025, Special Mtg. No. 13 on April 1, 2025 and Regular Mtg. No. 14 on April 1, 2025 as presented; Ack. and approve April 15, 2025 Claims List submitted by Finance; Ack. March 2025 Financial Stmts.; Civil Service Elig. Lists for April 9, 2025: Code Compliance Officer Entr.; Police Officer Entr.; Master Firefighter Promo; Fire Captain Promo; Asst. Fire Chief Promo; Proclamation of May 2025 as Mental Health Month; Res. No. 58-2025 – approving purchase of 2025 Polaris Ranger for Ottumwa Reg. Airport (\$17,914.46); Res. No. 62-2025, Setting May 6, 2025 as date for a Public Hearing on proposal to convey certain real property located at 422 N. Wapello, to Alma Perez; Res. No. 63-2025, Setting May 6, 2025 as date for a Public Hearing on proposal to convey certain real property located at 126 S. Cooper, to Samuel Duran; Beer and/or liquor applications for: Walgreens, 327 W. Fourth; Parkview Plaza (Hotel Ottumwa), 107 E. Second. Motion carried 4-1. Ayes: Galloway, Hoffman, McAntire, Caviness. Nays: Reid.

Hoffman moved, seconded by Reid to approve agenda as presented. All ayes.

Mayor Johnson presented Proclamation to Brittany Hoover, Executive Dir. of NAMI South Central Iowa.

City Admin. Rath reported on conference he attended followed by legislative update.

Mayor Johnson inquired if anyone from the audience wished to speak on any agenda items. There were none.

This was the time, place and date set for a public hearing approving Plans, Specs., Form of Contract and Est. Cost for Washington Street Reconstruction Project. PW Dir./City Engineer Burgmeier presented. No objections rec'd. Hoffman moved, seconded by Galloway to close public hearing. All ayes.

Caviness moved, seconded by Hoffman that Res. No. 53-2025, approving Plans, Specs., Form of Contract and Est. Cost for Washington Street Reconstruction Project, be passed and adopted. All ayes.

This was the time, place and date set for a public hearing on FY26 Annual City Budget and certifying taxes for the City of Ottumwa. Finance Dir. O'Donnell presented; council will vote on three separate positions before approving the authorizing resolution. Second yr. under HF718 regulations; some shortfalls planned; some not; \$0.19 increase to levy. Of the total amount coming in from property tax, only about 47% comes into the City. When Council adopted FY25 City Budget, they did so knowing of a shortfall around \$250,000; we are now predicting an actual surplus (around \$300,000) in the General Fund. Rath reported one of the major reasons for a budget shortfall is budgeting every position within the City as 100% filled; in reality, we have some vacancies. Ms. Howard asked what the current overall vacancy rate is for the City; HR Dir. Codjoe reported twelve vacancies with 191 full time equivalent positions across the City. Hoffman moved, seconded by McAntire to close public hearing. All ayes.

Caviness moved, seconded by McAntire to consider and approve Admin. Specialist position for Fire Dept. with est. salary \$44,644.57, to be included in FY26 City Budget. Motion failed 0-5. Ayes: None. Nays: Reid, Galloway, Hoffman, McAntire, Caviness.

McAntire moved, seconded by Reid to consider and approve Senior Maintenance Worker (Turf Specialist) for Parks Dept. with est. salary \$54,208.81, to be included in FY26 City Budget. Motion carried 4-1. Ayes: Reid, Galloway, Hoffman, McAntire. Nays: Caviness.

McAntire moved, seconded by Hoffman to consider and approve Facility Maintenance Mgr. with est. salary \$63,767.52, to be included in FY26 City Budget. Motion failed 0-5. Ayes: None. Nays: Reid, Galloway, Hoffman, McAntire, Caviness.

Galloway moved, seconded by Hoffman that Res. No. 60-2025, Adopting Annual Budget Estimate for FY Ending June 30, 2026, be passed and adopted. O'Donnell reported budgeted shortfall including one position passed by council, will be \$468,483. Motion carried 4-1. Ayes: Reid, Galloway, Hoffman, McAntire. Nays: Caviness.

This was the time, place and date set for a public hearing approving Plans, Specs., Form of Contract and Est. Cost for Mary St. Reconstruction Project. Burgmeier reported; estimated cost \$3,336,367.40. No objections rec'd. Caviness moved, seconded by Hoffman to close public hearing. All ayes.

Caviness moved, seconded by Hoffman that Res. No. 65-2025, approving Plans, Specs., Form of Contract and Est. Cost for Mary St. Reconstruction Project, be passed and adopted. All ayes.

Caviness moved, seconded by Hoffman to pass second consideration of Ord. No. 3242-2025, Establishing Solid Waste Fees for Noncommercial Establishments by Repealing and Replacing Section 31 ½ - 35 of the Municipal Code. All ayes.

Galloway moved, seconded by Reid to approve fee of \$150 with \$50 Damage Deposit for Railroad Clubhouse Rental. Parks & Rec. Dir. Rathje reported. All ayes.

Hoffman moved, seconded by Galloway to approve fees seven dollars per day for Summer Daily Admission and five dollars per day for indoor pool use only (beginning Summer 2025). All ayes.

Galloway moved, seconded by Hoffman to grant authorization to Ottumwa Area Arts Council to create a Graffiti Wall in Third St. Parking Lot. All ayes.

Hoffman moved, seconded by Reid that Res. No. 59-2025, removing special assessments applied to 112 College contained on the following Res: 131-2009, 1-2010, 13-2011, 215-2011, 238-2012, 252-2013, 291-2014, 268-2015, 286-2016, 267-2017, 284-2018, 266-2019, 260-2020, 209-2021, 41-2023 and 199-2024, be passed and adopted. Rath reported if and when a tax sale deed for the property at 112 College is obtained by Ottumwa Comm. School Dist., the special assessments for said property in the amt. \$15,704.88 including admin. costs and all interest be removed. All ayes.

McAntire moved, seconded by Hoffman that Res. No. 61-2025, Approving and Auth. a form of Loan and Disbursement Agt. by and Between the City of Ottumwa and the IA Finance Auth., and Auth. and Providing for Issuance and Securing Pymt. of \$16,000,000 Sewer Revenue Capital Loan Notes, Series 2025A, of the City of Ottumwa, Under Provisions of the Code of IA, and Providing for a Method of Pymt. of Said Notes; Approval of Tax Exemption Cert., be passed and adopted. All ayes.

Caviness moved, seconded by Hoffman that Res. No. 64-2025, approving Professional Services for V&K for CSO Long-Term Control Plan (LTCP) Update Agt. and Auth. Mayor to sign Agt., be passed and adopted. Individuals from V&K attended mtg. All ayes.

Caviness moved, seconded by McAntire that Res. 66-2025, awarding Mary Street Reconstruction Project to Jones Contracting of West Point, IA, (\$2,731,777), be passed and adopted. All ayes.

Caviness moved, seconded by Galloway that Res. No. 67-2025, approving Change Order No. 1 for Blake's Branch Sewer Separation Ph. 8, Div. 3 Project, be passed and adopted. Burgmeier reported CO#1 decreases contract by \$426,489.67; new contract sum \$14,281,073.33. All ayes.

Caviness moved, seconded by Reid that Res. No. 68-2025, approving Professional Services Agt. between City of Ottumwa and French Reneker for WPCF Concrete Repair Project, be passed and adopted. All ayes.

Mayor Johnson inquired if anyone from the audience wished to address Council on any non-agenda items. Mr. Paxton requested to speak on a few items. (1608 E. Main still needs repaired, shed hasn't been repaired according to repair plan; sidewalks need attention in the area of 1617 & 1620 E. Main; requested to purchase property on E. Main that was vacated years ago for Hwy 34/64 IDOT Project.


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

Adjournment was at 7:31 P.M.

ATTEST:


Christina Reinhard, CMC, City Clerk

CITY OF OTTUMWA, IOWA


Richard W. Johnson, Mayor

Published in the Ottumwa Courier on 4/26/2025.

Item No. BI.-2.

CITY OF OTTUMWA		
CLAIMS LISTING FOR 5-6-25 COUNCIL MEETING		
Vendor Name	Purpose	Amount
AA LOCKS & KEYS	BUILDING MAINT REPAIR	402.21
ACCESS SYSTEMS	OFFICE SUPPLIES	139.1
AHLERS & COONEY P.C.	LEGAL FEES	12,902.30
ALL AMERICAN	GROUNDS MAINT & REPAIR	200
ALL ROADS TRUCK & TRAILER	VHCL MTCE SUPPLIES	320
ALTORFER	VHCL MTCE SUPPLIES	1,742.57
AMERICAN BOTTLING COMPANY	CONCESSION - RESALE	161.4
ATOMIC TERMITE & PEST	MISC CONTRACT WORK	343
BAILEY OFFICE EQUIPMENT	OFFICE SUPPLIES	1,491.06
BI-STATE CONTRACTING INC.	CONTRACTUAL SERVICES	336,048.50
BLACK'S TIRE COMPANY LLC	VHCL MTCE SUPPLIES	1,225.46
BRIDGE CITY SANITATION LL	FUEL SURCHARGE	11,466.69
BUB'S TREE CARE	TREE TRIMMING	5,400.00
CAITLYNN BELZ	REFUNDS	50
CALEB MITCHELL	CLOTHING ALLOWANCE	200
CANTERA AGGREGATES LLC	STREET MAINT SUPPLIES	9,906.14
CATRINA TOMAS SABASTAIN	PAYMENTS TO OTHER ENTITIES	235
CENTRAL IOWA FASTENERS	OTHER SUPPLIES	284.05
CHRISTINA REINHARD	TRAVEL & CONFERENCE	118.58
CHRISTNER CONTRACTING INC	CONTRACTUAL SERVICES	17,647.36
CITY OF OTTUMWA, CEMETERY	CASH INVESTED PASSBK SVNG	350
COBAN TECHNOLOGIES, INC	OTHER CAPITAL EQUIPMENT	31,160.00
CONSOLIDATED ELECTRICAL	STREET MAINT SUPPLIES	66.4
CRANE CONCRETE READY MIX INC	CAPITAL IMPROVEMENTS	9,121.00
D P PLUMBING PLUS	BLDG MAINT & REPAIR	85
DAKOTA SUPPLY GROUP	SEWER/DRAINAGE SUPPLIES	14,857.40
DANIELS FILTER SERVICE	OPERATING SUPPLIES	694.16
DAVID L. CECIL	PAYMENTS TO OTHER ENTITIES	100
DC CONCRETE & CONST LLC	CONTRACTUAL SERVICES	102,560.10
DOUDS STONE LLC	GROUNDS MAINT & REPAIR	41.34
ECOSYSTEMS INC	SLUDGE HAULING	6,120.00
ELLIOTT BULK SERVICES LLC	FUEL	2,541.45
FASTENAL COMPANY	OFFICE SUPPLIES	167.3
GARDEN & ASSOCIATES LTD	ENGINEERING	13,920.00
GEOTECH SAND & STONE INC	STREET MAINT SUPPLIES	2,402.20
GILA LLC	TOOLS & SMALL EQUIP	2,995.00
GRAFIX SHOPPE	VHCL MTCE SUPPLIES	1,265.00
GREATER OTTUMWA PARTNERS	CONTRACTUAL SERVICES	15,000.00
GREG CANTRELL	TRAINING	196.99
GRP & ASSOCIATES	HAZARDOUS WASTE DISPOSAL	196
HANNAH BATTERSON	REFUNDS	50
HARDY DIAGNOSTICS	LAB SUPPLIES	179.39
HDR ENGINEERING INC.	CAPITAL IMPROVEMENTS	2,332.80
HEIMAN FIRE EQUIPMENT	TOOLS & SMALL EQUIP	17,441.54

HELMUTH REPAIR INC.	VHCL MTCE SUPPLIES	371.25
HOPKINS & HUBBNER PC	LEGAL FEES	8,868.44
HYDRO DRAMATICS	EQUIP REPAIR	1,125.49
HY-VEE ACCOUNTS RECEIVABL	OTHER SUPPLIES	131.71
IDEAL READY MIX	STREET MAINT SUPPLIES	4,146.00
ILLINOIS LIBRARY ASSOCIATION	PROGRAM SUPPLIES	341.26
INGRAM LIBRARY SERVICES	LIBRARY MATERIALS	2,648.42
INTERNATIONAL CODE COUNCI	TRAINING	69
IOWA DEPT NATURAL RESOURC	IDNR SOLID WASTE FEES	26,591.08
IOWA DEPT TRANSPORTATION	STREET MAINT SUPPLIES	12,434.38
IOWA HAZMAT TASK FORCE	DUES & MEMBERSHIPS	100
IOWA LAW ENFORCEMENT ACADEMY	TRAINING	975
J & J MOWING	CONTRACTUAL SERVICES	300.76
JONES CONTRACTING CORP	CONTRACTUAL SERVICES	44,295.88
JUVENAL MARQUEZ	PAYMENTS TO OTHER ENTITIES	235
KATELYN RODRIGUEZ	REFUNDS	50
KEATON FOSDYCK	CLOTHING ALLOWANCE	155.1
KIRKHAM MICHAEL	ENGINEERING	16,271.42
KOLBY MERCER	TRAVEL & CONFERENCE	91.57
LEGACY FIRE APPARATUS	VHCL MTCE SUPPLIES	4,059.25
LEGACY FOUNDATION	TRAINING	35
LIBERTY TIRE	TIRE DISPOSAL	2,769.68
LINDA CHRISMAN	REFUNDS	100
LORI CREECH	C;LOTHING ALLOWANCE	135
MAIN STREET OTTUMWA	DOWNTOWN MAINTENANCE	9,784.50
MANATT'S INC	STREET MAINT SUPPLIES	6,967.60
MARTIN'S FLAG COMPANY LLC	OPERATING SUPPLIES	248.63
MATT MAHAFFEY	TRAINING	260.72
MCKENNA BOWEN-FITZGERALD	REFUNDS	50
MCKIM TRACTOR SERVICE LLC	VHCL MTCE SUPPLIES	126.12
MICHELLE ORTELL	REFUNDS	120
MICROBAC LABORATORIES INC	LAB SUPPLIES	612.5
MIDWEST ALARM SERVICES	BLDG MAINT & REPAIR	16,937.42
MIDWEST TAPE	LIBRARY MAT-GRUBB ESTATE	41.23
MIKES TIRE AND	VHCL MTCE SUPPLIES	8,343.00
MOBILE LOCKSMITH & ALARM,	BLDG MAINT & REPAIR	286.75
MOTION INDUSTRIES	OTHER MAINT & REPAIR	688.56
MUNICIPAL SUPPLY INC	OTHER MAINT & REPAIR	5,993.38
NEXT LEVEL RESPONSE SOL	OTHER PROF SERV	2,995.00
NORRIS ASPHALT PAVING INC	STREET MAINT SUPPLIES	2,581.82
OFFICIAL PEST CONTROL	GROUND MAINT & REPAIR	55
ONSITE SERVICE SOLUTIONS	CONTRACTUAL SERVICES	375
PETTY CASH THE BEACH	IMPREST CASH	390
PHENOVA, INC.	LAB SUPPLIES	582.69
PRAIRIE AG SUPPLY INC	OTHER CAPITAL EQUIP	5,000.00
RACOM CORPORATION	AUTOMOTIVE EQUIPMENT	2,230.38
RED ROOSTER WELDING	OTHER MAINT & REPAIR	187.5

REGINA TIPPETT	REFUNDS	50
REVOCABLE TRUST CAROLYN DEARBORN	PAYMENTS TO OTHER ENTITIES	760
RICHARD LEVI RITZ	CLOTHING ALLOWANCE	200
RIPPLING WATERS	CONTRACTUAL SERVICES	10,000.00
RJ PERFORMANCE INC	VHCL MTCE SUPPLIES	710.82
ROTARY CLUB OF OTTUMWA	DUES & MEMBERSHIPS	215.5
S & L ALL SEASON	OPERATING SUPPLIES	103.11
SAMANTHA CAIN	TRAVEL & CONFERENCE	15.4
SCHUMACHER ELEVATOR CO	BUILDING MAINT REPAIR	980.82
SOLENIS	OPERATING SUPPLIES	4,740.30
STANARD & ASSOC INC	OTHER PROF SERV	89.5
SUPREME STAFFING INC	CONTRACT EMPLOYEES	29,619.66
SUTPHEN CORPORATION	PRINTING	100
THE DEALT HAND	PROGRAM SUPPLIES	270
THE STITCH DOCTOR	CLOTHING ALLOWANCE	384.84
THOMAS QUINN	PAYMENTS TO OTHER ENTITIES	1,230.00
TIMOTHY L. HALL	REFUNDS	50
TORRES CONSTRUCTION	CONTRACTUAL SERVICES	8,000.00
TOTAL CHOICE SHIPPING	POSTAGE & SHIPPING	4.7
TRUITT ABSTRACT COMPANY	CONTRACTUAL SERVICES	935
WALTER HORNBACK	TRAINING	156.8
WAPELLO COUNTY SHERIFF	ELECTRIC	8,015.96
WAYNE'S TIRE	VHCL MTCE SUPPLIES	656
WILLETT HOFMANN	CONTRACTUAL SERVICES	1,575.00
WINGER COMPANIES	SUSTENANCE SUPPLIES	7,837.59
WRH INC	CONTRACTUAL SERVICES	34,485.00
YOHANES KEREDE	CONTRACTUAL SERVICES	10,000.00
AFLAC	AFLAC DEDUCTION PAYABLE	1694.3
CENTURYLINK	TELEPHONE/IT	163.12
CHILD SUPPORT SERVICES	CHILD SUPPORT PAYABLE	2077.06
IOWA DEPT OF JUSTICE	PAYMENTS TO OTHER ENTITIES	790
MIDAMERICAN ENERGY CO	NATURAL GAS	537.7
MISSIONSQUARE	ICMA DEF COMP PAYABLE	1305.38
OTTUMWA WATER & HYDRO	OPERATING SUPPLIES	153.24
SOUTHERN IOWA ELECTRIC	OPERATING SUPPLIES	84.72
UKG KRONOS SYSTEMS LLC	CONTRACTUAL SERVICES	6223.18
UPS	POSTAGE & SHIPPING	37.32
WAPELLO COUNTY SHERIFF	PAYMENTS TO OTHER ENTITIE	5155.84
WINDSTREAM ENTERPRISE	Telephone/IT	2228.05
WOODRIVER ENERGY LLC	NATURAL GAS	9499.28
PITNEY BOWES BANK INC	POSTAGE & SHIPPING	1500
ALLIANT ENERGY COMPANY	ELECTRIC	75312.27
MIDAMERICAN ENERGY CO	NATURAL GAS	80
IMWCA	FIRE W/C 411 CLAIMS	750
BRIDGE CITY SANITATION LL	OTHER PROF SERV	165100.91
ELLIOTT OIL COMPANY	FUEL	17488.24
GREGG YOUNG AUTOMOTIVE	VHCL MTCE SUPPLIES	999.06

J & J MOWING	CONTRACTUAL SERVICES	1832.5
ADVANTAGE ADMINISTRATORS	OTHER PROF SERV	190.3
ALLIANT ENERGY COMPANY	EQUIP REPAIR	1679.77
AUTOZONE INC	VHCL MTCE SUPPLIES	25.57
CENTURYLINK	Telephone/IT	1077.7
CENTURYLINK	TELEPHONE/IT	5.52
CHILD SUPPORT SERVICES	CHILD SUPPORT PAYABLE	2077.06
ELLIOTT BULK SERVICES LLC	FUEL	5373.51
ELLIOTT OIL COMPANY	IOWA FUEL TAX	162.65
HUMANA INSURANCE CO	HEALTH CLAIMS	26360.8
HY-VEE accounting	TRAVEL & CONFERENCE	5651
IMWCA	FIRE W/C 411 CLAIMS	17613.84
INFOMAX OFF SYSTEMS INC	CONTRACTUAL SERVICES	937.96
MISSIONSQUARE	ICMA DEF COMP PAYABLE	1305.38
OTTUMWA HEALTH GROUP LLC	EMPLOYEE PHYSICALS/TESTS	527
OTTUMWA WATER & HYDRO	WATER	489.53
PITNEY BOWES BANK INC	POSTAGE & SHIPPING	401
RJ PERFORMANCE INC	OTHER CAPITAL EQUIP	17914.46
WAPELLO COUNTY UNITED WAY	UNITED WAY DED PAYABLE	10
TOTAL		1311286.2



EMS WEEK

May 18-24, 2025

We Care. For Everyone.

Item No. BI.-3.

EMS Week Proclamation

To designate the Week of May 18-24, 2025, as Emergency Medical Services Week (EMS Week).

WHEREAS, emergency medical services is a vital public service; and

WHEREAS, the members of emergency medical services teams are ready to provide lifesaving care to those in need 24 hours a day, seven days a week; and

WHEREAS, access to quality emergency care dramatically improves the survival and recovery rate of those who experience sudden illness or injury; and

WHEREAS, emergency medical services fills healthcare gaps by providing important, out-of-hospital care, including preventative medicine, follow-up care, and access to telemedicine; and

WHEREAS, the emergency medical services system consists of first responders, emergency medical technicians, paramedics, emergency medical dispatchers, firefighters, police officers, educators, administrators, pre-hospital nurses, emergency nurses, emergency physicians, trained members of the public, and other out of hospital medical care providers; and

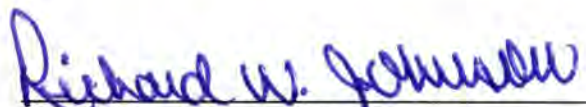
WHEREAS, the members of emergency medical services teams, whether career or volunteer, engage in thousands of hours of specialized training and continuing education to enhance their lifesaving skills; and

WHEREAS, it is appropriate to recognize the value and the accomplishments of emergency medical services providers by designating the Emergency Medical Services Week; now

THEREFORE, I Richard W. Johnson, Mayor, City of Ottumwa, IA in recognition of this event do hereby proclaim the week of May 18 - 24, 2025, as

EMERGENCY MEDICAL SERVICES WEEK

The 51st anniversary of EMS Week theme is **EMS WEEK: We Care. For Everyone.** I encourage the community to observe this week with appropriate programs, ceremonies, and activities in honor of the EMS profession and the essential service it provides.


Richard W. Johnson, Mayor

KIDS TO PARKS DAY

NATIONAL PARK TRUST

Proclamation

Proclaiming May 17, 2025, as Kids to Parks Day in the City of Ottumwa

WHEREAS, May 17, 2025, is the fifteenth Kids to Parks Day organized and launched by the National Park Trust held annually on the third Saturday of May; and

WHEREAS, Kids to Parks Day Day empowers kids and encourages families to get outdoors and visit local parks, public lands, and waters; and

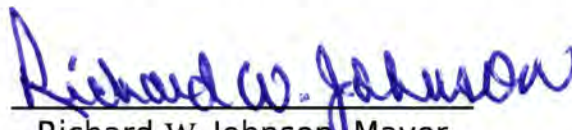
WHEREAS, we should encourage children to lead a more active lifestyle to combat issues of childhood obesity, diabetes, hypertension, and hypercholesterolemia; and

WHEREAS, Kids to Parks Day will broaden children's appreciation for nature and the outdoors; and

WHEREAS, Kids to Parks Day will recognize the importance of recreating responsibly while enjoying the benefits of the outdoors; and

NOW THEREFORE, I, Mayor, Richard Johnson do hereby proclaim May 17, 2025, as **Kids to Parks Day**.

Signed by the Mayor of Ottumwa, Iowa on this date 05/06/2025.


Richard W. Johnson, Mayor


CITY OF OTTUMWA

Staff Summary

**** ACTION ITEM ****

Council Meeting of: May 6, 2025

Engineering
Department

Phillip Burgmeier
Prepared By

Department Head


City Administrator Approval

AGENDA TITLE: Resolution #78-2025. Approving the contract, bond, and certificate of insurance for the Mary Street from Ferry Street to Shaul Avenue Reconstruction Project.

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

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

RECOMMENDATION: Pass and adopt Resolution #78-2025.

DISCUSSION: These are the required bonds, certificate of insurance and signed contract with Jones Contracting Corp. of West Point, Iowa for the above referenced project and are now on file with the City Clerk. This project was awarded at the April 15, 2025 City Council Meeting in the amount of \$3,336,367.40.

<u>Funding Source</u>	<u>Funding Amount</u>
STBG/SWAP	\$ 2,173,460.08
610-817 – Sewer Maintenance	\$ 490,044.40
Ottumwa Water Works	\$ 68,272.52
As-Bid Construction Cost	\$ 2,731,777.00

RESOLUTION #78-2025

A RESOLUTION APPROVING THE CONTRACT, BOND, AND CERTIFICATE OF
INSURANCE FOR THE MARY STREET FROM FERRY STREET TO SHAUL AVENUE
RECONSTRUCTION PROJECT

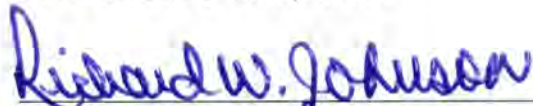
WHEREAS, The City Council of the City of Ottumwa, Iowa accepted bids for the above referenced project and awarded the contract to Jones Contracting Corp. of West Point, Iowa in the amount of \$3,336,367.40 based on total unit price and estimated quantities; and,

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

NOW, THEREFORE, BE IT RESOLVED, BY THE CITY COUNCIL OF THE CITY OF OTTUMWA, IOWA THAT: The contract, bond and certificate of insurance with Jones Contracting Corp. of West Point, Iowa, for the above referenced project are hereby approved.

APPROVED, PASSED, AND ADOPTED, this 6th day of May, 2025.

CITY OF OTTUMWA, IOWA


Richard W. Johnson, Mayor

ATTEST:


Christina Reinhard, City Clerk

CONTRACT

3/20/2025 6:19 PM

Letting Date: March 18, 2025

Contract ID: 90-5825-650

Call Order: 106

County: WAPELLO

Project Engineer: JOHNSON-ERICKSON-O'BRIEN & ASSOC., INC.

Cost Center: 631000

Object Code: 890

DBE Commitment: \$0.00

Contract Work Type: PCC PAVEMENT - GRADE & REPLACE

This agreement made and entered by and between the Contracting Authority,
CITY OF OTTUMWA
and Contractor,

JONES CONTRACTING CORP. (JO279)

City: WEST POINT

State: IA

It is agreed that the notice and instructions to bidders, the proposal filed by the Contractor, the specifications, the plan, if any, for project(s) listed herein, together with Contractor's performance bond, are made a part hereof and together with this instrument constitute the contract. This contract contains all of the terms and conditions agreed upon by the parties hereto.

Contractor, for and in considerations of \$ 2,731,777.00 payable as set forth in the specifications constituting a part of this contract, agrees to construct various items of work and/or provide various materials or supplies in accordance with the plans and specifications therefore, and in the locations designated in the Notice to Bidders.

Contractor certifies by signature on this contract, under pain of penalties for false certification, that the Contractor has complied with Iowa Code Section 452A.17(8) as amended, if applicable, and Iowa Code Section 91C.5 (Public Registration Number), if applicable.

In consideration of the foregoing, Contracting Authority hereby agrees to pay the Contractor promptly and according to the requirements of the specifications the amounts set forth, subject to the conditions as set forth in the specifications.

It is further understood and agreed that the above work shall also be commenced or completed in accordance with Contract Time of this Contract and assigned Notes.

To accomplish the purpose herein expressed, the Contracting Authority and Contractor have signed this instrument.

For Federal-Aid Contracts the Contractor certifies that each subcontract is evidenced in writing and that it contains all pertinent provisions and requirements of the contract.



3/20/2025 6:19 PM

Contract Prepared by
Contracts and Specifications Bureau

Contract Project(s)

Contract ID: 90-5825-650

Call Order: 106

Letting Date: March 18, 2025

Project Number: STBG-SWAP-5825(650)--SG-90

County: WAPELLO

Project Work Type: PCC PAVEMENT - GRADE & REPLACE

Location: In the city of Ottumwa, On Mary Street, from Ferry Street West 0.70 to Shaul Avenue

Route: MARY STREET

Non-Federal Aid - Predetermined Wages are not in Effect



3/20/2025 6:19 PM

Contract Prepared by
Contracts and Specifications Bureau

Contract Time

Contract ID: 90-5825-650

Call Order: 106

Letting Date: March 18, 2025

Site ID	Site Details			Liquidated Damages
00	Late Start Date	06/02/2025	120 WORK DAYS	\$1,400.00

(*) - Indicates Cost Plus Time Site. See Schedule of Items for Cost Per Unit



3/20/2025 6:19 PM

Contract Prepared by
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Notes

Contract ID: 90-5825-650

Call Order: 106

Letting Date: March 18, 2025

Notes :

There are no notes for this contract.



3/20/2025 6:19 PM

Contract Prepared by
Contracts and Specifications Bureau

Contract Addenda

Contract ID: 90-5825-650

Call Order: 106

Letting Date: March 18, 2025

No Addenda for this Contract.



3/20/2025 6:19 PM

Contract Prepared by
Contracts and Specifications Bureau

Contract Specifications List

Contract ID: 90-5825-650

Call Order: 106

Letting Date: March 18, 2025

Note	Description
001.2023	<p>*** STANDARD SPECIFICATIONS -- SERIES 2023 ***</p> <p>The Iowa Department of Transportation STANDARD SPECIFICATIONS FOR HIGHWAY AND BRIDGE CONSTRUCTION, SERIES 2023, plus applicable General Supplemental Specifications, Developmental Specifications, Supplemental Specifications AND Special Provisions shall apply to construction work on this contract.</p>
410.11	<p>*** STORM WATER POLLUTION PREVENTION PLAN ***</p> <p>A Storm Water Pollution Prevention Plan has been developed by the Contracting Authority for one or more projects on this contract. See the project plans (or other contract document) for specific Storm Water Pollution Prevention Plan details.</p>
500.01	<p>*** WINTER WORK ***</p> <p>The free time allowed between November 15 and April 1 will not be permitted on this project. The Contractor shall work during the winter on all working days as defined in Article 1101.03 'Working Day'.</p>
GS-23003	<p>GENERAL SUPPLEMENTAL SPECIFICATIONS FOR HIGHWAY AND BRIDGE CONSTRUCTION</p>



3/20/2025 6:19 PM

Contract Prepared by
Contracts and Specifications Bureau

Contract Schedule**Contract ID:** 90-5825-650**Call Order:** 106**Letting Date:** March 18, 2025**SECTION: 0001****SECTION TOTAL: \$2,173,460.08**

Roadway Items

Contract Line Number	Item Number Item Description	Item Quantity and Units	Unit Price		Bid Amount	
			Dollars	Cents	Dollars	Cents
0010	2101-0850002 CLEARING AND GRUBBING	246.000 UNIT	10.00		2,460.00	
0020	2102-2710070 EXCAVATION, CLASS 10, ROADWAY AND BORROW	970.000 CY	8.24		7,992.80	
0030	2102-2710090 EXCAVATION, CLASS 10, WASTE	2,500.000 CY	12.88		32,200.00	
0040	2105-8425015 TOPSOIL, STRIP, SALVAGE AND SPREAD	1,300.000 CY	10.50		13,650.00	
0050	2109-8225100 SPECIAL COMPACTION OF SUBGRADE	36.780 STA	500.00		18,390.00	
0060	2115-0100000 MODIFIED SUBBASE	2,479.900 CY	60.40		149,785.96	
0070	2123-7450020 SHOULDER FINISHING, EARTH	74.160 STA	275.00		20,394.00	
0080	2301-1033080 STANDARD OR SLIP FORM PORTLAND CEMENT CONCRETE PAVEMENT, CLASS C, CLASS 3 DURABILITY, 8 IN.	12,616.900 SY	65.20		822,621.88	
0090	2315-8275025 SURFACING, DRIVEWAY, CLASS A CRUSHED STONE	70.380 TON	37.00		2,604.06	
0100	2416-0100048 APRONS, CONCRETE, 48 IN. DIA.	1.000 EACH	7,000.00		7,000.00	



3/20/2025 6:19 PM

Contract Prepared by
Contracts and Specifications Bureau

Contract Schedule

Contract ID: 90-5825-650

Call Order: 106

Letting Date: March 18, 2025

SECTION: 0001

SECTION TOTAL: \$2,173,460.08

Roadway Items

Contract Line Number	Item Number Item Description	Item Quantity and Units	Unit Price		Bid Amount	
			Dollars	Cents	Dollars	Cents
0110	2435-0140184 MANHOLE, STORM SEWER, SW-401, 84 IN.	1.000 EACH	12,875.00		12,875.00	
0120	2435-0250100 INTAKE, SW-501	3.000 EACH	5,000.00		15,000.00	
0130	2435-0250300 INTAKE, SW-503	2.000 EACH	7,000.00		14,000.00	
0140	2435-0250500 INTAKE, SW-505	11.000 EACH	6,750.00		74,250.00	
0150	2435-0250600 INTAKE, SW-506	12.000 EACH	9,250.00		111,000.00	
0160	2435-0251100 INTAKE, SW-511	2.000 EACH	4,600.00		9,200.00	
0170	2435-0251300 INTAKE, SW-513	1.000 EACH	5,250.00		5,250.00	
0180	2435-0600010 MANHOLE ADJUSTMENT, MINOR	4.000 EACH	2,240.25		8,961.00	
0190	2435-0600020 MANHOLE ADJUSTMENT, MAJOR	5.000 EACH	3,090.00		15,450.00	
0200	2435-0700010 CONNECTION TO EXISTING MANHOLE	4.000 EACH	2,060.00		8,240.00	
0210	2502-8212204 SUBDRAIN, PERFORATED PLASTIC PIPE, 4 IN. DIA.	5,588.000 LF		8.90	49,733.20	
0220	2502-8221006 SUBDRAIN RISER, 6 IN., AS PER PLAN	4.000 EACH	1,000.00		4,000.00	



3/20/2025 6:19 PM

Contract Prepared by
Contracts and Specifications Bureau

Contract Schedule

Contract ID: 90-5825-650

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Letting Date: March 18, 2025

SECTION: 0001

SECTION TOTAL: \$2,173,460.08

Roadway Items

Contract Line Number	Item Number Item Description	Item Quantity and Units	Unit Price		Bid Amount	
			Dollars	Cents	Dollars	Cents
0230	2502-8221303 SUBDRAIN OUTLET, DR-303	56.000 EACH	165.00		9,240.00	
0240	2503-0114615 STORM SEWER GRAVITY MAIN, TRENCHED, REINFORCED CONCRETE PIPE (RCP), 3750D (CLASS V), 15 IN.	763.000 LF	61.80		47,153.40	
0250	2503-0114618 STORM SEWER GRAVITY MAIN, TRENCHED, REINFORCED CONCRETE PIPE (RCP), 3750D (CLASS V), 18 IN.	303.000 LF	66.95		20,285.85	
0260	2503-0114624 STORM SEWER GRAVITY MAIN, TRENCHED, REINFORCED CONCRETE PIPE (RCP), 3750D (CLASS V), 24 IN.	1,194.000 LF	82.40		98,385.60	
0270	2503-0114630 STORM SEWER GRAVITY MAIN, TRENCHED, REINFORCED CONCRETE PIPE (RCP), 3750D (CLASS V), 30 IN.	71.000 LF	149.35		10,603.85	
0280	2503-0114636 STORM SEWER GRAVITY MAIN, TRENCHED, REINFORCED CONCRETE PIPE (RCP), 3750D (CLASS V), 36 IN.	316.000 LF	154.50		48,822.00	
0290	2503-0114648 STORM SEWER GRAVITY MAIN, TRENCHED, REINFORCED CONCRETE PIPE (RCP), 3750D (CLASS V), 48 IN.	62.000 LF	257.50		15,965.00	



3/20/2025 6:19 PM

Contract Prepared by
Contracts and Specifications Bureau

Contract Schedule

Contract ID: 90-5825-650

Call Order: 106

Letting Date: March 18, 2025

SECTION: 0001

SECTION TOTAL: \$2,173,460.08

Roadway Items

Contract Line Number	Item Number Item Description	Item Quantity and Units	Unit Price		Bid Amount	
			Dollars	Cents	Dollars	Cents
0300	2503-0200036 REMOVE STORM SEWER PIPE LESS THAN OR EQUAL TO 36 IN.	2,673.000 LF	14.20		37,956.60	
0310	2503-0200136 REMOVE STORM SEWER PIPE GREATER THAN 36 IN.	53.000 LF	19.40		1,028.20	
0320	2507-6800061 REVTMENT, CLASS E	30.000 TON	53.56		1,606.80	
0330	2510-6745850 REMOVAL OF PAVEMENT	13,500.200 SY	4.75		64,125.95	
0340	2510-6750600 REMOVAL OF INTAKES AND UTILITY ACCESSES	29.000 EACH	504.70		14,636.30	
0350	2511-6745900 REMOVAL OF SIDEWALK	281.300 SY	6.50		1,828.45	
0360	2511-7526004 SIDEWALK, P.C. CONCRETE, 4 IN.	619.100 SY	51.50		31,883.65	
0370	2511-7526006 SIDEWALK, P.C. CONCRETE, 6 IN.	82.500 SY	72.10		5,948.25	
0380	2511-7528101 DETECTABLE WARNINGS	100.000 SF	56.65		5,665.00	
0390	2515-2475006 DRIVEWAY, P.C. CONCRETE, 6 IN.	1,677.000 SY	63.86		107,093.22	
0400	2515-6745600 REMOVAL OF PAVED DRIVEWAY	1,157.000 SY	8.70		10,065.90	



3/20/2025 6:19 PM

Contract Prepared by
Contracts and Specifications Bureau

Contract Schedule**Contract ID:** 90-5825-650**Call Order:** 106**Letting Date:** March 18, 2025**SECTION: 0001****SECTION TOTAL: \$2,173,460.08**

Roadway Items

Contract Line Number	Item Number Item Description	Item Quantity and Units	Unit Price		Bid Amount	
			Dollars	Cents	Dollars	Cents
0410	2524-6765010 REMOVE AND REINSTALL SIGN AS PER PLAN	41.000 EACH	154.50		6,334.50	
0420	2526-8285000 CONSTRUCTION SURVEY	LUMP SUM			29,925.00	
0430	2527-9263137 PAINTED SYMBOLS AND LEGENDS, WATERBORNE OR SOLVENT-BASED	5.000 EACH	103.00		515.00	
0440	2527-9263209 PAINTED PAVEMENT MARKINGS, WATERBORNE OR SOLVENT-BASED	40.800 STA	247.20		10,085.76	
0450	2528-2518000 SAFETY CLOSURE	9.000 EACH	100.00		900.00	
0460	2528-8445110 TRAFFIC CONTROL	LUMP SUM			22,042.00	
0470	2533-4980005 MOBILIZATION	LUMP SUM			114,536.56	
0480	2552-0000300 TRENCH COMPACTION TESTING	LUMP SUM			8,944.00	
0490	2599-9999005 (‘EACH’ ITEM) CONNECTION TO EXISTING STORM SEWER/HEADWALL	2.000 EACH	3,090.00		6,180.00	
0500	2601-2634100 MULCHING	4.800 ACRE	772.50		3,708.00	
0510	2601-2636044 SEEDING AND FERTILIZING (URBAN)	2.400 ACRE	1,539.85		3,695.64	



3/20/2025 6:19 PM

Contract Prepared by
Contracts and Specifications Bureau

Contract Schedule

Contract ID: 90-5825-650

Call Order: 106

Letting Date: March 18, 2025

SECTION: 0001

SECTION TOTAL: \$2,173,460.08

Roadway Items

Contract Line Number	Item Number Item Description	Item Quantity and Units	Unit Price		Bid Amount	
			Dollars	Cents	Dollars	Cents
0520	2601-2638352 SLOPE PROTECTION, WOOD EXCELSIOR MAT	77.000 SQ	10.30		793.10	
0530	2601-2642120 STABILIZING CROP - SEEDING AND FERTILIZING (URBAN)	2.400 ACRE	515.00		1,236.00	
0540	2602-0000309 PERIMETER AND SLOPE SEDIMENT CONTROL DEVICE, 9 IN. DIA.	3,565.000 LF	2.00		7,130.00	
0550	2602-0000351 REMOVAL OF PERIMETER AND SLOPE OR DITCH CHECK SEDIMENT CONTROL DEVICE	3,565.000 LF	0.20		713.00	
0560	2602-0000530 GRATE INTAKE SEDIMENT FILTER BAG, EC-604	52.000 EACH	154.50		8,034.00	
0570	2602-0000540 MAINTENANCE OF GRATE INTAKE SEDIMENT FILTER BAG	52.000 EACH	5.15		267.80	
0580	2602-0000550 REMOVAL OF GRATE INTAKE SEDIMENT FILTER BAG	52.000 EACH	5.15		267.80	
0590	2602-0010010 MOBILIZATIONS, EROSION CONTROL	6.000 EACH	600.00		3,600.00	
0600	2602-0010020 MOBILIZATIONS, EMERGENCY EROSION CONTROL	6.000 EACH	1,200.00		7,200.00	



3/20/2025 6:19 PM

Contract Prepared by
Contracts and Specifications Bureau

Contract Schedule**Contract ID:** 90-5825-650**Call Order:** 106**Letting Date:** March 18, 2025**SECTION: 0002****SECTION TOTAL: \$558,316.92**

Roadway Items - Division 2

Contract Line Number	Item Number Item Description	Item Quantity and Units	Unit Price		Bid Amount	
			Dollars	Cents	Dollars	Cents
0610	2435-0130148 MANHOLE, SANITARY SEWER, SW- 301, 48 IN.	9.000 EACH	11,845.00		106,605.00	
0620	2504-0114008 SANITARY SEWER GRAVITY MAIN, TRENCHED, POLYVINYL CHLORIDE PIPE (PVC), 8 IN.	2,713.000 LF	65.40		177,430.20	
0630	2504-0124008 SANITARY SEWER GRAVITY MAIN, TRENCHLESS, POLYVINYL CHLORIDE PIPE (PVC), 8 IN.	20.000 LF	139.05		2,781.00	
0640	2504-0200404 SANITARY SEWER SERVICE STUB, POLYVINYL CHLORIDE PIPE (PVC), 4 IN.	1,832.000 LF	66.95		122,652.40	
0650	2504-0240036 REMOVE SANITARY SEWER PIPE LESS THAN OR EQUAL TO 36 IN.	2,568.000 LF	10.30		26,450.40	
0660	2504-0240235 SANITARY SEWER ABANDONMENT, PLUG	9.000 EACH	669.50		6,025.50	
0670	2549-0041005 CURED-IN-PLACE PIPE LINING, MAIN 10 INCH	487.100 LF	53.00		25,816.30	
0680	2549-0041005 CURED-IN-PLACE PIPE LINING, MAIN 8 INCH	401.800 LF	47.00		18,884.60	
0690	2549-0041010 CURED-IN-PLACE PIPE LINING, BUILDING SANITARY SEWER SERVICE REINSTATEMENT	16.000 EACH	51.50		824.00	



3/20/2025 6:19 PM

Contract Prepared by
Contracts and Specifications Bureau

Contract Schedule**Contract ID:** 90-5825-650**Call Order:** 106**Letting Date:** March 18, 2025**SECTION: 0002****SECTION TOTAL: \$558,316.92**

Roadway Items - Division 2

Contract Line Number	Item Number Item Description	Item Quantity and Units	Unit Price		Bid Amount	
			Dollars	Cents	Dollars	Cents
0700	2554-0114012 WATER MAIN, TRENCHED, POLYVINYL CHLORIDE PIPE (PVC), 12 IN.	434.600 LF		77.25	33,572.85	
0710	2554-0202200 FITTINGS BY COUNT, DUCTILE IRON, 90 DEG. BEND	2.000 EACH	1,545.00		3,090.00	
0720	2554-0204207 WATER SERVICE STUB, PVC, 3/4 IN.	3.000 EACH	1,416.25		4,248.75	
0730	2554-0204210 WATER SERVICE STUB, PVC, 1 IN.	3.000 EACH	1,442.00		4,326.00	
0740	2554-0205807 WATER SERVICE CURB STOP AND BOX, PVC, 3/4 IN.	3.000 EACH	566.50		1,699.50	
0750	2554-0205810 WATER SERVICE CURB STOP AND BOX, PVC, 1 IN.	3.000 EACH	618.00		1,854.00	
0760	2554-0207012 VALVE, GATE, DIP, 12 IN.	2.000 EACH	5,330.25		10,660.50	
0770	2554-0209012 VALVE REMOVAL, 12 IN.	2.000 EACH	283.25		566.50	
0780	2554-0212030 VALVE BOX REPLACEMENT	2.000 EACH	602.55		1,205.10	
0790	2554-0214000 FIRE HYDRANT ADJUSTMENT	1.000 EACH	1,184.50		1,184.50	
0800	2555-0000010 DELIVER AND STOCKPILE SALVAGED MATERIALS Non-Participating	LUMP SUM			2,575.00	



3/20/2025 6:19 PM

Contract Prepared by
Contracts and Specifications Bureau

Contract Schedule

Contract ID: 90-5825-650

Call Order: 106

Letting Date: March 18, 2025

SECTION: 0002

SECTION TOTAL: \$558,316.92

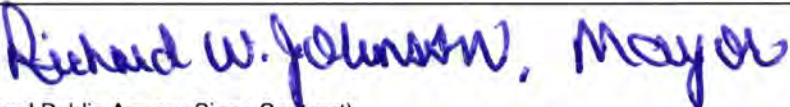
Roadway Items - Division 2

Contract Line Number	Item Number Item Description	Item Quantity and Units	Unit Price		Bid Amount	
			Dollars	Cents	Dollars	Cents
0810	2599-9999009 (‘LINEAR FEET’ ITEM) REMOVAL OF WATER MAIN, 12 IN.	438.000 LF		13.39		5,864.82
Total Bid:					\$2,731,777.00	

Doc Express® Document Signing History

Contract: 90-5825-650 Document: BO 106 90-5825-650 250318 CONTRACT

This document is in the process of being signed by all required signatories using the Doc Express® service. Following are the signatures that have occurred so far.

Date	Signed By
04/18/2025	Jennifer Wilcox Jones Contracting Corp Digital Signature (Signed by Contractor)
	(Local Public Agency Views and Signs Performance Bond)
5-6-2025	 (Local Public Agency Signs Contract)
	(Checked by Contracts and Specifications Bureau)
	(Signed by Contracts and Specifications Bureau)
	(Marked Completed by Contracts and Specifications Bureau)



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

3/25/2025

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

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

PRODUCER Holmes Murphy & Associates 2727 Grand Prairie Parkway Waukegan IA 50263	CONTACT NAME: Reece Pitz PHONE (A/C, No, Ext): 515-708-5408 E-MAIL ADDRESS: RPitz@holmesmurphy.com	FAX (A/C, No):	
INSURED Jones Contracting Corp. PO Box 156 West Point, IA 52656	JONCONPC	INSURER(S) AFFORDING COVERAGE	NAIC #
		INSURER A : Middlesex Insurance Company	23434
		INSURER B :	
		INSURER C :	
		INSURER D :	
		INSURER E :	
		INSURER F :	

COVERAGES**CERTIFICATE NUMBER:** 1824700665**REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:		A0217491004	2/1/2025	2/1/2026	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COM/OP AGG \$ 2,000,000 \$
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY		A0217491001	2/1/2025	2/1/2026	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$		A0217491007	2/1/2025	2/1/2026	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000 \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below Y/N N N/A		A0217491006	2/1/2025	2/1/2026	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

RE: PCC PAVEMENT - GRADE & REPLACE

Project Number: STBG-SWAP-5825(650)--SG-90

The Iowa Department of Transportation and all 99 counties are listed as an additional insured as it pertains to any project statewide, and in all 99 counties.

CERTIFICATE HOLDER**CANCELLATION**Iowa Department of Transportation and all 99 Counties
800 Lincoln Way
Ames IA 50010

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Kari Coolidge

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IOWA DOT

CONTRACTOR'S PERFORMANCE BOND

BUSINESS16410

Bond Number: 441991YContract I.D.: 90-5825-650County: Wapello

KNOW ALL PERSONS BY THESE PRESENTS: That we,

Jones Contracting Corp.

of

PO Box 156, West Point, IA 52656*(hereinafter called the Principal) and*Westfield Insurance Company

of

1 Park Circle, Westfield, OH 44251*(hereinafter called the Surety) are held and firmly bound unto the*City of Ottumwa

(Iowa DOT, County, or City name, etc.)

*(hereinafter called the Contracting Authority) Iowa, in the sum of*Nine Million Forty One Thousand Nine Hundred Fourteen Dollars and 99/100

dollars

(\$ \$9,041,914.99),

lawful money of the United States, to the payment of which sum, well and truly to be made, we bind ourselves, our executors, administrators, successors, and assigns jointly and severally by these presents.

THE CONDITION OF THIS OBLIGATION IS SUCH, THAT whereas the above bounden Principal did enter into a written contract with the Contracting Authority to perform

PCC Pavement - Grade & Replace, Project Number: STBG-SWAP-5825(650)-SG-90 In connection with Proposal Submitted March 18, 2025

Copy of which contract, together with all of its terms, covenants, conditions, and stipulations, is incorporated herein and made a part hereof as fully and completely as if said contract were recited at length; and whereas, the principal and sureties on this bond hereby agree to pay all persons, firms, or corporations having contracts directly with the principal or with subcontractors, all just claims due them for labor performed or materials furnished, in the performance of the contract on account of which this bond is given, when the same are not satisfied out of the portion of the contract price which the public corporation is required to retain until completion of the public improvements, but the principal and sureties shall not be liable to said persons, firms, or corporations unless the claims of said claimants against said portion of the contract price shall have been established as provided by law.

Now, if the principal shall in all respects fulfill his said contract according to the terms and tenor thereof, and shall satisfy all claims and demands incurred for the same, and shall fully indemnify and save harmless the Contracting Authority from all costs and damages which it may suffer by reason of failure to do so and shall fully reimburse and repay the Contracting Authority all outlays and expense which it may incur in making good any such default, then the obligation is to be void and of no effect; otherwise to remain in full force and effect. Every surety on this bond shall be deemed and held, any contract to the contrary notwithstanding, to consent without notice:

1. To any extension of time to the contractor in which to perform the contract.
2. That the bond shall remain in full force and effect until the contract is completed within the specified contract period, within an extension thereof, or within a period of time after the contract period has elapsed and the liquidated damage is being charged against the contractor.
3. To any change in the plans, specifications, or contract, when such change does not involve an increase of more than 20 percent of the total contract price, and shall then be released only as to such excess increase.
4. That no provision of this bond or of any other contract shall be valid which limits to less than five years from the completion of the contract the right to sue on this bond for defects in work quality or material not discovered or known to the Contracting Authority at the time such work is accepted.

This bond is to be considered a performance bond and secures the Contracting Authority the right to recover from the contractor on account of material or labor entered into the work or work performed not in accordance with the contract, specifications, or plans. The contractor does not by this obligation guarantee to maintain the work for five years.





IOWA DOT

CONTRACTOR'S PERFORMANCE BOND

Bond Number: 441991YContract I.D.: 90-5825-650County: WapelloIN WITNESS WHEREOF, we have hereunto set our hands and seals this 03/21/2025

By: _____	Principal	<u>Jay Freiermuth</u>	Surety
_____	Title	<u>Jay Freiermuth</u>	
		<u>Attorney-In-Fact</u>	Title
		Address: _____	
By: _____	Principal	_____	Surety
_____	Title	_____	Title
		Address: _____	
By: _____	Principal	_____	Surety
_____	Title	_____	Title
		Address: _____	

For contracts where a County Board of Supervisors is the Contracting Authority:

This bond approved by the Board of Supervisors of _____ County,	
this _____ day of _____,	
_____	_____
Signature	Title

For contracts where neither the DOT nor a County Board of Supervisors is the Contracting Authority:

This bond approved by the _____	
(Contracting Authority)	
this _____ day of _____,	
_____	_____
Signature	Title

DISCLOSURE STATEMENT FOR CONTRACTOR'S PERFORMANCE BONDS

The information requested will be used by the Iowa Department of Transportation to determine if a contractor/vendor is bonded in accord with the requirements established by the contracting authority. This secures the IDOT and/or the State of Iowa the right to recover from the contractor/vendor if material or labor entered into the work performed is not in accord with the contract, specifications, or plans. Persons outside the Department may occasionally request this information. Failure to provide all required information will result in denial of the award of the contract.



General
Power
of Attorney

CERTIFIED COPY

POWER NO. 441991Y
Westfield Insurance Co.
Westfield National Insurance Co.
Ohio Farmers Insurance Co.
Westfield Center, Ohio

Know All Men by These Presents, That WESTFIELD INSURANCE COMPANY, WESTFIELD NATIONAL INSURANCE COMPANY and OHIO FARMERS INSURANCE COMPANY, corporations, hereinafter referred to individually as a "Company" and collectively as "Companies," duly organized and existing under the laws of the State of Ohio, and having its principal office in Westfield Center, Medina County, Ohio, do by these presents make, constitute and appoint Jay Freiermuth **JOINTLY OR SEVERALLY**

of Waukegan and State of Iowa its true and lawful Attorney(s)-in-Fact, with full power and authority hereby conferred in its name, place and stead, to execute, acknowledge and deliver **any and all bonds, undertakings, and recognizances; provided, however, that the penal sum of any one such instrument executed hereunder shall not exceed Unlimited**

and to bind any of the Companies thereby as fully and to the same extent as if such bonds were signed by the President, sealed with the corporate seal of the applicable Company and duly attested by its Secretary, hereby ratifying and confirming all that the said Attorney(s)-in-Fact may do in the premises. Said appointment is made under and by authority of the following resolution adopted by the Board of Directors of each of the WESTFIELD INSURANCE COMPANY, WESTFIELD NATIONAL INSURANCE COMPANY and OHIO FARMERS INSURANCE COMPANY:

"Be It Resolved, that the President, any Senior Executive, any Secretary or any Fidelity & Surety Operations Executive or other Executive shall be and is hereby vested with full power and authority to appoint any one or more suitable persons as Attorney(s)-in-Fact to represent and act for and on behalf of the Company subject to the following provisions:

The Attorney-in-Fact may be given full power and authority for and in the name of and on behalf of the Company, to execute, acknowledge and deliver, any and all bonds, recognizances, contracts, agreements of indemnity and other conditional or obligatory undertakings and any and all notices and documents canceling or terminating the Company's liability thereunder, and any such instruments so executed by any such Attorney-in-Fact shall be as binding upon the Company as if signed by the President and sealed and attested by the Corporate Secretary."

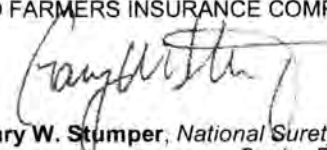
"Be it Further Resolved, that the signature of any such designated person and the seal of the Company heretofore or hereafter affixed to any power of attorney or any certificate relating thereto by facsimile, and any power of attorney or certificate bearing facsimile signatures or facsimile seal shall be valid and binding upon the Company with respect to any bond or undertaking to which it is attached." (Each adopted at a meeting held on February 8, 2000).

In Witness Whereof, WESTFIELD INSURANCE COMPANY, WESTFIELD NATIONAL INSURANCE COMPANY and OHIO FARMERS INSURANCE COMPANY have caused these presents to be signed by their **National Surety Leader** and **Senior Executive** and their corporate seals to be hereto affixed this **01st** day of **May** A.D., **2024**.

Corporate
Seals
Affixed



WESTFIELD INSURANCE COMPANY
WESTFIELD NATIONAL INSURANCE COMPANY
OHIO FARMERS INSURANCE COMPANY

By: 
Gary W. Stumper, National Surety Leader and Senior Executive

State of Ohio
County of Medina ss.:

On this **01st** day of **May** A.D., **2024**, before me personally came **Gary W. Stumper** to me known, who, being by me duly sworn, did depose and say, that he resides in **Medina, OH**; that he is **National Surety Leader** and **Senior Executive** of WESTFIELD INSURANCE COMPANY, WESTFIELD NATIONAL INSURANCE COMPANY and OHIO FARMERS INSURANCE COMPANY, the companies described in and which executed the above instrument; that he knows the seals of said Companies; that the seals affixed to said instrument are such corporate seals; that they were so affixed by order of the Boards of Directors of said Companies; and that he signed his name thereto by like order.

Notarial
Seal
Affixed




David A. Kotnik, Attorney at Law, Notary Public
My Commission Does Not Expire (Sec. 147.03 Ohio Revised Code)

State of Ohio
County of Medina ss.:

I, **Frank A. Carrino**, Secretary of WESTFIELD INSURANCE COMPANY, WESTFIELD NATIONAL INSURANCE COMPANY and OHIO FARMERS INSURANCE COMPANY, do hereby certify that the above and foregoing is a true and correct copy of a Power of Attorney, executed by said Companies, which is still in full force and effect; and furthermore, the resolutions of the Boards of Directors, set out in the Power of Attorney are in full force and effect.

In Witness Whereof, I have hereunto set my hand and affixed the seals of said Companies at Westfield Center, Ohio, this **03/21/2025** A.D..




Frank A. Carrino, Secretary

BPOAC1S (combined) (05-24)





[CITY OF]

OTTUMWA

Item No. BII.-1.

MEMORANDUM

DATE: May 6, 2025
TO: Mayor, Council Members, City Administrator
FROM: Christina Reinhard, City Clerk *CJR*
SUBJECT: Iowa Retail Permit Application for Cigarette/Tobacco/Nicotine/Vapor
Effective July 1, 2025 – June 30, 2026.

The following applications are submitted for approval:

- | | | |
|---|------------------|--------------------|
| 1. BP - Elliott Oil Company | Albia Road | 1340 Albia Rd. |
| 2. BP – Elliott Oil Company | North Court | 1301 N. Court St. |
| 3. BP – Elliott Oil Company | Penn & Jeff | 1147 N. Jefferson |
| 4. BP – Elliott Oil Company | Richmond & Ferry | 720 Richmond Ave. |
| 5. BP – Elliott Oil Company | West Second | 1049 W. Second |
| 6. Walmart #1285 | | 1940 Venture Drive |
| 7. Smokin' Joe's Tobacco & Liquor Outlet #5 | | 1115 Albia Rd. |
| 8. Fareway Stores #648 | | 1325 Albia Rd. |



Department of Revenue

**Iowa Retail Permit Application
for Cigarette/Tobacco/Nicotine/Vapor**

tax.iowa.gov

Additional instructions are on the final page.For period (MM/DD/YYYY) 06 / 30 / 2025 through 06/30/2026

Use this form to apply for a retail permit to sell cigarettes, tobacco, alternative nicotine, or vapor products at retail. If you need a different, non-retail cigarette or tobacco permit, use form 70-015. If approved, the permit is only valid for the location listed on the permit. You must obtain a separate retail permit for each location you own or operate.

Business Information:Legal name/Doing business as (DBA): Albia Rd. BPIowa sales and use tax account number: 0-00-004862Retail address: 1340 ALBIA RD. City: Ottumwa State: IA ZIP: 52530Mailing address: P.O. Box 473 City: Ottumwa State: IA ZIP: 52501Phone: 641-684-4377**Legal Ownership Information:**Type of ownership: Sole Proprietor ☐ Partnership ☐ Corporation ☒ LLC ☐ LLP ☐Name of sole proprietor, partnership, corporation, LLC, or LLP: Elliott Oil CompanyPrimary office address: 207 W. 2nd St. City: Ottumwa State: IA ZIP: 52501Phone: 641-684-4377 Fax: 641-684-7009 Email: accounting@elliottoil.com**Retail Information:**Types of Sales: Over-the-counter ☒ Vending machine ☐ Vending machine that assembles cigarettes ☐ Delivery sales of alternative nicotine/vapor products (see instructions) ☐
Mobile sales (see instructions) ☐ VIN: _____ License plate number: _____

Types of Products Sold: (Check all that apply)

Cigarettes ☒ Tobacco ☒ Alternative nicotine products ☒ Vapor products ☒**Type of Establishment: (Select the options that best describe the establishment)**Alternative nicotine/vapor store ☐ Bar ☐ Convenience store/gas station ☒ Drug store ☐
Grocery store ☐ Hotel/motel ☐ Liquor store ☐ Restaurant ☐ Tobacco store ☐
Other (provide description) ☐ _____

Do you have other permits issued under Iowa Code chapter 453A at this retail location? If yes, provide permit number(s):

NODo you intend to make retail sales to ultimate consumers? Yes ☒ No ☐

Include with this application a list of your suppliers of cigarettes, tobacco, alternative nicotine and vapor products on a separate sheet.

Identify partners or corporate officers (up to three) if the business is not a sole proprietorship.Name: Andrew Woodard Title: PresidentAddress: 207 W. 2nd St.City: Ottumwa State: Iowa ZIP: 52501

Name: _____ Title: _____

Address: _____

City: _____ State: _____ ZIP: _____

Name: _____ Title: _____

Address: _____

City: _____ State: _____ ZIP: _____

If this application is approved and a permit is granted, I/we do hereby bind ourselves to a faithful observance of the laws governing the sale of cigarettes, tobacco, alternative nicotine, and vapor products.

Signature of Authorized Party

I, the undersigned, declare under penalties of perjury or false certificate, that I have examined this application, and to the best of my knowledge and belief, it is true, correct, and complete. I declare that I am authorized to act on behalf of the taxpayer, and will only act within my authority.

Printed Name/Title: Andrew Woodard

Authorized Signature: 

Date: 04/18/2025

Email: awoodard@elliottol.com

Send this completed application and the applicable fee to your local jurisdiction. If your local jurisdiction permits electronic transmission of this application, your email or fax signature will constitute a valid signature. It is up to your local jurisdiction to approve this application and issue the permit. You must have an approved permit issued to you by the local jurisdiction before acting as a retailer in that jurisdiction. You must separately apply in each local jurisdiction in which you plan to act as a retailer. If you have any questions about the status of your application, contact your city clerk (within city limits) or your county auditor (outside city limits). NOTE: A completed application is NOT a valid permit even if submitted to your local jurisdiction with the applicable fee.

FOR CITY CLERK/COUNTY AUDITOR ONLY – MUST BE COMPLETE

- Fill in the amount paid for the permit: 100.00
- Fill in the date the permit was approved by the council or board: _____
- Fill in the permit number issued by the city/county: _____
- Fill in the name of the city or county issuing the permit: Ottawa
- New ☐ Renewal ☒

Send completed/approved application to the Iowa Department of Revenue within 30 days of issuance. Make sure the information on the application is complete and accurate. A copy of the permit does not need to be sent; only the application is required. If a permit is being exchanged due to change of location within the same jurisdiction, permittee should complete an application with new location information and application should be sent to the Department as described above. Permittees who exchange a valid permit are not required to pay an additional fee when an exchange application is submitted. It is preferred that applications are sent via email, as this allows for a receipt confirmation to be sent to the local authority.

- Email: iapledge@iowaabd.com
- Fax: 515-281-7375



Department of Revenue

**Iowa Retail Permit Application
for Cigarette/Tobacco/Nicotine/Vapor**

tax.iowa.gov

Additional instructions are on the final page.For period (MM/DD/YYYY) 06 / 30 / 2025 through 06/30/2026

Use this form to apply for a retail permit to sell cigarettes, tobacco, alternative nicotine, or vapor products at retail. If you need a different, non-retail cigarette or tobacco permit, use form 70-015. If approved, the permit is only valid for the location listed on the permit. You must obtain a separate retail permit for each location you own or operate.

Business Information:Legal name/Doing business as (DBA): North Court BPIowa sales and use tax account number: 0-00-004862Retail address: 1301 N. Court St. City: Ottumwa State: IA ZIP: 52501Mailing address: P.O. Box 473 City: Ottumwa State: IA ZIP: 52501Phone: 641-684-4377**Legal Ownership Information:**Type of ownership: Sole Proprietor ☐ Partnership ☐ Corporation ☒ LLC ☐ LLP ☐Name of sole proprietor, partnership, corporation, LLC, or LLP: Elliott Oil CompanyPrimary office address: 207 W. 2nd St. City: Ottumwa State: IA ZIP: 52501Phone: 641-684-4377 Fax: 641-684-7009 Email: accounting@elliottoil.com**Retail Information:**Types of Sales: Over-the-counter ☒ Vending machine ☐ Vending machine that assembles cigarettes ☐ Delivery sales of alternative nicotine/vapor products (see instructions) ☐Mobile sales (see instructions) ☐ VIN: _____ License plate number: _____

Types of Products Sold: (Check all that apply)

Cigarettes ☒ Tobacco ☒ Alternative nicotine products ☒ Vapor products ☒**Type of Establishment: (Select the options that best describe the establishment)**Alternative nicotine/vapor store ☐ Bar ☐ Convenience store/gas station ☒ Drug store ☐Grocery store ☐ Hotel/motel ☐ Liquor store ☐ Restaurant ☐ Tobacco store ☐Other (provide description) ☐ _____

Do you have other permits issued under Iowa Code chapter 453A at this retail location? If yes, provide permit number(s):

NODo you intend to make retail sales to ultimate consumers? Yes ☒ No ☐

Include with this application a list of your suppliers of cigarettes, tobacco, alternative nicotine and vapor products on a separate sheet.

Identify partners or corporate officers (up to three) if the business is not a sole proprietorship.Name: Andrew Woodard Title: PresidentAddress: 207 W. 2nd St.City: Ottumwa State: Iowa ZIP: 52501

Name: _____ Title: _____

Address: _____

City: _____ State: _____ ZIP: _____

Name: _____ Title: _____

Address: _____

City: _____ State: _____ ZIP: _____

If this application is approved and a permit is granted, I/we do hereby bind ourselves to a faithful observance of the laws governing the sale of cigarettes, tobacco, alternative nicotine, and vapor products.

Signature of Authorized Party

I, the undersigned, declare under penalties of perjury or false certificate, that I have examined this application, and to the best of my knowledge and belief, it is true, correct, and complete. I declare that I am authorized to act on behalf of the taxpayer, and will only act within my authority.

Printed Name/Title: Andrew Woodard

Authorized Signature: *Andrew Woodard*

Date: 04/18/2025

Email: awoodard@elliottol.com

Send this completed application and the applicable fee to your local jurisdiction. If your local jurisdiction permits electronic transmission of this application, your email or fax signature will constitute a valid signature. It is up to your local jurisdiction to approve this application and issue the permit. You must have an approved permit issued to you by the local jurisdiction before acting as a retailer in that jurisdiction. You must separately apply in each local jurisdiction in which you plan to act as a retailer. If you have any questions about the status of your application, contact your city clerk (within city limits) or your county auditor (outside city limits). NOTE: A completed application is NOT a valid permit even if submitted to your local jurisdiction with the applicable fee.

FOR CITY CLERK/COUNTY AUDITOR ONLY – MUST BE COMPLETE

- Fill in the amount paid for the permit: \$100.00
- Fill in the date the permit was approved by the council or board: _____
- Fill in the permit number issued by the city/county: _____
- Fill in the name of the city or county issuing the permit: ottumwa
- New ☐ Renewal ☒

Send completed/approved application to the Iowa Department of Revenue within 30 days of issuance. Make sure the information on the application is complete and accurate. A copy of the permit does not need to be sent; only the application is required. If a permit is being exchanged due to change of location within the same jurisdiction, permittee should complete an application with new location information and application should be sent to the Department as described above. Permittees who exchange a valid permit are not required to pay an additional fee when an exchange application is submitted. It is preferred that applications are sent via email, as this allows for a receipt confirmation to be sent to the local authority.

- Email: iapledge@iowaabd.com
- Fax: 515-281-7375



Department of Revenue

**Iowa Retail Permit Application
for Cigarette/Tobacco/Nicotine/Vapor**

tax.iowa.gov

Additional instructions are on the final page.For period (MM/DD/YYYY) 06 / 30 / 2025 through 06/30/2026

Use this form to apply for a retail permit to sell cigarettes, tobacco, alternative nicotine, or vapor products at retail. If you need a different, non-retail cigarette or tobacco permit, use form 70-015. If approved, the permit is only valid for the location listed on the permit. You must obtain a separate retail permit for each location you own or operate.

Business Information:Legal name/Doing business as (DBA): Pennsylvania & Jefferson BPIowa sales and use tax account number: 0-00-004862Retail address: 1147 N. Jefferson St. City: Ottumwa State: IA ZIP: 52501Mailing address: P.O. Box 473 City: Ottumwa State: IA ZIP: 52501Phone: 641-684-4377**Legal Ownership Information:**Type of ownership: Sole Proprietor ☐ Partnership ☐ Corporation ☒ LLC ☐ LLP ☐Name of sole proprietor, partnership, corporation, LLC, or LLP: Elliott Oil CompanyPrimary office address: 207 W. 2nd St. City: Ottumwa State: IA ZIP: 52501Phone: 641-684-4377 Fax: 641-684-7009 Email: accounting@elliottoil.com**Retail Information:**Types of Sales: Over-the-counter ☒ Vending machine ☐ Vending machine that assembles cigarettes ☐ Delivery sales of alternative nicotine/vapor products (see instructions) ☐Mobile sales (see instructions) ☐ VIN: _____ License plate number: _____

Types of Products Sold: (Check all that apply)

Cigarettes ☒ Tobacco ☒ Alternative nicotine products ☒ Vapor products ☒**Type of Establishment: (Select the options that best describe the establishment)**Alternative nicotine/vapor store ☐ Bar ☐ Convenience store/gas station ☒ Drug store ☐Grocery store ☐ Hotel/motel ☐ Liquor store ☐ Restaurant ☐ Tobacco store ☐Other (provide description) ☐ _____

Do you have other permits issued under Iowa Code chapter 453A at this retail location? If yes, provide permit number(s):

NODo you intend to make retail sales to ultimate consumers? Yes ☒ No ☐

Include with this application a list of your suppliers of cigarettes, tobacco, alternative nicotine and vapor products on a separate sheet.

Identify partners or corporate officers (up to three) if the business is not a sole proprietorship.Name: Andrew Woodard Title: PresidentAddress: 207 W. 2nd St.City: Ottumwa State: Iowa ZIP: 52501

Name: _____ Title: _____

Iowa Retail Permit Application for Cigarette/Tobacco/Nicotine/Vapor, page 2

Address: _____

City: _____ State: _____ ZIP: _____

Name: _____ Title: _____

Address: _____

City: _____ State: _____ ZIP: _____

If this application is approved and a permit is granted, I/we do hereby bind ourselves to a faithful observance of the laws governing the sale of cigarettes, tobacco, alternative nicotine, and vapor products.

Signature of Authorized Party

I, the undersigned, declare under penalties of perjury or false certificate, that I have examined this application, and to the best of my knowledge and belief, it is true, correct, and complete. I declare that I am authorized to act on behalf of the taxpayer, and will only act within my authority.

Printed Name/Title: Andrew Woodard

Authorized Signature: 

Date: 04/18/2025 Email: awoodard@elliottol.com

Send this completed application and the applicable fee to your local jurisdiction. If your local jurisdiction permits electronic transmission of this application, your email or fax signature will constitute a valid signature. It is up to your local jurisdiction to approve this application and issue the permit. You must have an approved permit issued to you by the local jurisdiction before acting as a retailer in that jurisdiction. You must separately apply in each local jurisdiction in which you plan to act as a retailer. If you have any questions about the status of your application, contact your city clerk (within city limits) or your county auditor (outside city limits). NOTE: A completed application is NOT a valid permit even if submitted to your local jurisdiction with the applicable fee.

FOR CITY CLERK/COUNTY AUDITOR ONLY – MUST BE COMPLETE

- Fill in the amount paid for the permit: \$100.00
- Fill in the date the permit was approved by the council or board: _____
- Fill in the permit number issued by the city/county: _____
- Fill in the name of the city or county issuing the permit: Ottumwa
- New ☐ Renewal ☒

Send completed/approved application to the Iowa Department of Revenue within 30 days of issuance. Make sure the information on the application is complete and accurate. A copy of the permit does not need to be sent; only the application is required. If a permit is being exchanged due to change of location within the same jurisdiction, permittee should complete an application with new location information and application should be sent to the Department as described above. Permittees who exchange a valid permit are not required to pay an additional fee when an exchange application is submitted. It is preferred that applications are sent via email, as this allows for a receipt confirmation to be sent to the local authority.

- Email: iapledge@iowaabd.com
- Fax: 515-281-7375

Additional instructions are on the final page.

For period (MM/DD/YYYY) 06 / 30 / 2025 through 06/30/2026

Use this form to apply for a retail permit to sell cigarettes, tobacco, alternative nicotine, or vapor products at retail. If you need a different, non-retail cigarette or tobacco permit, use form 70-015. If approved, the permit is only valid for the location listed on the permit. You must obtain a separate retail permit for each location you own or operate.

Business Information:

Legal name/Doing business as (DBA): Richmond & Ferry BP

Iowa sales and use tax account number: 0-00-004862

Retail address: 720 Richmond Ave. City: Ottumwa State: IA ZIP: 52501

Mailing address: P.O. Box 473 City: Ottumwa State: IA ZIP: 52501

Phone: 641-684-4377

Legal Ownership Information:

Type of ownership: Sole Proprietor ☐ Partnership ☐ Corporation ☒ LLC ☐ LLP ☐

Name of sole proprietor, partnership, corporation, LLC, or LLP: Elliott Oil Company

Primary office address: 207 W. 2nd St. City: Ottumwa State: IA ZIP: 52501

Phone: 641-684-4377 Fax: 641-684-7009 Email: accounting@elliottoil.com

Retail Information:

Types of Sales: Over-the-counter ☒ Vending machine ☐ Vending machine that assembles cigarettes ☐ Delivery sales of alternative nicotine/vapor products (see instructions) ☐
Mobile sales (see instructions) ☐ VIN: _____ License plate number: _____

Types of Products Sold: (Check all that apply)

Cigarettes ☒ Tobacco ☒ Alternative nicotine products ☒ Vapor products ☒

Type of Establishment: (Select the options that best describe the establishment)

Alternative nicotine/vapor store ☐ Bar ☐ Convenience store/gas station ☒ Drug store ☐
Grocery store ☐ Hotel/motel ☐ Liquor store ☐ Restaurant ☐ Tobacco store ☐
Other (provide description) ☐ _____

Do you have other permits issued under Iowa Code chapter 453A at this retail location? If yes, provide permit number(s):
NO

Do you intend to make retail sales to ultimate consumers? Yes ☒ No ☐

Include with this application a list of your suppliers of cigarettes, tobacco, alternative nicotine and vapor products on a separate sheet.

Identify partners or corporate officers (up to three) if the business is not a sole proprietorship.

Name: Andrew Woodard Title: President

Address: 207 W. 2nd St.

City: Ottumwa State: Iowa ZIP: 52501

Name: _____ Title: _____

Address: _____

City: _____ State: _____ ZIP: _____

Name: _____ Title: _____

Address: _____

City: _____ State: _____ ZIP: _____

If this application is approved and a permit is granted, I/we do hereby bind ourselves to a faithful observance of the laws governing the sale of cigarettes, tobacco, alternative nicotine, and vapor products.

Signature of Authorized Party

I, the undersigned, declare under penalties of perjury or false certificate, that I have examined this application, and to the best of my knowledge and belief, it is true, correct, and complete. I declare that I am authorized to act on behalf of the taxpayer, and will only act within my authority.

Printed Name/Title: Andrew Woodard

Authorized Signature: Andrew E. Woodard

Date: 04/18/2025

Email: awoodard@elliottol.com

Send this completed application and the applicable fee to your local jurisdiction. If your local jurisdiction permits electronic transmission of this application, your email or fax signature will constitute a valid signature. It is up to your local jurisdiction to approve this application and issue the permit. You must have an approved permit issued to you by the local jurisdiction before acting as a retailer in that jurisdiction. You must separately apply in each local jurisdiction in which you plan to act as a retailer. If you have any questions about the status of your application, contact your city clerk (within city limits) or your county auditor (outside city limits). NOTE: A completed application is NOT a valid permit even if submitted to your local jurisdiction with the applicable fee.

FOR CITY CLERK/COUNTY AUDITOR ONLY – MUST BE COMPLETE

- Fill in the amount paid for the permit: \$100.00
- Fill in the date the permit was approved by the council or board: _____
- Fill in the permit number issued by the city/county: _____
- Fill in the name of the city or county issuing the permit: ottumwa
- New ☐ Renewal ☒

Send completed/approved application to the Iowa Department of Revenue within 30 days of issuance. Make sure the information on the application is complete and accurate. A copy of the permit does not need to be sent; only the application is required. If a permit is being exchanged due to change of location within the same jurisdiction, permittee should complete an application with new location information and application should be sent to the Department as described above. Permittees who exchange a valid permit are not required to pay an additional fee when an exchange application is submitted. It is preferred that applications are sent via email, as this allows for a receipt confirmation to be sent to the local authority.

- Email: iapledge@iowaabd.com
- Fax: 515-281-7375



Department of Revenue

**Iowa Retail Permit Application
for Cigarette/Tobacco/Nicotine/Vapor**

tax.iowa.gov

Additional instructions are on the final page.For period (MM/DD/YYYY) 06 / 30 / 2025 through 06/30/2026

Use this form to apply for a retail permit to sell cigarettes, tobacco, alternative nicotine, or vapor products at retail. If you need a different, non-retail cigarette or tobacco permit, use form 70-015. If approved, the permit is only valid for the location listed on the permit. You must obtain a separate retail permit for each location you own or operate.

Business Information:Legal name/Doing business as (DBA): West 2nd BPIowa sales and use tax account number: 0-00-004862Retail address: 1049 West 2nd St. City: Ottumwa State: IA ZIP: 52501Mailing address: P.O. Box 473 City: Ottumwa State: IA ZIP: 52501Phone: 641-684-4377**Legal Ownership Information:**Type of ownership: Sole Proprietor ☐ Partnership ☐ Corporation ☒ LLC ☐ LLP ☐Name of sole proprietor, partnership, corporation, LLC, or LLP: Elliott Oil CompanyPrimary office address: 207 W. 2nd St. City: Ottumwa State: IA ZIP: 52501Phone: 641-684-4377 Fax: 641-684-7009 Email: accounting@elliottoil.com**Retail Information:**

Types of Sales: Over-the-counter ☒ Vending machine ☐ Vending machine that assembles cigarettes ☐ Delivery sales of alternative nicotine/vapor products (see instructions) ☐
Mobile sales (see instructions) ☐ VIN: _____ License plate number: _____

Types of Products Sold: (Check all that apply)

Cigarettes ☒ Tobacco ☒ Alternative nicotine products ☒ Vapor products ☒**Type of Establishment: (Select the options that best describe the establishment)**

Alternative nicotine/vapor store ☐ Bar ☐ Convenience store/gas station ☒ Drug store ☐
Grocery store ☐ Hotel/motel ☐ Liquor store ☐ Restaurant ☐ Tobacco store ☐
Other (provide description) ☐ _____

Do you have other permits issued under Iowa Code chapter 453A at this retail location? If yes, provide permit number(s):

NO

Do you intend to make retail sales to ultimate consumers? Yes ☒ No ☐

Include with this application a list of your suppliers of cigarettes, tobacco, alternative nicotine and vapor products on a separate sheet.

Identify partners or corporate officers (up to three) if the business is not a sole proprietorship.Name: Andrew Woodard Title: PresidentAddress: 207 W. 2nd St.City: Ottumwa State: Iowa ZIP: 52501

Name: _____ Title: _____

Address: _____

City: _____ State: _____ ZIP: _____

Name: _____ Title: _____

Address: _____

City: _____ State: _____ ZIP: _____

If this application is approved and a permit is granted, I/we do hereby bind ourselves to a faithful observance of the laws governing the sale of cigarettes, tobacco, alternative nicotine, and vapor products.

Signature of Authorized Party

I, the undersigned, declare under penalties of perjury or false certificate, that I have examined this application, and to the best of my knowledge and belief, it is true, correct, and complete. I declare that I am authorized to act on behalf of the taxpayer, and will only act within my authority.

Printed Name/Title: Andrew Woodard

Authorized Signature: *Andrew E. Woodard*

Date: 04/18/2025 Email: awoodard@elliottol.com

Send this completed application and the applicable fee to your local jurisdiction. If your local jurisdiction permits electronic transmission of this application, your email or fax signature will constitute a valid signature. It is up to your local jurisdiction to approve this application and issue the permit. You must have an approved permit issued to you by the local jurisdiction before acting as a retailer in that jurisdiction. You must separately apply in each local jurisdiction in which you plan to act as a retailer. If you have any questions about the status of your application, contact your city clerk (within city limits) or your county auditor (outside city limits). NOTE: A completed application is NOT a valid permit even if submitted to your local jurisdiction with the applicable fee.

FOR CITY CLERK/COUNTY AUDITOR ONLY – MUST BE COMPLETE

- Fill in the amount paid for the permit: \$100.00
- Fill in the date the permit was approved by the council or board: _____
- Fill in the permit number issued by the city/county: _____
- Fill in the name of the city or county issuing the permit: Ottumwa
- New ☐ Renewal ☒

Send completed/approved application to the Iowa Department of Revenue within 30 days of issuance. Make sure the information on the application is complete and accurate. A copy of the permit does not need to be sent; only the application is required. If a permit is being exchanged due to change of location within the same jurisdiction, permittee should complete an application with new location information and application should be sent to the Department as described above. Permittees who exchange a valid permit are not required to pay an additional fee when an exchange application is submitted. It is preferred that applications are sent via email, as this allows for a receipt confirmation to be sent to the local authority.

- Email: iapledge@iowaabd.com
- Fax: 515-281-7375



Department of Revenue

**Iowa Retail Permit Application
for Cigarette/Tobacco/Nicotine/Vapor**

tax.iowa.gov

Additional instructions are on the final page.For period (MM/DD/YYYY) 07 / 01 / 2025 through 06/30/ 2026

Use this form to apply for a retail permit to sell cigarettes, tobacco, alternative nicotine, or vapor products at retail. If you need a different, non-retail cigarette or tobacco permit, use form 70-015. If approved, the permit is only valid for the location listed on the permit. You must obtain a separate retail permit for each location you own or operate.

Business Information:Legal name/Doing business as (DBA): Walmart Inc. DBA Walmart Store #1285Iowa sales and use tax account number: 0-00-006194Retail address: 1940 Venture Drive City: Ottumwa State: IA ZIP: 52501Mailing address: 702 SW 8th Street, Attn: Dept #10901 City: Bentonville State: AR ZIP: 72716-0500Phone: (641) 683-1040**Legal Ownership Information:**Type of ownership: Sole Proprietor ☐ Partnership ☐ Corporation ☒ LLC ☐ LLP ☐Name of sole proprietor, partnership, corporation, LLC, or LLP: Walmart Inc.Primary office address: 702 SW 8th Street City: Bentonville State: AR ZIP: 72716-0500Phone: (479) 204-8411 Fax: N/A Email: Complic@wal-mart.com**Retail Information:**Types of Sales: Over-the-counter ☒ Vending machine ☐ Vending machine that assembles cigarettes ☐ Delivery sales of alternative nicotine/vapor products (see instructions) ☐Mobile sales (see instructions) ☐ VIN: _____ License plate number: _____

Types of Products Sold: (Check all that apply)

Cigarettes ☒ Tobacco ☒ Alternative nicotine products ☒ Vapor products ☐**Type of Establishment: (Select the options that best describe the establishment)**Alternative nicotine/vapor store ☐ Bar ☐ Convenience store/gas station ☐ Drug store ☐Grocery store ☐ Hotel/motel ☐ Liquor store ☐ Restaurant ☐ Tobacco store ☐Other (provide description) ☒ Discount Retail Merchandiser with Full Line Grocery

Do you have other permits issued under Iowa Code chapter 453A at this retail location? If yes, provide permit number(s):

Yes, List AttachedDo you intend to make retail sales to ultimate consumers? Yes ☒ No ☐

Include with this application a list of your suppliers of cigarettes, tobacco, alternative nicotine and vapor products on a separate sheet. ****Tobacco Supplier is McLane Company, Inc.****

Identify partners or corporate officers (up to three) if the business is not a sole proprietorship.Name: Officer List Attached Title: _____

Address: _____

City: _____ State: _____ ZIP: _____

Name: _____ Title: _____

Address: _____

City: _____ State: _____ ZIP: _____

Name: _____ Title: _____

Address: _____

City: _____ State: _____ ZIP: _____

If this application is approved and a permit is granted, I/we do hereby bind ourselves to a faithful observance of the laws governing the sale of cigarettes, tobacco, alternative nicotine, and vapor products.

Signature of Authorized Party

I, the undersigned, declare under penalties of perjury or false certificate, that I have examined this application, and to the best of my knowledge and belief, it is true, correct, and complete. I declare that I am authorized to act on behalf of the taxpayer, and will only act within my authority.

Printed Name/Title: Sarah Little, Assistant SecretaryAuthorized Signature: Date: 4/10/2025 Email: Complic@wal-mart.com

Send this completed application and the applicable fee to your local jurisdiction. If your local jurisdiction permits electronic transmission of this application, your email or fax signature will constitute a valid signature. It is up to your local jurisdiction to approve this application and issue the permit. You must have an approved permit issued to you by the local jurisdiction before acting as a retailer in that jurisdiction. You must separately apply in each local jurisdiction in which you plan to act as a retailer. If you have any questions about the status of your application, contact your city clerk (within city limits) or your county auditor (outside city limits). NOTE: A completed application is NOT a valid permit even if submitted to your local jurisdiction with the applicable fee.

FOR CITY CLERK/COUNTY AUDITOR ONLY – MUST BE COMPLETE

- Fill in the amount paid for the permit: 100.00
- Fill in the date the permit was approved by the council or board: _____
- Fill in the permit number issued by the city/county: _____
- Fill in the name of the city or county issuing the permit: ottumwa
- New ☐ Renewal ☒

Send completed/approved application to the Iowa Department of Revenue within 30 days of issuance. Make sure the information on the application is complete and accurate. A copy of the permit does not need to be sent; only the application is required. If a permit is being exchanged due to change of location within the same jurisdiction, permittee should complete an application with new location information and application should be sent to the Department as described above. Permittees who exchange a valid permit are not required to pay an additional fee when an exchange application is submitted. It is preferred that applications are sent via email, as this allows for a receipt confirmation to be sent to the local authority.

- Email: iapledge@iowaabd.com
- Fax: 515-281-7375

Iowa Retail Permit Application for Cigarette/Tobacco/Nicotine/Vapor Instructions

General Instructions

- Complete all applicable fields. A permit will not be issued until this application is properly completed and has been approved by your local jurisdiction or the Iowa Department of Revenue.
- Fill in the month, day, and years that this application covers.
- All permits expire annually on June 30.
- A new application must be submitted every year.

Business Information

- Fill in the legal name/DBA name of the business.
- Fill in the 9-digit Iowa sales and use tax permit number.
- Fill in the retail location address, city, and ZIP code. This is the address that will appear on the permit, if approved. If you are making mobile sales (see below for further instructions), use this line to report the address of the location from which your vehicle will be dispatched.
- Fill in the mailing address or PO Box, city, state, and ZIP code.
- Fill in the 10-digit phone number of the business.

Legal Ownership Information

- Check the ownership type of the business.
- Fill in the name(s) of the sole proprietor, partnership, the corporation, the LLC, or the LLP that owns the business. This is not the store manager or the corporate president. Do not fill in the name of an individual unless the type of ownership is sole proprietor.
- Fill in the address, city, state, and ZIP code of the business' primary office.
- Fill in the 10-digit phone number, fax number, and email address of the legal owner.

Retail Information

- Check the box for the type of sales the business will make.
- If you will make mobile retail sales, include the vehicle identification number (VIN) and license plate number for the vehicle from which sales will be made. NOTE: Each vehicle is a separate retail location. If you plan to make retail sales from more than one vehicle, you must complete a separate application for each vehicle from which retail sales will be made.
- Check the types of products sold at the business.
- Check the box that best describes the type of business establishment.
- Print the name of the sole proprietor, the partner(s), or corporate officials (up to three).
- Sign and date the application. The application must be signed by an authorized party.
- Return this application and fee to your local jurisdiction: city clerk (within city limits) or county auditor (outside of city limits).

Permit Fees

- The price of a retail permit depends on the location of the business and the month issued

Location	Jul-Sep	Oct-Dec	Jan-Mar	Apr-Jun
Outside of city limits	\$50.00	\$37.50	\$25.00	\$12.50
City of less than 15,000	\$75.00	\$56.25	\$37.50	\$18.75
City of 15,000 or more	\$100.00	\$75.00	\$50.00	\$25.00

For City Clerk/County Auditor Only

Send completed/approved applications within 30 days of issuance to iapledge@iowaabd.com or by fax to 515-281-7375.

Visit the Iowa Department of Revenue at tax.iowa.gov for information regarding minimum price, a list of approved brands, a list of licensed distributors, and answers to frequently asked questions.



CORPORATE OFFICERS
Walmart Inc.

NAME AND TITLE	BUSINESS ADDRESS
Carl Douglas McMillon President & CEO	702 S.W 8 th Street Bentonville, AR 72716
Matthew Allen Assistant Treasurer	702 S.W 8 th Street Bentonville, AR 72716
Emma Waddell Senior Vice President	702 S.W. 8 th Street Bentonville, AR 712716
Sarah Little Assistant Secretary	702 S.W 8 th Street Bentonville, AR 72716

The above officers / directors own less than 1% stock of Walmart Inc. a public corporation.

Iowa Tobacco Licenses Held (2025-2026)

Store #	Tobacco License	Type	Address	City	State	Zip
559	MUSC 25-41	WM Supercenter	3003 N HIGHWAY 61	MUSCATINE	IOWA	52761
581	2025-030	WM Supercenter	2802 S CENTER ST	MARSHALLTOWN	IOWA	50158
646	2025-09	WM Supercenter	101 115TH ST	ANAMOSA	IOWA	52205
647	2024-13	WM Supercenter	415 INDUSTRIAL AVE	GRINNELL	IOWA	50112
748	24-26	WM Supercenter	300 IOWA SPEEDWAY DR	NEWTON	IOWA	50208
749	25-15	WM Supercenter	3105 GRAND AVE	AMES	IOWA	50010
750	25-107	WM Supercenter	302 ENTERPRISE DR	INDEPENDENCE	IOWA	50644
751	P25-09	WM Supercenter	1650 WASHINGTON ST	PELLA	IOWA	50219
784	2024-14	WM Supercenter	1045 N GRAND AVE	MOUNT PLEASANT	IOWA	52641
797	2024-05	WM Supercenter	324 W AGENCY RD	WEST BURLINGTON	IOWA	52655
810	25-32	WM Supercenter	4151 4TH ST SW	MASON CITY	IOWA	50401
841	T-FY25-06	Wal-Mart	1126 HIGHWAY 38 NORTH	TIPTON	IOWA	52772
985	25-04	WM Supercenter	2701 W BURLINGTON AVE	FAIRFIELD	IOWA	52556
1005	WAV 25-03	WM Supercenter	2700 4TH ST SW	WAVERLY	IOWA	50677
1152	8-2025	WM Supercenter	255 16TH ST SW	SIOUX CENTER	IOWA	51250
1285	2251-2025	WM Supercenter	1940 VENTURE DR	OTTUMWA	IOWA	52501
1389	2025-011	WM Supercenter	1515 SE MARSHALL ST	BOONE	IOWA	50036
1393	24/25-20	WM Supercenter	2203 AVENUE A WEST	OSKALOOSA	IOWA	52577
1415	2024-07	WM Supercenter	2200 17TH ST	SPIRIT LAKE	IOWA	51360
1431	2024-2	WM Supercenter	300 NO. PARK DRIVE	KEOKUK	IOWA	52632
1435	06-25	WM Supercenter	806 LAUREL ST	CRESTON	IOWA	50801
1475	2024-003	WM Supercenter	2485 HIGHWAY 92	WASHINGTON	IOWA	52353
1491	24-21	WM Supercenter	1500 N JEFFERSON WAY	INDIANOLA	IOWA	50125
1496	FY25-071	WM Supercenter	1334 FLAMMANG DR	WATERLOO	IOWA	50702
1506	2025-10	WM Supercenter	1220 W MAIN ST	MANCHESTER	IOWA	52057
1509	2024-10	WM Supercenter	103 E CARLISLE	MAQUOKETA	IOWA	52060
1526	FY 24-25-11	WM Supercenter	1831 LAKE AVE	STORM LAKE	IOWA	50588
1528	CIG006780-05-2024	WM Supercenter	2645 BLAIRS FERRY RD NE	CEDAR RAPIDS	IOWA	52402
1546	24-12	Wal-Mart	840 S OAK ST	IOWA FALLS	IOWA	50126
1621	2024-04	WM Supercenter	23148 HWY 5	CENTERVILLE	IOWA	52544
1625	2024-10	WM Supercenter	1111 HOLTON DR	LE MARS	IOWA	51031
1721	25047	WM Supercenter	919 HIGHWAY 1 W	IOWA CITY	IOWA	52246
1723	BUSN-2022-015886	WM Supercenter	5101 SE 14TH ST	DES MOINES	IOWA	50320
1732	2024-476-12	WM Supercenter	510 AVENUE C	DENISON	IOWA	51442
1764	24-3	WM Supercenter	1001 73RD ST	WINDSOR HEIGHTS	IOWA	50324
1787	C2025-12	WM Supercenter	2014 KITTYHAWK RD	CARROLL	IOWA	51401
1965	1232077	WM Supercenter	3201 MANAWA CENTRE DR	COUNCIL BLUFFS	IOWA	51501
2004	DBQ2025-01	WM Supercenter	4200 DODGE ST	DUBUQUE	IOWA	52003
2714	S1014-24	WM Supercenter	500 11TH ST SW	SPENCER	IOWA	51301
2716	CIG0067981-05-2024	WM Supercenter	3601 29TH AVE SW	CEDAR RAPIDS	IOWA	52404
2764	2024-010	WM Supercenter	3501 8TH ST SW	ALTOONA	IOWA	50009
2827	2024-11	WM Supercenter	2801 COMMERCE DR	CORALVILLE	IOWA	52241
2935	2025-16	WM Supercenter	814 W BELL AVE	KNOXVILLE	IOWA	50138
3150	1232078	WM Supercenter	1800 N 16TH ST	COUNCIL BLUFFS	IOWA	51501
3630	1423	WM Supercenter	5491 BUSINESS HWY 151	MARION	IOWA	52302
4606	2024-09	WM Supercenter	2400 COLLEGE DR	OSCEOLA	IOWA	50213

Additional instructions are on the final page.For period (MM/DD/YYYY) 07 / 01 / 2025 through 06/30/2026

Use this form to apply for a retail permit to sell cigarettes, tobacco, alternative nicotine, or vapor products at retail. If you need a different, non-retail cigarette or tobacco permit, use form 70-015. If approved, the permit is only valid for the location listed on the permit. You must obtain a separate retail permit for each location you own or operate.

Business Information:Legal name/Doing business as (DBA): Smokin' Joe's Tobacco & Liquor Outlet #5Iowa sales and use tax account number: 39-1886784Retail address: 1115 Albia Rd. City: Ottumwa State: IA ZIP: 52501Mailing address: 1916 N. Sturdevant St. City: Davenport State: IA ZIP: 52804Phone: 563-322-8340**Legal Ownership Information:**Type of ownership: Sole Proprietor ☐ Partnership ☐ Corporation ☒ LLC ☐ LLP ☐Name of sole proprietor, partnership, corporation, LLC, or LLP: The Outlet, Inc.Primary office address: 1916 N. Sturdevant St. City: Davenport State: IA ZIP: 52804Phone: 563-322-8340 Fax: _____ Email: licensing@smokinjoesoutlets.c**Retail Information:**Types of Sales: Over-the-counter ☒ Vending machine ☐ Vending machine that assembles cigarettes ☐ Delivery sales of alternative nicotine/vapor products (see instructions) ☐Mobile sales (see instructions) ☐ VIN: _____ License plate number: _____

Types of Products Sold: (Check all that apply)

Cigarettes ☒ Tobacco ☒ Alternative nicotine products ☒ Vapor products ☒**Type of Establishment: (Select the options that best describe the establishment)**Alternative nicotine/vapor store ☐ Bar ☐ Convenience store/gas station ☐ Drug store ☐Grocery store ☐ Hotel/motel ☐ Liquor store ☒ Restaurant ☐ Tobacco store ☒Other (provide description) ☐ _____

Do you have other permits issued under Iowa Code chapter 453A? If yes, provide permit number(s): _____

Include with this application a list of your suppliers and customers on a separate sheet.

Identify partners or corporate officers if the business is not a sole proprietorship.Name: Anthony Gripp Title: PresidentAddress: 1916 N. Sturdevant St.City: Davenport State: IA ZIP: 52804

Name: _____ Title: _____

Address: _____

City: _____ State: _____ ZIP: _____

Iowa Retail Permit Application for Cigarette/Tobacco/Nicotine/Vapor, page 2

Name: _____ Title: _____

Address: _____

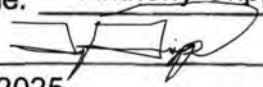
City: _____ State: _____ ZIP: _____

If this application is approved and a permit is granted, I/we do hereby bind ourselves to a faithful observance of the laws governing the sale of cigarettes, tobacco, alternative nicotine, and vapor products. I declare under penalties of perjury or false certificate, that I have examined this application, and to the best of my knowledge and belief, it is true, correct, and complete.

Signature of Owner(s), Partner(s), or Corporate Official(s)

Printed name: Anthony Gripp, President

Printed name: _____

Signature: 

Signature: _____

Date: 4/28/2025

Date: _____

Printed name: _____

Signature: _____

Date: _____

Send this completed application and the applicable fee to your local jurisdiction. If your local jurisdiction permits electronic transmission of this application, your email or fax signature will constitute a valid signature. It is up to your local jurisdiction to approve this application and issue the permit. You must have an approved permit issued to you by the local jurisdiction before acting as a retailer in that jurisdiction. You must separately apply in each local jurisdiction in which you plan to act as a retailer. If you have any questions about the status of your application, contact your city clerk (within city limits) or your county auditor (outside city limits). NOTE: A completed application is NOT a valid permit even if submitted to your local jurisdiction with the applicable fee.

FOR CITY CLERK/COUNTY AUDITOR ONLY – MUST BE COMPLETE

- Fill in the amount paid for the permit: 100⁰⁰
- Fill in the date the permit was approved by the council or board: _____
- Fill in the permit number issued by the city/county: 2250-
- Fill in the name of the city or county issuing the permit: Ottumwa
- New ☐ Renewal ☒

Send completed/approved application to the Iowa Department of Revenue within 30 days of issuance. Make sure the information on the application is complete and accurate. A copy of the permit does not need to be sent; only the application is required. If a permit is being exchanged due to change of location within the same jurisdiction, permittee should complete an application with new location information and application should be sent to the Department as described above. Permittees who exchange a valid permit are not required to pay an additional fee when an exchange application is submitted. It is preferred that applications are sent via email, as this allows for a receipt confirmation to be sent to the local authority.

- Email: iapledge@iowaabd.com
- Fax: 515-281-7375



< CITY OF OTTUMWA

Retail Tobacco License Review

CITY OF OTTUMWA

1608370801

Application Information

Legal Ownership Information

Name of sole proprietor, partnership, corporation, LLC, or LLP	: FAREWAY STORES INC
Type of ownership	: Corporation
Primary office address	: 8800 NW 62ND AVE JOHNSTON IA 50131-2849
Legal Ownership Phone	: 515-432-2623
Legal Ownership Email	: storelicenses@farewaystores.com

Application Information

City/County Permit Number	: 2187-2025
Sales and Use Permit Number	: 190007282
Location Name	: FAREWAY STORES INC. #648
Location Phone Number	: 641-684-5520
Location Address	: 1325 ALBIA RD OTTUMWA IA 52501-3945
Location Mailing Address	: 8800 NW 62ND AVE JOHNSTON IA 50131-2849
Renewal	: Yes
Start Date	: 01-Jul-2025
End Date	: 30-Jun-2026
License Fee	: 100.00

Types of Sales : Over the Counter

Type of Establishment : Grocery store

Types of Products Sold : Cigarettes, Tobacco, Vapor Products, Alternative Nicotine Products

Do you intend to make retail sales to ultimate consumers? : Yes

Do you have other permits issued under Iowa Code chapter 453A at this retail location? If yes, provide permit number(s) in the next step: : No

Corporate Officers

Title	Name	Address
CFO	MORAN, JAKE	PO BOX 70 715 8TH STREET BOONE IA 50036-0070

Suppliers List

Midwest Quality Wholesale

Decision

Select the decision of whether you approve or deny this permit application.

Iowa Department of Revenue will be issuing a permit number if this application is approved. However, the local authority has the option to also issue a permit number. If the local authority decides to issue a local permit number, it can be entered in the "Local Permit Number" field. Otherwise, only the state-issued permit number will appear on the permit.

Select a Decision *

Approve

Deny

Cancel

Save Draft

< Previous

Next >

Your online session will timeout after 30 minutes of inactivity. All unsaved information will be lost.

Resources

Frequently Asked Questions



[CITY OF]

OTTUMWA

Item No. BII.-2.

MEMORANDUM

DATE: May 6, 2025
TO: Mayor, Council Members, City Administrator
FROM: Christina Reinhard, City Clerk *CJR*
SUBJECT: Tobacco Device Retailer Permit Application Effective July 1, 2025 – June 30, 2026.

The following applications are submitted for approval:

- Pink Clouds Smoke Shop 313 N. Madison Ave.

< CITY OF OTTUMWA

Device Retailer License Review

CITY OF OTTUMWA

1608370801

Application Information

Legal Ownership Information

Name of sole proprietor, partnership, : KHALIQ, ABDUL
corporation, LLC, or LLP

Type of ownership : Limited Liability - Single Member

Primary office address : 195 PIRIE DR APT 4 HIAWATHA IA 52233-1339

Legal Ownership Phone : 319-331-0851

Legal Ownership Email : Abdulkhalik550171@gmail.com

Application Information

Sales Permit Number: : 300309128

Location Name : PINK CLOUDS SMOKE SHOP

Location Phone Number : 319-331-0851

Location Address : 313 N MADISON AVE OTTUMWA IA 52501-4314

Location Mailing Address : 195 PIRIE DR APT 4 HIAWATHA IA 52233-1339

Renewal : Yes

Start Date : 01-Jul-2025

End Date : 30-Jun-2026

License Fee : 1,500.00

Types of Sales : Over the Counter

Type of Establishment : Alternative nicotine/vapor store, Tobacco store

Does this retail location ensure that : Yes
no person younger than 21 years of
age is present or permitted to enter
at any time?

Corporate Officers

Title

Name

Address

Decision

Select the decision of whether you approve or deny this permit application.

Iowa Department of Revenue will be issuing a permit number if this application is approved. However, the local authority has the option to also issue a permit number. If the local authority decides to issue a local permit number, it can be entered in the "Local Permit Number" field. Otherwise, only the state-issued permit number will appear on the permit.

Does this retailer hold a valid retail tobacco permit at this location? *

Yes

No

Select a Decision *

Approve

Deny

Cancel

Save Draft



Previous

Next



Your online session will timeout after 30 minutes of inactivity. All unsaved information will be lost.

Resources

[Frequently Asked Questions](#)

[Contact Us](#)

[Subscribe to Updates](#)

Other Links

[State of Iowa Directory](#)

[Website Policies](#)



Present for Success: Improving Absenteeism

Ottumwa City Council
Spring 2025



Team Members Presenting Today

Lola Randolph Cadence Keyes Javier Aranda



Our Project

- Student-Driven Project
- Goal - Reduce chronic absenteeism
- Process - collect data from adults and students
- Solutions - through policy, mindset changes, and collaboration
- Result - Students desire learning skills more than a diploma
- A grant from the State of Iowa to fund our projects



Chronic Absenteeism

Iowa law defines chronic absenteeism as missing more than 10% of school days or instructional hours in a grading period. This means that even if absences are excused, if a student misses more than 10% of the school year, they are considered chronically absent.

The State of Iowa is changing some coding, but our focus is in getting kids who could be at school to school more.



Things we've done so far

- Learned about Chronic Absenteeism
- Shared information about Gateway and connected with community members at the CASA conference
- Collected data from the community to get other opinions and ideas, 41 respondents so far
- Analyzed current school attendance data

Perceptions of Responsibility

(Scale: 1 = Not Responsible, 5 = Highly Responsible)

Stakeholder Group Average Responsibility Rating

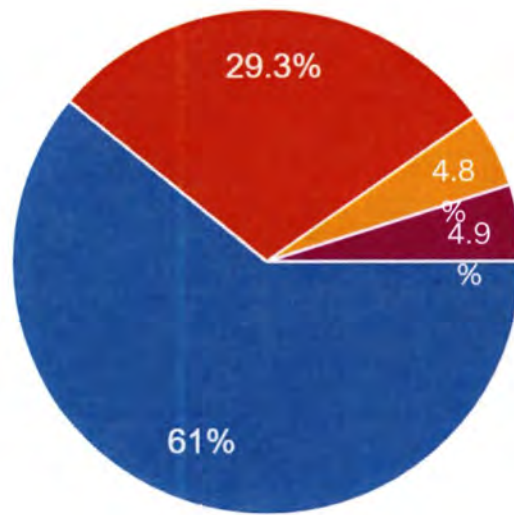
Families:	4.44
Schools:	4.33
Students:	4.22
Community Agencies:	3.68
Local Government:	3.37



Times Have Changed

How often did you skip school? (back in the day)

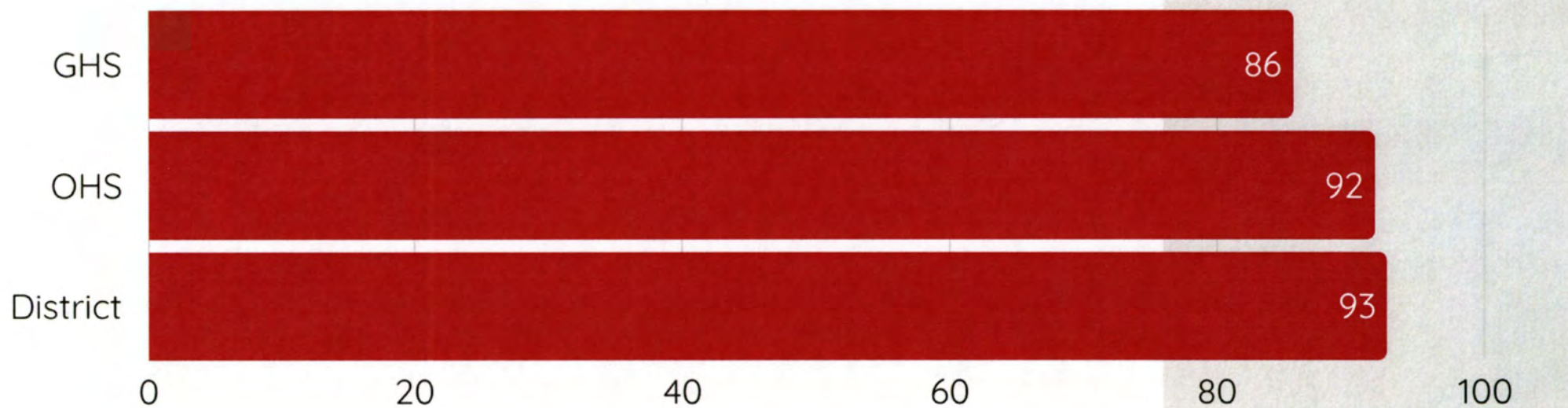
41 responses



- never
- a couple of times a year
- 10 or more times
- 20 or more times
- once a week or more



Ottumwa's Attendance Rates

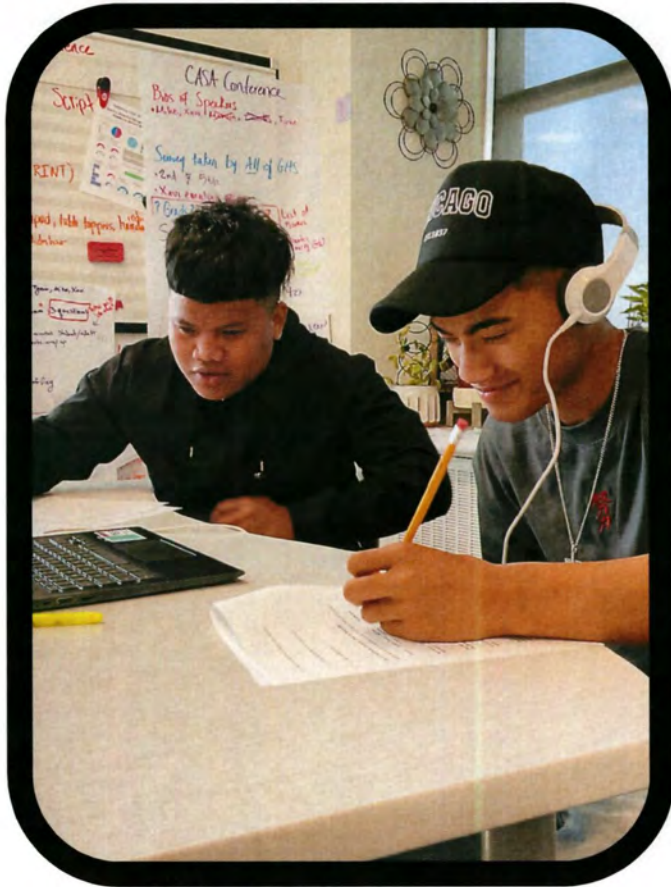


Solution Ideas from the Survey



- Transportation Assistance
- Mentorship & Relationship Building
- Job-related Opportunities
- Community Involvement
- School Engagement Opportunities
- Mental Health Services
- Community Collaboration

Why we are here:



To ask you to share this survey with the entire community from your social platforms. This will allow us to gather data from a more diverse group.

The survey results illustrate that chronic absenteeism is more of a community-wide issue than an individual failure. Addressing it will likely require empathy, solid planning, and targeted support systems.





*Following is the data from our survey.
Great ideas but from a small sample. We thought
you might be interested what people said.*



Respondent Demographics

Professional Roles:

Child advocacy / nonprofit service: ~50%
Education / academic support: ~20%
DHS / Social Work / Mental Health: ~15%
Business / Financial / Other: ~15%

Age Range:

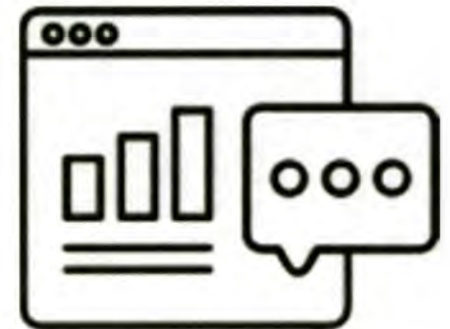
Most respondents between 41-60 years old
Some respondents were over 60 years old
Some respondents were between 21-30 years old

Sample Size

41 respondents

Frequency of Working with Chronically Absent Students:

Occasionally: ~60%
Weekly/Almost daily: ~20%
Rarely/Never: ~20%



Top Reported Barriers to Attendance



**Barrier Category and
Percent of Respondents Mentioning**

Family Instability/Crisis ~80%

Mental Health Issues ~75%

School Disengagement ~60%

Lack of Transportation ~50%

Housing Insecurity ~30%

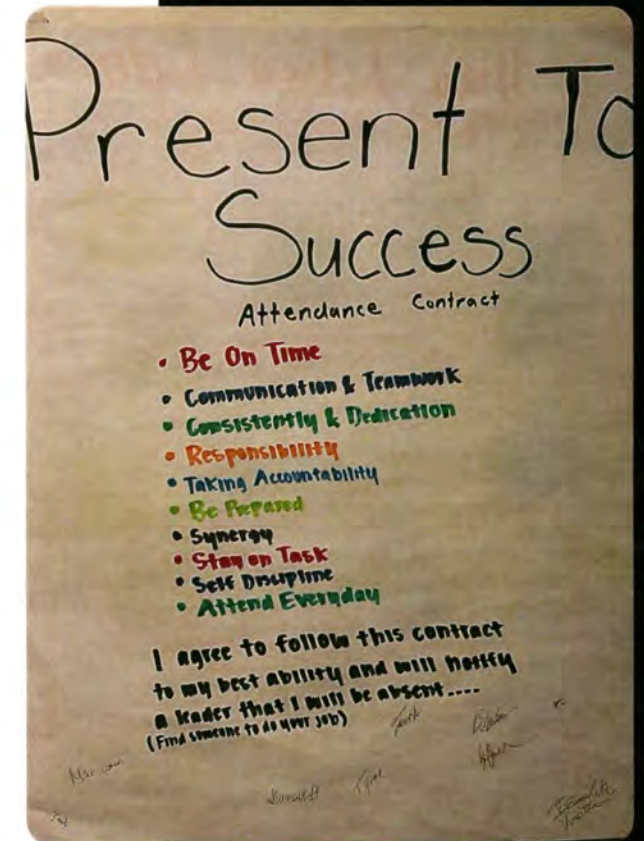
Work/Caregiving Duties ~25%

Bullying or Social Issues ~20%

Suggested Student Motivations for Skipping School

Common responses included:

- Lack of engagement or boredom
- Poor relationships with school staff
- Mental health (depression, anxiety, etc.)
- Feeling school is irrelevant to their future
- Bullying or lack of peer connection
- Home environment/family situations
- Work
- Transportation issues



Proposed Solutions



- Mentorship & Relationship-Building
- Mental Health Services
- Community Collaboration
- School Engagement Initiatives
- Transportation Assistance
- Alternative Learning Paths

- Expand Mentorship Programs – Community members should be trained and mobilized.
- Provide Transportation Solutions – Address one of the most cited practical barriers.
- Increase Policy Communication – Clarify state attendance requirements to parents and stakeholders.
- Implement Engagement-Based Learning Models – Consider vocational tracks.

- Enhance Mental Health Access – Increase in-school counselors and community partnerships.



.....



Thank you



.....

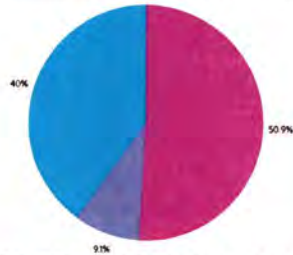
Gateway High School

See Us, Hear Us: Elevating Youth Stories to Drive Change

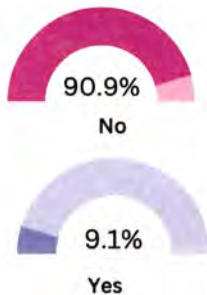
This infographic presents data from two student-created surveys, the State of Iowa's Conditions for Learning Survey, and Gateway's Iowa School Performance Profile. The goal is to highlight student perspectives and school performance data to spark meaningful conversations and inspire positive change in our community.

● Access to Health Care

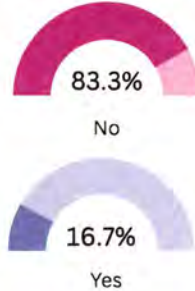
- I don't know
- Yes
- No



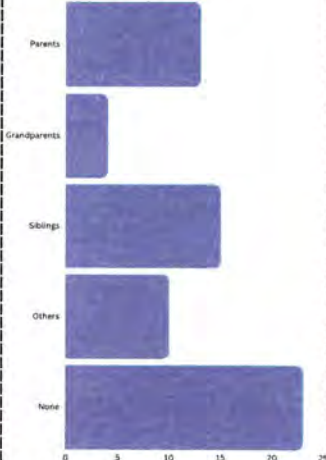
● Interaction with the Foster Care System



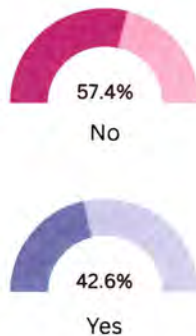
● Interaction with the Juvenile Justice System



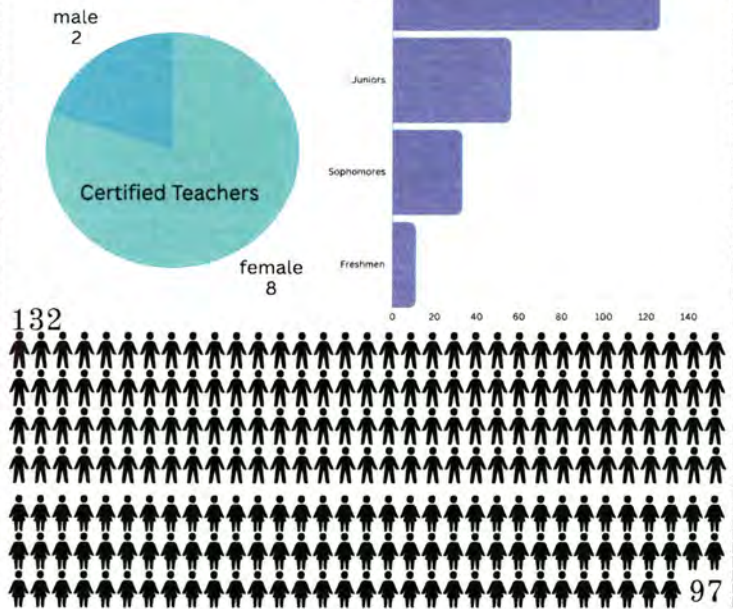
● Family Members Who Have Dropped Out of School



● Interactions with Social Services



● Demographics

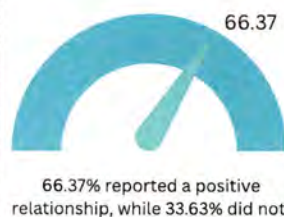


● Feel a Sense of Belonging at School

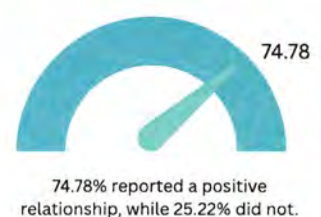
92% of students responded positively, while 8% did not.



● Student to Student Relationship



● Student to Adult Relationship



Physical Safety

68.97% of students responded positively, while 31.03% did not.



School Expectations and Boundaries

62.83% of students responded positively, while 37.17% did not.



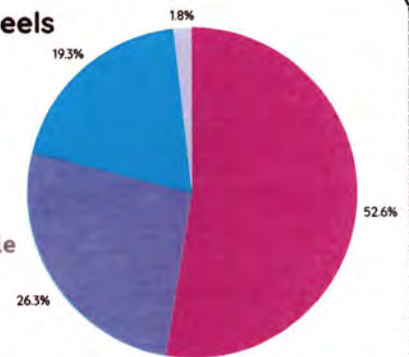
School Emotional Safety

30.7% of students responded positively, while 69.3% did not.



Home Life Feels

30 peaceful
15 pleasant
11 bearable
0 uncomfortable
1 hostile

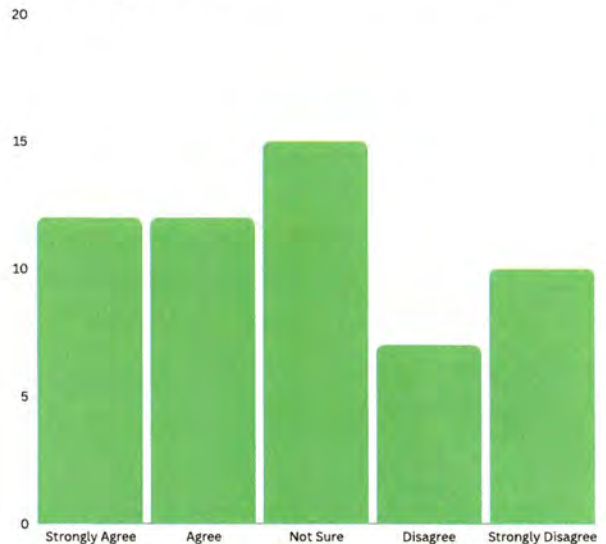


Employment Rate

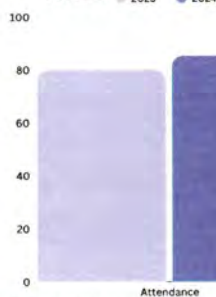
76.8% of students responded no, while 23.2% responded yes.



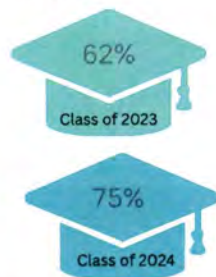
Mental Health Impacts School and Daily Habits



Attendance Rate



Graduation Rate

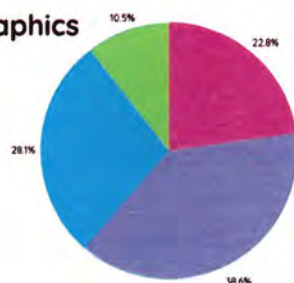


Graph prepared by Cadence Keyes

If you have any questions, email
c.keyes2025@ottumwaschools.com

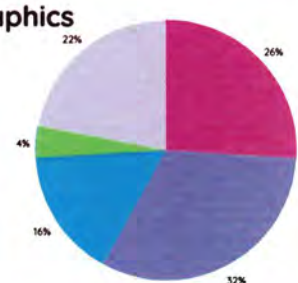
Survey 1 Demographics

13 Seniors
22 Juniors
16 Sophomores
6 Freshmen



Survey 2 Demographics

13 Seniors
16 Juniors
8 Sophomores
2 Freshmen





GREATER
OTTUMWA

[PARTNERS IN PROGRESS]



OTTUMWA CITY COUNCIL

MAY 6, 2025

BUSINESS EXPANSION

Calendar Year 2024

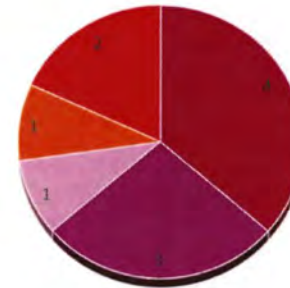
- **New Openings**

- 11

- **Closures**

- 9

2024 Business Growth

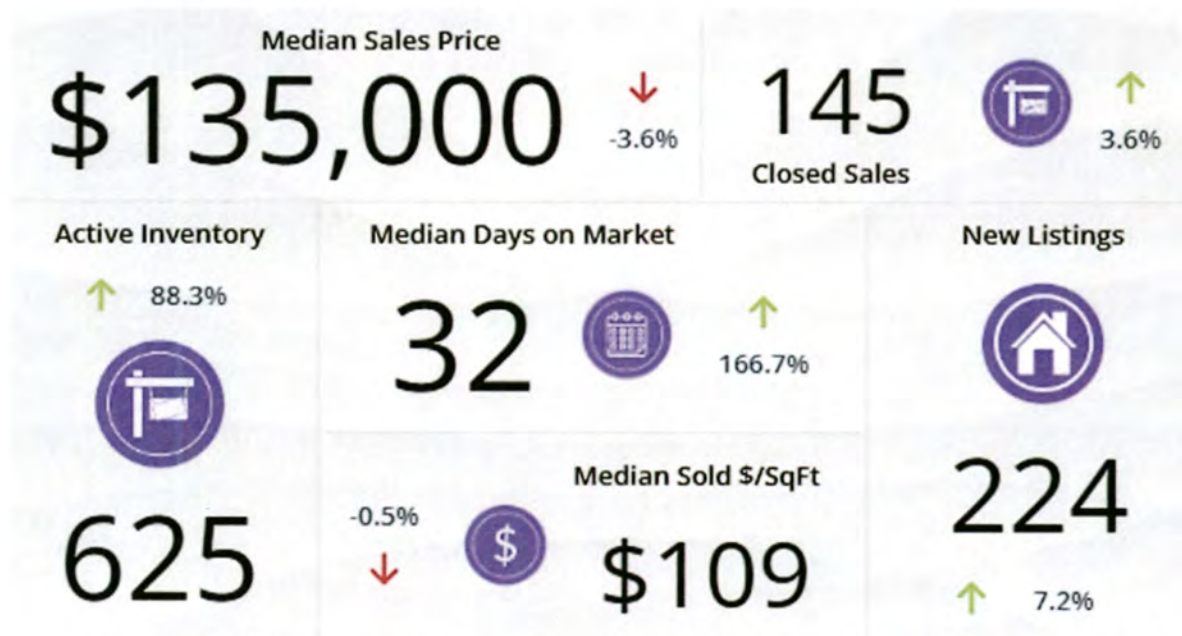


• Restaurants • Retail • Grocery • Recreation • Healthcare

Net Positive Growth



REAL ESTATE CLIMATE



Percent change compares results from March 2024 to March 2025. Data provided by the MLSs in Iowa, updated 04/16/25. ©2025 Dolmus Analytics



HOUSING INVENTORY - 2024

New Home Build Permits – 5

Net Condemnations – 21

Total Houses Razed – 15

WORKFORCE

	Feb, 2025	Feb, 2024
Unemployment Rate		
Wapello County	4.1%	3.1%
Iowa	3.3%	2.7%
U.S.	4.5%	4.2%
Labor Participation Rate		
Wapello	62.1%	62.1%
Iowa	67.0%	67.0%
U.S.	62.4%	62.6%
Jobs		
Wapello County	16,700	16,350

WORKFORCE

Duration of UI Benefits By Occupation Group
March, 2025

Sector	Weeks Claimed
Protective Service	10
Construction and Extraction	61
Production	44
Transportation and Material Moving	44
All Other Occupational Groups	46
	205

Duration of UI Benefits By Industry Sector
March, 2025

Sector	Weeks Claimed
Construction	89
Manufacturing	57
Transportation and Warehousing	15
Admin., Support, Waste Mgmt. Remediation	13
All Other Sectors	31
	205

GOPIP REPORT TO COUNCIL

- **Retail Development**
 - **Retail Strategies**
 - **Recruitment**
 - Jersey Mike's (1255 Theater Drive) – Summer 2025
 - Land Acquisition for QSR
 - **Quincy Place Mall**
 - RS trying to reopen communication lines
 - City Demand for repair
 - Deadline lapsed; necessary repairs not met
 - **Other**
 - Engagement with site selector; other business district

ADVOCACY

- www.gopip.org/advocacy
 - Complete Voter Information Site
 - Part 1 of multi-layered education toolkit
 - Part 2 to come
- Corporate/Governmental Advocacy Efforts
 - ABI Legislative Forum
 - IACC Legislative Forum
 - Day on the Hill

GOPIP Advocacy Voter Resource Center

The Greater Ottumwa Partners in Progress is proud to be a trusted "Get Out the Vote" resource for our community. It's a hard job, question - not politics, and you deserve a completely non-partisan and focused on distributing information and resources that increase voter turnout.

If we want a world-class community building with economic opportunity, great schools, and safe neighborhoods, then we need more Ottumwans making their voices heard at the ballot box.

Why? Because InfoNewsSource.com.



REGISTER TO VOTE

Your voice matters! Registering to vote is the first step in shaping the future of our community. Whether you're a first-time voter or need to update your registration, make sure you're ready for the next election. Click the image to check your registration status and get started today.



WHERE DO I VOTE?

Knowing where to cast your ballot is essential for making your vote count. Find your designated polling place and make a plan to vote on Election Day. Click the image to locate your voting place and get important details about voting in your area.



AM I REGISTERED?

Make sure you're ready to vote! Checking your voter registration status is quick and easy. Click the image to verify your registration, update your information, or find out how to register if you haven't yet. Your vote matters—be prepared!



HOW DO I VOTE?

Voting is your opportunity to make a difference! Whether you're voting in person by mail, or during early voting, it's important to know the process. Click the image to learn about your voting options, key deadlines, and what to bring to the polls.



MILITARY/OVERSEAS VOTING

Being abroad doesn't mean you have to miss out on voting. Military members, their families, and U.S. citizens overseas have special options to register and their ballots. Click the image to learn how to register, request a ballot, and ensure your vote counts—no matter where you are in the world.



ELECTED OFFICIALS

Stay informed about the leaders making decisions that impact your community. Learn who represents you at the local, state, and federal levels, and find their contact information. Click the image to connect with your elected officials and make your voice heard.

HELGERSON FLATS

- **Significant Progress**
 - Reaffirmed future partnership with Alliant Energy
 - Movement with future land use
 - Marketing property based on community assets
- **Future Site Efforts, looking past HF**



312 E ALTA VISTA

- **Completed Studies**
 - **IDNR Grant**
 - **Phase 2 Environmental**
 - **Geotechnical Assessment**
- **Next Steps**
 - **Infrastructural Design/Funding**
 - **Marketing Property**



BUSINESS ENGAGEMENT

- **GOPIP Bucks**
 - **\$14K issued this year**
- **Ambassadors**
 - **17 Ribbon Cuttings July 1, 2024 – Current**
- **Business Retention and Expansion Surveys**
 - **May/June 2025**

MARKETING

- **www.gopip.org**
 - **20% growth in traffic YoY**
 - **Top traffic pages**
 - **Business Directory, Available Buildings, Events, News**
- **Social Media**
 - **56% growth in engagement YoY**

CONTRACT SERVICES

- **Video Production**
 - **Production complete on Marketing Video - City**
- **City of New Sharon**
 - **Economic Development starting 1-1-25**



2025 EVENT PRODUCTIONS

- **Lean In**
 - **March 6, 2025**
 - **Attendance: 200+**
 - **Mission attainment: DEIB**
- **Ottumwa International Film Festival**
 - **March 21-22, 2025**
 - **Attendance surpassed targets**
 - **Mission attainment: Quality of Life**



QUESTIONS?



received
4-30-25 4pm

CITY OF OTTUMWA
Staff Summary

**** ACTION ITEM ****

Council Meeting of: May 6, 2025

Jake Rusch

Prepared By

Planning & Development

Department

Department Head

[Signature]

City Administrator Approval

AGENDA TITLE: Resolution No. 81-2025, a resolution accepting the bid and approving the sale of 422 N Wapello to Alma Perez for the sum of \$7,777.77



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



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

RECOMMENDATION: Pass and adopt Resolution No. 81-2025

DISCUSSION: The City accepted bids on this property until 2:00 PM March 12, 2025. Three bids were submitted. Alma Perez submitted the best bid in the amount of \$7,777.77 and staff recommends accepting the bid. A copy of the bid and a bid tab is attached.

☐

RESOLUTION No. 81 - 2025

A RESOLUTION ACCEPTING THE BID AND APPROVING THE SALE OF CITY OWNED PROPERTY LOCATED AT 422 N WAPELLO TO ALMA PEREZ FOR THE SUM OF \$7,777.77

WHEREAS, the City of Ottumwa, is the present title holder to the property legally described as GRANT'S SUB. OF GIL. N 40 1/2' LOT 23 City of Ottumwa, Wapello County, Iowa, also known as 422 N Wapello and

WHEREAS, pursuant to published notice regarding the sale of said property to the successful bidder; and

WHEREAS, the City accepted sealed bids for the abovementioned property; and

WHEREAS, the City received Three bids; and

WHEREAS, Alma Perez submitted the best bid in the amount of \$7,777.77; and

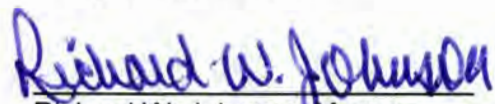
WHEREAS, the property will be transferred by quit claim deed, with no abstract, and the buyer shall pay all costs associated with the conveyance of the property including any property taxes owed; and

WHEREAS, the buyer will repair the property in conformance with applicable City Codes and submit a six-month repair plan to the Health Department no later than thirty days after the property is transferred.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF OTTUMWA, IOWA, that the bid received from Alma Perez, in the amount of \$7,777.77 be and it is hereby accepted and the sale of said property is approved and the Mayor and City Clerk are hereby authorized to sign the appropriate deed on behalf of the city conveying said property.

PASSED AND ADOPTED this 6th day of May 2025.

City of Ottumwa, Iowa


Richard W. Johnson, Mayor

ATTEST:


Christina Reinhard, City Clerk

422 N WAPELLO

Bidder	Bid
Alma Perez	\$7,777.77
Samual Duran	\$7,050.00
Pedro Martinez	\$5,000.00

**PURCHASE AGREEMENT BID FORM
FOR
422 N WAPELLO
OTTUMWA, IOWA**

This proposal is for a City owned property located at **GRANT'S SUB. OF GIL. N 40 1/2' LOT 23 City of Ottumwa, Wapello County, Iowa legally known as 422 N WAPELLO**. The property is located in an R-4 Residential zoning district and must be used in that regard.

The property is offered for sale subject to the following conditions: **A bid security in the form of a certified check or cash in the amount of 10% of the bid price is required to be submitted with the proposal.** The property will be transferred by **Quit Claim Deed with no abstract** and the buyer will pay the costs of conveyance as well as any property taxes owed.

It is understood that the City of Ottumwa reserves the right to accept or reject any or all proposals, to disregard any formality in connection therewith, or to accept any proposal which in its opinion is in the best interest of the City.

Bidders also understand that the costs of conveyance (publishing the public hearing notice, recording fees and preparation of the deed) and any property taxes owed are costs that are in addition to the total purchase price offered for the property.

It is understood and agreed that a Purchase Agreement Form, once submitted and opened, cannot be withdrawn without the consent of the City of Ottumwa.

\$ Seven thousand & Seven hundred Seventy seven 77/100

TOTAL PURCHASE PRICE OFFERED FOR THIS PROPERTY

If my proposal is accepted, I the undersigned further agree to keep the property free of any and all nuisances and to keep the grass cut below 10" in height.

Alma Perez

(641) 954-0010

NAME OF BIDDER (PRINTED)

TELEPHONE NUMBER

1929 E Main St.

Ottumwa, IA, 52501

A.P.

MAILING ADDRESS

SIGNATURE

03/12/25

alma.021@hotmail.com
EMAIL ADDRESS

DATE

THIS DOCUMENT HAS VISIBLE FIBERS, INVISIBLE FLUORESCENT FIBERS, CHEMICAL REACTANT STAINS, AND A WATERMARK ON BACK



MAIN OFFICE:
235 RICHMOND
OTTUMWA, IOWA 52501
866.360.5370



No. 0000830524

72-7572/2739

Community 1st Credit Union

CASHIER'S CHECK

*** SEVEN HUNDRED SEVENTY-SEVEN DOLLARS AND 77 CENTS ***

03/11/25

\$777.77

PAY

TO THE
ORDER
OF

EXACTLY **777 Dollars 77 Cents**

CITY OF OTTUMWA

VOID AFTER 90 DAYS

James M. Hille

422 NORTH WAPELLO ST.

AUTHORIZED SIGNATURE

Alma Perez

422 N Wapell St.

received
3-12-25 11:35A.

Bid 7777.77
Secured 7777

PROOF OF PUBLICATION

STATE OF IOWA
WAPELLO COUNTY

I, Kyle Ocker, being duly sworn on my oath, say that I am the General Manager of the Ottumwa Courier, a newspaper printed in said Wapello County, Iowa and of general circulation there in, and that the advertisement PH-422 N WAPELLO CITY OF OTTUMWA

hereto attached was published in said newspaper for one consecutive weeks to-wit:

04/19/2025

Subscribed and sworn to before me, and in my presence, by the said 22nd day of April, 2025



Traci Counterman

Notary Public

In and for Wapello County

Printer's Fee: \$ 36.90

COPY OF ADVERTISEMENT

**NOTICE OF PUBLIC
HEARING OF THE CITY
COUNCIL OF THE CITY OF
OTTUMWA IN THE STATE
OF IOWA, ON THE MATTER
OF THE PROPOSAL TO
CONVEY REAL PROPERTY
LOCATED AT 422 NORTH
WAPELLO, OTTUMWA,
IOWA, TO ALMA PEREZ,
AND THE HEARING
THEREON**

PUBLIC NOTICE is hereby given that the Council of the City of Ottumwa in the State of Iowa, will hold a public hearing on May 6, 2025, at 5:30 p.m. in the Bridge View Center, 102 Church Street, Ottumwa, Iowa, at which meeting the Council proposes to take action on the proposal to convey certain City-owned real property to Alma Perez (the Buyer) for \$7,777.77 and other good and valuable consideration. The real property proposed to be sold and conveyed is legally described as follows:

GRANTS SUB. OF GIL. N 40 1/2' LOT 23 City of Ottumwa, Wapello County, Iowa, and locally known as 422 North Wapello, Ottumwa, Iowa.

At the time and place set for the public hearing, interested individuals will be given the opportunity to express their views, both orally and in writing, on the proposed conveyance and proposed Agreement. After the public hearing, the Council may make a final determination to approve the Agreement as submitted, or upon condition that certain terms be changed, or the Council may defer action on the Agreement and proposal until a subsequent meeting.

This notice is given by order of the City Council of the City of Ottumwa in the State of Iowa, as provided by Section 364.7 of the City Code of Iowa. Dated this 15th day of April, 2025.

Christina Reinhard
City Clerk, City of Ottumwa in
the State of Iowa

received
4.30.25 4pm

Item No. F.-2.

CITY OF OTTUMWA Staff Summary

**** ACTION ITEM ****

Council Meeting of: May 6, 2025

Jake Rusch

Prepared By

Planning & Development

Department

Department Head

City Administrator Approval

AGENDA TITLE: Resolution No. 82-2025, a resolution accepting the bid and approving the sale of 126 S Cooper to Samuel Duran for the sum of \$25,607.00



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



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

RECOMMENDATION: Pass and adopt Resolution No. 82-2025

DISCUSSION: The City accepted bids on this property until 2:00 PM March 26, 2025. Three bids were submitted. Samuel Duran submitted the best bid in the amount of \$25,607.00 and staff recommends accepting the bid. A copy of the bid and a bid tab is attached.

Source of Funds: 151-3-342-6499

Budgeted Item:

☐

Budget Amendment Needed:

RESOLUTION No. 82 - 2025

A RESOLUTION ACCEPTING THE BID AND APPROVING THE SALE OF CITY OWNED PROPERTY LOCATED AT 126 S COOPER TO SAMUEL DURAN FOR THE SUM OF \$25,607.00

WHEREAS, the City of Ottumwa, is the present title holder to the property legally described as JANNEY ADD LOT 26 BLK 2 City of Ottumwa, Wapello County, Iowa, also known as 126 S Cooper and

WHEREAS, pursuant to published notice regarding the sale of said property to the successful bidder; and

WHEREAS, the City accepted sealed bids for the abovementioned property; and

WHEREAS, the City received Six bids; and

WHEREAS, Samuel Duran submitted the best bid in the amount of \$25,607.00; and

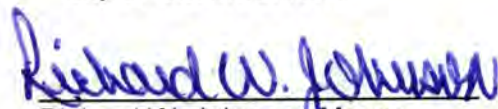
WHEREAS, the property will be transferred by quit claim deed, with no abstract, and the buyer shall pay all costs associated with the conveyance of the property including any property taxes owed; and

WHEREAS, the buyer will repair the property in conformance with applicable City Codes and submit a six-month repair plan to the Health Department no later than thirty days after the property is transferred.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF OTTUMWA, IOWA, that the bid received from Samuel Duran, in the amount of \$25,607.00 be and it is hereby accepted and the sale of said property is approved and the Mayor and City Clerk are hereby authorized to sign the appropriate deed on behalf of the city conveying said property.

PASSED AND ADOPTED this 6th day of May 2025.

City of Ottumwa, Iowa


Richard W. Johnson, Mayor

ATTEST:



Christina Reinhard, City Clerk

126 S COOPER

Bidder	Bid
Samual Duran	\$25,607.00
Manny Martinez	\$23,500.00
Lidtko Estates LLC	\$20,005.00
Alma Perez	\$14,444.44
Arnulfo Aldaba	\$8,000.00
Pedro Martinez	\$8,000.00

**PURCHASE AGREEMENT BID FORM
FOR
126 S COOPER
OTTUMWA, IOWA**

This proposal is for a City owned property located at **JANNEY ADD LOT 26 BLK 2 City of Ottumwa, Wapello County, Iowa legally known as 126 S Cooper**. The property is located in an R-4 Residential zoning district and must be used in that regard.

The property is offered for sale subject to the following conditions: **A bid security in the form of a certified check or cash in the amount of 10% of the bid price is required to be submitted with the proposal.** The property will be transferred by **Quit Claim Deed with no abstract** and the buyer will pay the costs of conveyance as well as any property taxes owed.

It is understood that the City of Ottumwa reserves the right to accept or reject any or all proposals, to disregard any formality in connection therewith, or to accept any proposal which in its opinion is in the best interest of the City.

Bidders also understand that the costs of conveyance (publishing the public hearing notice, recording fees and preparation of the deed) and any property taxes owed are costs that are in addition to the total purchase price offered for the property.

It is understood and agreed that a Purchase Agreement Form, once submitted and opened, cannot be withdrawn without the consent of the City of Ottumwa.

\$ 25,607

TOTAL PURCHASE PRICE OFFERED FOR THIS PROPERTY

If my proposal is accepted, I the undersigned further agree to keep the property free of any and all nuisances and to keep the grass cut below 10" in height.

Samuel Duran

NAME OF BIDDER (PRINTED)

707 Chester Ave

Ottumwa IA 52501

MAILING ADDRESS

3-24-25

DATE

641-226-2670

TELEPHONE NUMBER

Samuel Duran

SIGNATURE

SamuelDuran774@gmail.com
EMAIL ADDRESS

PROOF OF PUBLICATION

STATE OF IOWA
WAPELLO COUNTY

I, Kyle Ocker, being duly sworn on my oath, say that I am the General Manager of the Ottumwa Courier, a newspaper printed in said Wapello County, Iowa and of general circulation there in, and that the advertisement PH-126 S COOPER DISPOSAL CITY OF OTTUMWA

hereto attached was published in said newspaper for one consecutive weeks to-wit:

04/19/2025

Subscribed and sworn to before me, and in my presence, by the said 22nd day of April, 2025



Traci Counterman

Notary Public

In and for Wapello County

Printer's Fee: \$ 36.29

COPY OF ADVERTISEMENT

NOTICE OF PUBLIC
HEARING OF THE CITY
COUNCIL OF THE CITY OF
OTTUMWA IN THE STATE
OF IOWA, ON THE MATTER
OF THE PROPOSAL TO
CONVEY REAL PROPERTY
LOCATED AT 126 SOUTH
COOPER, OTTUMWA, IOWA,
TO SAMUEL DURAN, AND
THE HEARING THEREON

PUBLIC NOTICE is hereby
given that the Council of the
City of Ottumwa in the State of
Iowa, will hold a public hearing
on May 6, 2025, at 5:30 p.m. in
the Bridge View Center, 102
Church Street, Ottumwa, Iowa,
at which meeting the Council
proposes to take action on the
proposal to convey certain
City-owned real property to
Samuel Duran (the Buyer) for
\$25,607 and other good and
valuable consideration. The
real property proposed to be
sold and conveyed is legally
described as follows:

JANNEY ADD LOT 26 BLK 2
City of Ottumwa, Wapello
County, Iowa, and locally
known as 126 South Cooper,
Ottumwa, Iowa.

At the time and place set for
the public hearing, interested
individuals will be given the op-
portunity to express their
views, both orally and in writ-
ing, on the proposed
conveyance and proposed
Agreement. After the public
hearing, the Council may make
a final determination to ap-
prove the Agreement as
submitted, or upon condition
that certain terms be changed,
or the Council may defer action
on the Agreement and propos-
al until a subsequent meeting.

This notice is given by order
of the City Council of the City
of Ottumwa in the State of
Iowa, as provided by Section
364.7 of the City Code of Iowa.
Dated this 15th day of April,
2025.

Christina Reinhard
City Clerk, City of Ottumwa in
the State of Iowa

CITY OF OTTUMWA
Staff Summary

**** ACTION ITEM ****

Council Meeting of: May 6, 2025

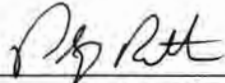
Philip Rath

Prepared By

Administration

Department

Department Head



City Administrator Approval

AGENDA TITLE: Ordinance 3242-2025 - An Ordinance Establishing Solid Waste Fees for Noncommercial Establishments by Repealing and Replacing Section 31 1/2 - 35 of the Municipal Code of the City of Ottumwa, Wapello County, Iowa

☐

Public hearing required if this box is checked.

RECOMMENDATION: Pass and adopt the third reading of Ordinance 3242-2025

DISCUSSION: This ordinance adopts new solid waste fees for noncommercial establishment customers. Per the agreement with Bridge City Sanitation, the per unit cost will increase. To cover this increase as well as potential increases related to landfill tipping fees, fuel surcharges, clean-ups, and administrative costs an increased fee of \$1.50 / unit / month is recommended for FY26 and again in FY27. This adjustment would result in a new rate of \$24.50 / month on July 1, 2025 and \$26.00 / month on July 1, 2026. The first reading was adopted by a vote of 5-0 on April 1, 2025, the second reading 5-0 on April 15, 2025.

Source of Funds: N/A

Budgeted Item:



Budget Amendment Needed: No

ORDINANCE NO. 3242-2025

**AN ORDINANCE ESTABLISHING SOLID WASTE FEES FOR
NONCOMMERCIAL ESTABLISHMENTS BY REPEALING AND
REPLACING SECTION 31 ½ - 35 OF THE MUNICIPAL CODE OF
THE CITY OF OTTUMWA, WAPELLO COUNTY, IOWA**

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

SECTION ONE.

Section 31 ½ - 35 of the municipal code of the City of Ottumwa is hereby amended by repealing Section 31 ½ -35 in its entirety and enacting the following in lieu thereof:

Sec. 31 ½ - 35. Solid Waste Fees for Noncommercial Establishment Customers.

- (a) Solid waste fees are mandatory for all single-family dwellings and other dwellings containing four units or less. This shall not apply to mobile home parks wherein water service is metered by one meter for the mobile home park, places of worship, or multi-family dwellings containing more than four dwelling units. Dwelling units housed with a commercial and/or business building shall also be exempt providing there is a written agreement between the tenant and business landlord that the commercial or business building owner or occupant will provide weekly solid waste disposal from a city licensed hauler. Any of the above referenced exceptions may subscribe to the city's solid waste collection services if the contractor agrees to provide service. The mandatory monthly collection rates are hereby established for garbage, refuse, recyclables and bulk items per residence for 64 gallons of refuse, in a cart provided by the contractor for curbside customers or two 32-gallon bags, provided by the customer, for walk up customers, one bulky item and recyclables in the provided bin for the following rates:

July 1, 2025 through June 30, 2026: \$24.50 per unit per month

July 1, 2026 through June 30, 2027: \$26.00 per unit per month

- (1) Additional 32-gallons or less bags with properly attached city stickers costing \$1.00 each will be collected. Bags without these stickers will not be collected. Rates for yard waste bag stickers will be \$1.00 each.
- (2) Residents qualifying for Southern Iowa Economic Development Association (SIEDA) Energy Assistance Program are allowed to pay a reduced rate of \$2.00 per month lower than the rates listed above (e.g. \$22.50).
- (b) The Ottumwa Water and Hydro shall collect noncommercial establishment solid waste fees, as established in this section, as a part of the monthly water bill for the applicable customer.
- (c) The city shall direct bill those noncommercial establishment customers that are not billed by the Ottumwa Water and Hydro for water service.

SECTION TWO. Severability. If any section, subsection, sentence, clause, phrase or portion of this Ordinance be held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision, and such holding shall not affect the validity of the remaining portion hereof.

SECTION THREE. Repealer. All ordinances or parts of ordinances in conflict with the provisions of this Ordinance are hereby repealed.

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

PASSED on its first consideration the 1st day of April, 2025.

PASSED on its second consideration the 15 day of April, 2025.

Requirement of consideration and vote at two (2) prior Council meetings suspended the
day of _____, 2025.

APPROVED this 6th day of May, 2025.

CITY OF OTTUMWA, IOWA

By:


Richard W. Johnson, Mayor

____ No action taken by Mayor.

____ Vetoed this _____ day of _____, 2025.

Richard W. Johnson, Mayor

_____ Repassed and adopted over the veto this _____ day of _____, 2025.

_____ Veto affirmed this _____ day of _____, 2025 by failure of vote taken to repass.

_____ Veto affirmed no timely vote taken to repass over veto.

ATTEST:


Chris Reinhard, City Clerk



received
4.30.25 8AM

CITY OF OTTUMWA
Staff Summary

**** ACTION ITEM ****

Council Meeting of: May 6, 2025

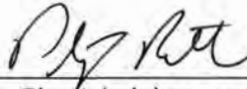
Philip Rath

Prepared By

Planning & Development

Department

Department Head



City Administrator Approval

AGENDA TITLE: Historic Preservation Certified Local Government Annual Report

☐

Public hearing required if this box is checked.

RECOMMENDATION: Accept Certified Local Government Annual Report

DISCUSSION: The Ottumwa Historic Preservation Commission has completed the Certified Local Government Annual Report for 2024 and has submitted the report to City Council to be reviewed and accepted. The CLG Annual Report is required to be completed and submitted to the Iowa Economic Development and Finance Authority to maintain certification and support preservation needs and programs.

Source of Funds:

Budgeted Item:

☐

Budget Amendment Needed:

The Annual Report ensures the Ottumwa Historic Preservation Commission completes certain requirements to remain in good standing as a Certified Local Government. Such requirements include: meeting at least three times a year and attending at least one state-sponsored or state-approved training sessions.

After Council review, the report will be signed and submitted to the State Historic Preservation Office. HPC members will be present to provide an update to City Council about the work of the Commission and respond to questions.

NOT SUBMITTED

Reviewers cannot see your material until you submit your application. Once you have finished the last step, you will receive a confirmation message and ID number.

Iowa Economic Development Authority

SHPO CLG Annual Report 2024

Ottumwa Historic Preservation Commission / Brenda Case
105 E. Third
Ottumwa, IA 52501, United States
6417777607
case.brenda7@gmail.com

Forms [Edit](#)

SHPO Certified Local Government Annual Report * indicates a required field

Under the CLG Agreement with the State, local governments and their historic preservation commissions are responsible for submitting an annual report documenting the commission's preservation work and that they have met the requirements of the CLG program.

This annual report is also an important tool for your commission to evaluate its own performance and to plan for the coming year.

We look forward to hearing from each CLG this year!

1.

I am aware this report must be presented and reviewed by either the City Council or the Board of Supervisors prior to submission and requires a signature from either the mayor or the chair of the board of supervisors.

The signature form is located here: https://iowa1.sharepoint.com/:w:/s/PublicShares-SHPO2/EWJOyE84x5BEqsMBNQhGagMBGTwUBVRnzrokBawjj6h_3w?e=08uYUM

yes

2. Name of the city, county, or land use district:

Please choose from the drop down list.

Ottumwa Historic Preservation Commission

3. Did your commission undertake any survey or identification projects during 2024?

CLG Standards are in your local government's Certified Local Government (CLG) Agreement and the National Historic Preservation Act:

The CLG shall maintain a system for the survey and inventory of historic and prehistoric properties in a manner consistent with and approved by the STATE.

No

3.1.

Please explain how your local government plans to meet this CLG requirement in the future?

Our preservation plan includes areas to target for surveys in the future.

4. Did your commission undertake any registration/nomination projects in 2024?

The CLG reviews all National Register nominations for any resources that lies within the jurisdiction of the historic preservation commission.

No

5.

Within your local government's jurisdiction were any National Register of Historic Places listed properties moved or demolished in 2024?

If you need a list of the properties that are listed on the National Register of Historic Places within your jurisdiction, please contact historic.preservation@iowaeda.com

No

6. Does your local government designate local landmarks or local districts?

IMPORTANT: Most local governments do not have a program for local designation. If you have questions about whether you have a local designation program or not, please contact the CLG Coordinator at historic.preservation@iowaeda.com before you complete this section.

No

7.

Has your community passed any ordinances that directly or indirectly impact the preservation of historic resources?

No

8.

Did your city, county, LUD or its historic preservation commission undertake any of the following activities in this calendar year? Please think broadly about this question and include any activity (small or large) that facilitated historic preservation in your community. This is your opportunity to boast about your accomplishments and get credit for the great work you do!

Please check all that apply!

CLG Standards found in CLG Agreement and National Historic Preservation Act:

- 1) The CLG will enforce all appropriate state and local ordinances for designating and protecting historic properties.
- 2) The CLG shall provide for adequate public participation in the local historic preservation programs.

a. Historic preservation planning. Examples include the development or revision of an preservation plan, development of a work plan for your commission, etc.].c. Sponsored public educational programming in historic preservation. Examples include training sessions offered to the public, walking tours, open houses, lectures, Preservation Month activities, etc.

8.1.

Describe your communities historic preservation planning activities in this calendar year.

The City of Ottumwa commissioned a Historic Preservation Plan by The Lakota Group. Public input was sought at citywide meetings and individual interviews were conducted

with known community stakeholders to identify key areas for preservation. The plan was reviewed by the Community Development Director, City Council, and the Historic Preservation Commission. Amendments were made and the plan was officially accepted on September 9, 2024.

Planning was begun to prioritize projects from the preservation plan and develop detailed work plans for implementing the action.

Plans were made to present an award for outstanding contributions to historic preservation in Ottumwa. Property owners / developers were considered on the basis of their longtime contributions to historic properties both listed and artfully preserved or restored.

The Commission planned for increasing the training of HPC members. Training subjects were planned in both theory and hands-on preservation arts.

8.2. Please describe your community's public education programs in his calendar year.

Please provide specific details such as date of event, description of the event, how many people participated, whether the commission partnered with other organizations.

The Ottumwa Historic Preservation Commission held an awards celebration in Central Park on May 8, 2024 from 4pm to 7pm. The lifetime contributions of Tim Schwartz and Fred Zesiger were listed for the full appreciation of a crowd of nearly 100 people. Music and food were part of the celebration. The HPC members were introduced and Chairperson and Architectural Historian Molly Myers Naumann gave an eloquent and heartfelt list of the honorees' accomplishments in the area of historic preservation, restoration, and business development in Ottumwa.

A walking tour of the historic buildings surrounding Central Park followed the awards. Molly Naumann pointed out and described the Carnegie Library, City Hall in a repurposed Federal Post Office, and St. Mary's Catholic Church. She successfully authored the nominations of these and many other Ottumwa sites listed on the National Register of Historic Places.

On September 24, 2024, the HPC partnered with Ottumwa Hy-Noon Kiwanis for historic tours of Ottumwa Cemetery, a NRHP-listed property. HPC member and Kiwanian Bob Swanson developed and organized the tour. As a former director of the cemetery, his knowledge of the property and many of the people interred there is encyclopedic. Bob designed the event as a series of small-group tours guided by local community leaders from both organizations. The tour guides described notable monuments as they escorted guests to a series of reenactors in period costume, dispersed throughout the cemetery, portraying storied decedents. Four hundred ticketed guests joined the event that evening. HPC member and Kiwanian Brenda Case portrayed Mary Brooks Thrall, (b.1838-d.1889),

resident of the cemetery who was instrumental in the founding and development of hospitals in Ottumwa. HPC member Kate Bagby lead a tour group.

HPC members Kate Bagby and Brenda Case attend the Iowa Historic Preservation Summit in Mt. Pleasant on June 7-9, 2024. Each brought what they learned at summit back and presented their notes to the other commission members at our regular meeting on October 23, 2024. Brenda covered Grant Writing: What a Preservation Grant Is / Is Not; Making Your Organization Grant-Ready; Specific Grants and Resources; CLG Grant Examples; and National Park Service Grants. Kate shared what she learned about Deconstruction and Restoration: craft and salvage; Ties that Bind: The stories of the occupants and structure of historic architecture; Structure and Process: Organization and Influence.

9.

Were there any issues, challenges or successes your preservation commission encountered or accomplished this year?

Our Chair, Molly Myers Naumann, resided in Hawaii for all but a couple of months in the summer. We had some minor technical issues with remote video meetings that were quickly resolved. One member of our commission, Wes Olsen, resigned. We gained one new member, Lorna Benge. Our previous Chair, Dennis Willhoit also resigned. Our city council representative who attended our meetings and served as our liaison with the full council was not reelected. We feel the gap of her absence. Twenty twenty-five has been a year of challenges.

10. What partnerships did your commission form or continue with other entities?

Examples include local main street office, local school, historical society, library, museum, service club, etc.

If none, enter N/A

We continue our supportive relationship with Main Street Ottumwa, Ottumwa Regional Legacy Foundation, and the Heartland History Connection. Stronger ties were created with Hy-Noon Kiwanis through the historic cemetery tour. Our relationship with the Iowa Heartland History Connection and museum was nourished by member Bob Swanson's display and lectures on Native American life in this area. He is a reenactor, curator, and artist who builds authentic items related to before- and early- contact tribes in this area. The Saux and Fox were the principal tribes in this area, so they are the focus of this exhibit. Member Kate Bagby made introductions and lead tours of that exhibit. Kate brings extensive knowledge of Native American art and culture from her years teaching High School Art and History on or near Native American reservations. Kate volunteers at the museum regularly.

11.

Did your historic preservation commission receive any grants (other than CLG) this year? If so, please describe. If none, enter N/A.

We received an Ottumwa Legacy Foundation Bright Ideas grant for the Ottumwa Historic Preservation Plan.

12. Does your Historic Preservation Commission have a website?

Yes

12.1. What is the website address?

<https://ottumwa.us/preservation/>

13.

List dates of public commission meetings held (please note these are meetings actually held with a quorum, not just those that were scheduled).

CLG Standards found in CLG Agreement and National Historic Preservation Act:

- 1) The CLG will organize and maintain a historic preservation commission, which must meet at least three (3) times per year.
- 2) The commission will be composed of community members with a demonstrated positive interest in historic preservation, or closely related fields, to the extent available in the community.
- 3) The commission will comply with Iowa Code Chapter 21 (open meetings) in its operations.
- 4) Commission members will participate in state-sponsored or state-approved historic preservation training activities.

January 24, March 27, April 24, June 26, July 24, August 28, October 23, November 20

14.

Based on the work plan submitted last year for your commission please provide a self assessment of the progress your commission made on the initiatives and programs that were identified last year.

Initiating the planning process and working with Lakota Group to develop the Historic Preservation Plan has been a significant goal for many years and this goal has now been achieved.

Our goals to find private buyers for the First National Bank and the W.R. Daum House

were not successful. Some interest was shown, but there was ultimately no sale.

We hosted an event to honor a pair of outstanding local preservationists during Historic Preservation Month. This was a successful and well attended event.

Two Commission members attended training activities at the Summit. They shared what they learned with the full membership. Our training goal was successful.

15. Where are your official CLG files located?

Please describe where the paper or physical files are stored and where the digital records are being stored.

CLG files are maintained by the Ottumwa Planning Office

16.

In this calendar year, what was the dollar amount of the historic preservation commission's annual budget?

We recommend that the local government provide the commission a minimum of \$750 annual budget to pay for training and other commission expense.

1450

17. Additional Budget information

This is an optional question, if there is any additional information you wish to share with the State Historic Preservation Office regarding your community's budget.

The HPC operating budget was \$1450. An additional \$45,000 (including a \$25,000 Bright Ideas Grant) was budgeted for the Historic Preservation Plan

18. 2025 Work Plan

Each Commission should develop an annual work plan for the upcoming year. Please include the project(s), initiatives and programs your commission plans to begin or complete.

2025 Ottumwa HPC Work Plan.odt

19.

Does your commission have any vacancies? If so, how many? If you have no vacancies please enter N/A.

Please also use this field to describe any plans the commission has to fill those vacant positions.

Yes, we have two vacancies as of today's date and our staff person is interim until a new City Planner is hired.

20. Commission Members

Please include all commission members in this table.

If the commissioner represents a locally designated district please provide the district in their role field.

If the commissioner doesn't have an email address please enter a phone number.

For any new commissioners please include the biographical sketch in the following question.

First and Last Name	Mailing Address	Email Address	Term	Role
Molly Myers Naumann (deceased 3/2025)	167 W Alta Vista Ave	mollynaumann@outlook.com	deceased	Chair
Bob Swanson	165 W Alta Vista Ave	bodhranplayer55@gmail.com	1/1/2025	Commission Member
Kate Bagby	1109 N Court	kate@katebagby.com	1/1/2026	Commission Member
Lorna Benge	205 Pleasant St	lornabenge4@gmail.com	1/1/2026	Commission Member
Brenda Case	1530 N Elm St	brenda.case@mchsi.com	1/1/2025	Commission Member

21.

Please attach biographical sketches for commissioners who were newly appointed in last calendar year.

Please be sure newly appointed commissioners sign and date their statement.

[Case.Biographical.Sketch.pdf](#)

22.

Which of your commission members, staff, and/or elected officials attended the 2024 Preserve Iowa Summit?

Now is also a good time to start planning to attend the 2025 Preserve Iowa Summit in Muscatine June 5-7, 2025.

Kate Bagby, Brenda Case

23. Commission Training Table

An important requirement of the Certified Local Government program is annual state-sponsored or state-approved training undertaken by at least one member of the historic preservation commission and/or staff liaison.

In this table, please provide information about the commissioners' involvement in historic preservation training (beyond or instead of the Preserve Iowa Summit), listing the name of the conference, workshop or meeting (including online training opportunities); the sponsoring organization; the location and date when the training occurred. Be sure to provide the names of commissioners, staff, and elected officials who attended.

Name of Event	Sponsor Organization	Location	Date	Name of Attendees
Preserve Iowa Summit	Dept of Cultural Affairs	Mt Pleasant	June 7-10, 2024	Brenda Case, Kate Bagby

24. Chief Elected Official

Did your communities Chief Elected Official (Mayor, Chairman of the Board of Supervisors, or President of LUD Trustees) change in 2024?

No

25. Has the contact information for your communities staff liaison changed?

If you have a new staff liaison please select yes.

Yes

25.1. Please provide updated contact information for your staff liaison.

Please include their First & Last Name, Job Title, Mailing Address, Phone number, & Email Address.

Philip Rath, City Administrator and acting liaison, 105 E Third, 641-683-0600,
rathp@ottumwa.us

26.

What training topic would be most helpful for your Historic Preservation Commission?

Historic Preservation 101. Most members are new and have not yet had that training. Basics of identifying likely candidates for preservation, and those worthy of a professional survey. How to advise homeowners inquiring about grants available to older homes (first steps). Roles and responsibilities for commission members.

27. Suggestions for improvement

The CLG program is here to support the Historic Preservation Commissions across Iowa. Do you have any suggestions for how we can improve our services to your commissions?

Molly Naumann was able to offer training locally, but we don't know what other opportunities are available other than the summit. A training catalog would be useful.

28. Authorized Official Signature

https://iowa1.sharepoint.com/:w:/s/PublicShares-SHPO2/EWJOyE84x5BEqsMBNQhGagMBGTwUBVRnzrokBawjj6h_3w?e=HeBDes

[signatures.pdf](#)

29.

Agenda or minutes from the public meeting where this report was presented to the City Council or Board of Supervisors.

[agenda for clg approval.odt](#)

MEDIA Edit



Bagby.BiographicalSketch

Two new members joined in 2024. I could not upload both bios in item 21



B4

Downtown business owner reenacting a veteran in our historic cemetery tour



B6

Kiwanis member reenacting a notable citizen in the historic cemetery tour



C67

HPC member Brenda Case portraying Mary Brooks Thrall at the historic cemetery tour



C71

Ottumwa Community Players actor and director portraying a notable citizen at the historic cemetery tour



C68

HPC member Bob Swanson played a doctor interred at the cemetery during the historic tour



C75

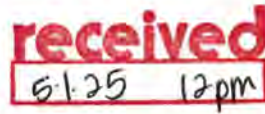


HPC members Bob Swanson and Kate Bagby, tour leader, with a friend after the historic cemetery tour



Benge.BiographicalSketch

No room to attach under 21



CITY OF OTTUMWA
Staff Summary

**** ACTION ITEM ****

Council Meeting of: May 6, 2025

Administration
Department

Barbara Codjoe
Prepared By
Barbara Codjoe
Department Head

City Administrator Approval

AGENDA TITLE: Resolution #69-2025 - Approve changes to Compensation Handbook

☐

Public hearing required if this box is checked.

RECOMMENDATION: Pass and adopt resolution #69-2025

DISCUSSION:

Source of Funds: N/A

Budgeted Item:



Budget Amendment Needed: No

- 1) Added the FY26 rate table which increased by 2.5% (for the cost of living adjustment).
- 2) Separated the rates for seasonal lifeguards and seasonal customer service representatives (concessions / admissions). Lifeguards should be at the hire rate due to the certification that they are required to hold.
- 3) Added Head Lifeguard as a grade 1 (previously was lifeguard). The Beach has had a head lifeguard position in the past. We have established specific duties above and beyond the lifeguard job description. Those in these positions tend to be our regular part-time employees that stay more than for just the summer.
- 4) Program Supervisor - changed from a grade 3 to a grade 2 from feedback from department. This is a position that assists in supervising the Beach programs. It is seasonal and through the summer months mostly (occasional duties in the winter / spring to teach a class).
- 5) Changed rates for seasonal / contracted employees as outlined in the attached Wage Rate analysis.
- 6) Updated rates for those at the Landfill and Recycling Center. The Solid Waste Commission approved these rates in fall of 2022. Somehow, it was missed and never updated.
- 7) Added the position of Director of Community Development with Urban Planning to grade 15 as per the attached job analysis.

*pulled out and voted on separately.
Motion to approve No. 7 Failed 1-3-1*

RESOLUTION NO. 69-2025

RESOLUTION TO APPROVE UPDATED COMPENSATION HANDBOOK

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

WHEREAS, staff for the City of Ottumwa has updated the FY26 rate table with a 2.5% COLA increase as proposed and approved during the budget approval process, and;

WHEREAS, staff for the City of Ottumwa separated the rates for seasonal lifeguards and seasonal customer service representatives due to certifications that are required, and;

WHEREAS, staff for the City of Ottumwa added the position of Head Lifeguard to the Classification Structure and Classification Framework due to an evaluation of current positions, and;

WHEREAS, staff for the City of Ottumwa reclassified the position of Program Supervisor in the Parks and Recreation Job family from a grade 3 to a grade 2 due to an evaluation of current, and;

WHEREAS, staff for the City of Ottumwa changed seasonal / contracted employee wage rates from \$14 / \$15 per hour to \$15 / \$16 per hour, and;

WHEREAS, staff for the City of Ottumwa changed seasonal / contracted employee wage rates for the Landfill and Recycling Center from \$9 / \$8.50 per hour to \$11 per hour as approved by the Solid Waste Commission in fall of 2022, and;

~~**WHEREAS**, staff for the City of Ottumwa added the position of Director of Community Development with Urban Planning at a grade 15 as per job analysis, and;~~

*Removed and voted on Separately
Failed 1-3-1*

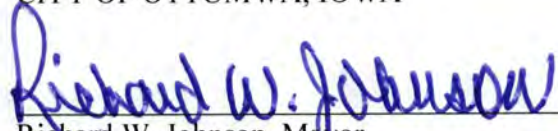
WHEREAS, staff has reviewed the current classification and wage structure and determined the current policy does not meet the short and long term care for employees and operational needs for the employer, and;

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Ottumwa, Iowa that the current Compensation Handbook approved on July 18, 2023 and any supplements thereafter are hereby repealed and that the attached Compensation Handbook is hereby adopted and in place with an effective date of May 6, 2025.

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

PASSED, ADOPTED and APPROVED this 6th day of May, 2025

CITY OF OTTUMWA, IOWA


Richard W. Johnson, Mayor

ATTEST:


Christina Reinhard, City Clerk

Date: April 21, 2025

From: Barb Codjoe, Director of HR

To: City Administrator, Phil Rath

RE: Wage rate for Seasonal / Contracted Positions

HR was contacted on April 17, 2025 with a request to review our current seasonal / contracted labor pay rates. The request came from other Department Heads due to a need to fill positions that are typically contracted out during the spring / summer months to provide mowing and other road work for the City.

Contracted labor

Currently, the city contracts seasonal labor through Supreme Staffing. Typically, these positions run from late April / early May through late August / early September, dependent upon the weather and when we need the help.

This is a separate line item from regular salaries and charged as an expense from line item code. 6410 – Contract Employees. Supreme Staffing charges us 38% on top of the hourly rate. This is to cover fees for pre-employment checks, employment taxes and such for their work. For example, for an employee being paid \$14 per hour, the city is charged \$19.32 per hour.

This is reviewed yearly to assess if it would make more sense to bring the employees in-house as opposed to using a service.

We contract with them for the following:

- Parks – 4 people
- Cemetery – 4 people
- Streets – 4 people
- Sewer – 2 people
- Traffic – 2 people
- WPCF – 2 people

We also work with them for contracted employees at the Landfill and the Recycling center.

Current Wage Rate

Current seasonal positions in Parks, Cemetery, Lifeguards, Public Works and WPCF are \$14 per hour to start and \$15 per hour if they return years after that.

From the current compensation handbook:

Seasonal / Contracted Employees	
<i>This includes all departments with no exceptions unless otherwise stated and approved by City Administrator.</i>	
Lifeguards / Public Works / Parks / WPCF	
Year 1	\$14.00 per hour
Year 2	\$15.00 per hour

Customer Service Representative (Beach)	
Year 1	\$12.00 per hour
Year 2	\$13.00 per hour

Comparable City Data

Community	Minimum	Maximum
Altoona	\$15.00	\$15.25
Ankeny	\$18.00	\$20.00
Cedar Falls	\$17.29	\$21.04
Clive	\$21.00	\$24.35
Dubuque	\$14.00	\$16.00
Franklin County	\$23.00	\$25.30
Grimes	\$15.00	\$16.50
Johnston	\$17.00	\$21.00
Mason City	\$13.00	\$15.00
Muscatine	\$13.00	\$15.00
Sioux City	\$11.00	\$18.03
Spencer	\$16.00	\$16.00
Tama County Conservation	\$15.00	\$15.00
Urbandale	\$17.50	\$20.50
Waukee	\$17.00	\$19.00
Webster City	\$14.00	\$14.50
Average	\$16.05	\$18.28

Other Comparable Data

I reached out to Supreme Staffing who we contract our seasonal labor through.

Six or seven of the businesses we work with in Ottumwa or within a 30-mile radius pay between \$15-\$17/hour. I would bet we may get a better response if we started the pay at \$15/hour for the 1st year and then move the person to \$16/hour the following year if that same person returns.

Below are other positions from around the area and their pay ranges.

Company	Position	Amount
Insight Partnership Group	Direct Support Manager	\$16.50 - \$17.50 / hour
Manpower	Forklift Operator	\$7.50 - \$20 /per hour
Happy Home Services	Home & Community Based Habilitation	\$17 / hour
Culvers	Front Register	\$8 - \$12 / hour
Voss Distributing	Red Bull Merchandiser	\$17.50 / hour
Ottumwa Radio	News Journalist	\$15 / hour
Vaughn Automotive	Quick Lube Service Advisor	\$20 / hour
Goodwill	Store Clerk	\$14.50 - \$15.50 / hour
McGregors Furniture	Delivery / Warehouse	\$17 - \$19 / hour
Community 1 st Credit Union	Part-time teller	\$15 / hour
Wal-Mart	Personal Shopper	\$16.50 / hour

Recommendation

Based on feedback and research here, I would recommend we move our seasonal / contracted employee's rates to \$15 / \$16 per hour.

Department Heads of the respective departments would be responsible for monitoring their actual dollars spent to their budget and make adjustments as the year goes on if needed.

Financial Impact

In calendar year 2024, we spent a total of \$163,027 in seasonal labor in the three main departments:

- Parks – 4033.50 hours
- Cemetery – 225.50 hours
- Public Works (Sewer, Streets, Traffic) – 3358 hours

Using these numbers as a budget and raising the rates to \$15 / \$16 per hour, this would add approximately \$10,511 in expenses to that total. Approximately \$5,566 of that would be from the General Fund. The majority of the rest would come from Road Use Tax fund.

Current totals as of April 17, 2025

Fund	Segment	Account No	YTD	Budget
001 - GENERAL OPERATING FUND	64 - GENERAL OPERATING FUND	001-430-6410	\$ 86,265.55	\$ 156,026.00
110 - ROAD USE TAX	64 - ROAD USE TAX	110-210-6410	\$ 21,329.28	\$ 52,992.00
110 - ROAD USE TAX	64 - ROAD USE TAX	110-240-6410	\$ 4,518.81	\$ 25,612.80
110 - ROAD USE TAX	64 - ROAD USE TAX	110-270-6410	\$ -	\$ 3,312.00
135 - CEMETERY	64 - 411 MEDICAL COSTS	135-450-6410	\$ 38,499.72	\$ 60,500.00
610 - SEWER UTILITY	64 - SEWER UTILITY	610-815-6410	\$ 5,326.80	\$ 52,000.00
610 - SEWER UTILITY	64 - SEWER UTILITY	610-817-6410	\$ 11,830.22	\$ 32,292.00
670 - LANDFILL	64 - LANDFILL	670-840-6410	\$ 31,837.50	\$ -
673 - RECYCLING	64 - LANDFILL	673-843-6410	\$ 68,139.66	\$ -

Current Budgets for FY26

Fund	Account No	FY25 Budget
001 – General Operating Fund	001-430-6410	\$180,000
110 – Road Use Tax	110-210-6410	\$52,992
110 – Road Use Tax	110-240-6410	\$25,613
110 – Road Use Tax	135-450-6410	\$68,000
610 – Sewer Utility	610-815-6410	\$31,200
610 – Sewer Utility	610-817-6410	\$32,292
670 - Landfill	670-840-6410	\$45,000
673 – Recycling	673-843-6410	\$100,000

Date: April 30, 2025

From: Barb Codjoe, Director of HR

To: City Administrator, Phil Rath

RE: Director of Community Development Pay grade

The Director of Community Development position came open in March 2025. In compliance with our hiring policy, the City Administrator and HR reviewed the current job description to make any needed changes prior to posting. The position was posted on April 3, 2025. We initially received five applications with two being qualified.

A panel of six people interviewed the two candidates with questions selected by the City Administrator. One candidate was extremely qualified and has a lot of planning experience and knowledge. It should be noted that the city does not currently have a planner and has looked at adding back this role for the last few years.

The City Administrator requested HR to review the job description and salary range to add additional Planning responsibilities to the role.

Current Salary

The salary currently for the Director of Community Development is assigned to a grade 13. This is a salary range of \$107,134.81 - \$139,290.28 for FY25.

				Difference from	Adjusted	
City	Minimum	Maximum	Cost of Living Index	Ottumwa	Minimum	Maximum
Altoona, IA	\$127,316.80	\$181,211.51	89.70%	18.60%	\$103,635.88	\$147,506.17
Ames, IA	\$115,752.00	\$179,649.60	90.30%	19.20%	\$93,527.62	\$145,156.88
Ankeny, IA	\$134,724.00	\$180,802.00	92.20%	21.10%	\$106,297.24	\$142,652.78
Bettendorf, IA	\$127,108.80	\$170,560.00	88.50%	17.40%	\$104,991.87	\$140,882.56
Clive, IA	\$134,648.00	\$175,057.00	95.90%	24.80%	\$101,255.30	\$131,642.86
Coralville, IA	\$100,897.00	\$139,120.00	90.60%	19.50%	\$81,222.09	\$111,991.60
Dubuque, IA	\$102,689.60	\$134,201.60	82.00%	10.90%	\$91,496.43	\$119,573.63
Fort Dodge, IA	\$96,595.00	\$133,182.00	70.10%	-1.00%	\$97,560.95	\$134,513.82
Johnston, IA	\$124,459.00	\$175,750.00	96.30%	25.20%	\$93,095.33	\$131,461.00
Mason City, IA	\$103,896.00	\$133,577.60	70.00%	-1.10%	\$105,038.86	\$135,046.95
Muscatine, IA	\$106,683.20	\$149,364.80	75.10%	4.00%	\$102,415.87	\$143,390.21
Ottumwa, IA (Client)	\$107,140.80	\$139,297.60	71.10%	0.00%	\$107,140.80	\$139,297.60
Norwalk, IA	\$131,533.50	\$175,378.00	92.00%	20.90%	\$104,043.00	\$138,724.00
Urbandale, IA	\$137,036.00	\$180,330.00	91.20%	20.10%	\$109,491.76	\$144,083.67
Waukee, IA	\$117,789.00	\$157,053.00	95.80%	24.70%	\$88,695.12	\$118,260.91
West Des Moines, IA	\$172,313.00	\$258,469.00	88.90%	17.80%	\$141,641.29	\$212,461.52
					\$101,971.84	\$139,790.38

Based on our job description and comparing it to other cities, range 13 is right in line for a Director of Community Development.

Job Recommendations

In researching other positions, many other cities have positions like Planner I, Planner II, Senior Planner, or an Assistant Director that handles a lot of the planning duties while the Director

oversees it all. In reviewing job descriptions, the following are additional duties the City would add to the job description for Director of Community Development with Urban Planning:

- Oversees and directs the administration of CDBG, HOME, ESG, and other federal and state and local grants to provide housing rehabilitation and neighborhood revitalization. Prepares requests for capital grants and similar revenue sources.
- Directs the preparation or updating of the City's Comprehensive Plan, urban renewal plans, ordinances relating to the department, and voluntary and involuntary annexations.
- Works with developers, consultants, citizens, and public officials on matters concerning the development of planning strategies, compliance with development requirements, and the implementation of community development related projects. Identifies needs of the developer and negotiates tentative incentive packages in line with drafted policies and appetite of the City Council related to potential developments.
- Provides policy guidance for the planning process; reviews and stays current with state and federal legislative and regulatory changes, and legal challenges related to planning and development issues; makes recommendations regarding policy in administration of the zoning ordinance; contributes to the development of new ordinances
- Performs independent analysis on a variety of planning projects and proposals including rezoning applications, and ordinance amendments and makes recommendations utilizing the principles of good planning and land use practices.
- Added further responsibilities as the City liaison with 10-15 Transit, Area 15 Regional Planning Commission (RPC)
- Develops and maintains the zoning map and other planning and community development maps

The salaries for these planner positions range anywhere from \$56,000 - \$127,748 (adjusted).

Job Title	City	Minimum	Maximum	Cost of Living I	Difference from Ottumwa	Adjusted	
						Minimum	Maximum
Planner II	Urbandale	\$ 83,790.00	\$110,262.00	91.20%	20.10%	\$ 66,948.21	\$ 88,099.34
Assistant Director Community Development	Urbandale	\$ 103,171.00	\$135,766.00	91.20%	20.10%	\$ 82,433.63	\$108,477.03
Senior Planner	Sioux City	\$ 71,449.04	\$104,342.78	74.80%	3.70%	\$ 68,805.43	\$100,482.10
Community Development Operations Manager	Sioux City	\$ 87,650.58	\$122,728.32	74.80%	3.70%	\$ 84,407.51	\$118,187.37
Assistant Housing & Community Development Director	Marshalltown	\$ 96,729.00	\$130,090.00	72.90%	1.80%	\$ 94,987.88	\$127,748.38
Senior Planner	Grimes	\$ 80,724.80	\$107,686.80	94.00%	22.90%	\$ 62,238.82	\$ 83,026.52
Senior City Planner	Des Moines	\$ 91,499.20	\$115,980.80	78.70%	7.60%	\$ 84,545.26	\$107,166.26
Planner II	Ames	\$ 71,986.93	\$105,243.01	90.30%	19.20%	\$ 58,165.44	\$ 85,036.35
City Planner II	Burlington	\$ 57,558.00	\$ 78,659.00	68.70%	-2.40%	\$ 58,939.39	\$ 80,546.82
Planner II	Johnston	\$ 74,923.00	\$101,033.00	96.30%	25.20%	\$ 56,042.40	\$ 75,572.68
Planning & Zoning Manager	Mason City	\$ 77,542.40	\$ 99,694.40	70.00%	-1.10%	\$ 78,395.37	\$100,791.04
City Planner	Muscatine	\$ 64,314.00	\$ 90,022.00	75.10%	4.00%	\$ 61,741.44	\$ 86,421.12

We also added the American Institute of Certified Planners (AICP) certification is required within 1 year of appointment. This is a common certification that is obtained by professional planners that have demonstrated a commitment to high standards of professional practice and a mastery of theories and tools of planning.

To become AICP certified, the following is required:

- Master's or Doctoral degree in planning from an accredited program and 2 years of professional planning experience

- Master's or Doctoral degree in planning NOT from an accredited program and 3 years of professional planning experience
- Bachelor's degree in planning from an accredited program and 3 years of professional planning experience
- Any other graduate or undergraduate degree and 4 years of professional planning experience

The registration fee to take the exam is \$305. This certification is good for two years. Members must participate in a minimum of 32 hours every two years in order to maintain their certification.

Salary Recommendation

The recommendation would be to add the distinction of Director of Community Development with Urban Planning and classify it to a grade 15. This would put the range for the position at \$129,630 - \$168,526.

Moving the position to this grade would add approximately \$23,000 - \$30,000 (depending upon step). Based on the salaries listed above for a planner, adding this to this position would save the City money and also provide some of the additional responsibilities that we have looked at for other positions.

We have made a change like this previously with the Director of Public Works. When the Director of Public Works has a Professional Engineering certification and also focuses on engineering work, they are assigned to a grade 15. Without the PE, the position is a grade 13.

Financial Impact

For FY2026, the City has \$121,549.34 budgeted for the current Director of Community Development salary. There is a potential for recovery of some of the difference in salary with the responsibility of grant writing.

The benefit cost will be taken from the employee benefit reserves which has a balance that can sustain the additional costs.

PURPOSE OF THE COMPENSATION HANDBOOK

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

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

This handbook includes 2 distinct policies:

- Compensation Philosophy
- Classification & Compensation Administrative Guidelines

There are additional appendices and forms included:

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

ELIGIBILITY

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

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

PURPOSE

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

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

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

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

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

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

Comparator/Peer Organizations

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

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

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

Pay Structure and Progression

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

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

Total Compensation

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

PURPOSE

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

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

Classification & Compensation System Goals

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

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

The Classification and Compensation Program consists of three systems:

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

Each of these systems is described below.

Classification System

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

Definition of Terms in this Section

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

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

Classification Structure

New Positions

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

Requests for Reclassification

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

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

A job analysis will be performed if:

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

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

Job Evaluation System

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

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

Compensation System

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

Annual Increases and Salary Structure Adjustments

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

Note on Salary Structure Adjustments and Employee Increase Amount:

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

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

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

Hiring Range

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

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

Progression through the Salary Structure

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

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

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

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

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

Promotional Increases

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

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

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

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

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

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

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

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

Discretionary Increases/Incentives

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

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

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

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

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

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

Leaves of Absence

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

Voluntary Reassignment

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

Involuntary Reassignment (Demotion)

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

Involuntary Transfer to a Lower Grade

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

Lateral Transfer

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

Reclassification/Regrade

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

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

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

Job Family	Series Title	New Class Title	Series Level
Accounting	Accounting	Accounting Specialist	1
Accounting	Accounting	Accountant	2
Accounting	Accounting	Director of Finance	3
Administrative Support	Administrative Support	Administrative Clerk	1
Administrative Support	Administrative Support	Administrative Specialist	2
Airport	Airport	Airport Facilities Technician	1
Airport	Airport	Equipment Operator	2
Airport	Airport	Aviation Services Supervisor	3
Airport	Airport	Director of Airport Operations	4
Fire	Fire	Firefighter	1
Fire	Fire	Master Firefighter	2
Fire	Fire	Fire Captain	3
Fire	Fire	Assistant Fire Chief	4
Fire	Fire	Deputy Fire Chief	5
Fire	Fire	Fire Chief	6
Facilities Maintenance	Facilities Maintenance	Janitor	1
Facilities Maintenance	Facilities Maintenance	Custodian	2
Facilities Maintenance	Facilities Maintenance	Maintenance Worker	3
Facilities Maintenance	Facilities Maintenance	Maintenance Manager	4
Human Resources	HR	HR Generalist	1
Human Resources	HR	Director of Human Resources	2
Library	Library	Library Assistant	1
Library	Library	Librarian	2
Library	Library	Adult Services Librarian	3
Library	Library	Youth Services Librarian	3
Library	Library	Assistant Library Director	4
Library	Library	Library Director	5
Clerk	Clerk	City Clerk	n/a
City Management	City Management	City Administrator	n/a
Parks and Recreation	Parks and Recreation	Customer Service Representative	1
Parks and Recreation	Parks and Recreation	Lifeguard	2
Parks and Recreation	Parks and Recreation	Head Lifeguard	3
Parks and Recreation	Parks and Recreation	Program Instructor	4
Parks and Recreation	Parks and Recreation	Program Supervisor	5
Parks and Recreation	Parks and Recreation	Aquatic Facility Supervisor	6
Parks and Recreation	Parks and Recreation	Director of Parks & Recreation	7
Community Development	Landfill	Grounds Worker	1
Community Development	Landfill	Gatekeeper	2
Community Development	Landfill	Equipment Operator	3
Community Development	Recycling	Gatekeeper	1
Community Development	Recycling	Demanufacturing Technician	2
Community Development	Solid Waste	Solid Waste Superintendent	4

Job Family	Series Title	New Class Title	Level
Community Development	Planning and Zoning	Code Compliance Officer	1
Community Development	Planning and Zoning	Building Inspector	2
Community Development	Planning and Zoning	Planning and Zoning Coordinator	3
Community Development	Planning and Zoning	Director of Community Development	4
Public Safety Communications	Public Safety Communications	911 Communication Specialist	1
Public Safety Communications	Public Safety Communications	911 Dispatch Supervisor	2
Public Safety	Public Safety	Parking Attendant	n/a
Public Safety	Public Safety	Police Officer	1
Public Safety	Public Safety	Sergeant	2
Public Safety	Public Safety	Lieutenant	3
Public Safety	Public Safety	Police Chief	4
Public Works	Sewer Maintenance	Equipment Operator	1
Public Works	Sewer Maintenance	Sewer Maintenance Supervisor	2
Public Works	Street Maintenance	Equipment Operator	1
Public Works	Street Maintenance	Street Maintenance Supervisor	2
Public Works	Traffic Maintenance	Equipment Operator	1
Public Works	Traffic Maintenance	Electrician	2
Public Works	Traffic Maintenance	Senior Electrician	3
Public Works	Traffic Maintenance	Traffic Maintenance Supervisor	4
Public Works	Mechanic	Mechanic	1
Public Works	Mechanic	Garage Supervisor	2
Public Works	Management	Public Works Superintendent	3
Public Works	Civil Engineering	Engineering Technician I	1
Public Works	Civil Engineering	Engineering Technician II	2
Public Works	Civil Engineering	Engineering Technician III	3
Public Works	Civil Engineering	Engineering Supervisor	4
Public Works	Civil Engineering	Assistant City Engineer	5
Public Works	Civil Engineering	City Engineer	6
Public Works	Laboratory Operations	Laboratory Technician	1
Public Works	Laboratory Operations	Laboratory Chemist	2
Public Works	Wastewater	Plant Operator	1
Public Works	Wastewater	Maintenance Technician	1
Public Works	Wastewater	Pre-Treatment Coordinator	2
Public Works	Wastewater	WPCF Supervisor	3
Public Works	Wastewater	Water Superintendent	4
Public Works	Management	Director of Public Works	2
Information Technology	IT	IT Technician	1
Information Technology	IT	IT Manager	2
Stand alone	Stand alone	GIS Administrator	n/a
Stand alone	Stand alone	Public Information Officer	n/a

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

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

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

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

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

Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13
	Hire	1 Year	1 Year	1 Year	1 Year	1 Year	1 Year	3 Year	3 Year	3 Year	3 Year	3 Year	3 Year
1	\$ 33,092.80	\$ 33,904.00	\$ 34,736.00	\$ 35,568.00	\$ 36,400.00	\$ 37,232.00	\$ 38,043.20	\$ 38,875.20	\$ 39,707.20	\$ 40,539.20	\$ 41,350.40	\$ 42,182.40	\$ 43,014.40
2	\$ 36,400.00	\$ 37,294.40	\$ 38,209.60	\$ 39,124.80	\$ 40,040.00	\$ 40,934.40	\$ 41,849.60	\$ 42,764.80	\$ 43,680.00	\$ 44,574.40	\$ 45,489.60	\$ 46,404.80	\$ 47,320.00
3	\$ 40,040.00	\$ 41,038.40	\$ 42,036.80	\$ 43,035.20	\$ 44,033.60	\$ 45,032.00	\$ 46,030.40	\$ 47,028.80	\$ 48,048.00	\$ 49,046.40	\$ 50,044.80	\$ 51,043.20	\$ 52,041.60
4	\$ 44,033.60	\$ 45,136.00	\$ 46,238.40	\$ 47,340.80	\$ 48,443.20	\$ 49,545.60	\$ 50,648.00	\$ 51,750.40	\$ 52,832.00	\$ 53,934.40	\$ 55,036.80	\$ 56,139.20	\$ 57,241.60
5	\$ 48,443.20	\$ 49,649.60	\$ 50,856.00	\$ 52,062.40	\$ 53,289.60	\$ 54,496.00	\$ 55,702.40	\$ 56,908.80	\$ 58,115.20	\$ 59,342.40	\$ 60,548.80	\$ 61,755.20	\$ 62,961.60
6	\$ 53,289.60	\$ 54,620.80	\$ 55,952.00	\$ 57,283.20	\$ 58,614.40	\$ 59,945.60	\$ 61,276.80	\$ 62,608.00	\$ 63,939.20	\$ 65,270.40	\$ 66,601.60	\$ 67,932.80	\$ 69,264.00
7	\$ 58,614.40	\$ 60,070.40	\$ 61,547.20	\$ 63,003.20	\$ 64,459.20	\$ 65,936.00	\$ 67,392.00	\$ 68,868.80	\$ 70,324.80	\$ 71,801.60	\$ 73,257.60	\$ 74,713.60	\$ 76,190.40
8	\$ 64,459.20	\$ 66,081.60	\$ 67,683.20	\$ 69,305.60	\$ 70,907.20	\$ 72,529.60	\$ 74,131.20	\$ 75,753.60	\$ 77,355.20	\$ 78,977.60	\$ 80,579.20	\$ 82,201.60	\$ 83,803.20
9	\$ 70,907.20	\$ 72,696.00	\$ 74,464.00	\$ 76,232.00	\$ 78,000.00	\$ 79,768.00	\$ 81,556.80	\$ 83,324.80	\$ 85,092.80	\$ 86,860.80	\$ 88,649.60	\$ 90,417.60	\$ 92,185.60
10	\$ 78,000.00	\$ 79,955.20	\$ 81,910.40	\$ 83,844.80	\$ 85,800.00	\$ 87,755.20	\$ 89,710.40	\$ 91,644.80	\$ 93,600.00	\$ 95,555.20	\$ 97,510.40	\$ 99,444.80	\$ 101,400.00
11	\$ 85,800.00	\$ 87,942.40	\$ 90,084.80	\$ 92,248.00	\$ 94,390.40	\$ 96,532.80	\$ 98,675.20	\$ 100,817.60	\$ 102,960.00	\$ 105,102.40	\$ 107,244.80	\$ 109,387.20	\$ 111,550.40
12	\$ 94,390.40	\$ 96,740.80	\$ 99,091.20	\$ 101,462.40	\$ 103,812.80	\$ 106,184.00	\$ 108,534.40	\$ 110,905.60	\$ 113,256.00	\$ 115,606.40	\$ 117,977.60	\$ 120,328.00	\$ 122,699.20
13	\$ 103,812.80	\$ 106,412.80	\$ 109,012.80	\$ 111,612.80	\$ 114,192.00	\$ 116,792.00	\$ 119,392.00	\$ 121,992.00	\$ 124,571.20	\$ 127,171.20	\$ 129,771.20	\$ 132,371.20	\$ 134,971.20
14	\$ 114,192.00	\$ 117,062.40	\$ 119,912.00	\$ 122,761.60	\$ 125,611.20	\$ 128,481.60	\$ 131,331.20	\$ 134,180.80	\$ 137,030.40	\$ 139,900.80	\$ 142,750.40	\$ 145,600.00	\$ 148,449.60
15	\$ 125,611.20	\$ 128,752.00	\$ 131,892.80	\$ 135,033.60	\$ 138,174.40	\$ 141,315.20	\$ 144,456.00	\$ 147,596.80	\$ 150,737.60	\$ 153,878.40	\$ 157,019.20	\$ 160,160.00	\$ 163,300.80
16	\$ 138,174.40	\$ 141,627.20	\$ 145,080.00	\$ 148,553.60	\$ 152,006.40	\$ 155,459.20	\$ 158,912.00	\$ 162,364.80	\$ 165,817.60	\$ 169,270.40	\$ 172,723.20	\$ 176,176.00	\$ 179,628.80
17	\$ 152,006.40	\$ 155,792.00	\$ 159,598.40	\$ 163,404.80	\$ 167,190.40	\$ 170,996.80	\$ 174,803.20	\$ 178,588.80	\$ 182,395.20	\$ 186,201.60	\$ 189,987.20	\$ 193,793.60	\$ 197,600.00
18	\$ 167,190.40	\$ 171,371.20	\$ 175,552.00	\$ 179,732.80	\$ 183,913.60	\$ 188,094.40	\$ 192,275.20	\$ 196,456.00	\$ 200,636.80	\$ 204,817.60	\$ 208,998.40	\$ 213,179.20	\$ 217,360.00

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

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

Seasonal / Contracted Employees	
<i>This includes all departments with no exceptions unless otherwise stated and approved by City Administrator.</i>	
Year 1	\$14.00 per hour
Year 2	\$15.00 per hour
Landfill contracted employees	\$9.00 per hour
Recycling Center Contracted Employees	\$8.25 per hour
<i>Landfill and Recycling Center rates set by the Solid Waste Commission.</i>	
WPCF Contracted (with certifications)	\$20.00 per hour

3.2% COLA – Effective July 1, 2024

Grade	Step 1 Hire	Step 2 1 Year	Step 3 1 Year	Step 4 1 Year	Step 5 1 Year	Step 6 1 Year	Step 7 1 Year	Step 8 3 year	Step 9 3 year	Step 10 3 year	Step 11 3 year	Step 12 3 year	Step 13 3 year
1	\$ 34,151.77	\$ 34,988.93	\$ 35,847.55	\$ 36,706.18	\$ 37,564.80	\$ 38,423.42	\$ 39,260.58	\$ 40,119.21	\$ 40,977.83	\$ 41,836.45	\$ 42,673.61	\$ 43,532.24	\$ 44,390.86
2	\$ 37,564.80	\$ 38,487.82	\$ 39,432.31	\$ 40,376.79	\$ 41,321.28	\$ 42,244.30	\$ 43,188.79	\$ 44,133.27	\$ 45,077.76	\$ 46,000.78	\$ 46,945.27	\$ 47,889.75	\$ 48,834.24
3	\$ 41,321.28	\$ 42,351.63	\$ 43,381.98	\$ 44,412.33	\$ 45,442.68	\$ 46,473.02	\$ 47,503.37	\$ 48,533.72	\$ 49,585.54	\$ 50,615.88	\$ 51,646.23	\$ 52,676.58	\$ 53,706.93
4	\$ 45,442.68	\$ 46,580.35	\$ 47,718.03	\$ 48,855.71	\$ 49,993.38	\$ 51,131.06	\$ 52,268.74	\$ 53,406.41	\$ 54,522.62	\$ 55,660.30	\$ 56,797.98	\$ 57,935.65	\$ 59,073.33
5	\$ 49,993.38	\$ 51,238.39	\$ 52,483.39	\$ 53,728.40	\$ 54,994.87	\$ 56,239.87	\$ 57,484.88	\$ 58,729.88	\$ 59,974.89	\$ 61,241.36	\$ 62,486.36	\$ 63,731.37	\$ 64,976.37
6	\$ 54,994.87	\$ 56,368.67	\$ 57,742.46	\$ 59,116.26	\$ 60,490.06	\$ 61,863.86	\$ 63,237.66	\$ 64,611.46	\$ 65,985.25	\$ 67,359.05	\$ 68,732.85	\$ 70,106.65	\$ 71,480.45
7	\$ 60,490.06	\$ 61,992.65	\$ 63,516.71	\$ 65,019.30	\$ 66,521.89	\$ 68,045.95	\$ 69,548.54	\$ 71,072.60	\$ 72,575.19	\$ 74,099.25	\$ 75,601.84	\$ 77,104.44	\$ 78,628.49
8	\$ 66,521.89	\$ 68,196.21	\$ 69,849.06	\$ 71,523.38	\$ 73,176.23	\$ 74,850.55	\$ 76,503.40	\$ 78,177.72	\$ 79,830.57	\$ 81,504.88	\$ 83,157.73	\$ 84,832.05	\$ 86,484.90
9	\$ 73,176.23	\$ 75,022.27	\$ 76,846.85	\$ 78,671.42	\$ 80,496.00	\$ 82,320.58	\$ 84,166.62	\$ 85,991.19	\$ 87,815.77	\$ 89,640.35	\$ 91,486.39	\$ 93,310.96	\$ 95,135.54
10	\$ 80,496.00	\$ 82,513.77	\$ 84,531.53	\$ 86,527.83	\$ 88,545.60	\$ 90,563.37	\$ 92,581.13	\$ 94,577.43	\$ 96,595.20	\$ 98,612.97	\$ 100,630.73	\$ 102,627.03	\$ 104,644.80
11	\$ 88,545.60	\$ 90,756.56	\$ 92,967.51	\$ 95,199.94	\$ 97,410.89	\$ 99,621.85	\$ 101,832.81	\$ 104,043.76	\$ 106,254.72	\$ 108,465.68	\$ 110,676.63	\$ 112,887.59	\$ 115,120.01
12	\$ 97,410.89	\$ 99,836.51	\$ 102,262.12	\$ 104,709.20	\$ 107,134.81	\$ 109,581.89	\$ 112,007.50	\$ 114,454.58	\$ 116,880.19	\$ 119,305.80	\$ 121,752.88	\$ 124,178.50	\$ 126,625.57
13	\$ 107,134.81	\$ 109,818.01	\$ 112,501.21	\$ 115,184.41	\$ 117,846.14	\$ 120,529.34	\$ 123,212.54	\$ 125,895.74	\$ 128,557.48	\$ 131,240.68	\$ 133,923.88	\$ 136,607.08	\$ 139,290.28
14	\$ 117,846.14	\$ 120,808.40	\$ 123,749.18	\$ 126,689.97	\$ 129,630.76	\$ 132,593.01	\$ 135,533.80	\$ 138,474.59	\$ 141,415.37	\$ 144,377.63	\$ 147,318.41	\$ 150,259.20	\$ 153,199.99
15	\$ 129,630.76	\$ 132,872.06	\$ 136,113.37	\$ 139,354.68	\$ 142,595.98	\$ 145,837.29	\$ 149,078.59	\$ 152,319.90	\$ 155,561.20	\$ 158,802.51	\$ 162,043.81	\$ 165,285.12	\$ 168,526.43
16	\$ 142,595.98	\$ 146,159.27	\$ 149,722.56	\$ 153,307.32	\$ 156,870.60	\$ 160,433.89	\$ 163,997.18	\$ 167,560.47	\$ 171,123.76	\$ 174,687.05	\$ 178,250.34	\$ 181,813.63	\$ 185,376.92
17	\$ 156,870.60	\$ 160,777.34	\$ 164,705.55	\$ 168,633.75	\$ 172,540.49	\$ 176,468.70	\$ 180,396.90	\$ 184,303.64	\$ 188,231.85	\$ 192,160.05	\$ 196,066.79	\$ 199,995.00	\$ 203,923.20
18	\$ 172,540.49	\$ 176,855.08	\$ 181,169.66	\$ 185,484.25	\$ 189,798.84	\$ 194,113.42	\$ 198,428.01	\$ 202,742.59	\$ 207,057.18	\$ 211,371.76	\$ 215,686.35	\$ 220,000.93	\$ 224,315.52

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

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

Seasonal / Contracted Employees	
<i>This includes all departments with no exceptions unless otherwise stated and approved by City Administrator.</i>	
Year 1	\$14.00 per hour
Year 2	\$15.00 per hour
Landfill contracted employees	\$11.00 per hour
Recycling Center Contracted Employees	\$11.00 per hour
<i>Landfill and Recycling Center rates set by the Solid Waste Commission.</i>	
WPCF Contracted (with certifications)	\$20.00 per hour

2.5% COLA – Effective July 1, 2025

Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13
	Hire	1 Year	1 Year	1 Year	1 Year	1 Year	1 Year	3 year	3 year	3 year	3 year	3 year	3 year
1	\$ 35,005.56	\$ 35,863.65	\$ 36,743.74	\$ 37,623.83	\$ 38,503.92	\$ 39,384.01	\$ 40,242.10	\$ 41,122.19	\$ 42,002.28	\$ 42,882.37	\$ 43,740.45	\$ 44,620.54	\$ 45,500.63
2	\$ 38,503.92	\$ 39,450.02	\$ 40,418.11	\$ 41,386.21	\$ 42,354.31	\$ 43,300.41	\$ 44,268.51	\$ 45,236.61	\$ 46,204.70	\$ 47,150.80	\$ 48,118.90	\$ 49,087.00	\$ 50,055.10
3	\$ 42,354.31	\$ 43,410.42	\$ 44,466.53	\$ 45,522.63	\$ 46,578.74	\$ 47,634.85	\$ 48,690.96	\$ 49,747.06	\$ 50,825.17	\$ 51,881.28	\$ 52,937.39	\$ 53,993.50	\$ 55,049.60
4	\$ 46,578.74	\$ 47,744.86	\$ 48,910.98	\$ 50,077.10	\$ 51,243.22	\$ 52,409.34	\$ 53,575.45	\$ 54,741.57	\$ 55,885.69	\$ 57,051.81	\$ 58,217.93	\$ 59,384.05	\$ 60,550.16
5	\$ 51,243.22	\$ 52,519.35	\$ 53,795.48	\$ 55,071.61	\$ 56,369.74	\$ 57,645.87	\$ 58,922.00	\$ 60,198.13	\$ 61,474.26	\$ 62,772.39	\$ 64,048.52	\$ 65,324.65	\$ 66,600.78
6	\$ 56,369.74	\$ 57,777.88	\$ 59,186.03	\$ 60,594.17	\$ 62,002.31	\$ 63,410.46	\$ 64,818.60	\$ 66,226.74	\$ 67,634.89	\$ 69,043.03	\$ 70,451.17	\$ 71,859.32	\$ 73,267.46
7	\$ 62,002.31	\$ 63,542.47	\$ 65,104.63	\$ 66,644.78	\$ 68,184.94	\$ 69,747.10	\$ 71,287.26	\$ 72,849.42	\$ 74,389.57	\$ 75,951.73	\$ 77,491.89	\$ 79,032.05	\$ 80,594.21
8	\$ 68,184.94	\$ 69,901.12	\$ 71,595.29	\$ 73,311.46	\$ 75,005.64	\$ 76,721.81	\$ 78,415.98	\$ 80,132.16	\$ 81,826.33	\$ 83,542.51	\$ 85,236.68	\$ 86,952.85	\$ 88,647.02
9	\$ 75,005.64	\$ 76,897.83	\$ 78,768.02	\$ 80,638.21	\$ 82,508.40	\$ 84,378.59	\$ 86,270.78	\$ 88,140.97	\$ 90,011.16	\$ 91,881.35	\$ 93,773.55	\$ 95,643.74	\$ 97,513.93
10	\$ 82,508.40	\$ 84,576.61	\$ 86,644.82	\$ 88,691.03	\$ 90,759.24	\$ 92,827.45	\$ 94,895.66	\$ 96,941.87	\$ 99,010.08	\$ 101,078.29	\$ 103,146.50	\$ 105,192.71	\$ 107,260.92
11	\$ 90,759.24	\$ 93,025.47	\$ 95,291.70	\$ 97,579.93	\$ 99,846.17	\$ 102,112.40	\$ 104,378.63	\$ 106,644.86	\$ 108,911.09	\$ 111,177.32	\$ 113,443.55	\$ 115,709.78	\$ 117,998.01
12	\$ 99,846.17	\$ 102,332.42	\$ 104,818.67	\$ 107,326.93	\$ 109,813.18	\$ 112,321.44	\$ 114,807.69	\$ 117,315.94	\$ 119,802.20	\$ 122,288.45	\$ 124,796.71	\$ 127,282.96	\$ 129,791.21
13	\$ 109,813.18	\$ 112,563.46	\$ 115,313.74	\$ 118,064.02	\$ 120,792.30	\$ 123,542.58	\$ 126,292.86	\$ 129,043.14	\$ 131,771.42	\$ 134,521.70	\$ 137,271.98	\$ 140,022.26	\$ 142,772.54
14	\$ 120,792.30	\$ 123,828.61	\$ 126,842.91	\$ 129,857.22	\$ 132,871.53	\$ 135,907.84	\$ 138,922.14	\$ 141,936.45	\$ 144,950.76	\$ 147,987.07	\$ 151,001.37	\$ 154,015.68	\$ 157,029.99
15	\$ 132,871.53	\$ 136,193.87	\$ 139,516.20	\$ 142,838.54	\$ 146,160.88	\$ 149,483.22	\$ 152,805.56	\$ 156,127.90	\$ 159,450.23	\$ 162,772.57	\$ 166,094.91	\$ 169,417.25	\$ 172,739.59
16	\$ 146,160.88	\$ 149,813.25	\$ 153,465.62	\$ 157,140.00	\$ 160,792.37	\$ 164,444.74	\$ 168,097.11	\$ 171,749.49	\$ 175,401.86	\$ 179,054.23	\$ 182,706.60	\$ 186,358.97	\$ 190,011.34
17	\$ 160,792.37	\$ 164,796.78	\$ 168,823.19	\$ 172,849.60	\$ 176,854.01	\$ 180,880.42	\$ 184,906.82	\$ 188,911.23	\$ 192,937.64	\$ 196,964.05	\$ 200,968.46	\$ 204,994.87	\$ 209,021.28
18	\$ 176,854.01	\$ 181,276.46	\$ 185,698.91	\$ 190,121.36	\$ 194,543.81	\$ 198,966.26	\$ 203,388.71	\$ 207,811.16	\$ 212,233.61	\$ 216,656.06	\$ 221,078.51	\$ 225,500.96	\$ 229,923.41

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

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

Seasonal / Contracted Employees	
<i>This includes all departments with no exceptions unless otherwise stated and approved by City Administrator.</i>	
As of 5/7/2025	
Lifeguards / Public Works / Parks / WPCF	
Year 1	\$15.00 per hour
Year 2	\$16.00 per hour
Customer Service Representative (Beach)	
Year 1	\$12.00 per hour
Year 2	\$13.00 per hour

Contracted Employees	
<i>This includes all departments with no exceptions unless otherwise stated and approved by City Administrator.</i>	
Landfill	\$11.00 per hour
Recycling Center	\$11.00 per hour
<i>Landfill and Recycling Center rates set by the Solid Waste Commission.</i>	
WPCF Contracted (with certifications)	\$20.00 per hour

Position Description Questionnaire (PDQ)

I. BACKGROUND

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

Employee Name

Date Form Completed

Official Job Title

Department

Work Phone (if applicable)

☐ Less than 1 year

☐ 1-3 years

☐ 3-5 years

☐ 5-10 years

☐ 10+ years

Time in Current Position

E-mail

Immediate Supervisor

Immediate Supervisor Reports To

Name

Name

Title

Title

II. POSITION INFORMATION

1. POSITION SUMMARY

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

Example: Computer Support Technician

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

2. SUPERVISION AND ORGANIZATIONAL RELATIONSHIPS

a. Supervisory and Lead Worker/Working Supervisor Responsibilities

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

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

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

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

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

3. ESSENTIAL RESPONSIBILITIES

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

DO

List responsibilities that make up at least 5% of your time.

Use descriptive action verbs such as – prepares, calculates, operates, etc. to start each statement.

Provide enough detail so that someone outside of the organization and not directly familiar with your job will have a clear understanding of what it is that you do.

Follow the format of what, how and why – “I do this, by doing this, in order to...”

Indicate how often you perform each duty in the “Frequency” column.

Estimate how much of your time is spent on each task in the “Percent of Time” column. The total cannot exceed 100%. *Example: Sally conducts property value estimates 20% of the time, it may mean she spends one day out of five on that task, or that she spends around two hours each day. These need only be estimates so do not spend a great deal of time trying to come up with an exact percentage. The percentages of your essential duties should not exceed 100%, but should account for at least 80% of your time.*

DON'T

Copy and paste language from your current job specification unless it is accurate and reflects current duties and responsibilities.

List specific tasks (e.g., complete weekly project status report).

Use phrases such as “assists with” or “participates in.” If you must use these phrases, provide specific details of what you assist with.

Use acronyms.

Spend a great deal of time trying to come up with an exact percentage in the “Percent of Time” column.

Example

DON'T WRITE “Prepares quality assurance reports”

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

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

4. REQUIRED KNOWLEDGE AND SKILLS

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

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

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

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

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

Knowledge and Skills

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

III. EDUCATION, EXPERIENCE, AND EQUIPMENT

1. EDUCATION

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

Position Requires

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

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

2. EXPERIENCE

Example:

Type of Experience: Professional-level engineer experience

Minimum Time Required: 2 years

Identify the minimum type and years of experience required for **entry into your job?**

Type of Experience

Minimum Time Required

years

years

years

3. SPECIAL REQUIREMENTS

List any registrations, certifications or licenses that are required for entry into your position. Do not use acronyms.

If no certifications or licenses are required, just leave this section blank. Registration, Certification, or Licenses:

Example:

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

Example:

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

4. MACHINES, TOOLS AND EQUIPMENT

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

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

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

IV. DECISION MAKING AND JUDGMENTS

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

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

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

1.

2.

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

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

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

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

Coordinator provides instruction regarding procurement/purchasing processes)

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

V. PHYSICAL REQUIREMENTS

1. PHYSICAL FACTORS

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

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

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

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

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

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

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

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

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

2. WORKING CONDITIONS

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

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

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

☐

Does Not Apply

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

VI. ADDITIONAL COMMENTS

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

VII. EMPLOYEE, SUPERVISOR, AND DEPARTMENT DIRECTORS SIGNATURES

EMPLOYEE CERTIFICATION

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

Employee Signature:

Date:

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

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

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

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

SUPERVISOR AND DEPARTMENT DIRECTOR SIGNATURES

Please check the appropriate statement:

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

Supervisor Signature:

Date:

Department Director Signature:

Date:

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

Employee Signature:

Date:

Position Name:	
Department:	
Name of person Requesting analysis	

Reason for request (*please check one*)

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

Signature

Date

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

Reviewed by:	
Date completed:	
Action taken:	

Signature

Date

Employee Name _____

Department _____ Current Position _____

Type of certification (please check one)

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

Name of Certification received _____

Description of how certification obtained is pertinent to the current position

This certificate is used _____ times a _____

(daily/weekly/monthly/annually)

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

Employee Signature_____
Date_____
Department Head Signature_____
Date_____
HR Director Signature_____
Date_____
City Administrator Signature_____
Date

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

received
4/24/25 9AM

forwarded
[]

CITY OF OTTUMWA

Staff Summary

**** ACTION ITEM ****

Council Meeting of: May 6, 2025

Finance
Department

O'Donnell
Prepared By
O'Donnell
Department Head

[Signature]
City Administrator Approval

AGENDA TITLE: A RESOLUTION SETTING A PUBLIC HEARING ON AMENDMENT TO FISCAL YEAR 2025 BUDGET FOR THE CITY OF OTTUMWA, IOWA

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

☐ The Price of Publication for each Public Hearing must be attached to the Staff Summary. If the Price of Publication is not attached the item will not be in kept on the agenda.

RECOMMENDATION: Pass and adopt Resolution No. 70-2025.

DISCUSSION: During the budgeting process, staff re-estimates revenues and expenditures for the current fiscal year based on year to date information. Doing so, allows a better estimate on ending/beginning balances for the next fiscal year and helps to make new estimates more accurate. To finish the process, the re-estimates are codified in a budget amendment.

The amendment for Fiscal Year 2025 is ready for approval. Prior to approval a public hearing must be held. Staff recommends May 20, 2025 at 5:30 PM.

Source of Funds: N/A

Budgeted Item: ☐ Budget Amendment Needed: No

RESOLUTION NO. 70-2025

A RESOLUTION SETTING A PUBLIC HEARING ON AMENDMENT TO FISCAL YEAR
2025 BUDGET FOR THE CITY OF OTTUMWA, IOWA

WHEREAS, the City of Ottumwa, Iowa adopted the Fiscal Year 2025 Annual Budget; and,

WHEREAS, it is necessary to amend said budget to reflect changes in revenues and expenditure estimates; and

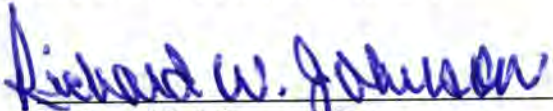
WHEREAS, prior to approval of said amendment a public hearing must be held to receive comments and questions from the citizenry.

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

The public hearing for the proposed Amendment to the Fiscal Year 2024 Annual Budget is hereby set for Tuesday, May 20, 2025, at 5:30pm.

APPROVED, PASSED, AND ADOPTED, this 6th day of May 2025.

CITY OF OTTUMWA, IOWA


Richard W. Johnson, Mayor

ATTEST:


Christina Reinhard, City Clerk

NOTICE OF PUBLIC HEARING - AMENDMENT OF CURRENT BUDGET

City of OTTUMWA
Fiscal Year July 1, 2024 - June 30, 2025

The City of OTTUMWA will conduct a public hearing for the purpose of amending the current budget for fiscal year ending June 30, 2025

Meeting Date/Time: 5/20/2025 05:30 PM

Contact: Cole O'Donnell

Phone: (641) 683-0622

Meeting Location: Bridge View Center
102 Church St
Ottumwa, IA

There will be no increase in taxes. Any residents or taxpayers will be heard for or against the proposed amendment at the time and place specified above. A detailed statement of: additional receipts, cash balances on hand at the close of the preceding fiscal year, and proposed disbursements, both past and anticipated, will be available at the hearing. Budget amendments are subject to protest. If protest petition requirements are met, the State Appeal Board will hold a local hearing. For more information, consult <https://dom.iowa.gov/local-gov-appeals>.

REVENUES & OTHER FINANCING SOURCES		Total Budget as Certified or Last Amended	Current Amendment	Total Budget After Current Amendment
Taxes Levied on Property	1	14,373,233	378,200	14,751,433
Less: Uncollected Delinquent Taxes - Levy Year	2	0	0	0
Net Current Property Tax	3	14,373,233	378,200	14,751,433
Delinquent Property Tax Revenue	4	0	0	0
TIF Revenues	5	1,451,782	8,291	1,460,073
Other City Taxes	6	6,959,746	38,832	6,998,578
Licenses & Permits	7	373,200	-14,930	358,270
Use of Money & Property	8	1,677,060	233,425	1,910,485
Intergovernmental	9	11,497,233	-1,811,340	9,685,893
Charges for Service	10	13,091,588	2,211,132	15,302,720
Special Assessments	11	46,000	-25,000	21,000
Miscellaneous	12	4,683,477	-735,583	3,947,894
Other Financing Sources	13	6,794,450	873,691	7,668,141
Transfers In	14	18,432,744	389,241	18,821,985
Total Revenues & Other Sources	15	79,380,513	1,545,959	80,926,472
EXPENDITURES & OTHER FINANCING USES				
Public Safety	16	11,406,680	-73,578	11,333,102
Public Works	17	11,592,467	-750,000	10,842,467
Health and Social Services	18	1,214,471	17,291	1,231,762
Culture and Recreation	19	3,154,503	584,268	3,738,771
Community and Economic Development	20	1,596,791	-533,606	1,063,185
General Government	21	3,616,023	-744,766	2,871,257
Debt Service	22	4,364,500	0	4,364,500
Capital Projects	23	17,420,988	4,000,000	21,420,988
Total Government Activities Expenditures	24	54,366,423	2,499,609	56,866,032
Business Type/Enterprise	25	17,154,200	-9,000,441	8,153,759
Total Gov Activities & Business Expenditures	26	71,520,623	-6,500,832	65,019,791
Transfers Out	27	18,432,744	389,241	18,821,985
Total Expenditures/Transfers Out	28	89,953,367	-6,111,591	83,841,776
Excess Revenues & Other Sources Over (Under) Expenditures/Transfers Out	29	-10,572,854	7,657,550	-2,915,304
Beginning Fund Balance July 1, 2024	30	17,075,924	25,193,470	42,269,394
Ending Fund Balance June 30, 2025	31	6,503,070	32,851,020	39,354,090

Explanation of Changes: Revenues: Increased interest revenue. Decrease in grants due to timing of projects.
Expenditures: Decreases due to open positions in departments. Increase in capital expenditures due to timing of projects.

received
 4.30.25 1030AM

CITY OF OTTUMWA

Staff Summary

** ACTION ITEM **

Council Meeting of: May 6, 2025

Airport

Department

JD Wheaton

Prepared By

JD Wheaton

Department Head



City Administrator Approval

AGENDA TITLE: Resolution # 71-2025 Approving the submission of application for the Iowa Airport Improvement Program and certifying eligibility requirements.

☐

Public hearing required if this box is checked.

RECOMMENDATION: Approve and adopt Resolution 71-2025

DISCUSSION: This application will be for taxi-lane rehabilitation in the area around our current t-hangers and t-hangers that are going to be built in the near future. The following is included in the plan: data sheets with project description, amount of requested IDOT dollars 85%, local match required 15% of the project.

Source of Funds: 85% IDOT 15% Local Match

Budgeted Item: ☒ Budget Amendment Needed: No

RESOLUTION #71-2025

A RESOLUTION AUTHORIZING THE SUBMISSION OF APPLICATION FOR IOWA AIRPORT IMPROVEMENT PROGRAM AND CERTIFYING ELIGIBILITY REQUIREMENTS

WHEREAS, the desires to make an application for Airport Improvement Program funding to the Iowa Department of Transportation for certain improvements at the Ottumwa Regional Airport as described as follows:

Taxiway Improvements

WHEREAS, the Iowa Department of Transportation requires a resolution certifying certain application requirements, commitments and criteria; and

WHEREAS, on behalf of the City of Ottumwa, Kirkham Michael and Associates has prepared an application describing the proposed improvements.

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

1. The City of Ottumwa endorses the Airport State Funding Application for said improvements.
2. The Sponsor (City of Ottumwa) is hereby authorized to sign and submit the Application.
3. The City of Ottumwa hereby commits availability of the local share of the funds as outlined in the Application

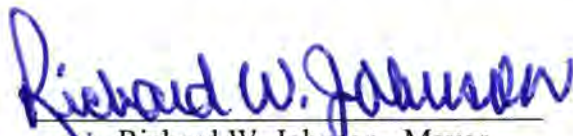
PASSED AND ADOPT this May 6th, 2025

CITY OF OTTUMWA, IOWA

ATTEST:



Christina Reinhard, City Clerk


Richard W. Johnson, Mayor

AIRPORT STATE FUNDING APPLICATION

Airport Name: Ottumwa Regional Airport, OTM

Airport Sponsor Name: City of Ottumwa

Contact Person: Jay Wheaton Title: Director of Airport Operations

Address: 14802 Terminal St

City: Ottumwa State: IA ZIP Code: 52501

Daytime Phone: 641-683-0619 E-mail: wheatonj@ottumwa.us

FAX: _____

Project Description: If applying for more than one project, list in order of priority. A separate project application data sheet is needed for each project.		Project Type	Total Project Amount	State Amount Requested	Percent State Share
Taxilane Rehabilitation		Pavement Preservation	\$468,350.00	\$398,097.00	84.999893
					NaN
					NaN
					NaN
					NaN

The sponsor certifies that the information contained in this application is accurate and complete to the best of his/her knowledge.


Signature of Authorized Sponsor's Representative

Director of Airport Operations
Title

Jay Wheaton
Typed Name

Date: April 22, 2025

e-Mail the signed application to: Shane.Wright@iowadot.us

AIRPORT STATE FUNDING APPLICATION PROJECT DATA SHEET

Fiscal Year: 2026

Submit a separate data sheet for each project.

Airport:	Ottumwa Regional Airport	Date:	April 22, 2025
Funding Program:	Airport Improvement Project		
Project Description:	Taxilane Rehabilitation for two T-Hangars on the north portion of the terminal area. Full Depth reconstruction of areas identified.		
Engineering Firm (If unknown, write unknown):	Kirkham, Michael & Associates, Inc.		
Shown on current Airport Layout Plan (ALP)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Current ALP Date:	January 03, 2020
Sketch:	Attach separate sketch from ALP if applicable.		
Project Justification (Include detailed information and data to support need):	The existing asphalt in front of the T-Hangars in this area has a PCI score of 26 from the 2022 inspection report. This area is within 50' of the hangar entrance and thus not eligible for FAA funds as there are no drainage issues in this area. The pavement is in need of rehabilitation to keep access to these T-Hangars for current and future tenants.		
Detailed Cost Estimate (Attach separate sheet if necessary):	See Attached		

	Amount	Percentage
Total Project Cost:	\$468,350	100%
Local Share:	\$70,253	15%
Requested State Share:	\$398,097	85%

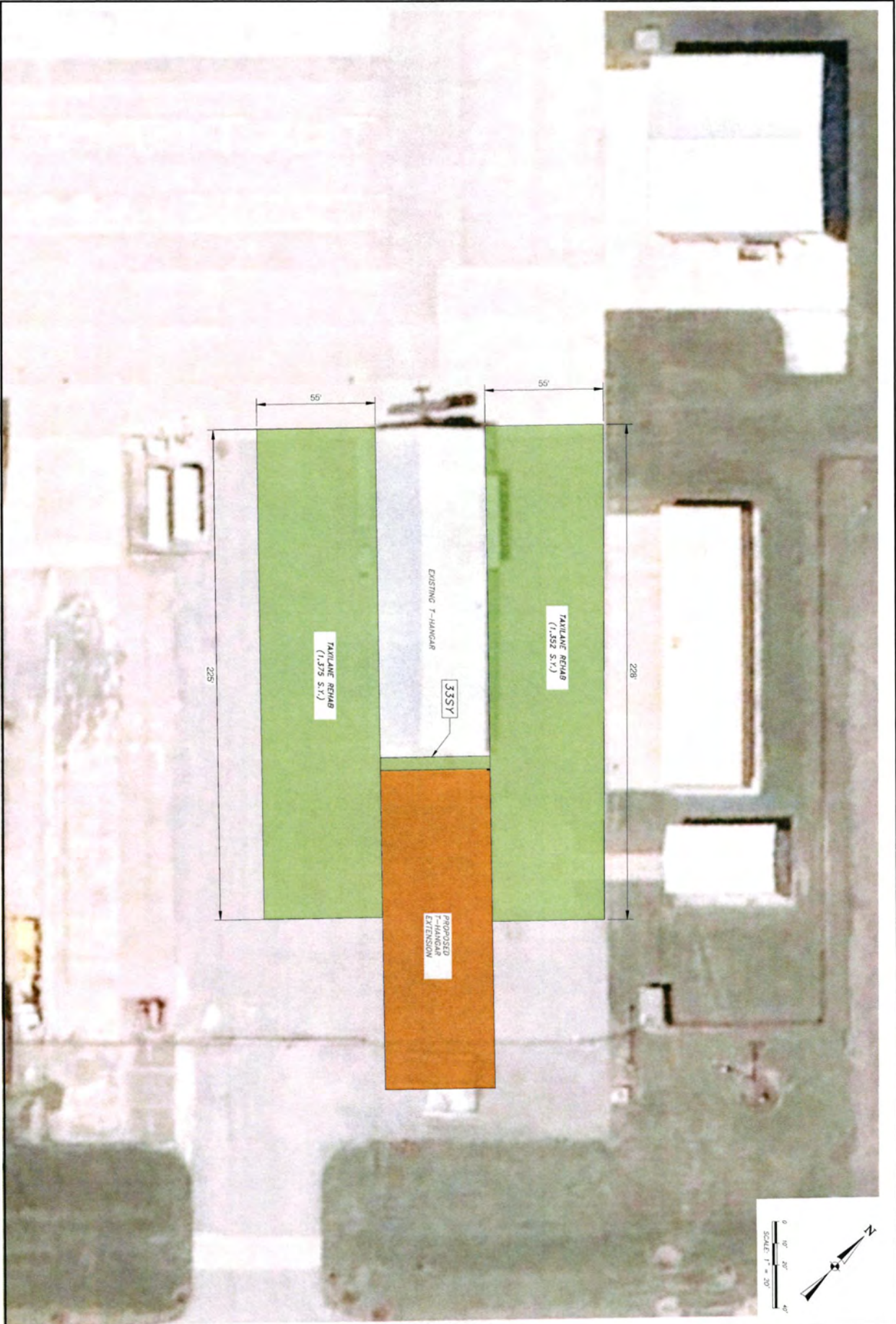
Signature

Sponsor's Title

Please e-mail the signed application to: Shane.Wright@iowadot.us

State Airport Grant Application FY 2026

[illegible]



AIRPORT STATE FUNDING CHECKLIST AND APPLICATION

Please attach the following documents with your application.

- ☐ Airport State Funding Application Checklist
- ☐ Project data sheet, including a detailed cost breakdown. Use one for each project.
- ☐ City/Sponsor resolution that endorses the project and certifies availability of matching funds.
- ☐ Five-Year Capital Improvement Program (CIP)
- ☐ Verification that project is identified in a current airport layout plan (ALP) on file with Iowa Department of Transportation Aviation (when applying for new construction of buildings or airfield expansion).
- ☐ Pavement maintenance program (verify the use of the pavement maintenance program provided by the Iowa DOT or similar program when applying for pavement preservation or reconstruction).
- ☐ Protective land use zoning and/or planning (please answer the following).
 - Height zoning ☐ Yes Date adopted _____ ☐ No ☐ Pending
 - Land use planning/zoning ☐ Yes Date adopted _____ ☐ No ☐ Pending
 - Comprehensive plan adopted with airport land use included ☐ Yes ☐ No ☐ Pending
 - Other (please explain) _____
- ☐ Provide verification that you have either updated the www.basedaircraft.com website or submitted based aircraft N - numbers to Iowa DOT Aviation.
- ☐ Minority Impact Statement (Iowa DOT Form 105101C)

Send **one signed** copy of the application materials to the address listed below.

Please e-mail the signed application to:

received
5.125 2pm

CITY OF OTTUMWA
Staff Summary

**** ACTION ITEM ****

Council Meeting of: May 6, 2025

Finance
Department

O'Donnell
Prepared By
O'Donnell
Department Head


City Administrator Approval

AGENDA TITLE: RESOLUTION APPROVING MINIMUM ASSESSMENT AGREEMENTS RELATED
TO THE AMENDED AND RESTATED OTTUMWA URBAN REVITALIZATION
PLAN FOR THE OTTUMWA URBAN REVITALIZATION AREA

☐ **Public hearing required if this box is checked.** ☐ The Proof of Publication for each Public Hearing must be attached to this Staff Summary. If the Proof of Publication is not attached, the item will not be placed on the agenda.

RECOMMENDATION: Pass and adopt Resolution No. 72-2025.

DISCUSSION: See attached.

At the January 21, 2025 Regular Meeting, the Council approved three commercial tax abates as follows:

SMD, LLC - 100x106 Shipping/receiving building - est. cost \$1,300,000

P and M Properties - New building - est. cost \$170,000

Ottumwa Mini Storage- 6 40x100 buildings - est cost \$450,000

HF 718 requires minimum assessment agreements be executed for the abatements. The resolution approves the agreement for each property with minimum assessments as follows:

SMD, LLC - \$1,000,000 before rollback.

P and M Properties - \$120,000 before rollback.

Ottumwa Mini Storage - \$800,000 before rollback.

Assessed valuations from the Wapello County Assessor for all three properties already exceed the minimum assessments.

RESOLUTION NO. 72-2025

RESOLUTION APPROVING MINIMUM ASSESSMENT
AGREEMENTS RELATED TO THE AMENDED AND
RESTATED OTTUMWA URBAN REVITALIZATION PLAN
FOR THE OTTUMWA URBAN REVITALIZATION AREA

WHEREAS, pursuant to the provisions of Iowa Code Chapter 404, on December 21, 2021, the City of Ottumwa, Iowa (the "City") adopted the Amended and Restated Ottumwa Urban Revitalization Plan (the "Amended and Restated Plan" or "Plan") for the Ottumwa Urban Revitalization Area (the "Revitalization Area" or "Area"), which Amended and Restated Plan has been amended by an Amendment No. 1 on May 7, 2024; and

WHEREAS, pursuant to the terms of the Amended and Restated Plan, property owners submitting applications for tax abatement on or after July 1, 2024 for improvements to property assessed as commercial must enter into a written assessment agreement with the City; and

WHEREAS, the City has received an application for abatement from SMD, L.L.C. for eligible improvements completed at the property known locally as 907 Railroad Street, Ottumwa, Iowa, and in connection with such application has submitted a minimum assessment agreement setting the minimum actual value of the property at not less than \$1,000,000; and

WHEREAS, the City has received an application for abatement from P and M Properties, L.L.C. for eligible improvements completed at the property known locally as 1268 West 2nd Street, Ottumwa, Iowa, and in connection with such application has submitted a minimum assessment agreement setting the minimum actual value of the property at not less than \$120,000; and

WHEREAS, the City has received an application for abatement from Ottumwa Mini-Storage, LLC for eligible improvements completed at the property known locally as 1827 West 2nd Street, Ottumwa, Iowa, and in connection with such application has submitted a minimum assessment agreement setting the minimum actual value of the property at not less than \$800,000; and

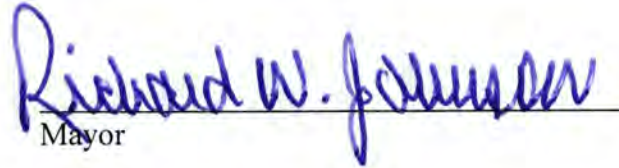
WHEREAS, the City finds the proposed minimum assessment agreements to be reasonable and consistent with Iowa Code Chapter 404 and the Amended and Restated Plan.

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


Section 1. That the form and content of the Minimum Assessment Agreements, the provisions of which are incorporated herein by reference, be and the same hereby are in all respects authorized, approved, and confirmed, and the Mayor and the City Clerk be and they hereby are authorized, empowered, and directed to execute, attest, seal, and deliver the Minimum Assessment Agreements for and on behalf of the City in substantially the form and content now before this meeting, but with such changes, modifications, additions, or deletions therein as shall be approved by such officers, and that from and after the execution and delivery of the Minimum Assessment Agreements, the Mayor and City Clerk are hereby authorized, empowered, and directed to do all

such acts and things and to execute all such documents as may be necessary to carry out and comply with the provisions of the Minimum Assessment Agreements as executed.

PASSED AND APPROVED this 6th day of May, 2025.


Mayor

ATTEST:


City Clerk

CERTIFICATE

STATE OF IOWA

)

) SS

COUNTY OF WAPELLO

)

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

WITNESS my hand and the seal of the Council hereto affixed this 6th day of
May , 2025.



Christina Reinhard
City Clerk, City of Ottumwa, State of Iowa

COPY

Application No. _____
Date Returned: _____
Received by: (initial) _____CITY OF OTTUMWA, IOWA
APPLICATION FOR TAX ABATEMENT
UNDER THE URBAN REVITALIZATION PLAN

- ☐
- Approval of Improvements Completed
-
- ☐
- Prior Approval for Intended Improvements*

Address of Property: 1268 W. 2nd St.Legal Description of Property: 1Title Holder or Contract Buyer: Pard M PropertiesAddress of Owner (if different than above): 17494 Bluegrass Rd Ottumwa, IA 52501
Phone number (day): 641-777-9069Existing Property Use: ☐ Residential ☐ Multi-residential ☒ Commercial
☐ Industrial ☐ UndevelopedProposed Property Use: ☐ Residential ☐ Multi-residential ☒ Commercial
☐ IndustrialProposed Occupancy: ☒ Owner-occupied ☐ RentalNature of Improvements: ☐ New construction ☐ Addition ☒ General ImprovementsDescribe specifically: Paint, New building in back, Signs, Cleanup inside,Estimated or actual date of completion: 5/1/2024
Estimated or actual cost of improvements: \$170,000.00
Building Permit No.: _____

Tax Exemption Schedule Selected - only one selection allowed: (see reverse side for full exemption schedules)

☐ Residential: Standard (3-year 100%)☐ Residential: 3+ Dwelling Unit (10-year sliding scale)☐ Residential: Historical Building (5-year 100%)☒ Commercial or Industrial (5-year sliding scale)☐ Multi-Residential (Completed prior to Jan. 1, 2022)

If applicable, the name(s) of the tenants (if different than the owner) that occupied the building on April 21, 1992: _____

SIGNED: N. [Signature]DATE: 8/27/2024

Return completed form to the Planning and Development Department, City Hall, Room 204, after improvements are completed.

* Prior approval will require City Council action before permits or construction will be allowed to begin. Contact Economic Development staff prior to making this selection.

FOR CITY COUNCIL USE:

Approved by Ottumwa City Council on
01/21/2025ASSESSOR: Present Assessed Value \$ 67,000
Assessed Value with Improvements \$ 131,740
Eligible or Not Eligible for Tax Abatement: 64,740Devised Needs minimum Signature [Signature] Date 3-27-25
Assessment Agreement with City
As per HF-718

**URBAN REVITALIZATION (COMMERCIAL PROPERTY EXEMPTION)
MINIMUM ASSESSMENT AGREEMENT**

THIS MINIMUM ASSESSMENT AGREEMENT ("Minimum Assessment Agreement") is dated as of May 16, 2025, by and between the City of Ottumwa, Iowa (the "City"), an Iowa municipal corporation, and P and M Properties, L.L.C., an Iowa limited liability company ("Owner").

WHEREAS, consistent with the provisions of the City's Amended and Restated Urban Revitalization Plan, as amended (the "Plan"), the Owner has submitted an Application for Tax Abatement dated as of August 27, 2024 (the "Application") regarding certain commercial real estate owned by Owner and located in the Ottumwa Urban Revitalization Area, which real estate is legally described as follows:

JERRY SEYMOUR'S ADD LOT 10

Known locally as: 1268 West 2nd Street, Ottumwa, Iowa

(the "Property");

WHEREAS, the Application describes certain improvements that have been constructed on the Property (the "Eligible Improvements"); and

WHEREAS, pursuant to Iowa Code Section 404.3C, the City and Owner desire to establish a Minimum Actual Value for the Eligible Improvements and Property following completion of the Eligible Improvements for the duration of the tax abatement requested by the Owner by submission of the Application, under the provisions of the Plan; and

WHEREAS, the Wapello County Assessor has reviewed the preliminary plans and specifications for the Eligible Improvements that are contemplated to be constructed.

NOW, THEREFORE, the parties to this Minimum Assessment Agreement, in consideration of the promises, covenants and agreements made by each other, do hereby agree as follows:

1. Upon substantial completion of construction of the Eligible Improvements, but in no event later than January 1, 2025, the minimum actual value fixed for assessment purposes for the Eligible Improvements and the Property (building and land value) in the aggregate shall be not less than One Hundred Twenty Thousand Dollars (\$120,000), before rollback.

The Minimum Actual Value shall terminate and be of no further force or effect as of December 31, 2029 ("Assessment Termination Date"). Upon the Assessment Termination Date, this Minimum Assessment Agreement shall no longer control the assessment of the Property.

2. This Minimum Assessment Agreement shall be promptly recorded by the City with the Recorder of Wapello County, Iowa. Such filing shall constitute notice to any subsequent encumbrancer of the Property (or part thereof), whether voluntary or involuntary, and this

Minimum Assessment Agreement shall be binding and enforceable in its entirety against any such subsequent encumbrancer, including the holder of any mortgage. The City shall pay all costs of recording.

3. This Minimum Assessment Agreement shall be binding upon and inure to the benefit of and be enforceable by the parties hereto and their respective successors and permitted assigns.

4. Nothing herein shall be deemed to waive the rights of Owner from seeking administrative or legal remedies to reduce the actual value assignment made by the Assessor in excess of the Minimum Actual Value established herein. In no event, however, shall Owner seek to reduce the actual value to an amount below the Minimum Actual Value established herein during the term of this Minimum Assessment Agreement. This Minimum Assessment Agreement may be amended or modified and any of its terms, covenants, representations, warranties or conditions waived, only by a written instrument executed by the parties hereto, or in the case of a waiver, by the party waiving compliance.

5. If any term, condition or provision of this Minimum Assessment Agreement is for any reason held to be illegal, invalid or inoperable, such illegality, invalidity or inoperability shall not affect the remainder hereof, which shall at the time be construed and enforced as if such illegal or invalid or inoperable portion were not contained herein.

6. The Minimum Actual Value herein established shall be of no further force and effect and this Minimum Assessment Agreement shall terminate pursuant to the Assessment Termination Date set forth in Section 1 above.

[Remainder of this page is blank. Signatures start on the next page.]



(SEAL)

CITY OF OTTUMWA, IOWA

By: Richard W. Johnson
Mayor

ATTEST:

By: Christina Reinhard
City Clerk

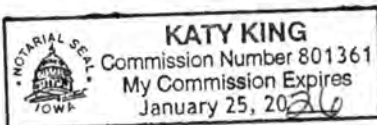
STATE OF IOWA

)
) SS
)

COUNTY OF WAPELLO

Richard W. Johnson (CR)

On this 6th day of May, 2025, before me a Notary Public in and for said State, personally appeared Rick Johnson and Chris Reinhard, to me personally known, who being duly sworn, did say that they are the Mayor and City Clerk, respectively, of the City of Ottumwa, Iowa, a Municipality created and existing under the laws of the State of Iowa, and that the seal affixed to the foregoing instrument is the seal of said Municipality, and that said instrument was signed and sealed on behalf of said Municipality by authority and resolution of its City Council, and said Mayor and City Clerk acknowledged said instrument to be the free act and deed of said Municipality by it voluntarily executed.



Katy King
Notary Public in and for the State of Iowa

[Signature page to Minimum Assessment Agreement – City]

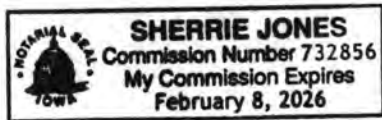
P AND M PROPERTIES, L.L.C.

By: Matthew Rhoads
Print Name: Matthew Rhoads
Its: owner

STATE OF IOWA)
) SS
COUNTY OF WAPELLO)

This record was acknowledged before me on this 6 day of May, 2025, by Matthew Rhoads, as the owner of P AND M PROPERTIES, L.L.C., on behalf of whom the record was executed.

Sherrie Jones
Notary Public in and for said state



[Signature page to Minimum Assessment Agreement – Owner]

CERTIFICATION OF ASSESSOR

The undersigned, having reviewed the plans and specifications for the Eligible Improvements to be constructed, and being of the opinion that the minimum actual value contained in the foregoing Minimum Assessment Agreement appears reasonable, hereby certifies as follows:

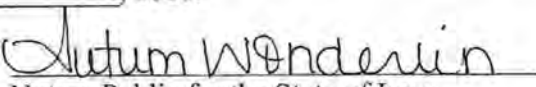
The undersigned Assessor, being legally responsible for the assessment of the above described property upon completion of the improvement to be made on it, certifies that the actual value assigned to that land and improvements upon completion shall be not less than \$120,000.

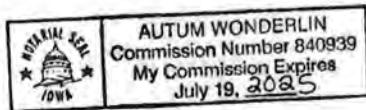

Assessor for Wapello County, Iowa

GARY R. SMITH
4-28-25
Date

STATE OF IOWA)
) SS
COUNTY OF WAPELLO)

Subscribed and sworn to before me by Gary R. Smith, Assessor for Wapello County, Iowa on this 28 day of April, 2025.


Notary Public for the State of Iowa



Consistent with Iowa Code §404.3C, a copy of Iowa Code §404.3C is attached, as follows:

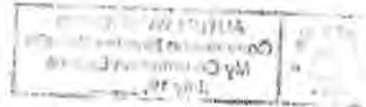
1. For revitalization areas established under this chapter on or after the effective date of this division of this Act and for first-year exemption applications for property located in a revitalization area in existence on the effective date of this division of this Act filed on or after the effective date of this division of this Act, commercial property shall not receive a tax exemption under this chapter unless the city or county, as applicable, and the owner of the qualified real estate enter into a written assessment agreement specifying a minimum actual value until a specified termination date for the duration of the exemption period.

2. a. The assessment agreement shall be presented to the appropriate assessor. The assessor shall review the plans and specifications for the improvements to be made to the property and if the minimum actual value contained in the assessment agreement appears to be reasonable, the assessor shall execute the following certification upon the agreement:

The undersigned assessor, being legally responsible for the assessment of the above described property upon completion of the improvements to be made on it, certifies that the actual value assigned to that land and improvements upon completion shall not be less than\$

b. The assessment agreement with the certification of the assessor and a copy of this subsection shall be filed in the office of the county recorder of the county where the property is located. Upon completion of the improvements, the assessor shall value the property as required by law, except that the actual value shall not be less than the minimum actual value contained in the assessment agreement. This subsection does not prohibit the assessor from assigning a higher actual value to the property or prohibit the owner from seeking administrative or legal remedies to reduce the actual value assigned except that the actual value shall not be reduced below the minimum actual value contained in the assessment agreement. An assessor, county auditor, board of review, director of revenue, or court of this state shall not reduce or order the reduction of the actual value below the minimum actual value in the agreement during the term of the agreement regardless of the actual value which may result from the incomplete construction of improvements, destruction or diminution by any cause, insured or uninsured, except in the case of acquisition or reacquisition of the property by a public entity. Recording of an assessment agreement complying with this subsection constitutes notice of the assessment agreement to a subsequent purchaser or encumbrancer of the land or any part of it, whether voluntary or involuntary, and is binding upon a subsequent purchaser or encumbrancer.

4898-5854-8794-1\10981-092



COPY
 Application No. _____
 Date Returned: _____
 Received by: (initial) _____

**CITY OF OTTUMWA, IOWA
 APPLICATION FOR TAX ABATEMENT
 UNDER THE URBAN REVITALIZATION PLAN**

___ Approval of Improvements Completed
 ___ Prior Approval for Intended Improvements*

 Address of Property: 907 Railroad St

 Legal Description of Property: Courtney's Sub A11 Being 10 S 1/2 SEC 30 T1-13
608 AC (907 Railroad)

 Title Holder or Contract Buyer: SMD LLC

 Address of Owner (if different than above): 213 Lyawood Ave Ottumwa
 Phone number (day): 5416823407

 Existing Property Use: ___ Residential ___ Multi-residential ___ Commercial
 ___ Industrial ☒ Undeveloped

 Proposed Property Use: ___ Residential ___ Multi-residential ☒ Commercial
 ___ Industrial

 Proposed Occupancy: ___ Owner-occupied ☒ Rental

 Nature of Improvements: ☒ New construction ___ Addition ___ General Improvements
 Describe specifically: 100'x100' Shipping & Receiving Bldg

 Estimated or actual date of completion: 3/1/25
 Estimated or actual cost of improvements: \$ 1,300,000
 Building Permit No.: 6218

Tax Exemption Schedule Selected - only one selection allowed: (see reverse side for full exemption schedules)

___ Residential: Standard (3-year 100%) ___ Residential: 3+ Dwelling Unit (10-year sliding scale)
 ___ Residential: Historical Building (5-year 100%) ☒ Commercial or Industrial (5-year sliding scale)
 ___ Multi-Residential (Completed prior to Jan. 1, 2022)

If applicable, the name(s) of the tenants (if different than the owner) that occupied the building on April 21, 1992:

 SIGNED: [Signature] DATE: 1/8/2025

Return completed form to the Planning and Development Department, City Hall, Room 204, after improvements are completed.

* Prior approval will require City Council action before permits or construction will be allowed to begin. Contact Economic Development staff prior to making this selection.

FOR CITY COUNCIL USE:

 Approved by Ottumwa City Council on
01/21/2025

 ASSESSOR: Present Assessed Value \$ 1020
 Assessed Value with Improvements \$ 1,026,030
 Eligible or Not Eligible for Tax Abatement: 1,025,010

Denied Needs Minimum Signature [Signature] Date 3-27-25
 Assessment Agreement with City
 As per HF-718

 3/28/25 [Signature]

**URBAN REVITALIZATION (COMMERCIAL PROPERTY EXEMPTION)
MINIMUM ASSESSMENT AGREEMENT**

THIS MINIMUM ASSESSMENT AGREEMENT ("Minimum Assessment Agreement") is dated as of May 6, 2025, by and between the City of Ottumwa, Iowa (the "City"), an Iowa municipal corporation, and SMD, L.L.C., an Iowa limited liability company ("Owner").

WHEREAS, consistent with the provisions of the City's Amended and Restated Urban Revitalization Plan, as amended (the "Plan"), the Owner has submitted an Application for Tax Abatement dated as of January 8, 2025 (the "Application") regarding certain commercial real estate owned by Owner and located in the Ottumwa Urban Revitalization Area, which real estate is legally described as follows:

COURTNEY'S SUB LOT 1 BEING IN S 1/2 SEC 30-72-13 6.08 AC

Known locally as: 907 Railroad Street, Ottumwa, Iowa

(the "Property");

WHEREAS, the Application describes certain improvements that have been constructed on the Property (the "Eligible Improvements"); and

WHEREAS, pursuant to Iowa Code Section 404.3C, the City and Owner desire to establish a Minimum Actual Value for the Eligible Improvements and Property following completion of the Eligible Improvements for the duration of the tax abatement requested by the Owner by submission of the Application, under the provisions of the Plan; and

WHEREAS, the Wapello County Assessor has reviewed the preliminary plans and specifications for the Eligible Improvements that are contemplated to be constructed.

NOW, THEREFORE, the parties to this Minimum Assessment Agreement, in consideration of the promises, covenants and agreements made by each other, do hereby agree as follows:

1. Upon substantial completion of construction of the Eligible Improvements, but in no event later than January 1, 2025, the minimum actual value fixed for assessment purposes for the Eligible Improvements and the Property (building and land value) in the aggregate shall be not less than One Million Dollars (\$1,000,000), before rollback.

The Minimum Actual Value shall terminate and be of no further force or effect as of December 31, 2029 ("Assessment Termination Date"). Upon the Assessment Termination Date, this Minimum Assessment Agreement shall no longer control the assessment of the Property.

2. This Minimum Assessment Agreement shall be promptly recorded by the City with the Recorder of Wapello County, Iowa. Such filing shall constitute notice to any subsequent encumbrancer of the Property (or part thereof), whether voluntary or involuntary, and this Minimum Assessment Agreement shall be binding and enforceable in its entirety against any

such subsequent encumbrancer, including the holder of any mortgage. The City shall pay all costs of recording.

3. This Minimum Assessment Agreement shall be binding upon and inure to the benefit of and be enforceable by the parties hereto and their respective successors and permitted assigns.

4. Nothing herein shall be deemed to waive the rights of Owner from seeking administrative or legal remedies to reduce the actual value assignment made by the Assessor in excess of the Minimum Actual Value established herein. In no event, however, shall Owner seek to reduce the actual value to an amount below the Minimum Actual Value established herein during the term of this Minimum Assessment Agreement. This Minimum Assessment Agreement may be amended or modified and any of its terms, covenants, representations, warranties or conditions waived, only by a written instrument executed by the parties hereto, or in the case of a waiver, by the party waiving compliance.

5. If any term, condition or provision of this Minimum Assessment Agreement is for any reason held to be illegal, invalid or inoperable, such illegality, invalidity or inoperability shall not affect the remainder hereof, which shall at the time be construed and enforced as if such illegal or invalid or inoperable portion were not contained herein.

6. The Minimum Actual Value herein established shall be of no further force and effect and this Minimum Assessment Agreement shall terminate pursuant to the Assessment Termination Date set forth in Section 1 above.

[Remainder of this page is blank. Signatures start on the next page.]



(SEAL)

CITY OF OTTUMWA, IOWA

By: Richard W. Johnson
Mayor

ATTEST:

By: Christina Reinhard
City Clerk

STATE OF IOWA

)

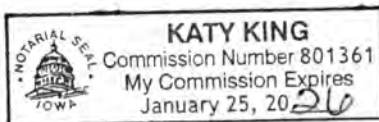
) SS

COUNTY OF WAPELLO

)

Richard W. Johnson (CR)

On this 6th day of May, 2025, before me a Notary Public in and for said State, personally appeared ~~Rick~~ Johnson and Chris Reinhard, to me personally known, who being duly sworn, did say that they are the Mayor and City Clerk, respectively, of the City of Ottumwa, Iowa, a Municipality created and existing under the laws of the State of Iowa, and that the seal affixed to the foregoing instrument is the seal of said Municipality, and that said instrument was signed and sealed on behalf of said Municipality by authority and resolution of its City Council, and said Mayor and City Clerk acknowledged said instrument to be the free act and deed of said Municipality by it voluntarily executed.



Katy King
Notary Public in and for the State of Iowa

[Signature page to Minimum Assessment Agreement – City]

SMD, L.L.C.

By:

Daniel R. Thrasher

Print Name:

Daniel R. Thrasher

Its:

Shop Operations Manager

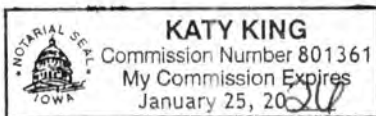
STATE OF IOWA)

) SS

COUNTY OF WAPELLO)

This record was acknowledged before me on this 28th day of April, 2025, by Daniel Thrasher, as the Shop Operations manager of SMD, L.L.C., on behalf of whom the record was executed.

Katy King
Notary Public in and for said state



[Signature page to Minimum Assessment Agreement – Owner]

CERTIFICATION OF ASSESSOR

The undersigned, having reviewed the plans and specifications for the Eligible Improvements to be constructed, and being of the opinion that the minimum actual value contained in the foregoing Minimum Assessment Agreement appears reasonable, hereby certifies as follows:

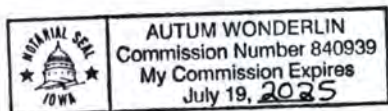
The undersigned Assessor, being legally responsible for the assessment of the above described property upon completion of the improvement to be made on it, certifies that the actual value assigned to that land and improvements upon completion shall be not less than \$1,000,000.

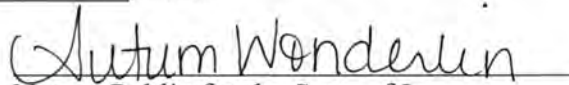

Assessor for Wapello County, Iowa
Gary R. Smith

4-28-25
Date

STATE OF IOWA)
) SS
COUNTY OF WAPELLO)

Subscribed and sworn to before me by Gary R. Smith, Assessor for Wapello County, Iowa on this 28 day of April, 2025.




Notary Public for the State of Iowa

Consistent with Iowa Code §404.3C, a copy of Iowa Code §404.3C is attached, as follows:

1. For revitalization areas established under this chapter on or after the effective date of this division of this Act and for first-year exemption applications for property located in a revitalization area in existence on the effective date of this division of this Act filed on or after the effective date of this division of this Act, commercial property shall not receive a tax exemption under this chapter unless the city or county, as applicable, and the owner of the qualified real estate enter into a written assessment agreement specifying a minimum actual value until a specified termination date for the duration of the exemption period.

2. a. The assessment agreement shall be presented to the appropriate assessor. The assessor shall review the plans and specifications for the improvements to be made to the property and if the minimum actual value contained in the assessment agreement appears to be reasonable, the assessor shall execute the following certification upon the agreement:

The undersigned assessor, being legally responsible for the assessment of the above described property upon completion of the improvements to be made on it, certifies that the actual value assigned to that land and improvements upon completion shall not be less than\$

b. The assessment agreement with the certification of the assessor and a copy of this subsection shall be filed in the office of the county recorder of the county where the property is located. Upon completion of the improvements, the assessor shall value the property as required by law, except that the actual value shall not be less than the minimum actual value contained in the assessment agreement. This subsection does not prohibit the assessor from assigning a higher actual value to the property or prohibit the owner from seeking administrative or legal remedies to reduce the actual value assigned except that the actual value shall not be reduced below the minimum actual value contained in the assessment agreement. An assessor, county auditor, board of review, director of revenue, or court of this state shall not reduce or order the reduction of the actual value below the minimum actual value in the agreement during the term of the agreement regardless of the actual value which may result from the incomplete construction of improvements, destruction or diminution by any cause, insured or uninsured, except in the case of acquisition or reacquisition of the property by a public entity. Recording of an assessment agreement complying with this subsection constitutes notice of the assessment agreement to a subsequent purchaser or encumbrancer of the land or any part of it, whether voluntary or involuntary, and is binding upon a subsequent purchaser or encumbrancer.

4907-2257-5162-1\10981-092



COPYCITY OF OTTUMWA, IOWA
APPLICATION FOR TAX ABATEMENT
UNDER THE URBAN REVITALIZATION PLANApplication No. _____
Date Returned: _____
Received by: (initial) _____☐ Approval of Improvements Completed
☐ Prior Approval for Intended Improvements*Address of Property: 1827 W 2nd St. Ottumwa IA 52501Legal Description of Property: SE Pt A61 Swnese Pt A62 MWSE
B6 100' SE FR SE COR Fairview ADD SE 167.96/696 ETCL 1827 W 2nd StTitle Holder or Contract Buyer: Ottumwa Mini Storage DON SHOLEAddress of Owner (if different than above): 509 E. Main St. Ottumwa IA 52501
Phone number (day): 641-777-3595Existing Property Use: ☐ Residential ☐ Multi-residential ☒ Commercial
☐ Industrial ☐ UndevelopedProposed Property Use: ☐ Residential ☐ Multi-residential ☒ Commercial
☐ IndustrialProposed Occupancy: ☐ Owner-occupied ☒ RentalNature of Improvements: ☒ New construction ☐ Addition ☐ General Improvements
Describe specifically: 6 - 40x100 mini storageEstimated or actual date of completion: 12/15/23
Estimated or actual cost of improvements: \$ 77500 x 6 = 450000
Building Permit No.: _____

Tax Exemption Schedule Selected - only one selection allowed: (see reverse side for full exemption schedules)

☐ Residential: Standard (3-year 100%) ☐ Residential: 3+ Dwelling Unit (10-year sliding scale)
☐ Residential: Historical Building (5-year 100%) ☒ Commercial or Industrial (5-year sliding scale)
☐ Multi-Residential (Completed prior to Jan. 1, 2022)

If applicable, the name(s) of the tenants (if different than the owner) that occupied the building on April 21, 1992: _____

SIGNED: Don Shole DATE: 9/26/24

Return completed form to the Planning and Development Department, City Hall, Room 204, after improvements are completed.

* Prior approval will require City Council action before permits or construction will be allowed to begin. Contact Economic Development staff prior to making this selection.

FOR CITY COUNCIL USE:Approved by Ottumwa City Council on
01/21/2025ASSESSOR: Present Assessed Value \$ 0
Assessed Value with Improvements \$ 825,010
Eligible or Not Eligible for Tax Abatement: 825,010Signature [Signature] Date 3-28-25Denied Abatement
NO MINIMUM ASSESSMENT
IN PLACE AS PER HF-718

**URBAN REVITALIZATION (COMMERCIAL PROPERTY EXEMPTION)
MINIMUM ASSESSMENT AGREEMENT**

THIS MINIMUM ASSESSMENT AGREEMENT ("Minimum Assessment Agreement") is dated as of May 6, 2025, by and between the City of Ottumwa, Iowa (the "City"), an Iowa municipal corporation, and Ottumwa Mini-Storage, LLC, an Iowa limited liability company ("Owner").

WHEREAS, consistent with the provisions of the City's Amended and Restated Urban Revitalization Plan, as amended (the "Plan"), the Owner has submitted an Application for Tax Abatement dated as of September 26, 2024 (the "Application") regarding certain commercial real estate owned by Owner and located in the Ottumwa Urban Revitalization Area, which real estate is legally described as follows:

SE PT AL1 SWNESE PT AL2 NWSE BG 100' SE FR SE COR FAIRVIEW
ADD/SE167.96/696 ETC

Known locally as: 1827 West 2nd Street, Ottumwa, Iowa

(the "Property");

WHEREAS, the Application describes certain improvements that have been constructed on the Property (the "Eligible Improvements"); and

WHEREAS, pursuant to Iowa Code Section 404.3C, the City and Owner desire to establish a Minimum Actual Value for the Eligible Improvements and Property following completion of the Eligible Improvements for the duration of the tax abatement requested by the Owner by submission of the Application, under the provisions of the Plan; and

WHEREAS, the Wapello County Assessor has reviewed the preliminary plans and specifications for the Eligible Improvements that are contemplated to be constructed.

NOW, THEREFORE, the parties to this Minimum Assessment Agreement, in consideration of the promises, covenants and agreements made by each other, do hereby agree as follows:

1. Upon substantial completion of construction of the Eligible Improvements, but in no event later than January 1, 2025, the minimum actual value fixed for assessment purposes for the Eligible Improvements and the Property (building and land value) in the aggregate shall be not less than Eight Hundred Thousand Dollars (\$800,000), before rollback.

The Minimum Actual Value shall terminate and be of no further force or effect as of December 31, 2029 ("Assessment Termination Date"). Upon the Assessment Termination Date, this Minimum Assessment Agreement shall no longer control the assessment of the Property.

2. This Minimum Assessment Agreement shall be promptly recorded by the City with the Recorder of Wapello County, Iowa. Such filing shall constitute notice to any subsequent

encumbrancer of the Property (or part thereof), whether voluntary or involuntary, and this Minimum Assessment Agreement shall be binding and enforceable in its entirety against any such subsequent encumbrancer, including the holder of any mortgage. The City shall pay all costs of recording.

3. This Minimum Assessment Agreement shall be binding upon and inure to the benefit of and be enforceable by the parties hereto and their respective successors and permitted assigns.

4. Nothing herein shall be deemed to waive the rights of Owner from seeking administrative or legal remedies to reduce the actual value assignment made by the Assessor in excess of the Minimum Actual Value established herein. In no event, however, shall Owner seek to reduce the actual value to an amount below the Minimum Actual Value established herein during the term of this Minimum Assessment Agreement. This Minimum Assessment Agreement may be amended or modified and any of its terms, covenants, representations, warranties or conditions waived, only by a written instrument executed by the parties hereto, or in the case of a waiver, by the party waiving compliance.

5. If any term, condition or provision of this Minimum Assessment Agreement is for any reason held to be illegal, invalid or inoperable, such illegality, invalidity or inoperability shall not affect the remainder hereof, which shall at the time be construed and enforced as if such illegal or invalid or inoperable portion were not contained herein.

6. The Minimum Actual Value herein established shall be of no further force and effect and this Minimum Assessment Agreement shall terminate pursuant to the Assessment Termination Date set forth in Section 1 above.

[Remainder of this page is blank. Signatures start on the next page.]

(SEAL)

CITY OF OTTUMWA, IOWA

By:

Mayor

ATTEST:

By:

City Clerk

STATE OF IOWA

)

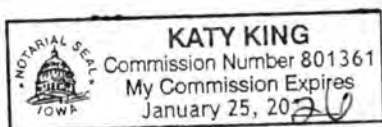
) SS

COUNTY OF WAPELLO

)

On this 6th day of May, 2025, before me a Notary Public in and for said State, personally appeared ~~Rick~~ Johnson and Chris Reinhard, to me personally known, who being duly sworn, did say that they are the Mayor and City Clerk, respectively, of the City of Ottumwa, Iowa, a Municipality created and existing under the laws of the State of Iowa, and that the seal affixed to the foregoing instrument is the seal of said Municipality, and that said instrument was signed and sealed on behalf of said Municipality by authority and resolution of its City Council, and said Mayor and City Clerk acknowledged said instrument to be the free act and deed of said Municipality by it voluntarily executed.

Richard W. Johnson (CR)



Notary Public in and for the State of Iowa

[Signature page to Minimum Assessment Agreement – City]

OTTUMWA MINI-STORAGE, LLC

By: Rose Sholes

Print Name: Rose Sholes

Its: Owner

STATE OF IOWA)
) SS
COUNTY OF WAPELLO)

This record was acknowledged before me on this 28 day of April, 2025, by Rose Sholes, as the Owner of Ottumwa Mini-Storage, LLC, on behalf of whom the record was executed.



Sherrie Jones
Notary Public in and for said state

[Signature page to Minimum Assessment Agreement – Owner]

CERTIFICATION OF ASSESSOR

The undersigned, having reviewed the plans and specifications for the Eligible Improvements to be constructed, and being of the opinion that the minimum actual value contained in the foregoing Minimum Assessment Agreement appears reasonable, hereby certifies as follows:

The undersigned Assessor, being legally responsible for the assessment of the above described property upon completion of the improvement to be made on it, certifies that the actual value assigned to that land and improvements upon completion shall be not less than \$800,000.


Assessor for Wapello County, Iowa

Assessor for Wapello County, Iowa
4-30-25 Gary R Smith
 Date

STATE OF IOWA)
) SS
COUNTY OF WAPELLO)

Subscribed and sworn to before me by Gary Roger Smith, Assessor for Wapello County, Iowa on this 30 day of April, 2025.

Shirley S. Sisk
Notary Public for the State of Iowa



Consistent with Iowa Code §404.3C, a copy of Iowa Code §404.3C is attached, as follows:

1. For revitalization areas established under this chapter on or after the effective date of this division of this Act and for first-year exemption applications for property located in a revitalization area in existence on the effective date of this division of this Act filed on or after the effective date of this division of this Act, commercial property shall not receive a tax exemption under this chapter unless the city or county, as applicable, and the owner of the qualified real estate enter into a written assessment agreement specifying a minimum actual value until a specified termination date for the duration of the exemption period.

2. a. The assessment agreement shall be presented to the appropriate assessor. The assessor shall review the plans and specifications for the improvements to be made to the property and if the minimum actual value contained in the assessment agreement appears to be reasonable, the assessor shall execute the following certification upon the agreement:

The undersigned assessor, being legally responsible for the assessment of the above described property upon completion of the improvements to be made on it, certifies that the actual value assigned to that land and improvements upon completion shall not be less than\$

b. The assessment agreement with the certification of the assessor and a copy of this subsection shall be filed in the office of the county recorder of the county where the property is located. Upon completion of the improvements, the assessor shall value the property as required by law, except that the actual value shall not be less than the minimum actual value contained in the assessment agreement. This subsection does not prohibit the assessor from assigning a higher actual value to the property or prohibit the owner from seeking administrative or legal remedies to reduce the actual value assigned except that the actual value shall not be reduced below the minimum actual value contained in the assessment agreement. An assessor, county auditor, board of review, director of revenue, or court of this state shall not reduce or order the reduction of the actual value below the minimum actual value in the agreement during the term of the agreement regardless of the actual value which may result from the incomplete construction of improvements, destruction or diminution by any cause, insured or uninsured, except in the case of acquisition or reacquisition of the property by a public entity. Recording of an assessment agreement complying with this subsection constitutes notice of the assessment agreement to a subsequent purchaser or encumbrancer of the land or any part of it, whether voluntary or involuntary, and is binding upon a subsequent purchaser or encumbrancer.

CITY OF OTTUMWA

Staff Summary

**** ACTION ITEM ****

Council Meeting of: May 6, 2025

Engineering Department
Department

Phillip Burgmeier
Prepared By
Phil Burgmeier
Department Head

Ry R
City Administrator Approval

AGENDA TITLE: Resolution #73-2025. Authorizing the Mayor to execute one (1) permanent Sewer Easement for 605 E. Fourth Street for Construction of Public Improvements for the Blake's Branch, Phase 8 Division 3, Sewer Separation Project.

☐ **Public hearing required if this box is checked. ** ☐ **The Proof of Publication for each Public Hearing must be attached to this Staff Summary. If the Proof of Publication is not attached, the item will not be placed on the agenda **

RECOMMENDATION: Pass and adopt Resolution #73-2025.

DISCUSSION: In order to construct and maintain parts of the Phase 8 Division 3 storm and sanitary collection system, the attached easement is required. Staff met and worked with this property owner explaining in detail the planned improvements. The permanent sewer easement will remain in place in perpetuity and allow for future maintenance and upkeep of the utility infrastructure.

The permanent Sewer Easement will be filed and recorded at the Wapello County Recorder's Office.

RESOLUTION #73-2025

A RESOLUTION AUTHORIZING THE MAYOR TO EXECUTE ONE (1) PERMANENT SEWER EASEMENT FOR 605 E. FOURTH STREET FOR CONSTRUCTION OF PUBLIC IMPROVEMENTS FOR THE BLAKE'S BRANCH, PHASE 8 DIVISION 3, SEWER SEPARATION PROJECT

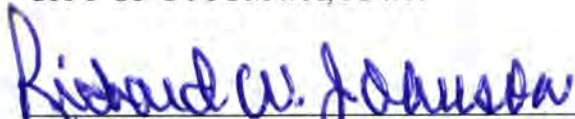
WHEREAS, The project includes the installation of new sewer lines; and,

WHEREAS, This resolution will authorize the Mayor to sign the Sewer Easement with the property owner for construction of the public improvements.

NOW, THEREFORE, BE IT RESOLVED, BY THE CITY COUNCIL OF THE CITY OF OTTUMWA, IOWA THAT: The Mayor is authorized to sign the permanent Sewer Easement for the Construction of Public Improvements of the Blake's Branch, Phase 8 Division 3, Sewer Separation Project.

APPROVED, PASSED, AND ADOPTED, this 6th day of May, 2025.

CITY OF OTTUMWA, IOWA


Richard W. Johnson, Mayor

ATTEST:


Christina Reinhard, City Clerk

**SEWER EASEMENT
(Recorder's Cover Sheet)**

Preparer Information:

Veenstra & Kimm, Inc., 3000 Westown Parkway, West Des Moines, Iowa 50266 (Phone 515-225-8000)

Return Document to:

City Clerk, City of Ottumwa, 105 E Third Street, Ottumwa, Iowa 52501

Name of Grantor:

David L. Cecil

Name of Grantee

City of Ottumwa, Iowa

Legal Description:

See Exhibit "A"

SEWER EASEMENT

KNOW ALL PERSONS BY THESE PRESENTS:

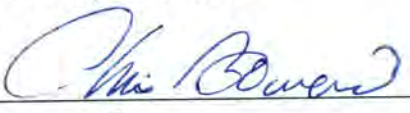
That the undersigned, **DAVID L. CECIL**, (collectively, the "Grantor"), in consideration of the sum of **One Hundred Dollars (\$100.00)**, and other valuable consideration, in hand paid by the City of Ottumwa, Iowa, a municipal corporation in the County of Wapello, State of Iowa (the "City" or "Grantee") receipt of which is hereby acknowledged, does hereby sell, grant and convey unto the City, a permanent easement under, through, and across the real estate described on Exhibit "A" hereto, which is incorporated herein by this reference (the "Easement Area").

That the above-described easement is granted unto the City for the purpose of the City to install and maintain a sanitary sewer together with necessary appurtenances thereto, under, over, through, on, within and across said Easement Area, and subject to the following terms and conditions:

1. Erection and Placement of Structures, Obstructions, Plantings or Materials Prohibited. Grantor and its grantees, successors, assigns and transferees shall not erect any fence or other structure under, over, on, through, across or within the Easement Area without obtaining the prior written consent of the City, nor shall Grantor cause or permit any obstruction, planting or material to be placed under, over, on, through, across or within the Easement Area without obtaining the prior written consent of the City.
2. Change of Grade Prohibited. Grantor and its grantees, successors, assigns and transferees shall not change the grade, elevation or contour of any part of the Easement Area without obtaining the prior written consent of the City. The City shall have the right to restore any changes in grade, elevation or contour without prior written consent of the Grantor, its grantees, successors, assigns or transferees.
3. Right of Access. The City shall have the right of access to the Easement Area and have all rights of ingress and egress reasonably necessary for the use and enjoyment of the Easement Area from property adjacent thereto as herein described, including but not limited to, the right to remove any unauthorized fences, structures, obstruction, planting or material placed or erected under, over, on, through, across or within the Easement Area.
4. Property to be Restored. Upon completion of any construction, reconstruction, repair, enlargement or maintenance of any improvements by the City in the Easement Area, the City shall restore the Easement Area in good and workmanlike manner to a condition comparable to its condition before such construction, reconstruction or alteration. Provided, however, that the City's duty of restoration shall be limited to grading and replacing grass, sod or any other ground cover (but not including any structures, trees, or shrubs). The City shall not be responsible for any construction, reconstruction, replacement, repair or maintenance of any private improvements located within the Easement Area.
5. Liability. Except as may be caused by the negligent acts or omissions of the City, its employees, agents or its representatives, the City shall not be liable for injury or property damage occurring in or to the Easement Area, the property abutting said Easement Area, nor for property damage to any improvements or obstructions thereon resulting from the City's exercise of this Easement. Grantor and its successors and assigns agree to indemnify and hold City, its employees, agents and representatives harmless against any loss, damage, injury or any claim or lawsuit for loss, damage or injury arising out of or resulting from the negligent or intentional acts or omissions of Grantor or its employees, agents or representatives.
6. Easement Benefit. This easement shall be for the benefit of the City, its successors and assigns, and its permittees and licensees.

7. Easement Runs with Land. This Easement shall be deemed perpetual and to run with the land and shall be binding on Grantor and on Grantor's heirs, successors and assigns.
8. Approval. This Easement shall not be binding until it has received the final approval and acceptance by the governing body of the City.
9. Five Year Right to Renegotiate. City hereby gives notice of the five-year right of Grantor to renegotiate construction or maintenance damages not apparent at the time of the signing of this agreement, as required by Section 6B.52 of the Code of Iowa.
10. Consent and Subordination of Mortgage Holder. AHEAD, Inc. dba AHEAD Regional Housing Trust Fund is the holder of a Mortgage on the Property dated December 3, 2021, and recorded December 23, 2021, in Book 2021 on Page 6016 of the Wapello County records. By signing this Agreement, AHEAD Inc. dba AHEAD Regional Housing Trust Fund, its successors and assigns, consents to the terms of this easement agreement and hereby subordinates its mortgage interest in the Easement Area to the interest of the City and its successors and assigns.

Consented to by AHEAD, Inc.

By: 
 Name: Chris Bowers
 Title: Executive Director

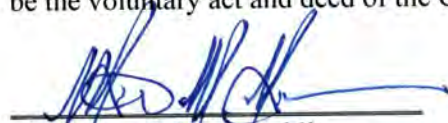
STATE OF IOWA)

) ss:
)

COUNTY OF Wapello



On this 20th day of February, 2025, before me, the undersigned, a Notary Public in the State of Iowa, personally appeared Chris Bowers, who, being by me duly sworn did state that he is the Executive Director of AHEAD, Inc.; that the foregoing instrument was signed on behalf of the Corporation; and that he, as the Administrator, acknowledged the execution of the instrument to be the voluntary act and deed of the Corporation.


 Signature of Notary Public

That the Grantor does hereby covenant with the said Grantee, and successor-in-interest, that said Grantor holds said real estate by title and fee simple; that it has good and lawful authority to sell and convey the same; that said premises are free and clear of all liens and encumbrances whatsoever, except as may be herein stated; that said Grantor covenants to warrant and defend the said premises against the lawful claims of all persons whomsoever, except as may be herein stated.

[End of Agreement; Signature Page and Exhibit Follows]

IN WITNESS WHEREOF, the parties hereto have executed this Agreement.

Signed the 28th day of February, 2025.

PROPERTY OWNER:

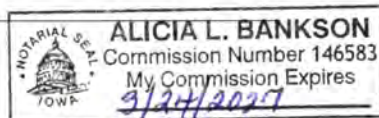
By: David Cecil
DAVID L. CECIL

ALL PURPOSE ACKNOWLEDGMENT

STATE OF IOWA)
) SS
COUNTY OF WAPELKO)

On this 28th day of February, 2025, before me, the undersigned, a Notary Public in and for said State, personally appeared David L. Cecil and , to me personally known, or ✓ proved to me on the basis of satisfactory evidence to be the persons whose names are subscribed to the within instrument and acknowledged to me that they executed the same in their authorized capacities, and that by their signatures on the instrument the persons, or the entity upon behalf of which the person(s) acted, executed the instrument.

(NOTARY SEAL) _____



CAPACITY CLAIMED BY SIGNER:

✓ INDIVIDUAL(S)
CORPORATE
Title(s) of Corporate Officer(s): _____

____ Corporate Seal is affixed
____ No Corporate Seal procured
____ PARTNER(s):
____ Limited Partnership
____ General Partnership
____ ATTORNEY-IN-FACT
____ EXECUTOR(s),
____ ADMINISTRATOR(s),
____ or TRUSTEE(s)
____ GUARDIAN(s)
____ or CONSERVATOR(s)
____ OTHER: _____

(Sign in ink) _____

(Print/type name) _____

Notary Public in and for the State of Iowa

Alicia L. Bankson
Alicia L. Bankson

Signed the 6 day of May, 2025.

CITY OF OTTUMWA, IOWA

By:

Richard W. Johnson
Richard W. Johnson, Mayor

Attest:

Chris Reinhard
Chris Reinhard, City Clerk

STATE OF IOWA

WAPELLO COUNTY

On this 6th day of May, 2025, before me, a Notary Public in and for the State of Iowa, personally appeared Richard W. Johnson and Chris Reinhard, to me personally known, and, who, being by me duly sworn, did say that they are the Mayor and City Clerk, respectively, of the City of Ottumwa, Iowa; that the seal affixed to the foregoing instrument is the corporate seal of the corporation, and that the instrument was signed and sealed on behalf of the corporation, by authority of its City Council, as contained in Resolution No. 13-2025 Adopted by the City Council on the 6 day of May, 2025, and that Richard W. Johnson and Chris Reinhard acknowledged the execution of the instrument to be their voluntary act and deed of the corporation, by it voluntarily executed.

Katy King
Notary Public in and for Wapello County, Iowa

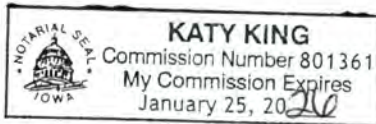


Exhibit "A"

The North 8.00 feet of the East 10.00 feet of Lot 17, C.F. Blake's Subdivision in the City of Ottumwa, Wapello County, Iowa.

Containing 80 square feet, more or less.

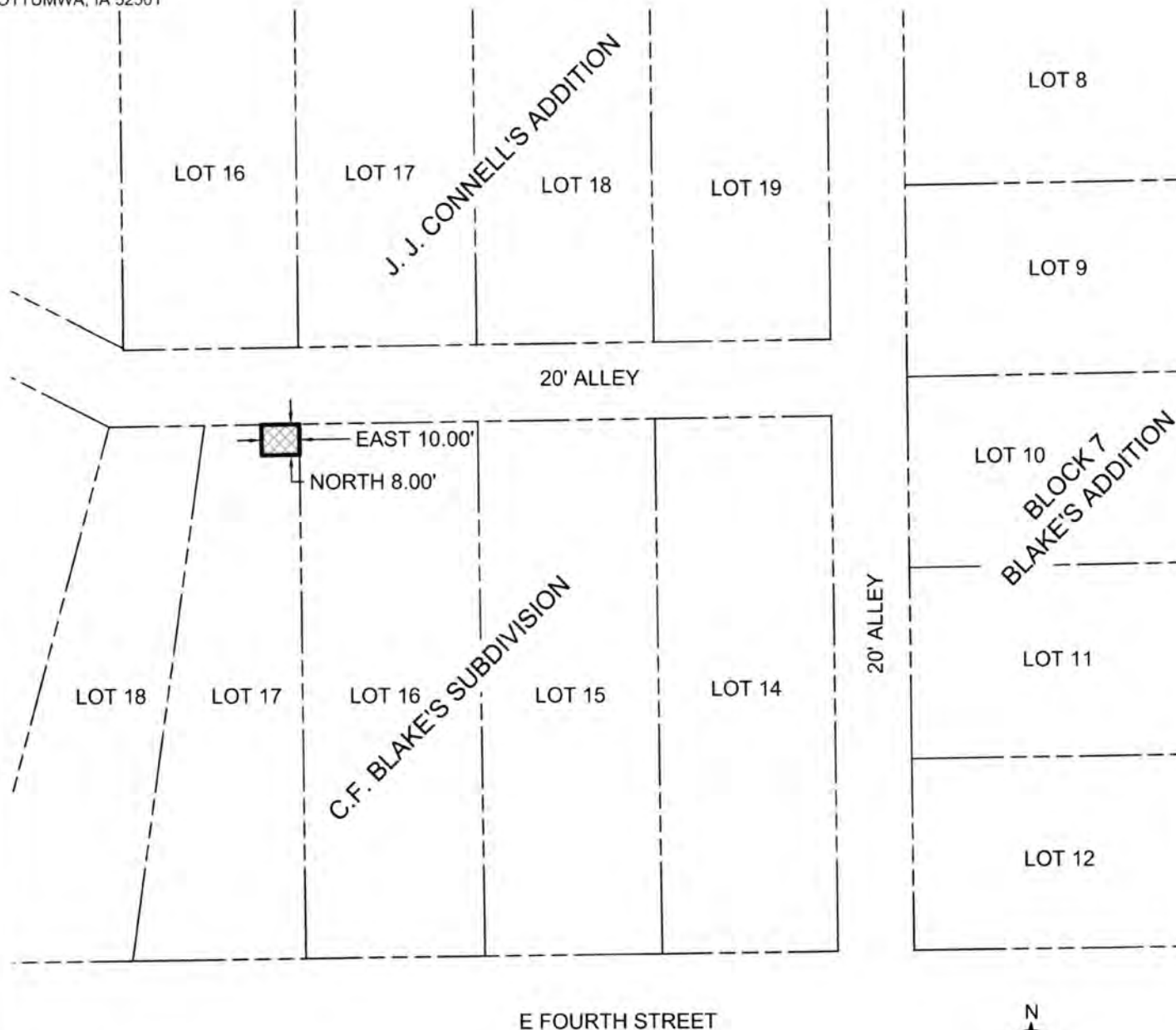
PROPERTY OWNER:
DAVID L. CECIL
605 E FOURTH STREET
OTTUMWA, IA 52501
BOOK 2021 PAGE 4970

EASEMENT DRAWING

EAS-06

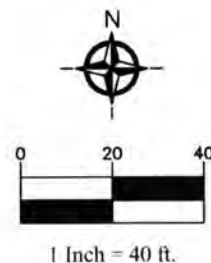
FOR PERPETUAL SEWER BEING CONVEYED TO
THE CITY OF OTTUMWA, IOWA

PHYSICAL ADDRESS:
605 E FOURTH STREET
OTTUMWA, IA 52501



LEGEND

- FOUND PROPERTY MONUMENT
- (M) MEASURED BEARING OR DIMENSION
- (R) RECORDED BEARING OR DIMENSION
- SECTION LINE
- PROPERTY LINE
- ▨ EASEMENT AREA 80 SQ.FT.



SURVEY FOR:
CITY OF OTTUMWA
105 E. THIRD STREET
OTTUMWA, IA 52501
PHONE: (641) 683-0600

V&K PROJECT NUMBER 40985 DATE: 08-21-24

VEENSTRA & KIMM INC.
3000 WESTOWN PKWY - WEST DES MOINES, IA 50265 - (515) 225-8000

DRAWING #

1

SHEET 1 OF 1

received
4.30.25 4pm

Item No. I.-6.

CITY OF OTTUMWA Staff Summary

**** ACTION ITEM ****

Council Meeting of: May 6, 2025

Park & Recreation
Department

Gene Rathje

Prepared By

Gene Rathje

Department Head



City Administrator Approval

AGENDA TITLE: Resolution #74-2025, Approving Change Order #4 for the Cemetery
Office and Maintenance Building Project.

☐

Public hearing required if this box is checked.

RECOMMENDATION: Pass and Adopt Resolution #74-2025

DISCUSSION: On February 4, 2025, the City of Ottumwa entered into a contract with RG Construction of Ottumwa, Iowa for \$1,520,000 to build a new office and maintenance building in Ottumwa Cemetery. Change order #4 is to remove clay from the building site and replace with better quality fill material that is more suitable for constructing a concrete slab and building on. The cost of change order #4 is \$28,277.35, which will increase the contract amount of the project to \$1,551,497.90. Change orders #1,2, and 3 were for a total cost of \$3220.62, which did not require city council approval. There was \$1,875,000 budgeted for this project in the current Capital Improvement Program.

Source of Funds: CIP

Budgeted Item:



Budget Amendment Needed: No

RESOLUTION # 74-2025

A RESOLUTION APPROVING CHANGE ORDER #4 FOR THE CEMETERY OFFICE AND
MAINTENANCE BUILDING PROJECT

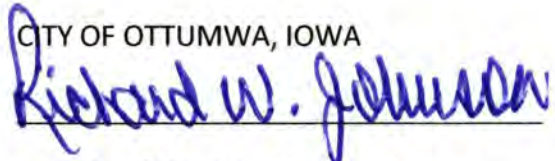
WHEREAS, The City of Ottumwa entered into a contract with RG Construction of Ottumwa, Iowa on February 4, 2025; and

WHEREAS, Change order #4 increases the total contract amount by \$28,277.35 to \$1,551,497.90

WHEREAS, The City of Ottumwa desires to construct a high quality office and maintenance building for the Ottumwa Cemeteries.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF OTTUMWA, IOWA THAT: That the above mentioned change order for this project is hereby approved.

APPROVED, PASSED, AND ADOPTED, this 6th day of May, 2025.

CITY OF OTTUMWA, IOWA

Richard W. Johnson, Mayor

ATTEST:



Christina Reinhard, City Clerk



215 E. FOURTH STREET
OTTUMWA, IA 52501
WWW.RGCONSTRUCTIONCOMPANY.COM
PHONE: 641.954.9898
FAX: 641.316.8181

Proposal Request #4

To: Willett Hoffman

Date: 4/24/2025

Address: Paul Newman
625 32nd Avenue SW
Cedar Rapids, IA 52404

Phone: 815-994-8290

JOB NAME	JOB NUMBER	JOB ADDRESS
Ottumwa Cemetery	1520C22	401 E Park Ave, Ottumwa, IA 52501

PROPOSAL SUMMARY	AMOUNT
Furnish and install the recommendation in the soils report to remove and stabilize the soil under the interior slab at the bid amount of \$50.00 per square yard	734 square yards@ 24" depth \$24,589.00
	Markup @ 15% \$3,688.35
	Total Request \$28,277.35

Approval:

Richard W. Johnson 5-6-25
Owner/Owner's Rep Date
Mayor



DRISH CONSTRUCTION, INC.

1701 S Main Street
Fairfield, Iowa 52556
Phone (641) 472-9506 Fax (641) 472-9417
drish_inc@iowatelecom.net

DATE April 24, 2025
Quotation # 1
Project: Ottumwa Cemetary
Office & Maintenance
Building

Client Information

Quotation valid until: May 24, 2025
Prepared by: Brandon Smithburg

Comments or special instructions:

Prices DO NOT include miscellaneous fees, dues, or bond costs. Prices DO NOT include utility permits or density testing unless otherwise stated. These costs will be in addition to the quoted prices. Prices DO NOT include tax. Prices are subject to change and cannot be guaranteed at this time due to the material supply disruptions and fluctuation in pricing.

Item	Description	Quantity	Unit	Unit Price	Extension
Unit Pricing - (Addendum #5)					
1	Removal & Stabilization - Interior Slabs	734SY	\$	50.00	\$ 24,589.00
	a. Removal and disposal of unsuitable material under proposed interior slab to a depth of 24" from slab.				
	b. Furnishing, hauling, placing and compacting engineered fill to replace unsuitable material.				
NOTE:					
	a. Construction staking and layout to be provided by others.				
TOTAL					\$ 24,589.00

If you have any questions concerning this quotation, please do not hesitate to contact us.

THANK YOU FOR YOUR BUSINESS!

Gene Rathje

From: Paul Newman <pnewman@willetthofmann.com>
Sent: Tuesday, April 29, 2025 8:41 AM
To: Gene Rathje
Subject: Change Order #4 - Building pad subgrade
Attachments: Test results.pdf; Proposal Request #4.pdf

Gene – The test results for the native subgrade material for the building pad came back from Terracon. Per the report (see attached) the soils do not meet project specifications for Liquid limit and plasticity index. Basically, it is a clay that is retaining too much water and could be unstable under the slab. The soils report recommends removing this material and replacing with structural fill. That is our recommendation as well. A per/yard unit price was included in RG's bid of \$50/yard to remove the bad soil and replace with engineered fill. Attached is RG's change order for doing this. Please review. I will give you a call later this morning to discuss.

Thank you,

Paul Newman, AIA, NCARB, LEED AP
Architect

T: (319) 378-1401 Ext. 7000
C: (815) 994-8290
F: (319) 378-1975

625 32nd Ave. SW
Cedar Rapids, IA 52404

LABORATORY COMPACTION CHARACTERISTICS OF SOIL REPORT

Report Number: 06241310.0003
Service Date: 03/27/25
Report Date: 04/18/25 Revision 1 - entering in Atterberg Data
Task: 02 - Laboratory Soil-Aggregate Testing



2640 12th St SW
Cedar Rapids, IA 52404-3440
319-366-8321

Client

RG Construction LLC
Attn: Becca Stockton
215 East 4th Street
Ottumwa, IA 52501

Project

Ottumwa Cemetery Office & Maintenance Building
1302 North Court Street
Ottumwa, IA 52501

Project Number: 06241310

Material Information

Source of Material: Onsite
Proposed Use: Structural Fill

Sample Information

Sample Date: 03/27/25
Sampled By: By Others
Sample Location: Onsite

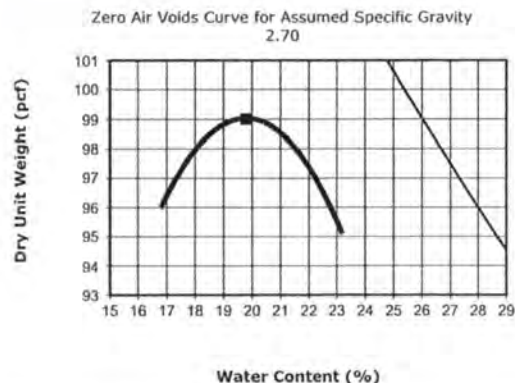
Sample Description: Brown Lean Clay

Laboratory Test Data

Test Procedure: ASTM D698
Test Method: Method A
Sample Preparation: Wet
Rammer Type: Manual
Maximum Dry Unit Weight (pcf): 99.0
Optimum Water Content (%): 19.8

	Result	Specifications
Liquid Limit:	48 *	Maximum 45
Plastic Limit:	22	
Plasticity Index:	26 *	Maximum 23
In-Place Moisture (%):		

USCS:



Comments: An asterisk (*) appears next to test results which do NOT meet the project specifications as noted above. Per the geotechnical report: CL soils with a LL > 45 and PI > 23, recommended CL/CH and CH soils not be used as fill within 4' of FSG.

Services: Obtain a sample of fill material at a project site and return it to the laboratory. Prepare and test the sample for standard Proctor moisture-density relationship.

Terracon Rep.: Dillon Nolan

Reported To:

Contractor: Drish

Report Distribution:

(1) RG Construction LLC, Becca Stockton

(1) RG Construction LLC, Rod Grooms

(1) Terracon Consultants, Inc., Max Laue

Reviewed By:

rvw2: pc

Max Laue

Max Laue
Field Engineer

Test Methods:

The tests were performed in general accordance with applicable ASTM, AASHTO, or DOT test methods. This report is exclusively for the use of the client indicated above and shall not be reproduced except in full without the written consent of our company. Test results transmitted herein are only applicable to the actual samples tested at the location(s) referenced and are not necessarily indicative of the properties of other apparently similar or identical materials.

PROOFROLLING OBSERVATION REPORT

Report Number: 06241310.0005
Service Date: 04/15/25
Report Date: 04/18/25
Task: 01 - Earthwork Observation & Testing



2640 12th St SW
Cedar Rapids, IA 52404-3440
319-366-8321

Client

RG Construction LLC
Attn: Becca Stockton
215 East 4th Street
Ottumwa, IA 52501

Project

Ottumwa Cemetery Office & Maintenance Building
1302 North Court Street
Ottumwa, IA 52501

Project Number: 06241310

General Information

Deb with RG Construction requested Terracon to be on site to observe proofrolling as described in the table below. Work is being performed by Ron with Drish. The results of observation(s) for today were reported to Deb with RG Construction.

The construction documents referenced for this observation include: C.05 10/25/24.

Equipment Used

Ron with Drish used a fully loaded dump truck to make single passes in a parallel pattern.

Field Summary

Observed Location	Visual Subgrade Description & Elevation	Status	Comments
(1) Building Pad - Building Pad	Brown lean clay - Final Soil Subgrade	Does Not Comply	18" of backfill material which did not meet the recommended soils to be used as structural fill as noted in the geotechnical report - See observation summary

Observation Summary

Based on our observations, proofroll activities at the above-referenced locations DO NOT appear to be completed in accordance with project plans and specifications.

As noted in report No .0003 and the geotechnical report, expansive soils recommended not to be used within 2 feet of final grade.

Limitations

As construction proceeds, the subgrade may be disturbed due to utility excavations, construction traffic, desiccation, or excessive wetting from inclement weather. As a result, the subgrade may not be suitable for construction and corrective action will be required. The subgrade should be re-evaluated prior to paving for signs of disturbance or excessive rutting. If disturbance/desiccation/excessive wetting has occurred, subgrade areas should be reworked in accordance with specifications and recommendations. Terracon should be contacted if conditions are not as described in our report.

Services:

Terracon Rep.: David Sams

Reported To: Deb with RG Construction

Contractor: Drish

Report Distribution:

(1) RG Construction LLC, Becca Stockton
(1) Terracon Consultants, Inc., Max Laue

(1) RG Construction LLC, Rod Grooms

Reviewed By:

rvw2: pc

Max Laue
Field Engineer

The tests were performed in general accordance with applicable ASTM, AASHTO, or DOT test methods. This report is exclusively for the use of the client indicated above and shall not be reproduced except in full without the written consent of our company. Test results transmitted herein are only applicable to the actual samples tested at the location(s) referenced and are not necessarily indicative of the properties of other apparently similar or identical materials.

Photo Log

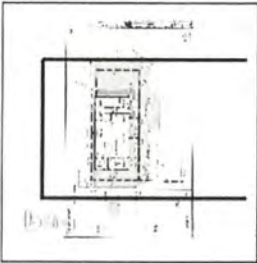
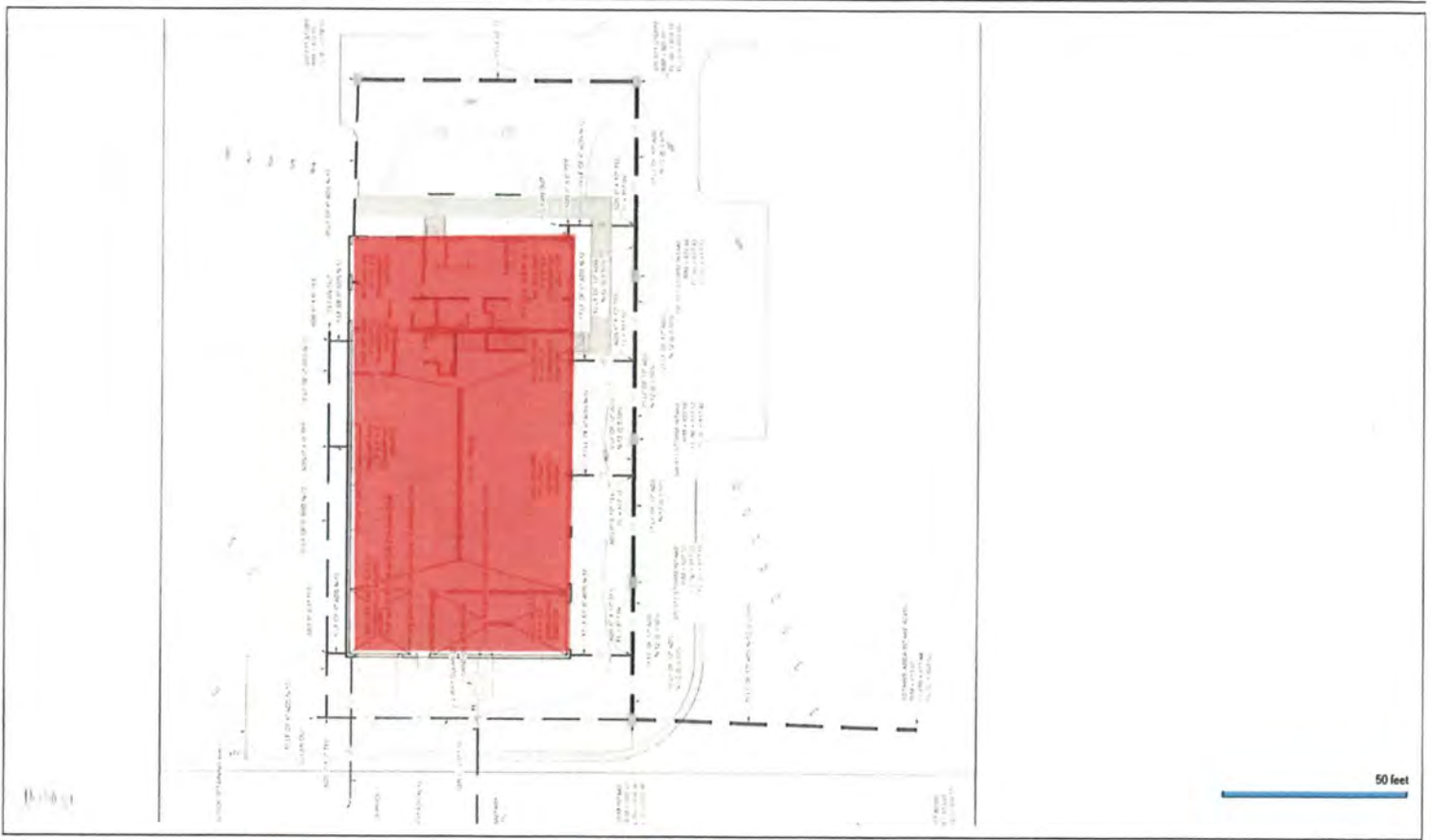
Report Number: 06241310.0005
Service Date: 04/15/25
Report Date: 04/18/25
Task: 01 - Earthwork Observation & Testing



2640 12th St SW
Cedar Rapids, IA 52404-3440
319-366-8321



(P1) Building Pad



- Test
- Retested / Accepted
- ▲ Deviation

2640 12th St SW Cedar Rapids, IA

52404-3440

319-366-8321 terracon.com

Ottumwa Cemetery Office & Maintenance Building

Proofrolling Observation

Exhibit

A-1

Report Number: 06241310.0005	Service Date: 04/15/2025	Employee: Sams, David	Scale: Refer to Drawing
---------------------------------	-----------------------------	--------------------------	----------------------------

received
4.30.25 340pm

CITY OF OTTUMWA
Staff Summary

**** ACTION ITEM ****

Council Meeting of: May 6, 2025

Administration

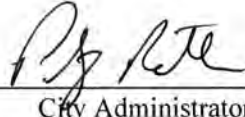
Department

Barbara Codjoe

Prepared By

Barbara Codjoe

Department Head



City Administrator Approval

AGENDA TITLE: Resolution #75-2025 - Approve Hearing Protection Policy

☐

Public hearing required if this box is checked.

RECOMMENDATION: Pass and adopt resolution #75-2025

DISCUSSION: Staff has started reviewing different policies in the Health & Safety Manual. Hearing protection was the first to review. The policy outlines more specifically positions that require annual testing, our testing procedures and references OSHA requirements. Positions identified through feedback from departments and work with the Safety Committee.

Source of Funds: N/A

Budgeted Item:

☐

Budget Amendment Needed:

RESOLUTION NO. 75-2025

RESOLUTION APPROVE HEARING PROTECTION POLICY

WHEREAS, staff for the City of Ottumwa has reviewed the current policies regarding hearing protection in the Health and Safety Manual and determined the current policy does not meet the short and long term care for employees and operational needs for the employer, and;

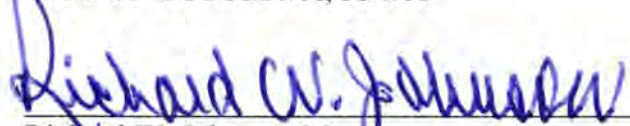
WHEREAS, staff has drafted and revised the Hearing Protection Policy to meet the needs of both employee and employer and finds that approval of said policy as revised, would be in the best interest of the City and the employees of the City, and;

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Ottumwa, Iowa, that the current Hearing Protection Policy and any supplements thereafter are hereby repealed and that the attached Hearing Protection Policy are hereby adopted in their place with an effective date of May 6, 2025.

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

PASSED, ADOPTED and APPROVED this 6th day of May 2025.

CITY OF OTTUMWA, IOWA


Richard W. Johnson, Mayor

ATTEST:


Christina Reinhard, City Clerk

Purpose

The purpose of the Hearing Protection Policy at the City of Ottumwa is to safeguard employees from occupational noise exposure that may lead to hearing loss and related health issues. This policy aims to establish comprehensive procedures for assessing noise levels, implementing effective hearing conservation measures, and providing appropriate hearing protection devices. By fostering a culture of safety and awareness, we are committed to ensuring the well-being of our workforce and promoting a safe working environment for all employees.

Scope

This policy applies to all the employees of the City of Ottumwa.

General

The City of Ottumwa is committed to ensuring the safety and well-being of all employees. The following guidelines have been established to reduce the risk of hearing loss and promote a safe working environment.

The City of Ottumwa will conduct regular assessments of workplace noise levels to identify areas where noise exposure exceeds regulatory limits. These assessments will be documented on the Noise Audit Worksheet (enclosed).

The City of Ottumwa will follow these general guidelines as shown in *OSHA 29 CFR 1910.95 – Occupational Noise Exposure*:

- Hearing protection devices are recommended to be worn in any area that is equal to, or greater than, 85 dB(A).
- Hearing protection devices shall be worn in any area where noise levels are equal to, or greater than, 90 dB(A).
- Hearing protection devices shall be worn in any area where noise levels are greater than 85 dB(A) TWA when an employee has not had a baseline audiogram.

Please see the Noise Exposure Determination Work Practice Guidelines contained within for specific instructions on calculating levels.

Areas where noise levels are greater than or equal to 90 dB(A) shall be posted with a sign indicating that hearing protection is required beyond that point. Exposure to continuous noise shall not exceed 115 dB(A). Exposure to impulsive or impact noise shall not exceed 140 dB peak sound pressure level.

The Department Head and/or Supervisors shall ensure that employees are aware of and compliant with wearing Hearing Protectors in posted locations.

Employees should refer questions or comments about this policy to their supervisor, Safety Committee members, and/or Human Resources.

Audiometric Testing

All new employees will receive a baseline hearing test as part of their pre-employment physical.

Positions noted in table 3 will receive annual Audiometric tests. These are positions classified as having exposures equal or exceed an 8-hour-time-weighted average of 85 dB(A).

- All testing shall be preceded by at least 14 hours without exposure to workplace noise.

If an employee moves to a new position or a workspace has a change in levels, testing shall be performed within six months of an individual's first exposure at or above an 8-hour-time-weighted average of 85 dB(A).

Audiometric tests shall be performed by a licensed or Certified Audiologist, Otolaryngologist, other physician, or by a technician who is certified by the Council of Accreditation in Occupational Hearing Conservation.

The City of Ottumwa currently uses MedCompass as their preferred company for annual testing. Employees undergoing pre-employment or regular physical testing (Fire Department) may have audiometric tests completed by the entity completing the physical testing.

- Employees that are under consistent care by a medical professional and have ongoing, annual hearing evaluations are not required to undergo the city's standard hearing tests. Employees in this category must submit a written note from their healthcare provider confirming they are receiving regular hearing tests along with any indication of Standard Threshold Shifts (STSS) in the test. This documentation should be provided annually to ensure continued exemption from the city's testing requirements.

If it is determined that an employee has sustained a standard threshold shift, Human Resources shall be notified so that appropriate reporting and corrective actions can be implemented.

Training

Employees are accountable for the proper care, maintenance, and proper use of the hearing protection.

Training will be provided to all employees so they acquire the understanding, knowledge, and skills necessary for the safe performance of their duties. Training will be completed online annually through NEOGOV.

Hearing Protectors

Hearing Protective Devices shall be made available to all employees exposed to noise levels greater than or equal to 85 dB(A). Employees shall be given the opportunity to

select their hearing protectors from a variety of suitable hearing protectors at no cost to them. Hearing protectors must be compatible when worn with other personal protective equipment (i.e. hard hats and eye protection).

Hearing protection devices shall have a noise reduction rating (NRR) high enough to attenuate an individual's exposure to at least an 8 hour time-weighted average of 90 dB.

- Employees who have experienced a Standard Threshold Shift (STS) shall wear hearing protection that provides attenuation to less than 85 dB(A) 8 Hr. TWA.

Monitoring

Monitoring of office, plant or site work areas where levels are greater than or equal to 80 dB(A) shall be performed by the safety representative or designee. Monitoring shall be performed by using a calibrated sound level meter or dosimeter.

Monitoring shall be repeated whenever there has been a significant change in the operation that may result in increased noise levels.

Definitions

Action Level	An 8-hour time weighted average of 85 decibels measured on the scale, slow response, or equivalently, a dose of fifty percent
Audiogram	A chart, graph, or table resulting from an audiometric test showing an individual's hearing threshold levels as a function of frequency.
Audiologist	A professional, specializing in the study and rehabilitation of hearing, who is certified by the American Speech-Language-Hearing Association or licensed by a state board of examiners.
Baseline Audiogram	The audiogram against which future and audiograms are compared
Criterion Sound Level	A sound level of 90 decibels.
Decibel (dB)	Unit of measurement of sound level.
Hertz (Hz)	Unit of measurement of frequency, numerically equal to cycles per second.
Noise dosimeter	An instrument that integrates a function of sound pressure over a period of time in such a manner that it directly indicates a noise dose.
Sound level meter	An instrument for the measurement of sound level.
Time weighted average sound level	That sound level, which if constant over an 8-hour exposure, would result in the same noise dose as is measured.

Noise Exposure Determination Work Practice Guideline

Employee exposure levels are determined based on the noise levels and the amount of time at the specific noise level. For continuous noise levels throughout a work shift a noise measurement can be made using a sound level meter and assuming an 8-hour work shift. The employees 8-hour time-weighted-average (TWA) exposure to noise will be the level measured on the sound level meter.

When noise levels are intermittent throughout a work shift or employee exposure levels to noise vary throughout the work shift, then two primary methods can be used to determine 8-hour TWA exposure levels to noise.

- A noise dosimeter can be placed onto the employee and worn throughout the work shift. The noise dosimeter will integrate the noise levels over the time period worn and provide the user an 8-hour TWA noise exposure level and noise dose.
- A sound level meter can be used to make noise measurements throughout the employee's work shift. Each noise level should be associated with an estimated amount of time at that noise level. From this point the formula in Table 1 should be followed to calculate an estimated 8-hour TWA noise exposure for the employee. Table 2 is also necessary to provide permissible exposure times (PT) in hours to various noise levels.

Table 1 – Noise Combined Exposure

When the daily noise exposure is composed of two or more periods of exposure to different noise levels, their combined effect should be considered. The noise dose (D) is then calculated as:

$$D = \frac{T_1}{PT_1} + \frac{T_2}{PT_2} + \dots + \frac{T_n}{PT_n} \times 100$$

Where: T₁ = total time (hours of employee exposure per day to sound level L₁)
PT₁ = permissible exposure time corresponding to sound level L₁ (see Table 2)

Table 2 – Permissible Noise Exposures

When employees are subjected to sound exceeding those listed in the table below, feasible administrative or engineering controls shall be utilized. If such controls fail to reduce sound levels within the levels of the table, personal protective equipment shall be provided and used to reduce sound levels within the levels of the table.

Duration per day, hours	Sound level dB(A) slow response
8	90
6	92
4	95
3	97
2	100
1.5	102
1	105
0.5	110
0.25 or less	115

Exposure to impulsive or impact noise should not exceed 140 dB peak sound pressure level.

Table 3 - Annual Testing Requirements by position

Positions identified as having exposure at or above an 8-hour-time-weighted average of 85 dB(A) require annual hearing tests.

Department	Position	Annual Test Required
Airport	All Positions	Yes
Beach	Lifeguard	No
	Maintenance Worker / Utility Worker	Yes
	Aquatic Facility Manager	Yes
	Janitor	No
Building & Code Enforcement	All Positions	No
Cemetery	Maintenance Worker / Utility Worker	Yes
City Hall – Administration	All Positions	No
Engineering	Engineering Tech (I / II / III)	Yes
	Engineering Supervisor	No
	GIS Administrator	Yes
	Assistant City Engineer	No
	Director of Public Works	No
Fire	All Positions	Yes
Landfill	All Positions	Yes
Library	All Positions	No
Parks	Maintenance / Utility Worker	Yes
	Director of Parks and Recreation	No
Police	All Positions	No
Police - Dispatch	All Positions	No
Public Works – Sewer / Street Cleaning / Streets / Traffic	All Positions	Yes
Recycling Center	Gatekeeper	Yes
	Demanufacturing Technician	Yes
Water Pollution Control Facility	Plant Operator	Yes
	Maintenance Technician	Yes
	Pre-Treatment Coordinator	Yes
	Laboratory Tech	No
	Laboratory Chemist	No
	Operations Supervisor	Yes
	Maintenance Supervisor	Yes
	Superintendent	Yes
	Administrative Clerk	No

Location: _____

Date: _____

Updated by: _____

Location or Equipment	Noise Monitoring Method	Noise Level dB(A)



CITY OF OTTUMWA
Staff Summary

**** ACTION ITEM ****

Council Meeting of : May 6, 2025

Administration
Department

Barbara Codjoe

Prepared By

Barbara Codjoe

Department Head

City Administrator Approval

AGENDA TITLE: Resolution #76-2025 - Approve the City's Wellness Program

☐

Public hearing required if this box is checked.

RECOMMENDATION: Pass and adopt resolution #76-2025

DISCUSSION: See attached

Source of Funds: N/A

Budgeted Item:



Budget Amendment Needed: No

The Employee Wellness Program outlines the three current programs that we offer to employees. This includes Health Screenings, annual Flu shots and an Employee Assistance Program (EAP). This program policy adds the parameters to the programs and gives employees one space to be able to review all our offerings.

The Employee Advocacy group has taken a deep dive into our health screenings and flu shots. The consensus from that group is that our employees wish to continue these programs.

All costs pertaining to our wellness programs come from account 860-665-6412. We have \$12,000 budgeted in this account currently.

We will continue to monitor all these programs and evaluate the offerings to ensure our employees are finding benefits from them.

RESOLUTION NO. 76-2025

RESOLUTION APPROVE EMPLOYEE WELLNESS PROGRAM POLICY

WHEREAS, staff for the City of Ottumwa has reviewed the current policies regarding employee wellness programs and determined the current policies does not meet the short and long term care for employees and operational needs for the employer, and;

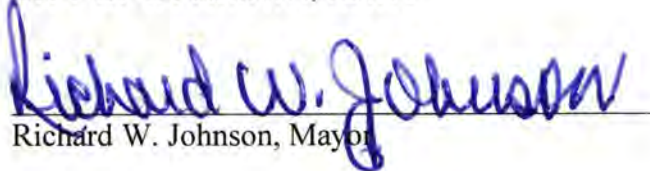
WHEREAS, staff has drafted and revised the Employee Wellness Program Policy to meet the needs of both employee and employer and finds that approval of said policy as revised, would be in the best interest of the City and the employees of the City, and;

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Ottumwa, Iowa, that the current Employee Wellness Program Policy and any supplements thereafter are hereby repealed and that the attached Employee Wellness Program Policy are hereby adopted in their place with an effective date of May 6, 2025.

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

PASSED, ADOPTED and APPROVED this 6th day of May 2025.

CITY OF OTTUMWA, IOWA


Richard W. Johnson, Mayor

ATTEST:


Christina Reinhard, City Clerk

PURPOSE

The purpose of our Employee Wellness Program is to enhance the overall health and well-being of our workforce by providing comprehensive resources, tools, and support that promote physical, mental, and emotional wellness. We are committed to fostering a positive workplace culture where employees feel empowered to prioritize their health through engaging activities, educational resources, and supportive initiatives. By investing in our employees' well-being, we aim to increase productivity, reduce stress, and create a healthier, more resilient workforce that thrives both personally and professionally.

ELIGIBILITY

This policy applies to all employees of the City of Ottumwa.

PROGRAM COMPONENTS

The City of Ottumwa offers the following components as part of the Wellness Program:

- Health Screenings
- Flu Shots
- Employee Assistance Programs (EAP)

Health Screenings

The City of Ottumwa is pleased to partner with Ottumwa Regional Health Center to bring Healthy Choices wellness screenings to our employees. Annually, all employees and their spouses are eligible for wellness screenings at no cost to the employee / eligible spouse. There are a number of items included in the wellness screening:



- Blood Chemistry Profile (22 different tests)
- Resting Blood Pressure, Body Mass Index (Height and Weight)
- Body Composition Analysis (Percent body fat and percent body lean)
- Personal One-on-One Consultation (Initial)
- Goal Setting/Health Coaching (Initial)
- 6 month Cholesterol recheck for elevated levels

Two additional options are available at a cost for the employee

- PSA (prostate specific antigen) - \$38
- Red/White Blood Cell Count - \$25

Approximately 3-4 weeks after the initial blood draw, a follow-up consultation with a nurse is completed to obtain results and set health goals. Employees will then be given a report detailing their health assessment level.

For calendar year 2025, employees that participate in the blood draw and the follow-up consultation will receive four (4) hours of incentive time in their accrued bank.

- Employee must sign up prior to appointment.
- Employee not qualified if only spouse completes draw.
- Incentive hours must be taken prior to December 31 each year.
- Employees must attend BOTH* appointments to qualify for the incentive leave.
 - *If the employee chooses to follow up with their medical provider instead of the nurse, they may provide a note stating that the results of the initial draw have been reviewed. This must be provided within 30 days of the scheduled follow up visits in order to be eligible for the additional accrued time.
- If employee does not have incentive time as an option, the additional four (4) hours will be added to their vacation accrual bank.
- Employee's spouse is defined as per our medical insurance requirements.

Starting in calendar year 2026, employees must maintain or improve their health assessment level in order to receive the additional incentive hours. These levels would be determined based upon the Consultation with Healthy Choices or their medical provider.

Cost to the city is \$75 per screening.

Flu Shots

Annual flu shots are available for all employees and spouses at no cost to the employee. These are provided by Ottumwa Regional Health Center and are part of the Healthy Choices program.

Shots are typically provided in October each year.

Cost to the city is \$25 per flu shot.

Employee Assistance Program (EAP)



The City of Ottumwa offers provide confidential, professional assistance to employees and their immediate family members. Our current EAP provider is CuraLink Healthcare which can be reached at 1-888-881-LINC (5462). All regular

full-time and part-time employees, as well as family members in their home, are eligible to utilize the EAP services.

The EAP ensures that all interactions and discussions between employees and EAP counselors remain strictly confidential, within legal limits. Information shared with the

EAP will not be disclosed to supervisors, managers, or colleagues without the employee's written consent, unless required by law.

The EAP offers a wide range of support services, including but not limited to:

- a. Short-term counseling: Confidential counseling sessions with licensed professionals to address personal, family, or work-related concerns.
- b. Work-life balance assistance: Resources and guidance on managing stress, improving relationships, time management, and similar challenges.
- c. Referrals: Assistance in identifying appropriate resources and referrals for specialized needs, such as legal, financial, childcare, eldercare, or substance abuse services.
- d. Crisis intervention: Support for employees facing urgent and critical situations that may impact their well-being and ability to function at work.

Employees can access EAP services by contacting the designated EAP provider's phone number or website. The EAP provider will arrange an initial appointment or assessment to identify the employee's needs and recommend appropriate resources.

The EAP services are provided at no cost to the employee or their immediate family members. Any additional services or treatments beyond the scope of the EAP may require the employee to seek coverage through their health insurance or other resources.

An employee may call directly for an EAP appointment or may be referred to the EAP if it is observed that the employee has a deterioration in work performance or attendance or other incidents which indicate a possibility of a personal problem.

- a. Consult with human resources, management or legal department to confirm the Formal Management Referral is appropriate
- b. Prior to meeting with the employee, contact the SupportLinc program at 1-888-881-5462 for a consultation with a Care Advocate to review the process and discuss expectations.
- c. The SupportLinc Care Advocate will provide the Referral Contact with a case number that the employee should reference when calling.
- d. The Care Advocate will send the Authorization for Disclosure of Records and Information (ROI) form. This form must be signed by the employee and a witness and returned to the Care Advocate.
- e. The employee should be instructed to contact SupportLinc, typically within 24 hours, and reference their case number.
- f. A Formal Referral Specialist (FRS) will be assigned to the case and will provide compliance updates to the Referral Contact at the agreed upon frequency and per the agreed upon method of communication. If the

- employee is compliant and completes all recommended services, a completion letter will be sent to the Referral Contact.
- g. If the employee is not compliant, the Referral Contact will also be notified.
 - h. If the employee chooses not to accept assistance at this time, the supervisor should reinforce the expectation for improved performance and the consequences for failure to improve. The supervisor should also point out that the EAP will be available should the employee change their mind in the future. The discussion of the EAP as an option should be clearly documented by the supervisor.
 - i. The supervisor will be sensitive to the employee's needs while the employee is involved in the program and participate, as needed, in the continuing recovery plan.

It is expected that city employees will comply with any referrals for diagnosis and cooperate with prescribed counseling or therapy. Employees who refuse evaluation, diagnosis and treatment, if indicated, will be handled in accordance with standard administrative disciplinary policies for unacceptable job performance. The City of Ottumwa EAP is not to be considered a substitute for disciplinary action and failure to receive treatment and to make satisfactory progress will result in the employee being subject to normal disciplinary procedures.

Time away from work will be treated the same as for any other absence due to illness, injury, or for personal reasons. An employee may use accumulated available sick leave, vacation, personal days and/or compensatory time during the treatment if the employee must be absent. It is the responsibility of the employee to advise their department immediately of the need to be absent from work. An unpaid leave must be requested for any portion of leave time not covered by paid leave, pursuant to standard procedures.

In cases of drug and alcohol abuse treatment, the treatment must be provided in an approved facility. The employee or dependent must be sure that the facility is approved before entering. Employees or dependents that receive alcohol and/or drug abuse treatment are expected to participate in follow-up therapy. In cases where the employee is referred to a treatment center in lieu of discipline, the employee must remain for the full course of treatment or the employee will be subject to the originally planned discipline. The cost of drug and alcohol abuse treatment will be paid by the employee subject to any coverage by the City's group health insurance program.

An employee who must be absent from work because of counseling or treatment shall be returned to their regular position with full benefits and seniority afforded other employees with medical problems if the position has not been filled. The department head will require the returning employee to furnish a return to work release.

Cost to the city is \$32.04 per member per year.

Participation

Participation in any Employee Wellness Program is voluntary. Employees are encouraged to engage in activities that resonate with their personal health goals.

Confidentiality

All personal health information collected through the Employee Wellness Programs will be kept confidential and used solely for the purpose of promoting the programs. Data will be aggregated and anonymized for reporting purposes.

Review and Amendments

This policy will be reviewed annually or as needed to ensure its effectiveness and compliance with security standards.

The Employee Advocacy Group for the City of Ottumwa is dedicated to managing and overseeing the program specifics for the Employee Wellness Programs. Suggestions for amendments can be submitted to the Employee Advocacy Group, Human Resources Department or City Administrator for consideration.

CITY OF OTTUMWA

Staff Summary


**** ACTION ITEM ****

Council Meeting of: May 6, 2025

Engineering
Department

Phillip Burgmeier
Prepared By


Department Head


City Administrator Approval

AGENDA TITLE: Resolution #77-2025. Awarding the Washington Street Reconstruction Project.

☐ **Public hearing required if this box is checked. **
☐ **The Proof of Publication for each Public Hearing must be attached to this Staff Summary. If the Proof of Publication is not attached, the item will not be placed on the agenda. **

RECOMMENDATION: Pass and adopt Resolution #77-2025.

DISCUSSION: This project will consist of full width, full depth pavement reconstruction of Washington Street from 100' north of 5th Street to the south side of the 4th Street intersection. While the pavement is out new sanitary and a separated storm sewer system will be installed. The storm sewer will be recombined at 4th Street until the trunk lines from Gateway make it to the area.

Bids were received and opened by the City of Ottumwa on April 30, 2025 at 2:00 p.m. Four (4) bids were received, and the low bidder is DC Concrete and Construction of Douds, Iowa, in the amount of \$738,491.00.

Bid Tab and Plan Holders list are attached.

Estimate: \$794,661

Funding: \$ 72,000 OWW
\$666,491 301 - Street Construction

RESOLUTION #77-2025

A RESOLUTION AWARDDING THE WASHINGTON
STREET RECONSTRUCTION PROJECT

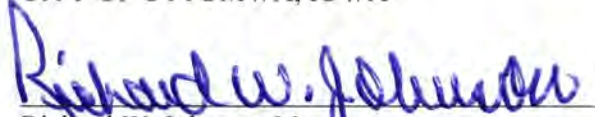
WHEREAS, The City Council of the City of Ottumwa, Iowa did advertise and accept bids for the above referenced project; and,

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


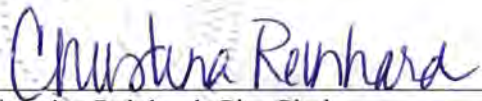
NOW, THEREFORE, BE IT RESOLVED, BY THE CITY COUNCIL OF THE CITY OF OTTUMWA, IOWA THAT: The award of the above referenced project is made to the lowest responsible bidder, DC Concrete and Construction of Douds, Iowa, in the amount of \$738,491.00.

APPROVED, PASSED, AND ADOPTED, this 6th day of May, 2025.

CITY OF OTTUMWA, IOWA


Richard W. Johnson, Mayor

ATTEST:



Christina Reinhard, City Clerk

BID TABULATION FOR

WASHINGTON STREET RECONSTRUCTION

4/30/2025

ITEM	DESCRIPTION	UNIT	CONSTRUCTION ESTIMATE			DC CONCRETE & CONST.		DRISH CONSTRUCTION		TK CONCRETE		JONES CONTRACTING	
			QTY	UNIT PRICE	EXTENSION	UNIT PRICE	EXTENSION	UNIT PRICE	EXTENSION	UNIT PRICE	EXTENSION	UNIT PRICE	EXTENSION
1	TOPSOIL, HAUL, FURNISH & SPREAD	CY	100	\$ 15.00	\$1,500.00	\$ 40.00	\$4,000.00	\$ 17.50	\$1,750.00	\$ 45.00	\$4,500.00	\$ 20.60	\$2,060.00
2	EXCAVATION, CL 10, ROADWAY & BORROW	CY	635	\$ 9.00	\$5,715.00	\$ 10.00	\$6,350.00	\$ 15.00	\$9,525.00	\$ 22.00	\$13,970.00	\$ 17.00	\$10,795.00
3	EXCAVATION, CL 10, UNSUITABLE	CY	100	\$ 45.00	\$4,500.00	\$ 15.00	\$1,500.00	\$ 72.50	\$7,250.00	\$ 45.00	\$4,500.00	\$ 77.25	\$7,725.00
4	SUBGRADE PREPARATION	SY	3550	\$ 4.75	\$16,862.50	\$ 1.00	\$3,550.00	\$ 1.75	\$6,212.50	\$ 2.00	\$7,100.00	\$ 2.06	\$7,313.00
5	MODIFIED SUBBASE	SY	3550	\$ 13.00	\$46,150.00	\$ 6.00	\$21,300.00	\$ 11.00	\$39,050.00	\$ 9.00	\$31,950.00	\$ 11.85	\$42,067.50
6	TRENCH COMPACTION TESTING	LS	1	\$ 5,000.00	\$5,000.00	\$ 5,000.00	\$5,000.00	\$ 6,704.00	\$6,704.00	\$ 4,000.00	\$4,000.00	\$ 7,590.59	\$7,590.59
7	SANITARY SEWER PIPE BY REPL.-TRENCHED, SDR-26, 8"	LF	761	\$ 68.00	\$51,748.00	\$ 42.00	\$31,962.00	\$ 75.00	\$57,075.00	\$ 80.00	\$60,880.00	\$ 87.55	\$66,625.55
8	SANITARY SEWER PIPE BY REPL.-TRENCHED, SDR-26, 12"	LF	50	\$ 72.00	\$3,600.00	\$ 48.00	\$2,400.00	\$ 125.00	\$6,250.00	\$ 140.00	\$7,000.00	\$ 133.90	\$6,695.00
9	SANITARY SEWER PIPE BY REPL.-TRENCHED, SDR-26, 15"	LF	50	\$ 80.00	\$4,000.00	\$ 60.00	\$3,000.00	\$ 132.00	\$6,600.00	\$ 170.00	\$8,500.00	\$ 144.20	\$7,210.00
10	SEWER SERVICE, SANITARY 6 IN DIA	LF	390	\$ 62.00	\$24,180.00	\$ 40.00	\$15,600.00	\$ 85.00	\$33,150.00	\$ 62.50	\$24,375.00	\$ 97.85	\$38,161.50
11	REMOVAL OF PIPE < 36"	LF	1030	\$ 11.00	\$11,330.00	\$ 15.00	\$15,450.00	\$ 14.50	\$14,935.00	\$ 16.50	\$16,995.00	\$ 16.48	\$16,974.40
12	STORM SEWER, TRENCHED, 12" RCP	LF	135	\$ 55.00	\$7,425.00	\$ 65.00	\$8,775.00	\$ 58.00	\$7,830.00	\$ 95.00	\$12,825.00	\$ 63.86	\$8,621.10
13	STORM SEWER, TRENCHED, 15" RCP	LF	885	\$ 65.00	\$57,525.00	\$ 70.00	\$61,950.00	\$ 67.00	\$59,295.00	\$ 95.00	\$84,075.00	\$ 74.16	\$85,631.60
14	STORM SEWER, TRENCHED, 24" RCP	LF	50	\$ 85.00	\$4,250.00	\$ 75.00	\$3,750.00	\$ 105.00	\$5,250.00	\$ 140.00	\$7,000.00	\$ 123.60	\$6,180.00
15	SUBDRAIN, STD. PERFORATED, 4"	LF	1569	\$ 9.00	\$14,121.00	\$ 21.00	\$32,949.00	\$ 10.25	\$16,082.25	\$ 11.00	\$17,259.00	\$ 11.08	\$17,384.52
16	SUBDRAIN OUTLET (4040 235)	EA	7	\$ 195.00	\$1,365.00	\$ 100.00	\$700.00	\$ 165.00	\$1,155.00	\$ 250.00	\$1,750.00	\$ 185.40	\$1,297.80
17	WATER MAIN, TRENCH, PVC C-900, 8"	LF	653	\$ 69.00	\$45,057.00	\$ 80.00	\$39,180.00	\$ 55.00	\$35,915.00	\$ 56.00	\$36,568.00	\$ 61.80	\$40,355.40
18	WATER MAIN, TRENCH, PVC C-900, 10"	LF	82	\$ 75.00	\$6,150.00	\$ 70.00	\$5,740.00	\$ 80.00	\$6,560.00	\$ 109.00	\$8,938.00	\$ 87.55	\$7,179.10
19	FITTINGS BY WEIGHT, DUCTILE IRON	LBS	1196	\$ 0.30	\$285.00	\$ 10.00	\$11,960.00	\$ 17.00	\$20,332.00	\$ 8.50	\$10,166.00	\$ 18.54	\$22,173.84
20	WATER SERVICE STUB, COPPER, 3/4 IN	EA	5	\$ 1,500.00	\$7,500.00	\$ 400.00	\$2,000.00	\$ 2,000.00	\$10,000.00	\$ 2,250.00	\$11,250.00	\$ 2,214.50	\$11,072.50
21	VALVE, GATE, DIP 8 IN	EA	1	\$ 3,800.00	\$3,800.00	\$ 2,500.00	\$2,500.00	\$ 3,215.00	\$3,215.00	\$ 3,200.00	\$3,200.00	\$ 3,311.45	\$3,311.45
22	VALVE, GATE, DIP 10 IN	EA	2	\$ 4,500.00	\$9,000.00	\$ 4,000.00	\$8,000.00	\$ 4,215.00	\$8,430.00	\$ 4,250.00	\$8,500.00	\$ 4,341.45	\$8,682.90
23	MANHOLE, SANITARY SEWER, SW-301	EA	4	\$ 12,500.00	\$50,000.00	\$ 4,500.00	\$18,000.00	\$ 6,750.00	\$27,000.00	\$ 6,250.00	\$25,000.00	\$ 6,952.50	\$27,810.00
24	MANHOLE, STORM SEWER, SW-401	EA	3	\$ 10,500.00	\$31,500.00	\$ 4,000.00	\$12,000.00	\$ 5,540.00	\$16,620.00	\$ 6,900.00	\$20,700.00	\$ 5,706.20	\$17,118.60
25	SINGLE GRATE INTAKE, SW-501	EA	3	\$ 5,200.00	\$15,600.00	\$ 4,000.00	\$12,000.00	\$ 5,000.00	\$15,000.00	\$ 5,500.00	\$16,500.00	\$ 5,150.00	\$15,450.00
26	SINGLE GRATE INTAKE WITH MANHOLE, SW-503	EA	2	\$ 7,200.00	\$14,400.00	\$ 4,000.00	\$8,000.00	\$ 7,500.00	\$15,000.00	\$ 7,500.00	\$15,000.00	\$ 7,725.00	\$15,450.00
27	DOUBLE GRATE INTAKE WITH MANHOLE, SW-506	EA	3	\$ 9,500.00	\$28,500.00	\$ 14,000.00	\$42,000.00	\$ 9,930.00	\$29,790.00	\$ 12,500.00	\$37,500.00	\$ 10,227.90	\$30,683.70
28	DOUBLE OPEN THROAT INTAKE, SMALL BOX, SW-509	EA	1	\$ 8,500.00	\$8,500.00	\$ 8,000.00	\$8,000.00	\$ 8,725.00	\$8,725.00	\$ 9,500.00	\$9,500.00	\$ 8,986.75	\$8,986.75
29	REMOVAL OF MANHOLE OR INTAKE	EA	10	\$ 450.00	\$4,500.00	\$ 2,000.00	\$20,000.00	\$ 750.00	\$7,500.00	\$ 775.00	\$7,750.00	\$ 772.50	\$7,725.00
30	STD OR SLIP FORM PCC PAVEMENT, CL. C, CL. 3, 8"	SY	3265	\$ 65.00	\$212,225.00	\$ 62.00	\$202,430.00	\$ 85.00	\$277,525.00	\$ 72.00	\$235,080.00	\$ 84.55	\$276,055.75
31	REMOVAL OF PAVED DRIVEWAY	SY	80	\$ 7.50	\$600.00	\$ 10.00	\$800.00	\$ 9.00	\$720.00	\$ 8.50	\$680.00	\$ 9.27	\$741.60
32	REMOVAL OF SIDEWALK	SY	366	\$ 7.50	\$2,745.00	\$ 10.00	\$3,660.00	\$ 5.00	\$1,830.00	\$ 8.50	\$3,111.00	\$ 5.15	\$1,884.90
33	SIDEWALK, P.C. CONCRETE, 6 IN	SY	372	\$ 75.00	\$27,900.00	\$ 70.00	\$26,040.00	\$ 88.00	\$25,296.00	\$ 75.00	\$27,900.00	\$ 68.00	\$25,296.00
34	DETECTABLE WARNINGS	SF	190	\$ 50.00	\$9,500.00	\$ 50.00	\$9,500.00	\$ 50.00	\$9,500.00	\$ 48.00	\$9,120.00	\$ 50.00	\$9,500.00
35	DRIVEWAY, P.C. CONCRETE, 6 IN	SY	101	\$ 65.00	\$6,565.00	\$ 70.00	\$7,070.00	\$ 70.00	\$7,070.00	\$ 70.00	\$7,070.00	\$ 70.00	\$7,070.00
36	DRIVEWAY, 3/4 CRUSHED STONE	TN	25	\$ 40.00	\$1,000.00	\$ 40.00	\$1,000.00	\$ 38.00	\$950.00	\$ 50.00	\$1,250.00	\$ 39.14	\$978.50
37	REMOVAL OF PAVEMENT	SY	3275	\$ 7.50	\$24,562.50	\$ 9.00	\$29,475.00	\$ 5.00	\$16,375.00	\$ 6.20	\$20,305.00	\$ 5.15	\$16,866.25
38	TRAFFIC CONTROL	LS	1	\$ 5,000.00	\$5,000.00	\$ 5,000.00	\$5,000.00	\$ 3,800.00	\$3,800.00	\$ 5,000.00	\$5,000.00	\$ 8,240.00	\$8,240.00
39	SEEDING, FERTILIZING, & MULCHING (URBAN)	LS	1	\$ 3,500.00	\$3,500.00	\$ 10,000.00	\$10,000.00	\$ 4,500.00	\$4,500.00	\$ 2,750.00	\$2,750.00	\$ 4,892.50	\$4,892.50
40	EROSION CONTROL, SILT FENCE & FILTER SOCKS	LF	100	\$ 10.00	\$1,000.00	\$ 3.00	\$300.00	\$ 5.00	\$500.00	\$ 5.00	\$500.00	\$ 5.15	\$515.00
41	EROSION CONTROL, SILT FENCE & FILTER SOCKS, REMOVAL	LF	100	\$ 5.00	\$500.00	\$ 1.00	\$100.00	\$ 1.00	\$100.00	\$ 2.50	\$250.00	\$ 1.03	\$103.00
42	CONSTRUCTION SURVEY	LS	1	\$ 3,500.00	\$3,500.00	\$ 9,500.00	\$9,500.00	\$ 9,500.00	\$9,500.00	\$ 7,500.00	\$7,500.00	\$ 9,500.00	\$9,500.00
43	MOBILIZATION	LS	1	\$ 10,500.00	\$10,500.00	\$ 25,000.00	\$25,000.00	\$ 34,000.00	\$34,000.00	\$ 40,000.00	\$40,000.00	\$ 27,000.00	\$27,000.00
44	CONCRETE WASHOUT	LS	1	\$ 1,500.00	\$1,500.00	\$ 1,000.00	\$1,000.00	\$ 1,000.00	\$1,000.00	\$ 3,500.00	\$3,500.00	\$ 500.00	\$500.00

Gray Box Denotes Math Error by Contractor

TOTAL

\$794,661.00

\$738,491.00

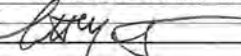
\$874,866.75

\$881,267.00

\$917,475.30

I HEREBY CERTIFY THAT THIS IS A TRUE TABULATION
OF THE BIDS RECEIVED AT 2:00 P.M. ON 4-30-2025

BY:



PLAN HOLDERS LIST

**Washington Street Reconstruction
Ottumwa, Iowa 52501**

Engineer's Estimate: \$794,661.00

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

Set No	Name & Address of Plan Holder	Phone/Fax	Plans Mailed	Deposit Received	Plans Returned Refund Mailed	Addendum No. 1 & 2
1	Jones Contracting Corp 1808 Hwy 16 PO Box 156 West Point, IA 52656 pjones@jonescontractingcorp.com	319-837-8129	Emailed 4/16/2025			Emailed 4/23/25 Emailed 4/25/25
2	DC Concrete & Construction 15476 Emerald Rd Douds, IA 52551 dcconstruction.ia@gmail.com	641-919-0636	Emailed 4/16/2025			Emailed 4/23/25 Emailed 4/25/25
3	Wicks Construction PO Box 428 Decorah, IA 52101 dave@wicksconstruction.com	563-380-0334	Emailed 4/16/2025			Emailed 4/23/25 Emailed 4/25/25
4	Wanner's Excavating 201 N. Madison Ottumwa, IA 52501 wannersexcavating@gmail.com	641-226-2618	Emailed 4/16/2025			Emailed 4/23/25 Emailed 4/25/25
5	MJ Daly Construction Co Inc 1916 Mt. Pleasant St. Burlington, IA 52601 dalyconst@aol.com	319-754-8119	Emailed 4/16/2025			Emailed 4/23/25 Emailed 4/25/25
6	Fye Excavating 10165 Sperry Rd Sperry, IA 52650 sbush@fyeexcavating.com	319-209-0002	Emailed 4/16/2025			Emailed 4/23/25 Emailed 4/25/25
7	Ideal Ready Mix 2901 N Court St Ottumwa, IA 52501 jmartsching@idealm.com	319-759-0246	Emailed 4/16/2025			Emailed 4/23/25 Emailed 4/25/25
8	Manatt's, Inc. 1775 Old 6 Rd Brooklyn, IA 52211 nickg@manatts.com	641-522-9206	Emailed 4/16/2025			Emailed 4/23/25 Emailed 4/25/25
9	Sternquist Construction 1110 N 14th St Indianola, IA 51025 nwaterhouse@sternquistconstruction.com	515-961-8127	Emailed 4/16/2025			Emailed 4/23/25 Emailed 4/25/25
10	Hawkeye Paving Corp 801 42nd St Bettendorf, IA 52722 tparkins@hawkeypaving.com	563-355-6834	Emailed 4/16/2025			Emailed 4/23/25 Emailed 4/25/25
11	Metro Pavers, Inc. 101 Southgate Ave Iowa City IA 52240 craig@metro-pavers.com	319-351-8800	Emailed 4/16/2025			Emailed 4/23/25 Emailed 4/25/25
12	DeLong Construction 1320 North 8th Ave Washington, IA 52353 kjohnson@delonginc.com	319-653-3334	Website 4/21/2025			Emailed 4/23/25 Emailed 4/25/25
13	Absolute Concrete Construction 505 1st ave N, PO Box 148 Slater, IA 50244 lpetersen@ac-iowa.com	515-497-6137	Emailed 4/16/2025			Emailed 4/23/25 Emailed 4/25/25
14	Blommer's Construction 1117-222nd Ave Pella, IA 50219 jblommers5@gmail.com	641-628-4068	Emailed 4/16/2025			Emailed 4/23/25 Emailed 4/25/25
15	Drish Construction 1701 S Main St Fairfield, IA 52556 drish_brandon@gmail.com	641-472-9506	Emailed 4/16/2025			Emailed 4/23/25 Emailed 4/25/25
16	J & K Contracting LLC					

	10703 Justin Dr Urbandale, IA 50322 jared@jkcia.com	515-450-0812	Emailed 4/16/2025			Emailed 4/23/25 Emailed 4/25/25
17	Cornerstone Excavating, Inc. PO Box 928 Washington, IA 52353 office@cstoneinc.com	319-653-3957	Emailed 4/16/2025			Emailed 4/23/25 Emailed 4/25/25
18	TK Concrete 1608 Fifield Rd Pella, IA 50219 jen@vermeergroup.com	641-628-4590	City Website 4/18/2025			Emailed 4/23/25 Emailed 4/25/25
19	Peterson Contractors Inc PO Box A Reinbeck, IA 50613 matt@pcius.com	319-345-2713	City Website 4/21/2025			Emailed 4/23/25 Emailed 4/25/25
20	Core & Main 2500 SE Enterprise Drive Grimes, IA 50111 nathaniel.barnhart@coreandmain.com	515-259-8041	City Website 4/22/2025			Emailed 4/23/25 Emailed 4/25/25
21						
22						
	Master Builders 221 Park Street Des Moines, IA 50309 CAdams@mbionline.com	800-362-2578 515-288-8718	Notice of Project 4/16/2025			Emailed 4/24/25 Emailed 4/25/25
	City of Ottumwa 105 E Third St Ottumwa, IA 52501	641-683-0680	Notice of Project, P&S 4/16/2025			Emailed 4/23/25 Emailed 4/25/25

received
5/25 2pm

Item No. I.-10.

CITY OF OTTUMWA

Staff Summary

**** ACTION ITEM ****

Council Meeting of: May 6, 2025

Engineering Department
Department

Phillip Burgmeier
Prepared By

Phillip Burgmeier
Department Head

Bob Kite
City Administrator Approval

AGENDA TITLE: Resolution #79-2025. Approving Change Order #1 and accepting the work as final and complete for the Church Street Crosswalks Project.

☐

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

☐

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

RECOMMENDATION: Pass and adopt Resolution #79-2025.

DISCUSSION: This project placed stamped concrete crosswalks with ADA ramps across Church Street located at Ransom Street and Davis Street. A painted crosswalk with ADA ramps was installed at Moore Street. This project was awarded to DC Concrete & Construction of Douds, Iowa.

Change Order #1 consists of quantity adjustments for lengthening ramps to meet ADA requirements, replacing stamped concrete between the ramp and back of curb, and a street patch at Moore Street

DC Concrete & Construction of Douds, Iowa has completed the above referenced work according to the plans and specifications. This will authorize approval of Change Order #1 with final payment releasing all retainage.

Original Contract Amount:	\$36,820.50
Change Order #1:	\$ 7,114.36
New Contract Amount:	\$43,934.86
Less Previous Payments	\$34,825.10
Final Payment	\$ 9,109.76

Source of Funds: Sidewalk/Curb 307-7-725 Budgeted Item: Yes

Budget Amendment Needed: No

RESOLUTION #79-2025

A RESOLUTION APPROVING CHANGE ORDER #1 AND ACCEPTING THE WORK AS
FINAL AND COMPLETE FOR THE CHURCH STREET CROSSWALKS PROJECT

WHEREAS, The City Council of the City of Ottumwa, Iowa entered into a contract on October 1, 2024 with DC Concrete & Construction of Douds, Iowa for the above referenced project; and

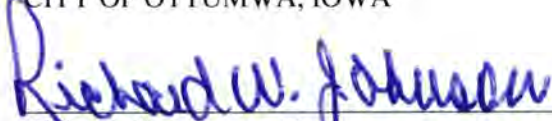
WHEREAS, Change Order #1 increased the contract amount by \$7,114.36 for contract quantity adjustments. The new contract sum is \$43,934.86, and

WHEREAS, The project is now complete and final payment can be made releasing all retainage.


NOW, THEREFORE, BE IT RESOLVED, BY THE CITY COUNCIL OF THE CITY OF OTTUMWA, IOWA THAT: The Church Street Crosswalks Project is hereby accepted as complete and authorization to make final payment to DC Concrete & Construction of Douds, Iowa in the amount of \$9,109.76 is hereby approved.

APPROVED, PASSED, AND ADOPTED, this 6th day of May, 2025.

CITY OF OTTUMWA, IOWA


Richard W. Johnson, Mayor

ATTEST:


Christina Reinhard, City Clerk

SECTION 630
PAY ESTIMATE

CITY OF OTTUMWA

APPLICATION FOR PAYMENT

TO OWNER: City of Ottumwa

PROJECT: Church Street Crosswalks

PAY REQUEST NO. 2
Final

FROM CONTRACTOR: DC CONCRETE

PAY PERIOD: 4-Apr-25

CONTRACTOR'S APPLICATION FOR PAYMENT

Application for payment is made as follows:

1. Original Contract Sum	\$36,820.50
2. Net change by Change Orders	\$7,114.36
3. Contract Sum to Date (Line 1± Line 2)	\$43,934.86
4. Total Completed and Stored to Date	\$43,934.86
5. Retainage: <u>0</u> % of Completed work	\$0.00
6. Total Earned Less Retainage Amount	\$43,934.86
7. Less Previous Payments	\$34,825.10
8. Current Payment Due	\$9,109.76

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: DC Concrete & Const
BY: Bridget CP

DATE: 4/10/2025
TITLE: Owner

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.

[Signature]
ENGINEERING SUPERVISOR

AMOUNT CERTIFIED: \$9,109.76

DATE: 4-10-2025

DIRECTOR OF PUBLIC WORKS

DATE: _____

**Section 640
CHANGE ORDER**

Project: Church Street Crosswalks

To Contractor: DC CONCRETE

Change Order Number: 1

The Contract is changed as follows:

Adjustment of Quantities: See Tab sheet

	4-Apr-25
	\$0.00
	<u>\$7,114.36</u>
	\$0.00
	<u>\$0.00</u>
	\$0.00
	<u>\$0.00</u>
	\$0.00
	<u>\$0.00</u>
Total:	\$7,114.36

Base bid amount \$36,820.50

NEW PROJECT TOTAL \$43,934.86

NOT VALID UNTIL SIGNED BY THE OWNER AND CONTRACTOR

The Original Contract Sum was \$36,820.50

Net change by previously authorized Change Orders \$0.00

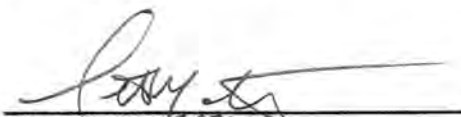
The Contract Sum prior to this change order \$36,820.50

The Contract Sum will be increased by this change order in the amount of \$7,114.36

The new Contract Sum including this change order \$43,934.86

The Contract Time will be unchanged by 0 days

The date of Substantial Completion as of the date of this Change Order is in accordance with contract documents.



ENGINEER/ Director
DIRECTOR OF PUBLIC WORKS

4-10-2025

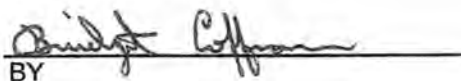
DATE

DC CONCRETE

CONTRACTOR

4/10/2025

DATE



BY

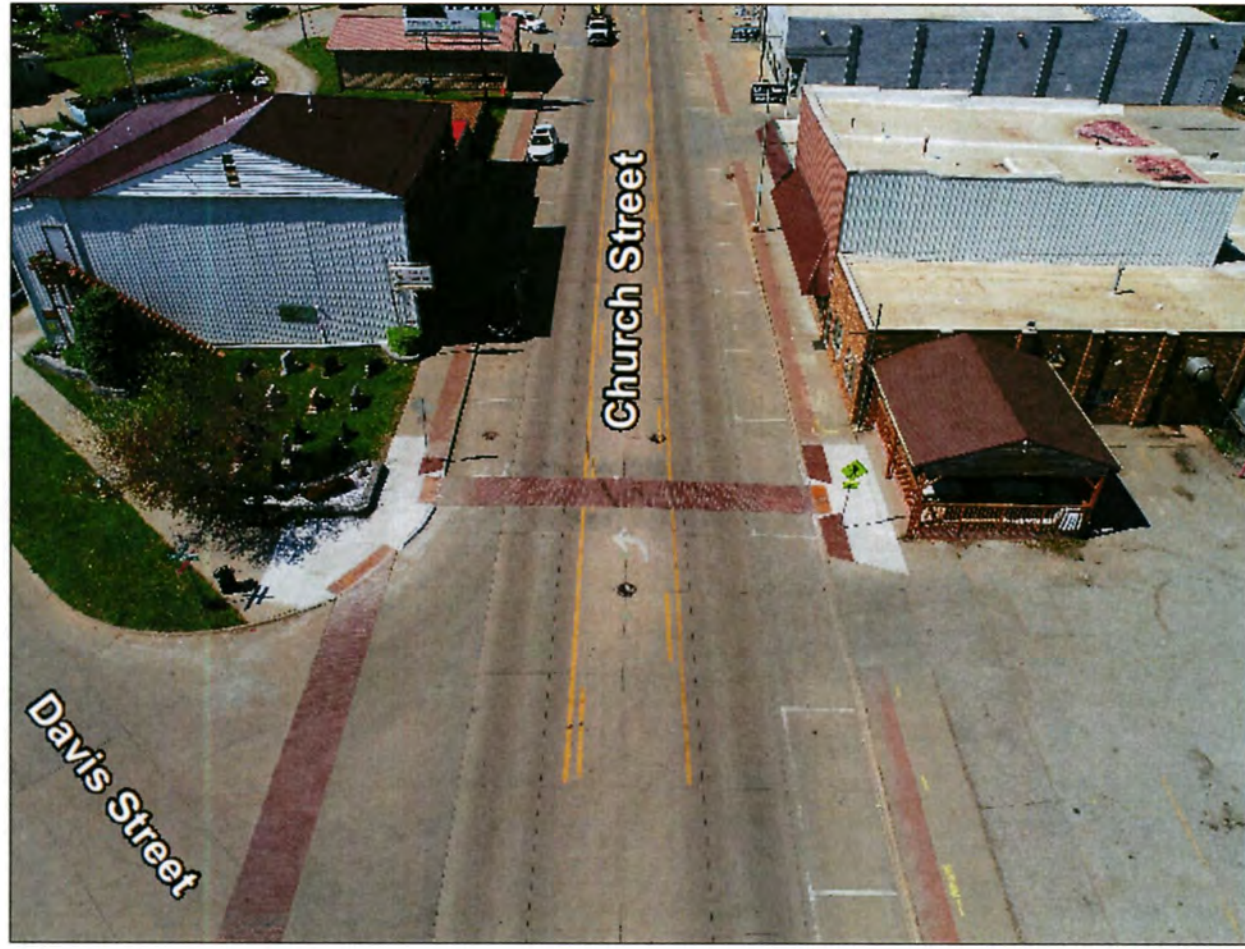
Guma

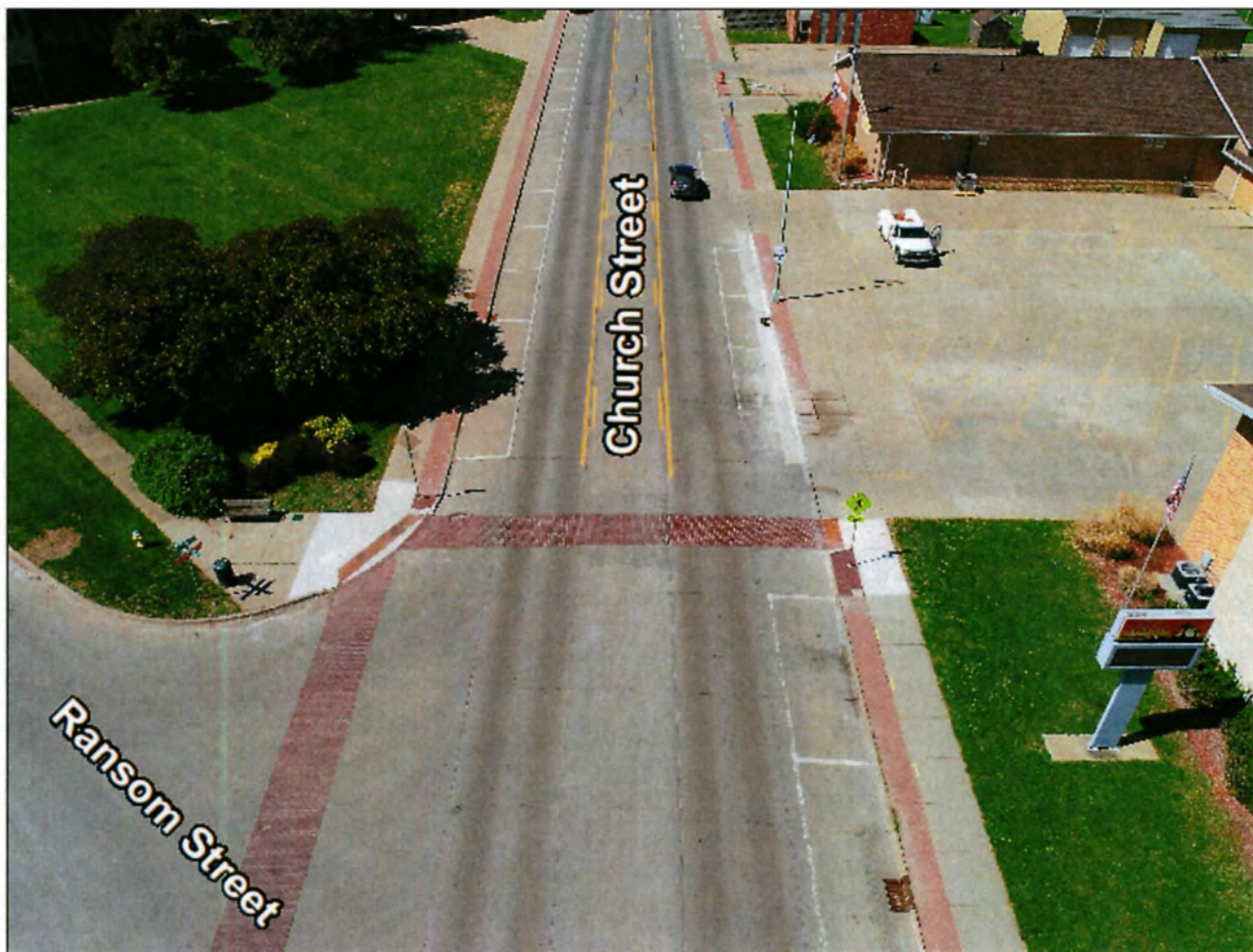
TITLE

[illegible]

Church Street ADA Ramps







received
5.1.25 2pm

Item No. I.-11.

CITY OF OTTUMWA

Staff Summary

**** ACTION ITEM ****

Council Meeting of: May 6, 2025

Phillip Burgmeier

Prepared By

Engineering

Department

Phil Burgmeier
Department Head

P. J. Kru
City Administrator Approval

AGENDA TITLE: Resolution #80-2025. Fixing the date for a Public Hearing on the proposal to convey certain real property to the Ottumwa Community School District via a Real Estate Exchange Agreement.

☐ **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: Set time, date and place of public hearing as:

May 20, 2025

5:30 p.m.

City Council Meeting

Bridge View Center

DISCUSSION: the City of Ottumwa (the "City") has negotiated a Real Estate Exchange Agreement with the Ottumwa Community School District (the "District") whereby the City will convey certain property to the District in exchange for the District conveying permanent sewer easements to the City.

Source of Funds: TSIP Grant /RU-LOST

Budgeted Item: Yes

Budget Amendment Needed: No

ITEM TO INCLUDE ON AGENDA

CITY OF OTTUMWA, IOWA

May 6, 2025

5:30 P.M.

- Resolution setting the date for a public hearing on the proposal to convey interests in real property to the Ottumwa Community School District via a Real Estate Exchange Agreement

IMPORTANT INFORMATION

1. The above agenda items should be included, along with any other agenda items, in the meeting agenda. The agenda should be 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 body holding the meeting. If no such office exists, the notice must be posted at the building in which the meeting is to be held.
2. If you do not now have a bulletin board designated as above mentioned, designate one and establish a uniform policy of posting your notices of meeting and tentative agenda.
3. Notice and tentative agenda must be posted at least 24 hours prior to the commencement of the meeting.

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

May 6, 2025

The City Council of the City of Ottumwa in the State of Iowa, met in regular session, in the Bridge View Center, 102 Church Street, Ottumwa, Iowa, at 5:30 P.M., on the above date. There were present Mayor Johnson, in the chair, and the following named Council Members:

Cara Galloway, Bill Hoffman Jr., Doug McAntire, Dan Reid

Absent: Keith Caviness

Vacant: _____

* * * * *

Council Member Hoffman then introduced the following proposed Resolution entitled "RESOLUTION SETTING THE DATE FOR A PUBLIC HEARING ON THE PROPOSAL TO CONVEY INTERESTS IN REAL PROPERTY TO THE OTTUMWA COMMUNITY SCHOOL DISTRICT VIA A REAL ESTATE EXCHANGE AGREEMENT", and moved that the same be adopted. Council Member Reid seconded the motion to adopt. The roll was called and the vote was,

AYES: Galloway, Hoffman, McAntire, Reid

NAYS: _____

Whereupon, the Mayor declared the Resolution duly adopted as follows:

RESOLUTION NO. #80-2025

RESOLUTION SETTING THE DATE FOR A PUBLIC HEARING ON THE
PROPOSAL TO CONVEY INTERESTS IN REAL PROPERTY TO THE
OTTUMWA COMMUNITY SCHOOL DISTRICT VIA A REAL ESTATE
EXCHANGE AGREEMENT

WHEREAS, the City of Ottumwa (the "City") has negotiated a Real Estate Exchange Agreement with the Ottumwa Community School District (the "District") whereby the City will convey certain property to the District in exchange for the District conveying permanent sewer easements to the City; and

WHEREAS, the property to be conveyed by the City is legally described as follows:

Lot 26 Norris Subdivision Legal Description:

The West sixteen feet of Lot Twenty-six (26) in Norris' Subdivision of Out Lot No. Thirty-three (33) in the City of Ottumwa, Iowa.

Lot 19 Norris Subdivision Legal Description:

Lot Nineteen (19) except the East Twenty (20) feet and the Southwest Eight (8) feet in Norris' Subdivision of Out Lot No. Thirty-three (33) in the City of Ottumwa, Iowa.

AND

The East Twenty (20) feet and the Southwest Eight (8) feet in Norris' Subdivision of Out Lot No. Thirty-three (33) in the City of Ottumwa, Iowa.

Alley Legal Description:

The North-South Alley being 12 feet wide and lying between Lots Twenty-five (25) and Twenty-six (26) in Norris' Subdivision of Out Lot No. Thirty-three (33) in the City of Ottumwa, Iowa.

And

That portion of the East-West alley being 18 feet wide and lying between the South line of Lots Twenty (20) through Twenty-seven (27) in Norris' Subdivision of Out Lot No. Thirty-three (33) and the North line of Lots Seven (7) through Eleven (11) in Block Two (2) in Blake's Addition and the North line of Lots Eight (8) through Twelve (12) in Connell's Addition, all in the City of Ottumwa, Iowa and being more particularly described as follows:

Beginning at the Northeast corner of Lot 11 in Block Two (2) of said Blake's Addition; thence West along the North line of Lots Seven (7) through Eleven (11) in said Block Two (2) and the North line of Lots Eight (8) through Twelve (12) in said Connell's Addition and the Westerly extension thereof to the East line of Lot Seven (7) in said Connell's Addition; thence North along said East line to the Southwest corner of Lot Twenty (20) in said Norris' Subdivision; thence East along the South line

of Lots Twenty (20) through Twenty-seven (27) in said Norris' Subdivision to a point 18 feet North of the Point of Beginning; thence South to the Point of Beginning.

WHEREAS, the property to be conveyed by the City shall be conveyed subject to reserved easements and completion of formal vacation proceedings; and

WHEREAS, to comply with the procedural requirements of the Iowa Code, this Council has set forth its proposal in this Resolution and should now set a date for a public hearing on the proposed conveyance of the City's interests in the Property, at which time this Council proposes to take action thereon and to receive oral and/or written objections from any resident or property owner of said City to such action.

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

Section 1. That this Council shall hold a public hearing at its meeting which begins at 5:30 P.M. on May 20, 2025, in the Bridge View Center, 102 Church Street, Ottumwa, Iowa for the purpose of taking action on the matter of the proposal to convey interests in real property to the Ottumwa Community School District, pursuant to the terms and conditions of the proposed Real Estate Exchange Agreement.

Section 2. That the City Clerk is hereby directed to cause at least one publication of a notice of said public hearing in a newspaper published at least once weekly and having general circulation in said City, said publication to be not less than four (4) clear days nor more than twenty (20) days before the date of said public meeting.

Section 3. The notice of the public hearing and proposed action shall be in substantially the following form:

(One publication required)

NOTICE OF PUBLIC HEARING OF THE CITY
COUNCIL OF THE CITY OF OTTUMWA IN THE
STATE OF IOWA, ON THE MATTER OF THE
PROPOSAL TO CONVEY INTERESTS IN REAL
PROPERTY TO THE OTTUMWA COMMUNITY
SCHOOL DISTRICT VIA A REAL ESTATE EXCHANGE
AGREEMENT, AND THE HEARING THEREON

PUBLIC NOTICE is hereby given that the Council of the City of Ottumwa in the State of Iowa, will hold a public hearing before itself at its meeting that commences at 5:30 P.M. on May 20, 2025, in the Bridge View Center, 102 Church Street, Ottumwa, Iowa, at which meeting the Council proposes to take action on the proposal to approve a Real Estate Exchange Agreement (the "Agreement") whereby the City will convey certain property to the District in exchange for the District conveying permanent sewer easements to the City. The property to be conveyed by the City is legally described as follows:

Lot 26 Norris Subdivision Legal Description:

The West sixteen feet of Lot Twenty-six (26) in Norris' Subdivision of Out Lot No. Thirty-three (33) in the City of Ottumwa, Iowa.

Lot 19 Norris Subdivision Legal Description:

Lot Nineteen (19) except the East Twenty (20) feet and the Southwest Eight (8) feet in Norris' Subdivision of Out Lot No. Thirty-three (33) in the City of Ottumwa, Iowa.

AND

The East Twenty (20) feet and the Southwest Eight (8) feet in Norris' Subdivision of Out Lot No. Thirty-three (33) in the City of Ottumwa, Iowa.

Alley Legal Description:

The North-South Alley being 12 feet wide and lying between Lots Twenty-five (25) and Twenty-six (26) in Norris' Subdivision of Out Lot No. Thirty-three (33) in the City of Ottumwa, Iowa.

And

That portion of the East-West alley being 18 feet wide and lying between the South line of Lots Twenty (20) through Twenty-seven (27) in Norris' Subdivision of Out Lot No. Thirty-three (33) and the North line of Lots Seven (7) through Eleven (11) in Block Two (2) in Blake's Addition and the North line of Lots Eight (8) through Twelve (12) in Connell's Addition, all in the City of Ottumwa, Iowa and being more particularly described as follows:

Beginning at the Northeast corner of Lot 11 in Block Two (2) of said Blake's Addition; thence West along the North line of Lots Seven (7) through Eleven (11) in said Block Two (2) and the North line of Lots Eight

(8) through Twelve (12) in said Connell's Addition and the Westerly extension thereof to the East line of Lot Seven (7) in said Connell's Addition; thence North along said East line to the Southwest corner of Lot Twenty (20) in said Norris' Subdivision; thence East along the South line of Lots Twenty (20) through Twenty-seven (27) in said Norris' Subdivision to a point 18 feet North of the Point of Beginning; thence South to the Point of Beginning.

The property to be conveyed by the City shall be conveyed subject to reserved easements and completion of formal vacation proceedings.

A copy of the Agreement is on file for public inspection during regular business hours in the office of the City Clerk, City Hall, City of Ottumwa, Iowa.

At the time and place set for the public hearing, interested individuals will be given the opportunity to express their views, both orally and in writing, on the proposed conveyance and proposed Agreement. After all objections have been received and considered, the Council may at this meeting or at any adjournment thereof, take additional action to approve the Agreement or to modify the Agreement, or may abandon the proposal to authorize said Agreement.

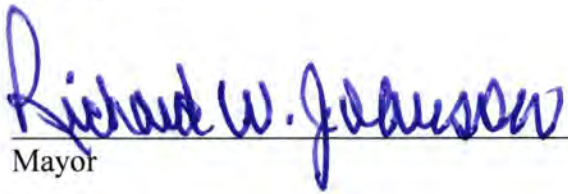
This notice is given by order of the City Council of the City of Ottumwa in the State of Iowa, as provided by Iowa Code Section 364.7.

Dated this _____ day of _____, 2025.

City Clerk, City of Ottumwa in the State of
Iowa

(End of Notice)

PASSED AND APPROVED this 6th day of May, 2025.



Mayor

ATTEST:



City Clerk

CERTIFICATE

STATE OF IOWA

)

) SS

COUNTY OF WAPELLO

)

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

WITNESS my hand and the seal of the Council hereto affixed this 6th day of May, 2025.

Christina Reinhard

City Clerk, City of Ottumwa, State of Iowa



