



| CITY OF |  
O T T U M W A

TENATIVE AGENDA  
OTTUMWA CITY COUNCIL

REGULAR MEETING NO. 5  
Council Chambers, City Hall

February 21, 2023  
5:30 O'Clock P.M.

PLEDGE OF ALLEGIANCE

A. ROLL CALL: Council Member Hull, Pope, Roe, Galloway, McAntire and Mayor Johnson.

B. CONSENT AGENDA:

1. Minutes from Special Meeting No. 3 on January 31, 2023 and Regular Meeting No. 4 on February 7, 2023 as presented.
2. Approve Drug Task Force Bryne-JAG Grant Submission via internet and authorize the Mayor to sign all related documents.
3. Approve the purchase of a new Muffle Furnace from Fisher Scientific Company in the amount of \$9,620.78 for WPCF.
4. Approve the replacement of a Quincy Storm Lift Station Pump from Electric Pump in the amount of \$8,753 for WPCF.
5. Approve payment to Bear Creek Archeology, Inc. in the amount of \$3,974.26 for the CSO, Blake's Branch, Phase 8, Division 2 project.
6. Approve payment to Chickering Foundation, Inc. in the amount of \$5,460 for street repair in front of Elliott Oil BP Station on West Second Street.
7. Resolution No. 28-2023, approving the contract, bonds and certificate of insurance for the Lake Road Culverts Project.
8. Resolution No. 30-2023, authorizing the destruction of certain records according to the Code of Iowa 2015, as amended, and the Iowa Municipal Records Retention Manual.
9. Beer and/or liquor applications for: Albia Road BP, 1340 Albia Rd; North Court BP, 1301 North Court; Pennsylvania & Jefferson BP, 1147 North Jefferson; Hy-Vee Drugstore, 1140 N. Jefferson St.; all applications pending final inspections.

C APPROVAL OF AGENDA

D. ADMINISTRATORS REPORT TO COUNCIL AND CITIZENS:

1. Wapello County COVID Response After Action Report and Response Summary – presented by Tim Richmond, Director, Wapello County Emergency Management.

*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 locally known as 2417 Emma Street, Ottumwa, Iowa to Wapello County Emergency Management Commission.

- A. Open the public hearing.
- B. Close the public hearing.
- C. Resolution No. 20-2023, approving and authorizing the conveyance of certain real property locally known as 2417 Emma Street, Ottumwa, Iowa to Wapello County Emergency Management Commission.

RECOMMENDATION: Pass and adopt Resolution No. 20-2023.

G. ORDINANCES:

1. Ordinance No. 3211-2023, an Ordinance establishing regulations applicable to the use of Utility Terrain Vehicles and Amending Chapters 23 and 26 of the Code of Ordinances of the City of Ottumwa.

RECOMMENDATION: Pass second consideration of Ordinance No. 3211-2023.

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

1. Presentation of Annual City Street Finance Report FY 2022.

RECOMMENDATION: Receive information from report reviewing FY2022.

I. RESOLUTIONS:

1. Resolution No. 26-2023, approving and updating Company Fleet Usage and Driver Safety Policy.

RECOMMENDATION: Pass and adopt Resolution No. 26-2023.

2. Resolution No. 27-2023, approving updates to the Personnel Policy Handbook.

RECOMMENDATION: Pass and adopt Resolution No. 27-2023.

3. Resolution No. 29-2023, approving Change Order No. 2 and accepting the work as final and complete and approving the final pay request for the Milner Multi Use Trail Project.

RECOMMENDATION: Pass and adopt Resolution No. 29-2023.

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: 2/17/23 TIME: 9:00 AM NO. OF PAGES 3  
(Including Cover Sheet)

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

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

FROM: Christina Reinhard

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

MEMO: Tentative Agenda for the Regular City Council Meeting #5 to be held on 2/21/2023 at 5:30 P.M.

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\*\*\* FAX MULTI TX REPORT \*\*\*  
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JOB NO.	2782	
DEPT. ID	4717	
PGS.	3	
TX INCOMPLETE	-----	
TRANSACTION OK	916416847834	Ottumwa Courier
	916606271885	KTVO
	916416823269	Ottumwa Waterworks
ERROR	916416828482	Tom FM



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\*\*\*\*\*  
\*\*\* TX REPORT \*\*\*  
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JOB NO.	2782	
DEPT. ID	4717	
ST. TIME	02/17 08:51	
SHEETS	3	
FILE NAME		
TX INCOMPLETE	-----	
TRANSACTION OK	916416847834	Ottumwa Courier
	916606271885	KTVO
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FROM: Christina Reinhard

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

MEMO: Tentative Agenda for the Regular City Council Meeting #5 to be held on 2/21/2023 at 5:30 P.M.

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SPECIAL MEETING NO. 3  
Council Chambers, City Hall

January 31, 2023  
5:30 O'Clock P.M.

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

Present were Council Member Galloway, McAntire, Hull, Pope, and Mayor Johnson.  
Council Member Roe was absent.

Hull moved, seconded by Galloway to approve agenda as presented. Motion carried 4-1. Absent: Roe.

Mayor Johnson inquired if there was anyone from the audience who wished to address an item on the agenda. Jeff Dudman requested to speak about Item No. 1, Bridge City Sanitation.

City Admin. Rath began, council requested this mtg. to have open dialog with Bridge City Sanitation. He introduced Jason Blunt and Keith Lewis to share some opening comments.

Mr. Lewis stated we have noticed much improvement for this newer contract compared to the first ten yr. contract. Very pleased with the open lines of communication between entities. We have spent about \$1 Million to replace nine trucks and two auto arms. A call log at the office shows approx. 8-900 calls rec'd per month; of those, 100-120 are misses (items not picked up according to their route schedule), other being mostly bulky item pick-up or yard waste collection calls.

Questions/Concerns: time of pick-up (around 4:00 A.M.), drainage/seepage from the garbage trucks, bulky items, and communication barriers with non-English speaking citizens.

Mr. Lewis responded by clarifying they are only allowed to pick-up one bulky item per wk., per the contract. Mr. Blunt added, we have discussed putting together a plan on how to bill customers who desire to put more than one bulky item out per week but nothing has come to fruition. Drivers must complete pre-route checklists before they leave premises; they try to stay ahead of schedule in order to collect from all stops in the route. They aren't supposed to be much earlier than 6:00 A.M. (per the contract), but we do want them out on the route as soon as they can; we will check with staff because it shouldn't be 4:00 A.M.

Comm. Dev. Dir. Simonson responded to communication barriers. The City promulgates the rules in place for waste pick-up. This is a project for us to get info available in other languages for our diverse citizen base.

Mr. Blunt responded to the question about spillage from the trucks; these trucks have an enormous amount of moving parts that all require hydraulic oil to keep maintained. We spend thousands of dollars every month just to keep leaks fixed. The fluid is extremely toxic and eats through the seals. We do the best that we can to patch holes and replace hoses as soon as we are aware of the issue.

Mr. Lewis added, another issue is loose trash on the streets. All trash must be bagged and placed inside the trash receptacle. If not, when the automated arm dumps it into the hopper, trash will blow out. Citizens can purchase add'l trash bag tags, but need to understand they are to be used for up to a 32 gallon trash bag (and not large contractor bags, etc.).

Galloway replied, as citizens in Ottumwa, we need to make sure that our trash is bagged properly and that we are not overfilling bags or cans.

Mayor Johnson added he's received comments about the bulky items and office staff not being overly professional or customer focused. Need to maintain a professional demeanor at all times.

Mr. Dudman shared his experience with BCS. Can see cont. abuse of bins/rough housing by the employees; it took four weeks, with calls made every single week, to get my trash bin replaced; the last call before it was replaced, I was told that a truck was broken, which has nothing to do with replacing my trash bin; oversized bulky items sitting in neighbor's yard for over three wks.; my yard waste bags left in yard to rot and not picked up. I encourage other citizens to come forward.

Mr. Yasfir Torres also decided to speak on this item; asked if they had ever thought about sub-contracting some work out for those residences that get missed or bulky item pick-up; make a list of addresses that need picked up from and a sub-contractor can go do, for a nominal fee.

Mr. Jim Cain shared that his service has been perfect, never been any issues.

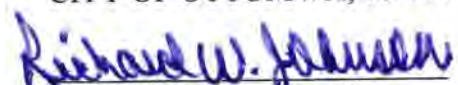
Rath moved onto ATV/UTV Ord. Discussion. Draft Ord. was provided by Ahlers & Cooney. The state kicked this off with legislation changes in July, 2022. The city still has the ability to est. roadways used by various vehicles; with an ext. or allowance for ATV/UTV on certain roadways. This is only a discussion item tonight, but will be brought before Council for adoption. This draft does not change anything for ATV, but does allow operation of UTV within the City. Suggestion of removing the section in our current code that allows for ATVs, motorcycles and dirt bikes on designated frozen ponds. It is not recommended to allow them to be driven upon any of the ponds within the park; ponds are too small and irregular shape. Overall, it is not a safe activity to allow on city owned property; inconsistent weather (freezing/thawing) and hard to tell if the ice is thick enough. Would also recommend including an exemption for municipal purpose (campground hosts and Main St. both use a Gator). Council members are in agt. with all items in the draft ord. Request to move forward to legislatively adopt Ord.

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

There being no further business, Galloway moved, seconded by Pope that the mtg. adjourn. Motion carried 4-1. Absent: Roe.

Adjournment was at 6:36 P.M.

  
ATTEST:  
  
Christina Reinhard, CMC, City Clerk

CITY OF OTTUMWA, IOWA  
  
Richard W. Johnson, Mayor

Published in the Ottumwa Courier on 2/9/2023.



OTTUMWA CITY COUNCIL MINUTES

REGULAR MEETING NO. 4  
Room 108, City Hall

February 7, 2023  
5:30 O'Clock P.M.

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

Present were Council Member McAntire, Pope, Roe, Galloway and Mayor Johnson.  
Council Member Hull was absent.

Roe moved, seconded by Pope to enter closed session in accordance with the IA Code Section 21.5(1)(c) to discuss strategy with counsel in matters that are presently in litigation or where litigation is imminent where its disclosure would be likely to prejudice or disadvantage the position of the governmental body in that litigation. Motion carried 4-1. Absent: Hull.

The meeting entered closed session at 5:31 P.M.

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Galloway moved, seconded by Pope to return to open session at 5:37 P.M. Motion carried 4-1. Absent: Hull.

Council resumed session in Council Chambers at 5:40 P.M.

Present were Council Member McAntire, Pope, Roe, Galloway and Mayor Johnson.  
Council Member Hull was absent.

Pope moved, seconded by Galloway that Res. No. 21-2023, Approval of Release & Settlement Agt. between Ten-Fifteen Reg. Transit Agency and City of Ottumwa, be passed and adopted. City Admin. Rath reported in Feb. 2021, Council approved pymt. of \$116,000 from Transit fund to payout remaining obligation from transfer of transit services to Ten-Fifteen Reg. Transit. Ten-Fifteen questioned the final pymt. and did not cash the check. This dispute resulted in the filing of suit by Ten-Fifteen, which has come to the conclusion with the proposed release and settlement agt. for the previously auth. amt. \$116,000. Motion carried 4-1. Absent: Hull.

Roe moved, seconded by Galloway to approve consent agenda items: Mins. from Regular Mtg. No. 2 on Jan. 17, 2023 as presented; Approve two-yr. lease Agt. with Erhardt Industries, LLC for use of rental aircraft for flight instruction at Ottumwa Reg. Airport; Civil Service Comm. Elig. List for Feb. 1, 2023: PW – Equip. Operator Ent.; Res. No. 19-2023, fixing Feb. 21, 2023 as date for public hearing on proposal to convey certain real property l/k/a 2417 Emma St., Ottumwa, IA to Wapello Emergency Mgmt. Comm., and providing for publication of notice thereof; Beer and/or liquor applications for: Uncle Buck's Bar & Grill, 518 Church; The Keg, 622 Church, with OSA; Ottumwa Golf & Social Club, 304 E. Golf Ave., with OSA; all applications pending final inspections. Motion carried 4-1. Absent: Hull.

McAntire moved, seconded by Roe to approve the agenda as presented. Motion carried 4-1. Absent: Hull.

City Admin. Rath provided his perspective on the City's progress within the four pillars of Our Ottumwa Comprehensive Plan: Housing, Quality of Life/Community Character, Growth, Celebrating Diversity.

Mayor Johnson inquired if there was anyone from the audience who wished to address an item on the

agenda. There were none.

This was the time, place and date set for a public hearing approving FY24 Max Property Tax Dollars. Rath reported IA law requires Council to hold public hearing on the proposed Max Tax Levy before adopting City Budget. The rate of \$17.11347 is the max levy for affected property taxes for the City of Ottumwa. This rate does not include levies for Debt. Service, Support Public Library or SSMID's for total property taxes levied. No objections rec'd. McAntire moved, seconded by Galloway to close the public hearing. Motion carried 4-1. Absent: Hull.

Roe moved, seconded by Galloway that Res. No. 6-2023, approving the max property tax dollars for FY 2024, be passed and adopted. Motion carried 4-1. Absent: Hull.

Roe moved, seconded by Galloway to pass the first consideration of Ord. No. 3211-2023, an Ord. est. regulations applicable to the use of Utility Terrain Vehicles and Amending Ch. 23 and 26 of the Code of Ord. of the City of Ottumwa, and striking language from 23-518 (d) (2) and renumbering the remaining items in section to reflect removed language. The revised Ord. will be presented for second consideration with this change on Feb. 21, 2023. Motion carried 4-1. Absent: Hull.

Galloway moved, seconded by McAntire to approve and auth. OPD to submit for a grant through the Small Rural Tribal Body Worn Camera Program to pay for 50% of the costs. Chief Farrington reported OPD will purchase forty body worn cameras totaling \$43,860; grant funds will reimburse \$21,930; deadline to submit application is Feb. 17, 2023. Motion carried 4-1. Absent: Hull.

Pope moved, seconded by Roe that Res. No. 14-2023, approving Agt. with Interstate Power & Light Comp. (a/k/a Alliant Energy) for Facilities Restoration and Planned Services, be passed and adopted. Motion carried 4-1. Absent: Hull.

McAntire moved, seconded by Galloway that Res. No. 16-2023, approving and auth. execution of Amendment No. 1 to Agt. for Private Development by and between City of Ottumwa and HCI52501 Investment, LLC, be passed and adopted. Comm. Dev. Dir. Simonson reported DA with HCI52501 for the Bonita Apartments project had a completion date of Dec. 31, 2022. Because of supply chain delays, the project was not completed by said date. This amendment adopts new completion date of July 1, 2023. Motion carried 4-1. Absent: Hull.

Roe moved, seconded by Galloway that Res. No. 17-2023, approving applications for residential and commercial tax abatement under Urban Revitalization Plan, totaling \$736,938 and subject to review by the local assessor, be passed and adopted. P&Z Coord. Rusch reported this includes six residential and one commercial abatement applications. Motion carried 4-1. Absent: Hull.

McAntire moved, seconded by Roe that Res. No. 18-2023, removing special assessment applied to 230 S. Foster on Res. No. 252-2013, be passed and adopted. Clerk Reinhard explained City took ownership of 230 S. Foster on Nov. 25, 2013 and a special assessment was not removed from the parcel. Motion carried 4-1. Absent: Hull.

Pope moved, seconded by McAntire that Res. No. 22-2023, awarding contract for Lake Rd. Culverts Project to Rock N Load of Decorah, IA, in the amt. \$114,575, be passed and adopted. PW Dir. Seals reported five bids were rec'd. Est. cost \$131,995. Motion carried 4-1. Absent: Hull.

Roe moved, seconded by McAntire that Res. No. 23-2023, approving CO No. 5 clerical error and CO No. 6 for N. Market Façade Improvements Project, be passed and adopted. Simonson reported the previous



CO No. 5 misstated contract sum; CO No. 6 increases contract by \$1,049.25; new contract sum \$293,196.92. Motion carried 4-1. Absent: Hull.

McAntire moved, seconded by Roe that Res. No. 24-2023, providing financial support of Area 15 Reg. Planning Comm. for FY 23/24, be passed and adopted. Rath reported, City is responsible for \$0.52 per capita; this equates to \$13,275.08 for FY23/24. Motion carried 4-1. Absent: Hull.

Pope moved, seconded by McAntire that Res. No. 25-2023, providing financial support of Reg. Planning Affiliation (RPA 15) for FY 23/24, be passed and adopted. Rath reported RPA 15 is designated to provide transportation planning to its members. The City is est. to receive \$671,822 in fin. support; in return, City is requested to contribute a proportional share (\$5,123) of the local match for the planning grant. The local match is 20% or \$22,388. Motion carried 4-1. Absent: Hull.

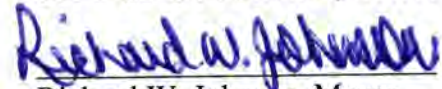
Mayor Johnson inquired if anyone from the audience wished to address an item not on the agenda. There were none.

Roe explained SF181 passed through the Senate and is now onto the House; it will have financial impact on municipalities, counties and schools. Opportunity for people to become activists on your own behalf; speak to your representatives; research this bill and reach out to your local legislature because it will most definitely have an impact on the City as well as Wapello County and the school districts in the area.

There being no further business, Pope moved, seconded by Galloway that the mtg. adjourn. Motion carried 4-1. Absent: Hull.

Adjournment was at 6:19 P.M.

CITY OF OTTUMWA, IOWA



Richard W. Johnson, Mayor

ATTEST:



Christina Reinhard, CMC, City Clerk

Published in the Ottumwa Courier on 2/16/2023.

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

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

Council Meeting of: Feb 21, 2023

Police  
Department

Jason Bell  
Prepared By  
Chad Farrington  
Department Head

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

AGENDA TITLE: Consideration of Drug Task Force Byrne-JAG Grant.

\*\*\*\*\*

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

\*\*The Form of Publication for each Form is available in the Staff Summary. If the Form of Publication is not approved, the Form will be placed on the agenda.\*\*

RECOMMENDATION: To approve the submission via the internet and authorize the Mayor and Chief of Police to sign all related documents.

DISCUSSION: The Ottumwa Police Department is the grant administrator for the Southeast Iowa Inter-Agency Drug Task Force which includes funding for two Ottumwa Police Department officers, one Wapello County Deputy, and the Drug Task Force prosecutor. This will be the 34th year this grant has provided funding for the Drug Task Force.

The City is responsible for the required 25% match for the two officer positions. Due to the decrease in forfeiture funds, the City of Ottumwa and Wapello County will provide funding to make up the difference not covered by the Byrne/JAG Grant. The funding has been included in the 2023/2024

budget. The Southeast Iowa Inter-Agency Drug Task Force includes the counties of Davis, Jefferson, Keokuk, Van Buren, and Wapello.

# 500413 - Southeast Iowa Inter-Agency Drug Task Force

## Application Details

**Funding Opportunity:** 497158-SFY 2024 Byrne JAG/RSAT - Continuation Applicants  
**Funding Opportunity Due Date:** Mar 2, 2023 4:30 PM  
**Program Area:** Byrne-Justice Assistance Grant Program (JAG)  
**Status:** Editing  
**Stage:** Final Application

**Initial Submit Date:**  
**Initially Submitted By:**  
**Last Submit Date:**  
**Last Submitted By:**

## Contact Information

### Primary Contact Information

**First Name\*:** Jason Phillip Bell  
First Name Middle Name Last Name

**Title:**

**Email\*:** bellj@ottumwa.us

**Address\*:** 330 W. 2nd

Ottumwa Iowa 52501  
City State/Province Postal Code/Zip

**Phone\*:** (641) 683-0631 Ext.  
Phone  
###-###-####

**Fax:** ###-###-####

### Organization Information

**Name\*:** Ottumwa Police Department  
**Organization Type\*:** City Government

**DUNS:** 10-670-8212  
##-###-####  
**Tax Id:**  
**Unique Entity Identifier (UEI):**  
**Organization Website:** <http://www.cityofottumwa.org>  
**Address\*:** 330 West Second Street

Ottumwa Iowa 52501  
City State/Province Postal Code/Zip  
**Phone\*:** (641) 683-0636 Ext.  
###-###-####  
**Fax:** (641) 683-0656  
###-###-####

## Cover Sheet-General Information

### *Cover Sheet-General Information*

#### Authorized Official

**Name\*:** Richard W. Johnson  
**Title\*:** Mayor  
**Organization\*:** City of Ottumwa  
**If you are an individual, please provide your First and Last Name.**  
**Address\*:** 105 E. Third Street

**City/State/Zip\*:** Ottumwa Iowa 52501  
City State Zip  
**Telephone Number\*:** 641-683-0605  
**E-Mail\*:** johnsonr@ottumwa.us

#### Fiscal Officer/Agent

Please enter the "Fiscal Officer" for your Organization.  
If you are an individual, please provide your First and Last Name.

**Name\*:** Jason Bell  
**Title:** Lieutenant  
**Organization:** City of Ottumwa Police Department  
**Address:** 330 W. 2nd Street



City/State/Zip: **Ottumwa Iowa 52501**

City State Zip

Telephone Number: **641-683-0631**

E-Mail: **bellj@ottumwa.us**

County(ies) Participating,  
Involved, or Affected by this  
Proposal\*:

**Jefferson County,Davis County,Keokuk County,Van Buren County,Wapello County**

To find your district, click on the "Congressional Map" link. On the left hand side of the page, click on the drop-down list and click on "State of Iowa". Then, enter an address for the county/ies you serve in the Search bar. Click "Enter." This will provide you with your Congressional District, Iowa Senate District and Iowa House District.

Congressional District(s) **1st - Rep. Mariannette Miller-Meeks,3rd - Rep Zach Nunn**

Involved or Affected by this  
Proposal\* Congressional Map

Iowa Senate District(s) Involved **13,44**  
or Affected by this Proposal\* Iowa Senate Map

Iowa House District(s) Involved **25,26,87,88**  
or Affected by this Proposal\* Iowa House Map

## Minority Impact Statement

### *Minority Impact Statement*

Does the proposed grant program or policy have a disproportionate or unique positive impact on minority persons? \*: **No**

Describe the positive impact expected from this project.:

Detail the rationale for the existence of the proposed program or policy.:

Indicate the group(s) positively impacted.:

Could the proposed grant program or policy have a disproportionate or unique negative impact on minority persons? \*: **No**

Describe the negative impact expected from this project.:

Detail the rationale for the existence of the proposed program or policy. :

Indicate the group(s) negatively impacted.:

Explain how you provided consultation with representatives of the minority groups impacted.:

I hereby certify the information above is complete and accurate to the best of my knowledge.\*: **Yes**

**Chief of Police Chad Farrington**  
Title First Name Last Name

## Cover Sheet - Continuation Grantee

### *Application Type*

This is an application for a Continuation Project \*: **Yes**  
If yes please continue. If no, see the instructions above.

### *Legal Applicant*

Legal Applicant - Agency\*: **City of Ottumwa**  
Unit of government making application

Legal Applicant - Name & Title\*: **Richard W. Johnson Mayor**  
Name Title

Enter the Unique Entity ID (UEI) assigned by SAM.gov. The Federal Government transitioned to the UEI April 4, 2022. The UEI replaced your DUNS number as the unique identifier for Federal Contractors and Assistance Recipients

Unique Entity ID\*: **EBZ4BALLJJV6**  
12 characters

### *Project Director*

Project Director\*: **Jason Bell**  
First Name Last Name

Street\*: **330 W. 2nd Street**

Street:

City/State/Zip Code\*: **Ottumwa Iowa 52501**  
City State Zip Code

Phone\*: **641-683-0631**  
Enter 10 digit number - no special characters

e-mail\*: **bellj@ottumwa.us**

### *Fiscal Officer*

**Fiscal Officer\*:** Jason Bell  
First Name Last Name

**Phone\*:** 641-683-0631  
Enter 10 digit number - no special characters

**Email\*:** bellj@ottumwa.us

***Program Area***

**Program Area\*:** Law Enforcement Programs

**Descriptive Title of the Project\*:** Southeast Iowa Inter-Agency Drug Task Force

***Level of Government***

**Indicate the Applicant Agency level of government.\*:** Municipal

***Civil Rights Training***

**Applicant agency has reviewed the civil rights training identified in the instructions above. Relevant information has been communicated to the appropriate agency personnel.** Yes

\*:

## **Information & Instructions**

***Application Information & Instructions***

General Grant Program Information and Instructions are available as an Adobe Acrobat (pdf) file in this solicitation. (See Attachments - Program Application Information and Instructions). Application instructions are also available on the Office of Drug Control Policy website <https://odcp.iowa.gov/>.

Grantees are strongly encouraged to review this information. Failure to comply with grant requirements may result in disqualification of your application. Contact Dennis Wiggins with questions 515-725-0311 or [dennis.wiggins@iowa.gov](mailto:dennis.wiggins@iowa.gov)

**General Grant Program Information and Instructions have been received and reviewed. \*** Yes

## **Budget Worksheet**

***Personnel***

<b>Position/Title &amp; Employing Agency</b>	<b>Federal Share</b>	<b>Match Share</b>	<b>Total Fed &amp; Match</b>	<b>Match %</b>	<b>Priority</b>
Unit Supervisor, Ottumwa Police Department	\$61,719.84	\$20,573.28	\$82,293.12	0.25	1
Investigator, Wapello County Sheriff's Department	\$45,364.80	\$15,121.60	\$60,486.40	0.25	2
Investigator, Ottumwa Police Department	\$58,099.86	\$19,366.62	\$77,466.48	0.25	3
Prosecuting Attorney, Wapello County Attorney's Office	\$54,750.00	\$18,250.00	\$73,000.00	0.25	4
	\$219,934.50	\$73,311.50	\$293,246.00		

**Fringe Benefits**

<b>Position/Title &amp; Employing Agency</b>	<b>Federal Share</b>	<b>Match Share</b>	<b>Total Federal &amp; Match</b>	<b>Match %</b>	<b>Priority</b>
No Data for Table					

**Overtime**

<b>Position/Title &amp; Employing Agency</b>	<b>Computation</b>	<b>Federal Share</b>	<b>Match Share</b>	<b>Total Federal &amp; Match</b>	<b>Match %</b>	<b>Priority</b>
No Data for Table						

**Travel**

<b>Purpose of Travel</b>	<b>Location/Item/Computation</b>	<b>Federal Share</b>	<b>Match Share</b>	<b>Total Federal &amp; Match</b>	<b>Match %</b>	<b>Priority</b>
No Data for Table						

**Equipment**

<b>Item</b>	<b>Computation</b>	<b>Federal Share</b>	<b>Match Share</b>	<b>Total Federal &amp; Match</b>	<b>Match %</b>	<b>Priority</b>
No Data for Table						

**Supplies**

<b>Item</b>	<b>Computation</b>	<b>Federal Share</b>	<b>Match Share</b>	<b>Total Federal &amp; Match</b>	<b>Match %</b>	<b>Priority</b>
No Data for Table						

**Procurement Contracts**

<b>Item</b>	<b>Computation</b>	<b>Federal Share</b>	<b>Match Share</b>	<b>Total Federal &amp; Match</b>	<b>Match %</b>	<b>Priority</b>
No Data for Table						

**Other Costs**

<b>Item</b>	<b>Computation</b>	<b>Federal Share</b>	<b>Match Share</b>	<b>Total Federal &amp; Match</b>	<b>Match %</b>	<b>Priority</b>
No Data for Table						

**Budget Summary**

Federal Total\*: \$219,934.50  
Match Total: \$73,311.50

Total Federal & Match: \$293,246.00

## Budget Justification - 2020 thru Current

### *Personnel*

Costs should be consistent with agency written policies, compensation should be reasonable and consistent with that paid for similar work in other comparable agencies.

List by Position Title. Base salary rate and other paid compensation need to be listed separately. Include any formulas used. Also include percent of time involved in this project.

Overtime should be included as a separate line item in the Overtime section below.

### **Personnel:**

**Personnel costs are determined by union contract and/or city determined amounts. All law enforcement positions have a one hundred percent time dedication to the task force.**

**Unit Supervisor:** This person is employed by the Ottumwa Police Department and assigned to the task force full time. 2184 hours @ \$37.68 = \$82,293.12

**Investigator:** This person is employed by the Wapello County Sheriff and assigned to the task force full time. 2080 hours @ \$29.08 = \$60,486.40

**Investigator:** This person is employed by the Ottumwa Police Department and assigned to the task force full time. 2184 hours @ \$35.47 = \$77,466.48

**Prosecuting Attorney:** This person is employed by the Wapello County Attorney and is assigned to prosecute drug cases and task force cases full time. Annual salary = \$73,000

### *Personnel Benefits*



Benefits	Position/Title	Agency	Employing % to project	Insurance - Health, Dental, Life			Workers Comp		Unemployment	Match	Federal Share	Total
				FICA	Retirement							
Position #1			0.00%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Position #2			0.00%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Position #3			0.00%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Position #4			0.00%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Position #5			0.00%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Position #6			0.00%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Position #7			0.00%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Position #8			0.00%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Position #9			0.00%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Position #10			0.00%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Position #11			0.00%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Position #12			0.00%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Position #13			0.00%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Position #14			0.00%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Position #15			0.00%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
<i>Total</i>									\$0.00	\$0.00	\$0.00	

**OT**

Describe how OT will be utilized, list over time rate(s) and the number of overtime hours to be worked.

**Overtime:**

**No funding is being requested for overtime.**

**Travel**

Transportation and subsistence of project personnel for project related travel and travel for training events. Out of state travel requires prior approval from ODCP. Use your agency travel policies.

Include contractor/consultant travel in Procurement Contracts section.

**Travel:**

**No funding is being requested for travel.**

## ***Equipment***

Type of equipment, quantity and unit price. Purpose of purchase and percent of time involved in project, and staff who will use the equipment. (Definition of Equipment = item with a value of \$5,000 and a life expectancy of 1 year or more - if an item does not meet this definition include it in the Operating Expenses line item.) Use procedures consistent with agency's written procurement policies.

### **Equipment:**

**No funding is being requested for equipment.**

## ***Supplies***

Supplies, printing, expendables (telephone, gas, electricity). Relate costs to project activities. Itemize all expenses. Miscellaneous expenses will not be funded

### **Supplies:**

**No funding is being requested for supplies.**

## ***Procurement Contracts***

Individual consultants or service organizations. Specify purpose of contract and itemize all consultant fees, consultant expenses, and contracts.

Legal applicant shall follow the same policies and procedures used for competitive bid and procurement from its non-federal funds.

Contract services require ODCP approval.

### **Contract Services:**

**No funding is being requested for procurement contracts.**

## ***Other Costs***

List items by type. Generally, Other Expenses include items such as rent, indirect costs, operating expenses, telephone, data services, rent, etc.

### **Other Costs:**

**No funding is being requested for other costs.**

# **Cash Match**

## ***Cash Match***

Describe in detail the source of cash match for this project (example: general fund, asset forfeiture, donations, etc.). Provide sufficient information to determine that your cash match is from an eligible source as identified in the "Grant Application Instructions" The minimum match requirement is 25% of total project costs.

Please note that forfeitures should not be used to match salary/benefits expenses unless that expenditure has been specifically approved by the Iowa Attorney General's office (state forfeitures) or the U.S. Attorney's Office (federal forfeitures).

### **Source of Cash Match.\*:**

**Funds from State unit of government that have a binding commitment of matching funds**

**Describe the level and timing of cash match contribution into the project.:**

**All cash match for personnel will be paid by the employee's home agency. The Unit Supervisor and one Investigator position will be paid from the City of Ottumwa's general fund. The Investigator from the**

Sheriff's Department and the Prosecuting Attorney's match will be paid by Wapello County budget. Funding for these positions have been approved.

## Other Project Support

### Other Project Support

<b>Project Title</b>	<b>Funding Source</b>	<b>Amount of Funding</b>
Dues from Member Agencies	Davis, Van Buren, Jefferson, and Keokuk County	\$8,000.00
Other Projected Operations and Position Expenses	City of Ottumwa and Wapello County General Budgets	\$412,356.62

## Prior Funding - Continuation

### Expenditure Status

What Percent of your current grant award has been expended through December 31st.\*: **72.00%**

If less than 50% expended, provide explanation and plan for expenditure prior to June 30th. :

### Sustainability

Please describe your project's sustainability plan in the absence of federal funding.

#### Sustainability\*:

The Southeast Iowa Inter-Agency Drug Task Force was formed in 1990 and has received grant funding on an annual basis since that time. All of the task force members recognize the importance of the continues support of the task force. In April, 2022, the Jefferson County Sherriff's Department joined our task force. The addition of Jefferson County is an example of the commitment from the law enforcement agencies in this region to the task force. All costs not covered by the grant application will be covered by the City and the County.

### Prior Funding

List Byrne/JAG or RSAT grant funds previously received to fund the project described in this application.

Byrne-JAG/RSAT Funding **\$0.00**  
SFY22\*:

Byrne-JAG/RSAT Funding **\$98,000.00**  
SFY22:

Byrne-JAG/RSAT Funding **\$100,000.00**  
SFY21:

## Abstract - Continuation

## **Abstract**

*Maximum of 3,000 characters*

*Provide a descriptive summary of the need/problem to be addressed. Emphasis should be on data which describes the nature and extent of the problem and its impact on the target to be served by the proposed project. \*:*

*The Southeast Iowa Inter-Agency Drug Task Force covers a 5 county area in southeast Iowa with a total population of 77,198. The City of Ottumwa, our task force's largest community, has a population of 25,350 which includes a diverse population that makes our area vulnerable to illegal drug activity. The City of Ottumwa is geographically a hub to drug distribution to the outlying areas in the task force coverage area. Methamphetamine continues to be the most widely abused drug in our area.*

*According to the "Methamphetamine-Substance Abuse Brief" published by the Iowa Health & Human Services website in January 2023, Wapello County ranks highest in the State of Iowa for methamphetamine related treatment admission by county. Wapello County registered having 1,012 admissions per 100,000 of population. The second closest county was Webster County with 790 admissions per 100,000 population. The lowest county for methamphetamine related treatment admissions was Johnson County with 51 admissions per 100,000 of population. This illustrates that Wapello County has a 181% worse treatment rate for methamphetamine abuse than the lowest county in Iowa.*

*The use and availability of heroin continues to increase in our area. In calendar year 2021, the task force conducted 1 controlled purchase of Heroin/Fentanyl utilizing a confidential informant. In calendar year 2022, task force personnel conducted 15 controlled purchases of Heroin/Fentanyl. This represents a 1400% increase over the last two years. As the amounts of Heroin/Fentanyl seized has increased, so have overdoses and overdose related deaths specifically attributed to opioids. These increases also illustrate the use and availability of opioid related narcotics in our area.*

*High grade marijuana, THC concentrates, and THC vape products continue to be a problem in our task force area and in the City of Ottumwa. In calendar year 2021, the task force seized 923 grams of THC concentrates. In 2022, the task force seized 1,734 grams of THC concentrates. This represents an 88% increase from the previous year. In calendar year 2021, the task force seized 13,008 grams of high grade marijuana. In 2022 the task force seized 19,112.6 grams of marijuana. This is 47% increase in the seizure of high grade marijuana over the last two calendar years.*

*There is a direct correlation between drug abuse and criminal activity. According to the Iowa Uniform Crime Reporting System, Wapello County had an almost 5% increase in crime in 2022 when compared to 2021. Wapello County also had a crime rate of 8350 per 100,000 population which is also the highest crime rate in the State of Iowa.*

*All of these examples illustrate the necessity for the task force to continue investigative efforts to improve the overall welfare of the communities we serve and the state. This is accomplished by targeting high level offenders.*

*Maximum of 701 characters*

*Describe the key activities of the proposed project.\*:*



Key activities of the task force are to investigate and successfully prosecute drug traffickers, drug trafficking organizations, and drug users. This is accomplished by various investigative methods such as; conducting controlled purchases of illicit drugs by utilizing confidential informants; interdiction of controlled substances through the US mail and other carriers; proactive surveillance of case targets; analyzing intelligence obtained from search warrants of cell phones and social media; preparing for court by closely interacting with the prosecuting attorney; and continued interaction with our local, state, and federal law enforcement agencies.

Maximum of 800 characters

Describe the expected outcomes of the proposed project. \*:

The task force will utilize their available resources to reduce the availability of drugs and hold offenders accountable. The task force will prioritize investigative efforts on large scale drug distributors with the goal of disrupting or dismantling larger trafficking operations or groups. As a result of these efforts it is expected that this will contribute to an overall improvement to the quality of life to our task force coverage area.

## Project Objectives

### Goals and Objectives

<b>Project Goal</b>	<b>Objective(s)</b>
The goal of the task force is to reduce the availability of illicit drugs in the 5 county task force coverage area with an emphasis on methamphetamine, heroin & fentanyl, and THC.	To increase the total amounts of illicit drugs seized in FY24 in comparison to FY 23. This will be accomplish through investigative methods such as controlled purchases of narcotics, search warrants, and interdiction activities.
Maintain the staffing levels of the task force.	Currently the Southeast Iowa Inter-Agency Drug Task Force has a full time supervisor and a full time investigator assigned to the task force from the Ottumwa Police Department. The task force also has a full time deputy sheriff from the Wapello County Sheriffs Department. For most of FY 23, the task force prosecutor position was vacant and not filled. It is a goal to have all of these positions filled and utilized for the next fiscal year.
Increase collaborative investigations with the US Postal Service and private carriers such as UPS and Fed Ex.	The task force has had a good working relationship with staff from the US Postal Service in investigating suspicious packages suspected of containing illicit drugs. The task force would like to increase this area of investigative efforts and conduct 10 operations during the reporting period.

## Project Evaluation - Continuation Grantee

### 1. Select Byrne JAG Performance Measures - Non Task Force Applicants



**Year in which the project is currently operating with funding assistance from the Byrne JAG program. :**

**N/A**

**Total number of participants receiving services during the reporting period.:**

**0**

**Number of program participants who successfully completed services during the reporting period.:**

**0**

**Number of participants served who unsuccessfully completed programming.:**

**0**

**Number of program slots offered through the program.:**

**0**

## **2. Select Byrne JAG Performance Measures - Drug Task Force Applicants**

**Year in which the project is currently operating with funding assistance from the Byrne JAG program. :**

**Second or Subsequent Year**

**Number of new investigations initiated:**

**98**

**Number of judicial search warrants served:**

**4      121**  
*Federal State*

**Number of individuals arrested for a felony:**

**45**

**Number of individuals arrested for a misdemeanor:**

**29**

**Heroin seized (grams):**

**14.60**

**Cocaine seized (grams):**

**0.00**

**Crack seized (grams):**

**0.00**

**Marijuana - commercial grade Seized (grams) :**

**19321.83**

**Methamphetamine/Ice seized (grams):**

**3627.42**

*Pharmaceuticals (identify grams/dosage units/pills):*

*Gabapentin: 85 du Diazepam: 90du Amphetamine and Dextroamphetamine: 52du Alprazolam: 54du Hydrocodone: 28du Glimepiride: 96du Amlodipine Besylate: 68du Vyvanse: 31du Tramadol Hydrochloride: 18du Januvia: 89du Losartan: 84du Atorvastatin Calcium: 88du Naproxen: 8du Pioglitazone HCL: 83du Metformin HCL: 138du Nabumetone: 500mg, 18du Sertraline HCL (Zoloft): 30du Mirtazapine: 60du Hydrochlorothiazide (HCTZ):151du Sildenafil Citrate: 39du Trazodone HCL: 30 du Azithromycin Dihydrate: 9du Levofloxacin: 45du Prednisone: 83du Clindamycin HCL: 58du Amoxicillin: 84du Cephalexin: 9du Meloxicam: 22du Hyd*

*Firearms seized: 31*

*Number of defendants accepted for Federal prosecution - felony charges.: 45*

*Number of defendants accepted for Federal prosecution - misdemeanor charges.: 0*

*Number of defendants accepted for State prosecution - felony charges.: 1*

*Number of defendants accepted for State prosecution - misdemeanor charges.: 0*

*Number of criminal groups disrupted. : 1*

*Number of criminal groups dismantled.: 1*

*Clandestine laboratories seized: 1*

*Drug endangered children referred to DHS: 2*

### **3. Project Evaluation - Narrative**

*As with performance measures, the focus of the narrative should be on the past six quarters.*

*Maximum of approximately 9,000 Characters (3 pages)*

*Provide a narrative description of project performance. Include the key project activities as they relate to the need/problem described in the Summary of the Project.*

*Provide a narrative description of the project's impact on the community/problem. Emphasis should be on measurable outcomes/impact and supported with adequate data.\*:*

*The Southeast Iowa Inter-Agency Drug Task Force was formed in 1990 to investigate and prosecute drug traffickers in Southeast Iowa. Today, the task force includes the counties of Wapello, Jefferson, Davis, Keokuk, and Van Buren and the City of Ottumwa. The goal of the task force is to conduct complex drug distribution investigations that are outside of the capabilities of uniform patrol officers or sheriff deputies. Outside of the City of Ottumwa, the remainder of the task force coverage area is primarily rural. The importance of having a task force that investigates drug offenses in these rural area is particularly important because the participating agencies do not have staffing levels to have dedicated staff conducting drug investigations. Our task force force investigators also work closely with members of the Iowa Division of Narcotics Enforcement and the United States Drug Enforcement Administration in a collaborative manner to create prosecutable cases.*

*During the reporting period, task force investigators opened 98 new investigations. A breakdown of these cases consisted of the following; 89 of these cases involved drug distribution or delivery; 2 cases involving the manufacture of controlled substances; and 7 cases of drug possession. During the reporting period task force personnel executed 122 search warrants that lead to the seizures of narcotics, firearms, and other evidence.*

*Although methamphetamine continues to be our most widely abused drug in our area, the availability and abuse of heroin dramatically increased during this grant reporting period. Over the last two grant reporting periods the amount of Heroin seized by task force investigators has risen 850% This increase also corresponds with the increase in drug overdose calls for service called in to the Ottumwa Police Department dispatch center.*

*The task force continues to communicate and share information with federal authorities (DEA) when large scales are identified. One of these particular cases started in July of 2021. Investigators with the task force were able to identify individuals involved in the distribution of methamphetamine in Wapello County and surrounding areas. One of the targets of the investigation were stopped by a patrol officer from Ottumwa and found to be in possession of distribution quantities of methamphetamine and was arrested. Task force personnel were notified of the arrest and obtained a search warrant for the offender's phone which identified a main source of methamphetamine supply to our area and central Iowa from another state. Investigators coordinated this information with other drug task forces and the DEA. As a result, of this investigation, it was determined that the main target of the case was responsible for importing hundreds of pounds of methamphetamine into southeast Iowa from other states. Search warrants were executed at various properties associated with the main suspect and that lead to the seizure of over two pounds of methamphetamine, 3 firearms (one of which was stolen), over \$100,000 in US currency, and an assortment of other drugs. One individual was arrested and charged in federal court and we recently received notification that additional arrests are pending.*

Task force personnel have also had success in conducting investigations that resulted in a source of methamphetamine supply from Nebraska being arrested who had never actually been to our area through an effective conspiracy investigation. This particular case started with controlled purchases of methamphetamine from various sources in our area. Task force investigators obtained search warrants for phone records and social media accounts for targets in the investigation. Investigators also were able to obtain information that had been gathered by authorities in Nebraska from phone analysis and residential search warrants that assisted in the prosecution of the individual from Nebraska for supplying methamphetamine to sources of supply in our coverage area. This lengthy investigation resulted in the arrest of 10 individuals and the filing of 32 charges related to the distribution of methamphetamine and other drugs in our enforcement area.

The task force also provides technical support and examination of records and devices to our task force member agencies. Task force investigators have training and certification in Cellhawk (now Leads Online), Cellebrite and Trans Union TLO (Search Database). Having access to these resources are crucial to investigations involving cellular devices. These resources are not free and require annual costs and frequent updates to maintain these systems. Task force personnel will continue to provide investigative assistance to its member agencies by providing them access to these specialized investigative tools.

Task force investigators also provide assistance to our member agencies in matters other than just drug investigations. For example, in June of 2022, task force investigators were involved in the apprehension of a wanted person who was known to be armed with firearms. The suspect in the case also had a history of shooting at other persons. The suspect was found hiding in an attic inside of a residence. At the time of his arrest, the male was armed with two firearms, ammunition, methamphetamine, and marijuana. The suspect was additionally charged with Interference With Official Acts-While in the Possession of a Firearm, Possession With The Intent to Deliver Meth and Marijuana, Failure to Affix a Drug Tax Stamp, and Persons Ineligible to Carry a Dangerous Weapon. Since task force investigators have additional experience in specialized tactics, their assistance is often requested by our member agencies to assist them in operations involving high risk or injury.

Assisting agencies with these types of high risk operations has migrated to the task force providing assistance to member agencies for vice related crimes such as Human Trafficking. During the reporting period, task force investigators were requested to assist the Ottumwa Police Department with a case of suspected Labor Trafficking. Task force members assisted with the investigation from the onset by conducting mobile and stationary surveillance, identifying potential victims and suspects, and researching monetary assets. The investigation culminated in the execution of a search warrant at a residence in Ottumwa. Task force investigators provided assistance with the search by searching for evidence, questioning suspects, and collecting evidence. Two suspects in this case were indicted in the US District Court Southern District of Iowa for Labor Trafficking.

The few cases noted above illustrate how important continued funding to our task force is. Any decrease in funding would have a negative impact to already strained departments that are already dealing with reduced budgets and manpower issues. Elected officials from our area remain committed to the task force and supporting our efforts to combat the drug problem in our area. The reduction or loss of funding would significantly impact the ability to keep dedicated personnel assigned to the task force.

## Other Attachments

### Other Attachments

Description	File Name	Type	Size	Upload Date
No files attached.				



received  
2/10/23 1233

Item No. B.-3.

CITY OF OTTUMWA

Staff Summary

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

Council Meeting of: February 21, 2022

John Lloyd WPCF Superintendent

Prepared By

Public Works - WPCF  
Department

Larry Seals *Larry Seals*  
Department Head

*My Rte*  
\_\_\_\_\_  
City Administrator Approval

AGENDA TITLE: Approve the Purchase of a new Muffle Furnace

\*\*\*\*\*

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

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

RECOMMENDATION:

Approve the replacement of a Fisher Scientific Muffle Furnace.

DISCUSSION: The existing model 550-126 is believed to have been purchased around 1999. It was sent in for repair in 2009. That model is no longer in production. A replacement would be the Fisher Scientific Thermolyne Tabletop Muffle Furnace Model F30420C.

WPCF budgeted \$11,000 in 610-8-815-6727 and will be taken out of the line item. With an expense of \$9,620.78 there would be a balance of \$1,379.22.



## Sales Quotation

*Quote Nbr	Creation Date	Due Date	Page
3039-5989-97	02/08/2023		1 of 1
Payment Terms		Delivery Terms	
NET 30 DAYS		DEST	
Valid To		Prepared By	
06/08/2023		BAKER, REGINA C.	
Customer Reference		Sales Representative	
QUOTE		REGINA BAKER	
To place an order	Ph: 800-766-7000	Fx: 800-926-1166	
Submitted To:		Customer Account: 617365-001	
JOHN LLOYD LLOYDJ@OTTUMWA.US  641-683-0641		CITY OF OTTUMWA SEWAGE TREATMENT PLANT 2222 EMMA ST OTTUMWA IA 52501-3508	



FISHER SCIENTIFIC COMPANY LLC  
4500 TURNBERRY DRIVE  
HANOVER PARK IL 60133-5491


[Review and Place Order](#)

[Click here or go through your purchasing system to fishersci.com quotes](#)

**\*Please reference this Quote Number on all correspondence.**

Don't have a profile? Register on [fishersci.com](https://fishersci.com)

For complete Terms and Conditions, please [click here.](#)

Nbr	Qty	UN	Catalog Number	Description	Unit Price	Extended Price
1	1	EA	1050510	MUFFLE FURNACE 240V 50/60HZ	9,612.08	9,612.08
				 <p>Thermo Scientific Thermolyne Largest Tabletop Muffle Furnace, single setpoint, 240V 22.9A, Temperature Control: Digital single setpoint w/ramp and dwell (B1), Voltage: 240 V, Certifications/Compliance: CSA approved, Capacity: 45 L, 1.6 cu.ft., Temperature: 100 deg.C to 1093 deg.C, Single Setpoint Vendor Catalog # F30420C This item is being sold as 1 per each Original Catalog Number F30420C</p>		

MERCHANDISE TOTAL	9,612.08
Fuel Surcharge	8.70
<b>TOTAL</b>	<b>9,620.78</b>

Shipping and handling fees are calculated at the time of shipment

**NOTES:**

We now offer highly competitive financing with low monthly payments. Please contact your local sales representative for more information.

Tell us about your recent customer service experience by completing a short survey. This should take no longer than three minutes. Enter the link into your browser and enter the passcode: USA-PGH-CS2

<http://survey.medallia.com/fishersci>

CITY OF OTTUMWA

Staff Summary

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

Council Meeting of: February 21, 2022

John Lloyd WPCF Superintendent  
Prepared By

Public Works - WPCF  
Department

Larry Seals *Larry Seals*  
Department Head

*[Signature]*  
City Administrator Approval

AGENDA TITLE: Approve the replacement of a Quincy Lift Station Pump

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

**RECOMMENDATION:**

Approve the replacement of a Quincy Storm Pump. The price to repair is \$9,240, and replacement is \$8,753. Yes, it costs less to replace than repair.

DISCUSSION: The unit (3085.183-2855) was pulled and determined to have both upper and lower seals and bearings failed, as well as the wear ring having failed. The cost for repair is \$9,240 with a 15-17 week lead time. A replacement pump (FS491-4T 3/230/3 50'FLS) is \$8,753 with a shorter lead time of 12-14 weeks. So, a less expensive pump with a shorter lead time.

WPCF budgeted \$75,000 in 610-8-815-6727 and will be taken out of the line item. With and expense of \$8,753 there would be a balance of \$46,041.



## QUOTATION

4280 E 14th Street  
Des Moines IA 50313-2604 USA

Telephone: (515) 265-2222 / FAX (515) 265-8079  
Toll Free 1-800-383-PUMP

www.electricpump.com

QUOTE NUMBER: 0150530  
QUOTE DATE: 12/13/2022  
EXPIRE DATE: 1/13/2023

SALESPERSON: CHAD SPARKS  
CUSTOMER NO: 6830641  
QUOTED BY: jar  
FLYGT 3085.183-2855 SN:

QUOTED TO:  
OTTUMWA WATER POLL. CONTROL  
2222 SOUTH EMMA  
OTTUMWA, IA 52501

JOB LOCATION:  
OTTUMWA WATER POLL. CONTROL  
2222 SOUTH EMMA  
OTTUMWA, IA 52501

CONFIRM TO:  
DOYLE 641-799-6800

\*\*\* QUOTE ORDER - DO NOT PAY \*\*\*

CUSTOMER P.O.	SHIP VIA	F.O.B.	TERMS			
	OURTRK	ORIGIN	Net 30 Days			
ITEM NUMBER	UNIT	ORDERED	SHIPPED	BACK ORDER	PRICE	AMOUNT
RE: FLYGT 3085.183-2855 SN:1580221						
TECH NOTES: UPPER AND LOWER BEARINGS FAIL. UPPER AND LOWER SEALS FAIL. STATIONARY WEAR RING FAILS. UNIT IS FULL OF PRODUCT.						
0000004084012	EACH	1.00	0.00	0.00	1,575.00	1,575.00
STATOR,15-10-4A 230/460V:3PH-230V:1PH						
0000004353600	EACH	1.00	0.00	0.00	816.00	816.00
COVER,SUCTION CI						
0000005188902	EACH	1.00	0.00	0.00	360.00	360.00
DETECTOR,LEAKAGE UNIT FLS						
0000005949300	EACH	1.00	0.00	0.00	47.00	47.00
COVER,BEARING ZINC						
0000005959905	EACH	1.00	0.00	0.00	838.00	838.00
ROTOR UNIT						
0000006018948	EACH	1.00	0.00	0.00	1,332.00	1,332.00
KIT,REPAIR BASIC 3085.092.182						
0000008002500	EACH	1.00	0.00	0.00	420.00	420.00
HOLDER,BEARING ALUM						
0000008472100	EACH	1.00	0.00	0.00	2,980.00	2,980.00
IMPELLER,KIT F LT CODE 491 CI						
/PSMD	HOUR	5.00	0.00	0.00	140.00	700.00
PUMP LABOR SEWAGE/SUBMERSIBLE						
/ENVI	EACH	1.00	0.00	0.00	80.00	80.00
OIL AND ENVIRONMENTAL CHARGE						
/MISC	EACH	1.00	0.00	0.00	92.00	92.00
MISC. SHOP SUPPLIES						

LEAD TIME IS CURRENTLY (15-17) WEEKS ARO

FREIGHT AND INSTALLATION NOT INCLUDED WITH THIS QUOTE

\*\*\* Continued \*\*\*





## QUOTATION

4280 E. 14th Street  
Des Moines IA 50313-2604 USA

Telephone: (515) 265-2222 / FAX (515) 265-8079  
Toll Free 1-800-383-PUMP

www.electricpump.com

QUOTE NUMBER: 0150530  
QUOTE DATE: 12/13/2022  
EXPIRE DATE: 1/13/2023

SALESPERSON: CHAD SPARKS  
CUSTOMER NO: 6830641  
QUOTED BY: jar  
FLYGT 3085.183-2855 SN:

QUOTED TO:  
OTTUMWA WATER POLL. CONTROL  
2222 SOUTH EMMA  
OTTUMWA, IA 52501

JOB LOCATION:  
OTTUMWA WATER POLL. CONTROL  
2222 SOUTH EMMA  
OTTUMWA, IA 52501

CONFIRM TO:  
DOYLE 641-799-6800

**\*\*\* QUOTE ORDER - DO NOT PAY \*\*\***

CUSTOMER P.O.	SHIP VIA	F.O.B.	TERMS
	OURTRK	ORIGIN	Net 30 Days

ITEM NUMBER	UNIT	ORDERED	SHIPPED	BACK ORDER	PRICE	AMOUNT
-------------	------	---------	---------	------------	-------	--------

THANK YOU, KAYLA FITZPATRICK  
kfitzpatrick@electricpump.com

CC: CHAD SPARKS (515) 707-1929

All return goods must have written approval from Electric Pump, Inc. before returning. Credit will not be issued without written approval and if applicable there will be a Restock Fee.

Net Order:	9,240.00
Less Discount:	0.00
Freight:	0.00
Sales Tax:	0.00
<b>Order Total:</b>	<b>9,240.00</b>

ABOVE PRICING EFFECTIVE FOR 30 DAYS



# QUOTATION

4280 E 14th Street  
Des Moines IA 50313-2604 USA

Telephone: (515) 265-2222 / FAX (515) 265-8079  
Toll Free 1-800-383-PUMP

www.electricpump.com

QUOTE NUMBER: 0150985  
QUOTE DATE: 1/20/2023  
EXPIRE DATE: 2/20/2023

SALESPERSON: CHAD SPARKS  
CUSTOMER NO: 6830641  
QUOTED BY: JRF  
JOYCE

QUOTED TO:  
OTTUMWA WATER POLLCONTROL  
2222 SOUTH EMMA  
OTTUMWA, IA 52501

JOB LOCATION:  
OTTUMWA WATER POLLCONTROL  
2222 SOUTH EMMA  
OTTUMWA, IA 52501

CONFIRM TO:  
JOHN LLOYD

**\*\*\* QUOTE ORDER - DO NOT PAY\*\*\***

CUSTOMER P.O.	SHIP VIA	F.O.B.	TERMS			
JOHN LLOYD	BESTWAY	ORIGIN	Net 30 Days			
ITEM NUMBER	UNIT	ORDERED	SHIPPED	BACK ORDER	PRICE	AMOUNT

WE ARE PLEASED TO OFFER THE FOLLOWING QUOTATION FOR  
REPLACING YOUR EXISTING FLYGT3085.183-2855 WITH NEW:

0030851832855	EACH	1.00	0.00	0.00	8,753.00	8,753.00
---------------	------	------	------	------	----------	----------

ESTIMATED LEAD TIME IS 12 TO 14 WEEKS ARO, SUBJECT TO  
FACTORY CHANGE

THE PRICING ON THIS QUOTE DOES NOT INCLUDE FREIGHT,  
INSTALLATION OR START UP

Electric Pump is committed to supplying you, our  
customer, the highest quality products & service.

[jfrohwein@electricpump.com](mailto:jfrohwein@electricpump.com)

THANK YOU, JOYCE FROHWEIN

All return goods must have written approval from Electric Pump, Inc.  
before returning. Credit will not be issued without written approval and  
if applicable there will be a Restock Fee.

Please note that we are no longer offering a thirty(30) day validity date.  
Due to the current volatility in the materials market, pricing and ship  
dates are subject to confirmation at time of order.

Net Order:	8,753.00
Less Discount:	0.00
Freight:	0.00
Sales Tax:	0.00
<b>Order Total</b>	<b>8,753.00</b>



received  
2-16-23 1233

Item No. B.-5.

CITY OF OTTUMWA

Staff Summary

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

Council Meeting of: February 21, 2023

Larry Seals

Prepared By

*Larry Seals*  
Department Head

Engineering  
Department

*[Signature]*  
City Administrator Approval

AGENDA TITLE: Approve payment of Bear Creek Archeology, Inc. invoice for CSO, Blake's Branch, Phase 8 Division 2.

\*\*\*\*\*

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

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

RECOMMENDATION: Approve payment of Bear Creek Archeology, Inc. invoice.

DISCUSSION: This invoice is for the Geomorphic Evaluation, Archeological Reconnaissance and Archival Review for the Phase 8, Division 2 Sewer Separation project for the City of Ottumwa. Two previous investigations have been made by EOR Iowa for Wetland, T & E, and Preliminary Cultural Resources Investigations and Allender Butzke Engineers, Inc. for Geotechnical Engineering Services. All tasks are intended to meet compliance requirements needed for participation in funding via the Iowa State Revolving Fund (SRF)

The cost of the Bear Creek Archeology, Inc. review is \$3,974.26.

Source of Funds: Sewer Construction (315)

Budgeted Item: Yes

Budget Amendment Needed: No

 **Bear Creek**  
ARCHEOLOGY, INC.

Date: January 23, 2023

Billed To: Larry Seals  
Director of Public Works  
City of Ottumwa  
105 East Third Street  
Ottumwa, IA 52501

RE: Geomorphic Evaluation, Archeological Reconnaissance, and Archival Review for Phase VIII, Division 2 Sewer Separation, City of Ottumwa, Wapello County, Iowa; BCA 3175

As per the authorization to proceed, a total of \$3,974.26 is due and payable for the above-referenced investigation.

TOTAL DUE THIS INVOICE:

**\$3,974.26**



-----  
Derek V. Lee  
Director

23-06  
BCA 3175

**PAYMENT AUTHORIZATION**

FUND	PROGRAM ACTIVITY	OBJECT	AMOUNT
315	7-772	6599	\$3,974.26

APPROVED BY \_\_\_\_\_

DATE \_\_\_\_\_

received  
2/16/23 1233



CITY OF OTTUMWA

Staff Summary

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

Council Meeting of: February 21, 2023

Larry Seals

Prepared By

*Larry Seals*  
Department Head

Engineering  
Department

*My R*

City Administrator Approval

AGENDA TITLE: Approve payment of Chickering Foundation, Inc. invoice for Elliott Oil BP Station, West End Sewer.

\*\*\*\*\*

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

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

RECOMMENDATION: Approve payment of Chickering Foundation, Inc. invoice.

DISCUSSION: During the construction of the new Elliott Oil BP Station on West Second Street there were several areas of street pavement that were in need of replacement that abutted the new BP driveway access points. At the time of this work all of our City street crews and our local construction company crews were unavailable to perform the work in a timely manner. We requested unit prices from BP's contractor which were reasonable and we authorized the replacement.

This invoice is for street repair in front of the Elliott Oil BP Station on West Second St. in the amount of \$5,460.00.

Source of Funds: Road Use

Budgeted Item: No

Budget Amendment Needed: Yes

CHICKERING FOUNDATION INC

Invoice

3338 HWY 918  
 ELDON, IA 52554-8112

Date	Invoice #
11/16/2022	1481

<b>Bill To</b>
City Of Ottumwa Street in front of West 2nd BP

Description	Amount								
6'6"x61'x8" Street repair 10'x12'x8" Street repair	5,460.00								
<p><i>Road Use - Street Patch</i></p> <p><b>PAYMENT AUTHORIZATION</b></p> <table border="1"> <thead> <tr> <th>FUND</th> <th>PROGRAM ACTIVITY</th> <th>OBJECT</th> <th>AMOUNT</th> </tr> </thead> <tbody> <tr> <td>110</td> <td>3-210</td> <td>6417</td> <td>\$5,460.00</td> </tr> </tbody> </table> <p><i>Darryl Seal</i> APPROVED BY      01-24-2023 DATE</p>		FUND	PROGRAM ACTIVITY	OBJECT	AMOUNT	110	3-210	6417	\$5,460.00
FUND	PROGRAM ACTIVITY	OBJECT	AMOUNT						
110	3-210	6417	\$5,460.00						
<b>Total</b>	\$5,460.00								



received  
2-16-23 1233p

Item No. B.-7.

[Redacted stamp]

CITY OF OTTUMWA

Staff Summary

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

Council Meeting of: February 21, 2023

\_\_\_\_\_  
Engineering Department  
Department

\_\_\_\_\_  
Larry Seals  
Prepared By  
*Larry Seals*  
\_\_\_\_\_  
Department Head

\_\_\_\_\_  
*Ally Rtr*  
City Administrator Approval

AGENDA TITLE: Resolution #28-2023. Approving the contract, bond, and certificate of insurance for the Lake Road Culverts 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 #28-2023.

DISCUSSION: These are the required bonds, certificate of insurance and signed contract with Rock N Load of Decorah, Iowa for the above referenced project and are now on file with the City Clerk. This project was awarded at the February 7, 2023 City Council Meeting in the amount of \$114,575.00.

The culverts are part of the Lake Road reconstruction and are being let separate since typically performed by subcontractors. Once the culverts are installed the roadway surface project will be let.

Bid Amount: \$114,575.00

Estimated Cost: \$131,995.00

Source of Funds: CIP

Budgeted Item: Yes

Budget Amendment Needed: Yes

RESOLUTION #28-2023

A RESOLUTION APPROVING THE CONTRACT, BOND, AND CERTIFICATE OF INSURANCE FOR THE LAKE ROAD CULVERTS PROJECT

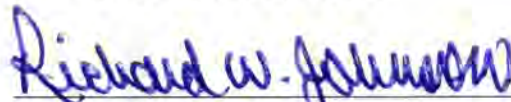
WHEREAS, The City Council of the City of Ottumwa, Iowa accepted bids for the above referenced project and awarded the contract to Rock N Load of Decorah, Iowa in the amount of \$114,575.00 based on total unit price and estimated quantities; and,

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 Rock N Load of Decorah, Iowa, for the above referenced project are hereby approved.

APPROVED, PASSED, AND ADOPTED, this 21<sup>st</sup> day of February, 2023.

CITY OF OTTUMWA, IOWA



Richard W. Johnson, Mayor

ATTEST:



Christina Reinhard, City Clerk

Client#: 60273

ROCLOAPC

ACORD™

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 2/15/2023

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 any rights to the certificate holder in lieu of such endorsement(s).

PRODUCER: Holmes Murphy-Des Moines, 2727 Grand Prairie Pkwy, Waukee, IA 50263. CONTACT NAME: corecertificaterequest@holmesmurphy.com. INSURER(S): Integrity Property & Casualty Ins. Co. (12986), Berkley Casualty Company (15911).

COVERAGES CERTIFICATE NUMBER: 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.

Table with columns: INSR LTR, TYPE OF INSURANCE, ADDL SUBR INSR WVD, POLICY NUMBER, POLICY EFF (MM/DD/YYYY), POLICY EXP (MM/DD/YYYY), LIMITS. Rows include Commercial General Liability, Automobile Liability, Umbrella Liability, Workers Compensation, and Leased/Rented Equipment.

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required) Re: Lake Road Culverts Project - Ottumwa, Iowa. The City of Ottumwa is an Additional Insured to the General Liability as required by written contract with the insured, per policy terms and conditions.

CERTIFICATE HOLDER: City of Ottumwa, 105 3rd Street E, Ottumwa, IA 52501. CANCELLATION: 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: [Signature]

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BENM1

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**SECTION 00500**  
**CONTRACT**

THIS AGREEMENT, made and entered into this **February 21, 2023**, by and between the **City of Ottumwa, Wapello County, Iowa**, the party of the first part, hereinafter called the OWNER and **Rock N Load of Decorah, Iowa** the party of the second part, hereinafter called the CONTRACTOR.

WITNESSETH, the Contractor and the Owner for the consideration hereinafter named agree as follow:

**ARTICLE I**

**SCOPE OF WORK.** The Contractor shall furnish all materials and perform all work shown on the Plans and described in the Specifications entitled: "**Lake Road Culverts - Ottumwa, Iowa**" prepared by the City Engineering Department of Ottumwa, Iowa, acting as and in these documents entitled, the ENGINEER, and shall do everything required by this Agreement, the General Conditions of the Contract, the Specifications and the Plans.

**ARTICLE II**

**TIME OF COMPLETION.** The work performed under this Contract shall be commenced on or before the date specified in the "Notice to Proceed" and shall be completed in 25 working days and in accordance with any special timeframes as indicated on construction documents. The time of commencing and completing said work is the essence of this Contract.

**ARTICLE III**

**THE CONTRACT SUM.** The Owner shall pay the Contractor the sum of **\$114,575.00** payable as set forth in Article IV below, for the performance of the Contract subject to increases or decreases as provided in the Specifications.

**ARTICLE IV**

**PROGRESS PAYMENTS.** In consideration to the foregoing, the Owner agrees to make payments according and subject to the conditions set forth in the Official Notice and Specifications.

**ARTICLE V**

**CONTRACTOR'S RESPONSIBILITY:** The Contractor assumes full responsibility for the safekeeping of all materials and equipment and for all unfinished work until final acceptance by the Owner, and if any of it be damaged or be destroyed from any cause, he shall replace it at his own expense.

The Contractor shall indemnify and hold harmless the Owner against any liens filed for nonpayment of his bills in connection with the Contract work. The Contractor shall furnish the Owner satisfactory evidence that all persons who have done work or furnished materials, equipment or service of any type under this Contract have been fully paid prior to the acceptance of the work by the Owner.

The Contractor agrees to accept full responsibility for all construction means, methods, sequences, techniques, proceedings, property and personal safety on the project site, including the same for all subcontractors, and do not expect that the Owner, Engineer or Engineer's Representatives will assume any of these duties or responsibilities.

A certificate of insurance for liability, bodily injury and property damage satisfactory to the Owner in the amount of **\$300,000** for each person bodily injury and **\$1,000,000** per occurrence of or aggregate limit, or **\$1,000,000** combined single limit. The Owner must be included as an additional insured to the certificate of insurance. Also, Worker's Compensation coverage in accordance with State of Iowa statutes must be provided.

The Contractor shall indemnify and hold harmless the Owner, the Owner's employees, the Engineer, and the Engineer's employees from any and all liability, loss, cost, damage, and expense (including reasonable attorney's fees and court costs) resulting from, arising out of, or incurred by reason of any claims, actions, or suits based upon or alleging bodily injury, including death, or property damage rising out of or resulting from the Contractor's operations under this Contract, whether such operations be by himself or by any subcontractor or by anyone directly or indirectly employed by either of them. The Contractor shall obtain insurance for this purpose, which shall insure the interests of the Owner and Engineer as the same may appear, and shall file with the Owner and Engineer certificates of such insurance.

#### ARTICLE VI

ACCEPTANCE AND FINAL PAYMENT. The manner of making final acceptance and final payment shall be as provided in the Specifications. The Owner may require the Contractor to show satisfactory evidence that all payroll, materials, bills and other indebtedness connected with the work shall have been paid before final acceptance of the work. The making and acceptance of the final payment shall constitute a waiver of all claims by the Owner other than those arising from unsettled liens and from all claims by the Contractor except those previously made and still unsettled, and except potential claims by owner against Contractor pursuant to the four (4) year warranty or guaranty period as provided for in the specifications, the Notice of Letting and the Performance Bond.

#### ARTICLE VII

CONTRACT DOCUMENTS. The Official Notice, the Proposal, this Contract, Detailed Plan Drawings and Specifications (including Measurement and Payment), the General Specifications, the Instruction to Bidders, the Special Conditions, the General Conditions and the Contractor's Bond and the Performance Bond form the Contract and they are as fully a part of this Agreement and Contract and to the same effect as if each of them had been set forth in complete detail herein.

IN WITNESS WHEREOF. The parties have executed this Agreement and Contract and one other of like tenor as of the day and year first above written.



ATTEST:

Chris Ruillard  
Title \_\_\_\_\_ City Clerk

CITY OF OTTUMWA, IOWA

By Richard W. Johnson  
Title \_\_\_\_\_ Mayor

Rock N Load Inc  
a/b/a Upper Iowa Erosion Control  
Contractor  
By Matt Helled  
Title President  
Address 2807 College Dr  
City, State, Zip Decorah IA 52101

**SECTION 00510**

**PERFORMANCE, PAYMENT, AND MAINTENANCE BOND**

<p>Bond Number</p> <p>Bond No. 107707833</p>
--

PRINCIPAL (Legal Name and Business Address)

Rock N Load, Inc.  
2807 College Drive  
Decorah, IA 52101

STATE OF INCORPORATION

Iowa

SURETY (Legal Name and Business Address)

Farmington Casualty Company  
One Tower Square  
Hartford, CT 06183

CONTRACT NO.

CONTRACT DATE

February 21, 2023

PENAL SUM OF BOND (Expressed in words and numerals)

One Hundred and Fourteen Thousand, Five Hundred and Seventy Five 0/00 (\$114,575.00)

KNOW ALL BY THESE PRESENTS:

That we, Rock N Load, Inc., as Principal (hereinafter the "CONTRACTOR" or "PRINCIPAL" and Farmington Casualty Company, as SURETY are held and firmly bound unto *the City of Ottumwa, Iowa*, as OBLIGEE (hereinafter referred to as "the OWNER"), and to all persons who may be injured by any breach of any of the conditions of this Bond in the penal sum of One Hundred and Fourteen Thousand, Five Hundred and Seventy Five 0/00 dollars (\$ \$114,575.00 ), lawful money of the United States, for the payment of which sum, well and truly to be made, we bind ourselves, our heirs, legal representatives and assigns, jointly or severally, firmly by these presents.

The conditions of the above obligations are such that whereas said CONTRACTOR entered into a contract with the OWNER, bearing date the 21st day of February, 2023, wherein said CONTRACTOR undertakes and agrees to construct the following described improvements:

Project Name: Lake Road Culverts

Project Location: City of Ottumwa, Iowa

The Work generally consists of:

Remove 3 culverts (a 75 LF 48" CMP, a 75 LF 30" CMP, and a 105 LF 30" CMP); Install 3 culverts (a 72 LF 54" CMP, a 75 LF 30" CMP, and a 110 LF 30" CMP, including apron sections); place revetment stone; and patch the road.

which said contract and associated contract documents, including any present or future amendment thereto, is incorporated herein by reference and is hereinafter referred to as the "Contract."



## SECTION 00510

### (CON'T – PERFORMANCE, PAYMENT, AND MAINTENANCE BOND)

and to faithfully perform all the terms and requirements of said Contract within the time therein specified, in a good and workmanlike manner, and in accordance with the Contract Documents.

It is expressly understood and agreed by the CONTRACTOR and SURETY in this bond that the following provisions are a part of this Bond and are binding upon said CONTRACTOR and SURETY, to-wit:

1. **PERFORMANCE:** The CONTRACTOR shall well and faithfully observe, perform, fulfill, and abide by each and every covenant, condition, and part of said Contract and Contract Documents, by reference made a part hereof, for the above referenced improvements, and shall indemnify and save harmless the OWNER from all outlay and expense incurred by the OWNER by reason of the CONTRACTOR's default of failure to perform as required. The CONTRACTOR shall also be responsible for the default or failure to perform as required under the Contract and Contract Documents by all its subcontractors, suppliers, agents, or employees furnishing materials or providing labor in the performance of the Contract.
2. **PAYMENT:** The CONTRACTOR and the SURETY on this Bond hereby agreed to pay all just claims submitted by persons, firms, subcontractors, and corporations furnishing materials for or performing labor in the performance of the Contract on account of which this Bond is given, including but not limited to claims for all amounts due for labor, materials, lubricants, oil, gasoline, repairs on machinery, equipment, and tools, consumed or used by the CONTRACTOR or any subcontractor, wherein the same are not satisfied out of the portion of the contract price the OWNER is required to retain until completion of the improvement, but the CONTRACTOR and SURETY 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. The CONTRACTOR and SURETY hereby bind themselves to the obligations and conditions set forth in Chapter 573 of the Iowa Code, which by this reference is made a part hereof as though fully set out herein.
3. **MAINTENANCE:** The CONTRACTOR and the SURETY on this Bond hereby agree, at their own expense:
  - A. To remedy any and all defects that may develop in or result from work to be performed under the Contract within the period of four (4) years from the date of acceptance of the work under the Contract, by reason of defects in workmanship or materials used in construction of said work;
  - B. To keep all work in continuous good repair; and
  - C. To pay the OWNER's reasonable costs of monitoring and inspection to assure that any defects are remedied, and to repay the OWNER all outlay and expense incurred as a result of CONTRACTOR's and SURETY's failure to remedy any defect as required by this section.



## SECTION 00510

(CON'T – PERFORMANCE, PAYMENT, AND MAINTENANCE BOND)

4. GENERAL: Every SURETY on this Bond shall be deemed and held bound, any contract to the contrary notwithstanding, to the following provisions:

- A. To consent without notice to any extension of time to the CONTRACTOR in which to perform the Contract;
- B. To consent without notice to any change in the Contract or Contract Documents, which thereby increases the total contract price and the penal sum of this bond, provided that all such changes do not, in the aggregate, involve an increase of more than 20% of the total contract price, and that this bond shall then be released as to such excess increase; and
- C. To consent without notice that this Bond shall remain in full force and effect until the Contract is completed, whether 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 penalty is being charged against the CONTRACTOR.
- D. That no provision of this Bond or of any other contract shall be valid that limits to less than four (4) years after the acceptance of the work under the Contract the right to sue on this Bond.
- E. That as used herein, the phrase “all outlay and expense” is not to be limited in any way, but shall include the actual and reasonable costs and expenses incurred by the OWNER including interest, benefits, and overhead where applicable. Accordingly, “all outlay and expense” would include but not be limited to all contract or employee expense, all equipment usage or rental, materials, testing, outside experts, attorneys’ fees (including overhead expenses of the OWNER’s staff attorneys), and all costs and expenses of litigation as they are incurred by the OWNER. It is intended the CONTRACTOR and SURETY will defend and indemnify the OWNER on all claims made against the OWNER on account of CONTRACTOR’s failure to perform as required in the Contract and Contract Documents, that all agreements and promises set forth in the Contract and Contract Documents, in approved change orders, and in this Bond will be fulfilled, and that the OWNER will be fully indemnified so that it will be put into the position it would have been in had the Contract been performed in the first instance as required.

In the event the OWNER incurs any “outlay and expense” in defending itself against any claim as to which the CONTRACTOR or SURETY should have provided the defense, or in the enforcement of the promises given by the CONTRACTOR in the Contract, Contract Documents, or approved change orders, or in the enforcement of the promises given by the CONTRACTOR and SURETY in this Bond, the CONTRACTOR and SURETY agree that they will make the OWNER whole for all such outlay and expense, provided that the SURETY’s obligation under this bond shall not exceed 125% of the penal sum of this bond.

## SECTION 00510

(CON'T – PERFORMANCE, PAYMENT AND MAINTENANCE BOND)

In the event that any actions or proceedings are initiated regarding this Bond, the parties agree that the venue thereof shall be in either the Iowa District Court in Wapello County, Iowa or the United States District Court for the Southern District of Iowa in Des Moines. If legal action is required by the OWNER to enforce the provisions of this Bond or to collect the monetary obligation incurring to the benefit of the OWNER, the CONTRACTOR and the SURETY agree, jointly, and severally, to pay the OWNER all outlay and expense incurred therefor by the OWNER. All rights, powers, and remedies of the OWNER hereunder shall be cumulative and not alternative and shall be in addition to all rights, powers, and remedies given to the OWNER, by law. The OWNER may proceed against SURETY for any amount guaranteed hereunder whether action is brought against the CONTRACTOR or whether CONTRACTOR is joined in any such action(s) or not.

NOW THEREFORE, the condition of this obligation is such that if said Principal shall faithfully perform all the promises of the Principal, as set forth and provided in the Contract, in the Contract Documents, and in this Bond, then this obligation shall be null and void, otherwise it shall remain in full force and effect.

When a work, term, or phrase is used in this Bond, it shall be interpreted or construed first as defined in this Bond, the Contract, or the Contract Documents; second, if not defined in the Bond, Contract, or Contract Documents, it shall be interpreted or construed as defined in applicable provisions of the Iowa Code; third, if not defined in the Iowa Code, it shall be interpreted or construed according to its generally accepted meaning in the construction industry; and fourth, if it has no generally accepted meaning in the construction industry, it shall be interpreted or construed according to its common or customary usage.

Failure to specify or particularize shall not exclude terms or provisions not mentioned and shall not limit liability hereunder. The Contract and Contract Documents are hereby made a part of this Bond.

Project No. \_\_\_\_\_

(CON'T - PERFORMANCE, PAYMENT, AND MAINTENANCE BOND)

Witness our hands, in triplicate, this 21st day of February, 2023.

Surety Countersigned By:

PRINCIPAL:

Not Required  
Signature of Agent

Rock N Load, Inc.  
Contractor

\_\_\_\_\_  
Printed Name of Agent

By: *Matthew Hall*  
Signature  
President  
Title

\_\_\_\_\_  
Company Name

SURETY:

\_\_\_\_\_  
Company Address

Farmington Casualty Company  
Surety Company

\_\_\_\_\_  
City, State, Zip Code

By: *[Signature]*  
Signature Attorney-in-Fact Officer

\_\_\_\_\_  
Company Telephone Number

Jessie Allen, Attorney-in-Fact  
Printed Name of Attorney-in-Fact Officer

Holmes, Murphy and Associates, LLC  
Company Name

5120 S Solberg Ave  
Company Address

Sioux Falls, SD 57108  
City, State, Zip Code

(800) 477-2797  
Company Telephone Number

NOTE:

1. All signatures on this performance, payment, and maintenance bond must be original signatures in ink; copies, facsimile, or electronic signatures will not be accepted.
2. This bond must be sealed with the Surety's raised, embossing seal.
3. The Certificate or Power of Attorney accompanying this bond must be valid on its face and sealed with the Surety's raised, embossing seal.
4. The name and signature of the Surety's Attorney-in-Fact/Officer entered on this bond must be exactly as listed on the Certificate or Power of Attorney accompanying this bond.





# Farmington Casualty Company

## POWER OF ATTORNEY

**KNOW ALL MEN BY THESE PRESENTS:** That Farmington Casualty Company (the "Company") is a corporation duly organized under the laws of the State of Connecticut, and that the Company does hereby make, constitute and appoint **Jessie Allen** of Sioux Falls, South Dakota, its true and lawful Attorney (s)-in-Fact to sign, execute, seal and acknowledge any and all bonds, recognizances, conditional undertakings and other writings obligatory in the nature thereof on behalf of the Company in its business of guaranteeing the fidelity of persons, guaranteeing the performance of contracts and executing or guaranteeing bonds and undertakings required or permitted in any actions or proceedings allowed by law.

**IN WITNESS WHEREOF,** the Company has caused this instrument to be signed, and its corporate seal to be hereto affixed, this **21st** day of **April, 2021**.



State of Connecticut  
City of Hartford ss.

By:   
Robert L. Raney, Senior Vice President

On this the **21st** day of **April, 2021**, before me personally appeared **Robert L. Raney**, who acknowledged himself to be the Senior Vice President of the Company, and that he, as such, being authorized so to do, executed the foregoing instrument for the purposes therein contained by signing on behalf of said Company by himself as a duly authorized officer.

**IN WITNESS WHEREOF,** I hereunto set my hand and official seal.

My Commission expires the **30th** day of **June, 2026**



  
Anna P. Nowik, Notary Public

This Power of Attorney is granted under and by the authority of the following resolutions adopted by the Board of Directors of the Company, which resolutions are now in full force and effect, reading as follows:

**RESOLVED,** that the Chairman, the President, any Vice Chairman, any Executive Vice President, any Senior Vice President, any Vice President, any Second Vice President, the Treasurer, any Assistant Treasurer, the Corporate Secretary or any Assistant Secretary may appoint Attorneys-in-Fact and Agents to act for and on behalf of the Company and may give such appointee such authority as his or her certificate of authority may prescribe to sign with the Company's name and seal with the Company's seal bonds, recognizances, contracts of indemnity, and other writings obligatory in the nature of a bond, recognizance, or conditional undertaking, and any of said officers or the Board of Directors at any time may remove any such appointee and revoke the power given him or her; and it is

**FURTHER RESOLVED,** that the Chairman, the President, any Vice Chairman, any Executive Vice President, any Senior Vice President or any Vice President may delegate all or any part of the foregoing authority to one or more officers or employees of this Company, provided that each such delegation is in writing and a copy thereof is filed in the office of the Secretary; and it is

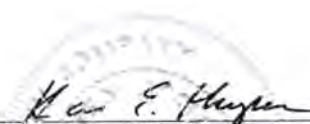
**FURTHER RESOLVED,** that any bond, recognizance, contract of indemnity, or writing obligatory in the nature of a bond, recognizance, or conditional undertaking shall be valid and binding upon the Company when (a) signed by the President, any Vice Chairman, any Executive Vice President, any Senior Vice President or any Vice President, any Second Vice President, the Treasurer, any Assistant Treasurer, the Corporate Secretary or any Assistant Secretary and duly attested and sealed with the Company's seal by a Secretary or Assistant Secretary; or (b) duly executed (under seal, if required) by one or more Attorneys-in-Fact and Agents pursuant to the power prescribed in his or her certificate or their certificates of authority or by one or more Company officers pursuant to a written delegation of authority; and it is

**FURTHER RESOLVED,** that the signature of each of the following officers: President, any Executive Vice President, any Senior Vice President, any Vice President, any Assistant Vice President, any Secretary, any Assistant Secretary, and the seal of the Company may be affixed by facsimile to any Power of Attorney or to any certificate relating thereto appointing Resident Vice Presidents, Resident Assistant Secretaries or Attorneys-in-Fact for purposes only of executing and attesting bonds and undertakings and other writings obligatory in the nature thereof, and any such Power of Attorney or certificate bearing such facsimile signature or facsimile seal shall be valid and binding upon the Company and any such power so executed and certified by such facsimile signature and facsimile seal shall be valid and binding on the Company in the future with respect to any bond or understanding to which it is attached.

I, **Kevin E. Hughes**, the undersigned, Assistant Secretary of the Company, do hereby certify that the above and foregoing is a true and correct copy of the Power of Attorney executed by the Company, which remains in full force and effect.

Dated this **21st** day of **February**, **2023**



  
Kevin E. Hughes, Assistant Secretary

**To verify the authenticity of this Power of Attorney, please call us at 1-800-421-3880.  
Please refer to the above-named Attorney(s)-in-Fact and the details of the bond to which the power is attached.**



received  
21623 110p

Item No. B.-8.

*[Faint red stamp]*

# CITY OF OTTUMWA

## Staff Summary

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

Council Meeting of: Feb 21, 2023

Zach Simonson

Prepared By

Zach Simonson

Department Head

\_\_\_\_\_  
Department

*[Handwritten signature]*

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

AGENDA TITLE: RESOLUTION NO. 30-2023: RESOLUTION AUTHORIZING DESTRUCTION OF CERTAIN RECORDS ACCORDING TO THE CODE OF IOWA 2015, AS AMENDED, AND THE RECORD RETENTION MANUAL FOR IOWA CITIES

\*\*\*\*\*

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

RECOMMENDATION: PASS AND ADOPT RESOLUTION 30-2023.

DISCUSSION: According to the Code of Iowa 2015, as amended, and the Iowa Municipal Records Manual certain records need to be kept for five (5) years. The attached list of records are over five (5) years in age and are records no longer deemed necessary to retain for permanent record by the Building and Code Enforcement Department.

Source of Funds:

Budgeted Item:

Budget Amendment Needed:

RESOLUTION NO. 30-2023

RESOLUTION AUTHORIZING DESTRUCTION OF CERTAIN RECORDS ACCORDING  
TO THE CODE OF IOWA 2015, AS AMENDED, AND THE RECORD RETENTION  
MANUAL FOR IOWA CITIES

WHEREAS, the Code of Iowa 2015, as amended, and the Record Retention Manual for Iowa Cities allows for the destruction of certain city records that are over five (5) years in age; and

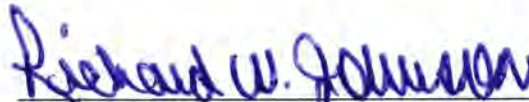
WHEREAS, the records are over five years in age and are records no longer deemed necessary to retain for a permanent record.

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



That the attached list of documents be destroyed under the direction of the Ottumwa Health Department in accordance with State law and the Record Retention Manual for Iowa Cities.

Passed and adopted this 21st day of February 2023

CITY OF OTTUMWA, IOWA

  
Richard W. Johnson, Mayor

ATTEST:

  
  
Christina Reinhard, City Clerk

<u>CONTENTS OF RECORDS</u>	<u>DATE</u>
ENVIRONMENTAL	2017
HEALTH DEPT. TIME SHEETS	2017
PLACARD RELEASE	2017
HOUSING CODE COMPLAINTS	2017
TEMPORARY FOOD LICENSE	2017
LICENSE – FOOD, HOTEL, TANNING, POOL, TATTOO – OUT OF BUSINESS	2017
SIEDA LOW INCOME HOME ENERGY ASSISTANCE PROGRAM FOR TRASH REDUCTION	2017
HOUSING AUTHORITY INSPECTIONS	2017



# COVID-19

CORONAVIRUS OUTBREAK

## Wapello County Response 2020 – 2021 After Action Report



Emergency Managers Trying To Process The 400 Procedure Changes In The Last 3 Weeks.





## COVID-19 Response Reflection

I have many thoughts racing through my mind reflecting on the community response to the COVID-19 Pandemic. Here I go.

Emergency Preparedness funding became available for public health's and hospitals in 2002. One of the primary focus was to develop a bio emergency plan for the county. The state was instrumental in providing templates for the local public health's. I also attended a Pandemic training in 2005 in Anniston, Alabama. That training was provided by FEMA. It was very enlightening in reference to the potential economic impact of a Pandemic. That was a huge take away from the training and the importance of ongoing education/media with the community.

Fast forward to January 2019, Wapello County Public Health has just decertified as a Medicare home health agency in June 2018. With the decertification came a reduction in staff which left us with a director, RN, home care aide and new reimbursement/secretary. At the January Region 5B Emergency Preparedness Meeting we discussed the concern on the virus that was circulating in China. We as group asked Iowa Department of Public Health (IDPH) if we could stock up on thermometers, masks, goggles and gloves. We were told no due to that was not preparedness but for response.

I watched as the virus crossed the ocean due to international travel to the US in February. March 2019 the virus arrived in Iowa due to travelers that had recently returned from an Egyptian cruise. Wapello County was notified of its first case March 26, which was a person that had been to University of Iowa clinics the previous week prior to becoming ill. Wapello County Public Health had been reviewing its Pandemic plans during the month of March in preparation for the presence of the virus in our county. The EMA had already opened the EOC prior in the month. During that time the EMA, public health and the PIO were focusing on educational information for our residents. (Accurate virus information was difficult to obtain and PPE recommendations changed continually) The EOC staff were also trying to pool PPE resources due to unable to purchase any at this time. The community was very generous and many dental offices, IHHC, Veterinarians and others donated PPE to the EOC. Church groups started sewing masks for the community. The health care coalition was meeting weekly to discuss what was going on within our county in relation to the virus attach rates, how the illness was progressing and the effects on our county health care system. We identified that the community had to be educated to use clinics first and not overwhelm the ED unless you were very ill. Media was developed to educate the community as to ALL clinic information for contact. Next we focused on the virus signs and symptoms and when to seek medical attention. In the meantime public health staff was busy doing communicable disease follow-up on every case reported.

May 1<sup>st</sup> was when Wapello County saw its first of many virus surges. During this surge Wapello County saw its first death related to the virus which was an employee of JBS. JBS worked very closely with the EOC to help reduce the virus burden within the meatpacking plant. JBS was very proactive in protecting its employees throughout the Pandemic. JBS donated 1000 masks for the community to use. Public Health could not have done the communicable disease follow-ups on every case without the volunteers from other coalition members.

I was so proud of how the community came together to meet the unmet needs within the community. Public health did have practice runs of a Pandemic with dealing with H1N1, Pertussis, and Hepatitis A. Ironically the Preparedness exercise done one year prior was a Point of Dispensing (POD) with long term care facilities.

The county was very supportive financially throughout the response. The Wapello County Test Site was a huge win for the community in a time of the Delta strain surge. I was able to hire two contract nurses to staff, but I did staff when they were ill. I even forgot to pay some personal bills November 2021, due to my mental/physical exhaustion due to lack of staff and trying to work at the agency and then working at the Test Iowa site. No one had any extra staff at this time to assist with that staffing.

Then came vaccine 12/21/20. I used the contract staff and my staff to start the vaccinations for health care providers. I had hired two RN's so my staff was now 1 director, 3 RN's, 1 home care aide and 1 reimbursement specialist/secretary. We initiated the current POD plans to implement vaccine distribution. The wild card was having the people sit 15 minutes after vaccination. (That was never included in previous planning for a POD). The Emergency Manager facilitated meetings with all the pharmacies, clinics and public health to have the most current information as to who was giving which vaccine and how the public could contact to schedule. Initially we were not to waste any vaccine so scheduling was key to use a complete vial. *This was done manually until we got the scheduling software No Wait Inside.*

By the end of February we no longer had 2 contract nurses. This left the current staff to continue the vaccination campaign. One of the public health nurses delayed retirement for 6 months, instead of December 2020, she left June 30, 2021. Another staff nurse had submitted her resignation for July 2021. The agency was shrinking slowly back to pre-pandemic size.

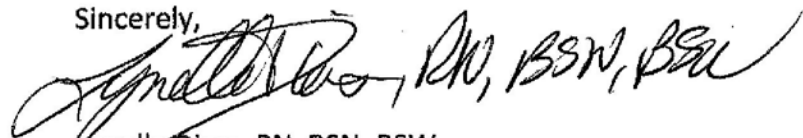
Reflections of the overall response by Wapello County partners was exceptional. All the partners collaborated to meet the needs of our residents. Challenges were with working with the state and federal partners and guidelines. Many of the political decisions were not science based but for the convenience of the population. It was very hurtful that our governor did not recognize all the hard work that public health accomplished to mitigate the local responses to the virus. Funding was available to cities, counties, businesses but EMA and public health was not being funded.

I hope the information in the following document educates you as to our counties response strengths and areas for improvement.

A special Thank you to ALL of the Healthcare Coalition partners, pharmacies, clinic and communicable disease follow up volunteers, contract staff, Jefferson County Public Health, JBS, Ottumwa, Cardinal and Eddyville-Blakesburg Schools. If I forgot you, you are not forgotten— Thank you.

A job well done until the next disease/virus comes around.

Sincerely,

A handwritten signature in black ink, appearing to read "Lynelle Diers", followed by the text "RN, BSN, BSW" written in a similar cursive style.

Lynelle Diers, RN, BSN, BSW

Wapello County Public Health, Clinical Director

# STRENGTHS

from stakeholder and Coalition surveys



**Wapello County Healthcare Coalition**

All entities (21) worked as one team to provide services to the community

(Multiagency Coordination)



Utilizing ICS

**Communication & Direction**  
(Command & Control)

**Communication to facilities**  
(Operational Communication)

**Networking**  
(Operational Coordination)

**EOC Reports**  
(Situational Awareness)

**Having a consistent local resource**  
(Resource Management)

**Helping people be calm & informed**  
(Communications & Information Management)

**MANAGING INFORMATION**

**Interaction with next steps**  
(Ongoing management & maintenance)

**MANAGING EXPECTATIONS**

Date	11.17.20	PH	Hosp	Clinics	LTCF	Schools
Total Cases	2192	●	●	●	●	●
Current cases	450	●	●	●	●	●
Deaths	79	●	●	●	●	●
Hospitalizations	12	●	●	●	●	●

CRISIS      Staff illness      Outbreak status All 3      Staff illness



# Improvement Opportunities

from stakeholder and Coalition surveys



STAFFING

## Staffing

a weakness for all agencies



The pandemic environment, post pandemic world, and mass retirement of the baby-boomer generation has led to the current environment of staffing shortages. We are no longer able to support the size and scale of things built during the post WW2 era. Pandemic burnout exacerbates this problem.



STAFFING

## Emergency Management

needs more

## Staffing



Disasters are a growth business. The pandemic showed us how important support agencies such as EMA are, especially with every sector having severe staffing issues. During crisis, EMAs cannot get big enough fast enough to meet needs. Our partners recognize this and mentioned it a few times in the surveys.



Meeting people at their level via

## various communication channels



During the pandemic we utilized many different platforms such as press conferences, publishing fliers, infographics, utilizing Facebook and email. One concept we are embracing is utilizing a phone app. A majority of our society has cellular devices therefore we will meet them where they are, on their phones!



Distribution Warehouse

Storage and warehousing of supplies at a

## central location

for distribution



The distribution of supplies during the pandemic was a huge logistical problem. Working out of small trailers and storing supplies in multiple locations was tricky. During the summer of 2022, the opportunity presented itself to gain a facility for EMA. City of Ottumwa, Wapello Co. Board of Supervisors and Emergency Management Commission have worked together to make this a reality in March of 2023.



## Summary of survey of local healthcare coalition

### 8 responses

4-Hospital, 2-Primary Care Clinics, 1-Long Term Care, 1-Unknown

**The responses felt that the coalition meetings were helpful with the benefits of in the beginning figuring out testing and PPE shortages. A way to troubleshoot and communicate issues. It was a platform to communicate data and organizational processes.**

The following are the responses as to the **most beneficial** from the **coalition meetings**:

- **Being informed** on case counts, spikes, PPE availability, and vaccine availability and processes.
- Data that I didn't have to look up
- Hearing from everyone on the calls and where things stood for them.
- Knowing what was going on in the nursing homes as that is one of the biggest risk areas for the hospital to have a surge of patients.
- Knowing who to contact from different agencies to ensure that resident care was being achieved to the best of our ability. **Having relationships with other providers and sharing best practices.**
- **It was beneficial to know what was going on elsewhere so we could all work as a team and help each other as needed! We may all be separate entities but it comes down to helping the patient or community member!**
- Information from all stakeholders
- The ability to network with other coalition member and promote transparent awareness and messaging.

**The coalition felt that the communication with the EOC was adequate.**

The following is the comments for the **most beneficial** information in the daily and weekly **EOC reports**:

- New case counts and the "stop light status" for surrounding facilities, and communication regarding covid testing sites/hours.
- Knowledge of s/s, what testing was available. What treatments providers were using.
- The new cases and current cases in the county was most helpful to have a feel for current state.
- Updates on Public Health guidelines including how to apply them to Ridgewood and resource availability for community members.
- **All the pandemic information for the county and Ottumwa. We didn't have to search for it on the state site, it was made available to us! Very helpful and quick!**
- **Updates from public health, communication with the group**
- The outbreak status at the different levels was nice to understand as we could see what others were facing in different sections of the coalition and what might be coming down the pipeline.
- **Current inventory of assets would be helpful in EOC reports**

The following is a list of the **strengths** in our response to the pandemic:

- **Communication and direction**
- Discussions between members of the group on Zoom that helped us learn what was working and what wasn't working, so we could refine our own facility plan.
- Patient Education pieces were very helpful.
- Hearing case #'s
- Sharing of PPE
- **Having consistent resource**
- Knowing what was happening in the community.



## Summary of survey of local healthcare coalition

### 8 responses

- Discussing how others are dealing with the situation they were faced with knowing what to expect from the state as things roll out.
- Assistance and support in obtaining PPE when everything was on shortage. I think we were a lot more prepared as hospital than others, but we still found ourselves short on some critical items such as gowns.
- It was helpful to have messaging going out from the county to the public to reduce confusion and reduce the need to develop statements.
- I think our group having met before the pandemic helped a lot with having those established relationships and knowing who to call at each organization.
- Timely communication regarding changes in Public Health ordinances via email and on Facebook.
- Acquiring resources and dispersing them to all I need quickly as often as able including the PAPRs.
- Keeping the public informed in a calm manner to prevent panic and allow for those in healthcare to make necessary changes for patient care.
- Meeting weekly. Staying on top of the PPE supplies. Communication
- Early communication tools, picture aids about masking, language barrier help
- Transparent Messaging
- **Organization of the coalition**
- Allocation and rationing of the supplies and PPE

### Please list three things we could improve upon:

- Testing sites sooner
- Actually, I'm struggling to list 3 things you could have improved on. I think you guys did FANTASTIC!
- **Quicker definition more consistent of isolation versus quarantine**
- More emphasis on keeping pts out of hospital instead of how bad hospitalization is.
- More use of other counties data too-
- Nothing comes to mind right now.
- **Staffing was a weakness I think for all of the agencies.** WE were not able to pool resources to come up with a testing site. It was good that the county was able to get contract workers. We discussed a surge site a few times but didn't do much with it because there would be no one to staff it. A lot of people retired due to COVID or were enticed to work in hotspots for high rates of pay. We need to attract more healthcare workers to our area. Things set up in advance such as the state volunteer list did not pan out to provide any assistance. I don't know what we could have done differently during COVI, but we definitely need to think about this in planning for future outbreaks.
- The rules and process on the vaccine distribution were confusing. Probably just because it was rolled out so quickly and no one knew what to expect as far as which vaccine we would receive. Also, the messaging going out about it was different from federal, state, and local health departments. We did a lot to prepare for a vaccine and it kind of all went out the window. Local point of dispensing agreements were contradictory to the directions given to us from the state of Iowa. Some of this was probably unavoidable, I just think we need to consider how this might work in the future, especially if there is a booster that needs to be pushed out to healthcare workers quickly.
- I don't know.
- For me, as I was new to Emergency management at the county level, an introduction of the goals/purpose would be helpful

## Summary of survey of local stakeholders

15 responses

### 1. What segment of the community do you represent?

1 –Healthcare, 6- Government/Elected official, 0- Business owner/leader,  
5- Public Safety/Emergency Response Dept., 2- Public Schools

### 2. What were the **greatest challenges** for your organization?

- Making sure all of our employees were informed of the latest development with the virus and proper protocols.
- Initially finding PPE that wasn't overpriced. Then employee shortages, and keeping the virus out of our jail.
- Staffing, changing response guidelines, changing CDC, state and local guidelines.
- Trying to secure enough PPE and other supplies to care for the COVID patients.
- Getting the information out to the staff and public and trying to make a plan to keep everyone safe. Process changed rapidly in the beginning of the pandemic.
- Makes changes to our PPE in our responses or station work cleaning.
- Different viewpoints of stakeholders not based on science
- Taking care of customers' need that needed to be handled in person
- Accumulating PPE, dealing with administrative decisions on enforcement protocols.
- Getting PPE and keeping the jail free of COVID
- Keeping the public aware of our ever changing situation
- The decision on how to have students participate in school and whether to wear a mask
- Trying to do our job with limited resources for the task at hand.
- Communication within our organization, consistency between offices
- Following CDC guidelines

### 3. What were the **opportunities** that arose from the pandemic?

- Improve communication channels
- We got some funding from state to state and federal government that helped, otherwise there really weren't any upsides or opportunities that arose for us. Maybe the IT Zoom setups installed for contactless meetings?
- Testing the system, getting a real-world picture of what it is really like to work through a pandemic. This COVID-19 was a great opener for if something really deadly were to hit our community.
- Having enough PPE to distribute
- To see what we need to prepare for
- We tried different things and procedures. Some of them we will keep.
- More customers were able to experience paying online instead of in person for property taxes and registration renewals
- Trying new ways of doing business
- It showed us new ways to conduct meetings and keep business moving
- Opportunities to try different work structures
- More communication occurred through Zoom and was found to be very effective.
- Court closures allowed us to catch up on written filings, though it slowed down the movement of cases.



## Summary of survey of local stakeholders

### 15 responses

- To rethink how we provide services to our customers without risking their health as well as ours. Rearranging our office to optimize space.
- Working closer with other department heads

#### 4. Was the **communication from the EOC** during the pandemic adequate?

- 11 Yes'es
- Considering we were in uncharted waters of a pandemic. We understood they were in a very high stress and unprecedented situation.
- Very informative and the poster I feel helped the most
- Excellent. I felt very supported
- Meetings were very helpful
- Very good
- I was extremely happy with my communication with local personnel
- It was more than adequate

#### 5. What was the **most beneficial** information in the daily and weekly **EOC reports**?

- To know where the county/city population stood with cases and how proactive to be with COVID guidelines.
- Knowing if the disease was increasing in our area
- The changes in guidelines and the statistics
- Numbers of cases
- The testing numbers and new case numbers
- Trends of the virus and updates from the state level.
- Data we received
- Updated or revised information on COVID-19
- General updates from gov office
- It was nice to see the numbers and the weekly reports were helpful as to what was going on around Wapello County
- Our progress to provide testing
- The reports were very beneficial. I shared the information periodically and it was used as artifacts to support my decisions. Seeing the major changes between months was very interesting.
- Simply reviewing the reports when I had a chance was useful to fill me in on what was happening.
- The counts of positive cases and rate of positivity
- Next steps and updates

#### 6. Was **anything missing** in the **EOC reports** you would have found helpful?

- 7 No's
- When the vaccinations would become widespread available but understood the information the EOC office was receiving was changing at a moment's notice
- Nothing was missing
- Maybe a live look at available supplies
- All good

## Summary of survey of local stakeholders

### 15 responses

- The number of active cases and active hospitalizations is data I find more important to making decisions than the cumulative data I hear on TV and from the state. The cumulative number of cases is an interesting piece of data, but not what I was needing all the time. I received a lot of data and I think Wapello provided active data.
- If there is, I frankly do not know what could be added

#### 7. Please list three things you feel were **strengths** in our response to the pandemic:

- Weekly updates, following up with positive cases, **helping people be calm and informed.**
- The speed and efficiency of the response was great. Hoarding wasn't quite the issue I feared it would be and I believe funding was spent appropriately on needed legitimate items and not on frivolous/wasteful things
- Communication from EMA
- Response
- **Willingness to help every organization, not just public safety. The networking to the private clinics and nursing homes was a great accomplishment**
- Updating the public
- **Communication to facilities and organizations**
- Getting PPE to places such as the fire station and police department
- Communications
- PPE
- Communication
- We could reach out at any time
- Someone to ask when we had conflicting information
- **Partners during a stressful time**
- PPE Supply
- Public Health administration of COVID vaccine
- Weekly calls
- You provided sanitizers and safety products
- You provided information on COVID and how to properly quarantine.
- You answered all questions when asked
- Procurement of PPE, Test site, information sharing
- **Information/Communication/Networking**
- Our staff at all levels
- Knowledge of the situation
- Ability to stay up to date on providing testing and treatments
- The communication and ability to reach Lynelle and Tim easily
- Communication has been excellent. Vaccinations were available through mass vaccinations and scheduled appointments
- Keeping the public informed
- Assisting us with posters and other communications to help us assist our customers
- **Providing guidance throughout all stages at the pandemic**
- Timeliness to questions
- **Interaction with next steps**

## Summary of survey of local stakeholders

15 responses

- EOC reports

### 8. Please list three things we could improve upon:

- Stay as consistent as possible with public information, **keep city leaders/officials informed via various communication channels** (phone, email) Maybe updates at City Council meetings
- More communication from WCPH to organizations, WCPH needs to be more involved with public safety/EMS at all times
- **EMA needs to have more personnel** at its disposal for “grunt work” so EMA can concentrate on logistics and not have to spend time in the physical portion. Should be able to delegate more
- Storage and warehousing at one central location for distribution.
- I can't think of anything at this time
- **Getting EOC/EMA help**
- Nothing. Great work
- I feel that you really don't need to improve on anything. I feel our County as a whole needs to improve their communication during these times so that we are all on the same page
- I can't think of anything at this time
- It is hard to improve on perfection
- I was pleased with the communication and the vaccination process
- I think the only thing that can be improved upon is **meeting people at their level**
- Internal communication between offices. (This is not your issue, but other leaders failed)
- Department heads were no included in many of the decisions that affected their offices, i.e. closures.
- I have none



## The 50 Week marathon of public information during the COVID response



On March 8, 2020, Johnson County announced the first cases of COVID arriving in Iowa in their county in a group that had traveled internationally.

**3.9.20 EMA Tim Richmond and Public Health Director began working on communications with all local stakeholders. This work quickly ramped up and became the full focus of our efforts. In the first few months, this was the bulk of the work that was being conducted in the EOC. Communication and education of our public was our key strategy in dealing locally with this new pandemic. One of our first phone calls was to Heather Severson, PIO of Eddyville-Blakesburg-Fremont school district to ask for her assistance with messaging. Heather played a vital role through the summer in assisting us with our many different public forums, print and digital messaging products, email communications and Zoom meetings with stakeholders. These three staffed the Emergency Operations Center 7 days a week often between 10 and 14 hours per day for the first several months to keep the public and all stakeholders properly educated and informed as the rapidly developing pandemic unfolded.**

**3.12.20 COVID Preparedness Briefing #1- Key officials (Chief McAndrew, Supervisor Parker, Mayor Lazio, Sheriff Phillips, EMA Richmond)**



Preparedness briefings, later branded EMA Thursday Talking Points, were broadcast on Ottumwa's GOTV and live streamed on the City of Ottumwa YouTube channel.

**3.16.20 activation of EOC under ESF8 for COVID-19**

**3.19.20 COVID Preparedness Briefing #2 Key Officials (Supervisor Parker, PH Director Diers, EMA Richmond, Mayor Lazio)**

**3.22.20 First Case in Wapello County**

**3.26.20 COVID Preparedness Briefing #3- Healthcare representatives: EMA Richmond, PH Director Diers, ORHC ED Director Hewitt, RHCH Clinic Director Layton)**



# The 50 Week marathon of public information during the COVID response



4.2.20 Thursday talking points (First Zoom forum by IHCC w/EMA Richmond, Andreas Wilz, ORHC; IHCC President Matt Thompson)

4.9.20 Thursday talking points- Community Leaders discussing impact to local business (PH Director Diers, Dr. Rhonda Dennis-Smithart, Wapello Co. Board of Health, Kevin Hatfield representing local business and restaurants; Mayor Lazio, EMA Richmond)

4.16.20 Thursday talking points- Ottumwa Industry/Major Manufacturing (John Deere plant manager Lesley Conning, JBS HR director Zeena Boyd, EMA Richmond, PH Director Diers)

**4.20.20 Daily EOC reports or “stop light reports” begin. Email to all stakeholders.** Intent was to report on the overall health of our local healthcare system. This reflected information reported to EOC by local partners, information from the RMCC and statistical case data from public health.

Date	5.22.20	
Total Cases	442	
New Cases	10	
Recoveries	206	
Deaths	3	
Hospitalization	11	
Test/lowa tests	293	

4.23.20 Thursday talking points- School Districts and mental health professionals discuss impact on learning and mental health (EBF HS Principal Steve Noble, Cardinal MS counselor Michelle Edwards, Southern Iowa Mental Health Director Christina Schark, Ottumwa Schools At-Risk Coordinator Vern Reed)

4.30.20 Thursday talking points- Elected Officials discussing impact to government services (Supervisor Parker, Auditor Kelly Spurgeon, Mayor Lazio, EMA Richmond)

**5.4.20 Reporting of first Wapello County death**

5.7.20 Thursday talking points- Q&A format (EMA Richmond-moderator; Sheriff Phillips, Administrator Phil Rath, PH Director Diers, Mayor Lazio)

5.11.20 Test Iowa Announcement- Tim & Mayor Lazio

*5.13.20 Test Iowa drive through site opens*



# The 50 Week marathon of public information during the COVID response



5.14.20 Thursday talking points- COVID Update with EMA Richmond and PH Director Diers

\*5.21.20 Thursday talking points COVID Update with EMA Richmond and PH Director Diers

5.28.20 Noon press briefing on Test Iowa on site

5.30.20 Test Iowa moved to Evans Middle School. 3 weeks at The Beach

6.2.20 EOC transitions to Level 3 (minimal staffing)

6.8.20 Ottumwa Radio morning show (EMA Richmond & PH Director Diers)

6.9.20 Noon press briefing on Test Iowa on site

6.16.20 Noon press briefing on Test Iowa on site

**6.15.20 EOC returns to normal operations**

**6.24.20 Test Iowa drive through site closes. 4,082 people tested 4 weeks at Evans. 7 total weeks of operation**

**6.17.21 End of daily reporting**

\*\*\*The Summer lull\*\*\*

**7.27.20 reactivation of the EOC, virtual.** New reporting format. Through the spring reporting we learned that simply reporting the overall status of the healthcare system was not painting an accurate picture. We had variation between the different parts of the system and a more comprehensive report was warranted.

		PH	Hosp	Clinics	LTCF	Schools
Date	9.18.20					
Total Cases	1233					
New Cases	17					
Current cases	55					
Recoveries	1121					
Deaths	57					
Hospitalizations	2					

Case load    Staffing

0 -17	69
18 - 40	556
41 - 60	361
61 - 80	172
81 +	75

\*9.3.20 Thursday Talking Points- Update with EMA Richmond, Mayor Lazio, PH Director Diers

9.3.20 Full activation of Public Health EOC

**10.14.20 Test Iowa Clinic Opens**

**10.16.21 Press conference at Test Iowa Clinic site**

\*11.19.20 Thursday Talking Points- COVID Update with EMA Richmond, Mayor Lazio, PH Director Diers

**12.9.20 End of the daily EOC "stop light" reports. 145 daily EOC reports issued**



# The 50 Week marathon of public information during the COVID response



12.11.20 Announcement of weekly reporting format. Includes

12.12.20 Saturday EOC report

12.19.20 Saturday EOC report

12.21.20 Wapello County Public Health received first shipment of vaccine

12.26.20 Saturday EOC report

1.2.21 Saturday EOC report

1.9.21 Saturday EOC report

1.16.21 Saturday EOC report

1.24.21 Saturday EOC report

1.30.21 Saturday EOC report

2.4.21 Virtual Press Conference 1700 views

2.12.21 Virtual Press Conference 1400 views



In February, we decided to try a new approach to press conferences that eliminated the concerns for distancing and appealed to a larger digital audience.

2.14.21 Saturday EOC report

2.20.21 Saturday EOC report

2.25.21 Test Iowa Clinic Closes. 4,124 people tested. 20 weeks of operation

2.26.21 Virtual Press Conference 1000 views

2.28.21 Saturday EOC report

Over the course of the last 50 weeks:

- ✓ 22 on camera public information events (press conferences and online)

# The 50 Week marathon of public information during the COVID response



- ✓ 156 written reports to stakeholders
- ✓ Coordination of 27 weeks of COVID testing via Test Iowa which involved many spontaneous interviews, phone calls and online interaction with constituents.

This does not include press releases sent to the media by both PIO Heather Severson and EMA Richmond.

This does not include the numerous graphics created and posted by the EMA office. Those will be detailed in a separate report.

The EMA website [www.wapelloready.org](http://www.wapelloready.org), and EMA Facebook page have been utilized for public communication and have been extremely successful venues to distribute information.

## 3.1.21 Website home page view

A screenshot of the Wapello County EMA website. The browser address bar shows "wapelloready.org". The navigation menu includes "HOME", "NEWS", "COVID-19", "RIVER", "WEATHER", "RESOURCES", "TRAINING", and "OUR MISSION". The "COVID-19" menu is open, listing options such as "COVID vaccine access", "COVID case data", "Isolation &amp; Quarantine", "COVID-19 General Info", "Self Care", "Advice for Business Owners", "Business &amp; Family Resources", "Food Resources", and "Governor's Proclamations". A banner for "Wapello Co. COVID Vaccine Access" is visible, with a button for "Vaccine locations". Below the banner, there is a section titled "COVID questions? Need testing?" with the text "Our local clinics are just a phone call away" and "Call with questions regarding COVID-19 or any other health concern." To the right, there is a graphic titled "COVID-19" with "SYMPTOMS" listed as "SHORTNESS OF BREATH OR DIFFICULTY BREATHING", "FEVER OR CHILLS", and "MUSCLE PAIN". It also includes a "CALL ANY OF THESE CARE PROVIDERS FOR HELP" section with a list of clinics and phone numbers.





# Test Iowa behind the scenes

## Test Iowa Ottumwa drive through testing site

May 13—June 24, 2020

COVID-19 first entered Iowa on March 8<sup>th</sup> in the Iowa City area. This new pandemic was dealing with a novel virus therefore there were many unanswered questions. On March 15<sup>th</sup>, the Wapello County Emergency Operations Center (EOC) opened at the request of Wapello County Public Health under ESF 8, Health and Medical. Wapello County Public Health and Wapello County Emergency Management stood up the EOC and assumed a joint command of Wapello County's COVID response.

It quickly became apparent that that we needed better visibility on how this virus was affecting our communities and county. The EOC worked to provide real-time information and guidance to officials, stakeholders and the public.

One of our key strategies was mitigation through education. A partnership with the Wapello County Healthcare Coalition was developed for feedback, struggles and sharing of best practices. The Coalition is comprised of representatives of 25 healthcare organizations in Wapello County including hospital, primary care clinics, specialty clinics, EMS, long term care, and assisted living. This coalition started meeting weekly as the pandemic evolved.

Test Iowa is a concept developed by the Governor's Office, designed to assist communities with higher population meet the demand for testing. The Wapello County Healthcare Coalition started to experience the testing influx and bottleneck of day to day operations at their facilities and clinics. The Test Iowa concept enabled our local healthcare system to avoid being overcome by testing and giving local providers the ability to see patients for



**COVID-19 TESTING IN OTTUMWA**

**test iowa COVID-19 TESTING IN OTTUMWA**

**Prueba COVID-19 EN OTTUMWA**

**8AM-6PM**

812 CHESTER AVE AT EVANS MIDDLE SCHOOL

HELP LINE: 1-844-844-1561  
SPANISH: 1-515-344-3936

other medical conditions. Wapello County EMA submitted the request to the Governor's Office to host a Test Iowa site and Test Iowa came to Ottumwa on May 13<sup>th</sup>. Logistics required to facilitate this included finding a suitable site, working with the Iowa DOT on developing a site and traffic plan, and providing local logistical support such as signage, trailer for supplies, local messaging via web advertising, print flyers, news media interviews. The drive through testing site ran for seven weeks. The initial site was at the Beach Ottumwa and then had to be moved to Evans Middle School. The site had 6 to 8 nurses staffed by contract employees facilitated by NOMI Health, a contractor of the Governor's Office, and Iowa National Guard nurses.







Evans Middle School drive through site



Drive through site nursing team with IANG company leadership team

## Teamwork

The partnership for this venture included:

Iowa Governor's Office

Iowa National Guard

NOMI Health (contractor of Governor's Office)

Iowa DOT

Iowa Homeland Security & Emergency Management

Wapello County EMA

Iowa DOT Motor Vehicle Enforcement

Ottumwa Police Dept.

Wapello County Sheriff's Office

Iowa State Patrol

City of Ottumwa

Ottumwa Community School District

The Iowa National Guard initially had two companies on site that handled site logistics such as traffic control, ID verification, and supply management. The Governor's contractor, NOMI Health, handled nurse staffing, tent and associated equipment, and the online scheduling. Iowa DOT provided traffic control devices including electronic message boards on highways and side streets to guide traffic to the sites, cones, solid barriers and signs on site to direct traffic through the tent. The City of Ottumwa and the Ottumwa Community School District provided facilities to house the drive through sites. The Iowa State Patrol, Wapello County Sheriff and Ottumwa Police Dept. provided site security. Iowa DOT Motor Vehicle Enforcement transported samples to the Iowa Hygienic lab each day. The drive through clinic ran for 7 weeks and tested a total of 4,082 people.

The Governor's Office discontinued the Test Iowa site from Ottumwa citing reduction in federal funding that allowed for deployment of the National Guard. When the drive through Test Iowa site closed at the end of June, the number of cases were very low and that remained the case until Mid-July.

**4,082 tests were administered during the 7 week drive through site**



# Test Iowa, Wapello County Clinic

October 14, 2020—April 9, 2021



The number of cases steadily rose in the last two weeks in July showing a steady upward trend prompting Wapello County Public Health to ask Wapello County Emergency Management to request from the Governor's Office the ability to host a Test Iowa Clinic site. During August and September, Wapello County EMA worked with the Governor's office and local partners to make another test site a reality. This new test site would be a physical site where persons seeking testing would need to come into a building for a test rather than drive through a tent as winter approached. Wapello County EMA worked on logistics for this project including a suitable location that was available for lease. This chosen site was the former location of Dr. Dodson's pediatric medical clinic. Staffing was the next local resource that was in high demand. Wapello County Public Health reached out to nursing staffing agencies to find two registered nurses that would be qualified to run the clinic and conduct testing. With those two major pieces completed, Wapello County Emergency Management went to the Wapello County Board of Supervisors to ask for financial support. The city of Ottumwa was also approached to support the project. CARES funding from the State of Iowa to counties and municipalities could be utilized for this clinic. Emergency Manager Tim Richmond managed the CARES application on behalf of Wapello County and put together a proposal for the Wapello County Board of Supervisors.

<b>COVID-19 TESTING IN OTTUMWA</b>	
<b>WANT A TEST? GET A TEST</b> <small>TESTING IS NOT BASED ON SYMPTOMS</small>	
	<b>REGISTER AT WWW.TESTIOWA.COM</b> <small>AN EMAIL IS REQUIRED TO GET YOUR RESULTS</small>
<b>NO COST</b>	<b>WALK-IN CLINIC</b>
<b>MONDAY WEDNESDAY FRIDAY</b> <b>2:00PM-7:30PM</b>	<b>LIGHTHOUSE PLAZA LOWER LEVEL 1207 N. JEFFERSON</b> <small>FORMER LOCATION OF ALL AGES PEDIATRICS</small>
<small>MADE POSSIBLE BY CARES FUNDING THROUGH THE WAPELLO COUNTY BOARD OF SUPERVISORS AND THE GOVERNOR'S OFFICE</small>	

The Board of Supervisors approved the proposal and authorized the chair to sign the lease and cleaning contract for the clinic. The Wapello County Board of Health authorized Public Health Director Lynelle Diers to sign the contracts with the Governor's Office and two nursing agencies.

Using the Test Iowa model, some additional equipment would be required. The Wapello County Emergency Management Commission authorized the purchase of two message board trailers to be utilized at the clinic. Wapello County EMA had already purchased other equipment such as a cargo trailer, a light tower, and other equipment that could be used in the clinic. The clinic was ready to open on October 14<sup>th</sup>.







Wapello County clinic site nurses



## Teamwork

The partnership for this venture included:

Iowa Governor's Office

Wapello County Board of Supervisors

Wapello County Public Health

Wapello County Emergency Management

Iowa Homeland Security & Emergency Management

Iowa DOT Motor Vehicle Enforcement

Wapello County Emergency Management and Wapello County Public Health held a press conference to announce the Test Iowa opening. This was followed with publishing flyers, posting to social media, creating a Test Iowa Clinic schedule section on the agency website [www.wapelloready.org](http://www.wapelloready.org).

The operations plan was for the clinic to run for thirteen weeks initially. The situation would be evaluated at week 9 to determine if the clinic would run another 13 weeks. During week 9, the Wapello County Healthcare Coalition met on the weekly Zoom meeting. It was discussed how much the clinic had helped the hospital and clinics manage patient load. Successful outcomes were discussed:

1. The clinic had been instrumental in helping local healthcare partners manage demand for testing while balancing other healthcare needs.
2. There no way to predict what the case load and demand for testing would be after the holidays. We may see another surge if the fall was any indicator.
3. Indications are that vaccine for the general public would not be available for a least late April. Consensus was that the clinic should be operated for another 13 weeks.

Wapello County Emergency Management went back to the Board of Supervisors with a follow up report on the Test Iowa clinic, a revised financial report and a request to continue to clinic for another 13 weeks. The Board of Supervisors approved the request without hesitation.

**3,349 people were tested  
in the first 12 weeks of the clinic**



## Wintertime Operations Challenges

The summer drive through testing at the Beach Ottumwa and Evans Middle School gave us full days of sunshine and very warm temperatures. Tents were utilized for the testing in cars and to cover check-in posts to keep Guard troops cool. The long days of sunlight were sufficient to charge the many DOT message boards to utilized to guide traffic to the right destinations to get testing.

With the relaunch of our own clinic in the fall, it looked different as we transitioned to a physical facility. Facility logistics were easy with the ability to lease a space that was already set up as a medical clinic. Then winter set in and new challenges emerged. The days become shorter therefore not as much daylight was available to charge solar panels for the message boards. The shorter days also meant for a dark parking lot since we are offering late afternoon and evening services. Wapello County EMA purchased a light tower trailer during the summer with funds donated by the Wapello County Farm Bureau and Wal-Mart for emergency response. This purchase came in very handy for the Test Iowa Clinic by providing extra light in the parking lot which makes the clinic safer for patrons. The light trailer and message boards require refueling a couple times a week. Generators have to be run every couple days to provide a supplemental charge of the message boards.

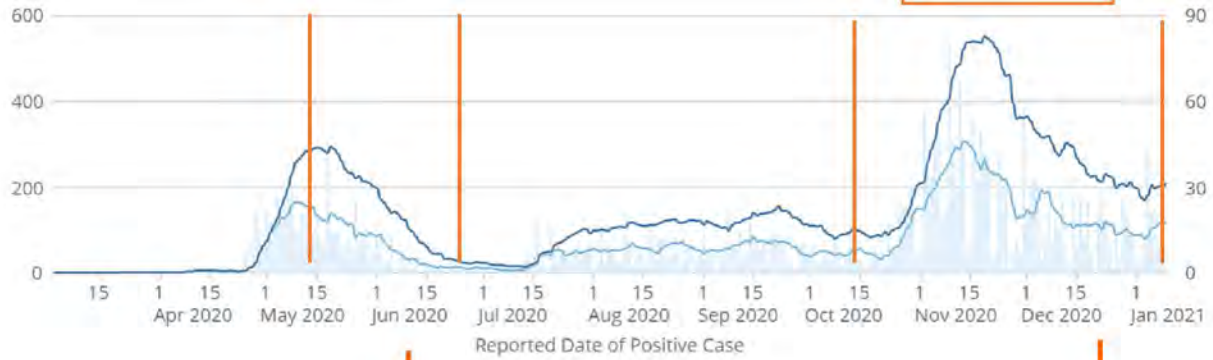


*Winter time brings Iowa snow and ice storms. Extra work is required to make sure walk paths are cleared for patrons and nursing staff. The recent snow-ice-snow storm made daily maintenance at the clinic quite interesting as the snow/ice pack was difficult to move.*



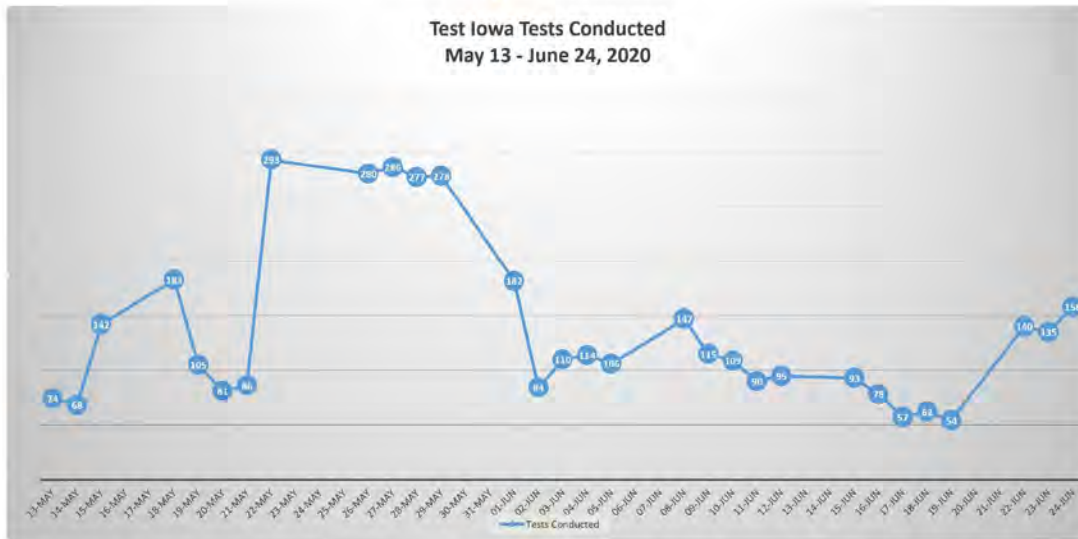
# Testing Data

Positive Cases

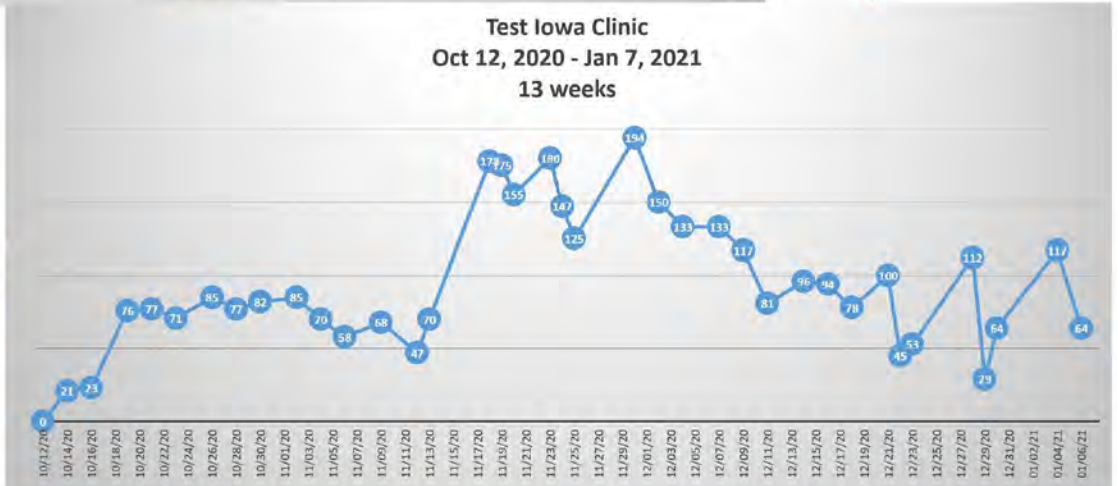


— Individuals Positive - 14 Day Rolling Total  
 — Individuals Positive - 7 Day Rolling Total  
 ■ Individuals Positive - Daily Total

Test Iowa Tests Conducted  
 May 13 - June 24, 2020



Test Iowa Clinic  
 Oct 12, 2020 - Jan 7, 2021  
 13 weeks







Utilization of the EMA Facebook page to disseminate information on COVID.  
This page feeds into the “News” section of the EMA website also.

## MARCH 2020

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March 14 Launched new section on website [www.wapelloready.org/coronavirus](http://www.wapelloready.org/coronavirus). It was decided we would use this website for our base repository of information.

### March 15 Wapello County EOC opened

Governor Reynolds closed schools for 4 weeks

March 16 Posted childcare referral site <https://iowaccrr.org>

Posted unemployment webinar for employers

Posted unemployment insurance webinar for claimants

Shared Gov. Reynold’s information for employers and employees affected with layoffs

March 17 Governor’s Proclamation closing restaurants, bars, fitness centers, theaters, and casinos and restricting mass gatherings to 10 people or less

Courthouse limits access and encourages phone business

Posted local food businesses offering take out

Posted “updates and resources about COVID-19” from Iowa Workforce Development

Posted info on how to use Facetime or Google Duo to communicate with loved ones in hospital or LTC

March 18 Posted CDC video on what symptoms to monitor for

Posted rumor control about National Guard. Explained what support missions they are doing.

March 19 Shared a post from Main St. encouraging support of local business

Posts about get information only from trusted sources

Call out to contractors and private individuals to donate PPE

6pm press briefing with local officials “COVID Preparedness Meeting #1”

March 20 Started combating Fake News:

FAKE NEWS: there will be a national quarantine which will be implemented by the National Guard to shut down the country.

FACT: There are no orders to activate the National Guard for a national mission to quarantine

FAKE NEWS: Medical professionals are running out of gloves, gowns and masks

FACT: Iowa Department of Homeland Security and Iowa Department of Public Health are working with county coordinators to order in supplies

March 20 Posted which local sources were official sources from the EOC PIO

Wapello County Emergency Management strives to provide our county with accurate and timely information. Please look to our website [www.wapelloready.org](http://www.wapelloready.org), our Facebook page Wapello County Emergency Management, and [#wapelloready](https://www.facebook.com/wapelloready) for breaking news, Wapello county closures, business changes and COVID-19 updates.

Additionally, you can find Emergency Management releases and county news updates on the following local news channels Ottumwa Courier, KYOU, KTVO, Ottumwa Radio, Ottumwa Evening Post, KIIC, KBOE, and KOTM.



March 20 Posted rules regarding who can be tested:

On 3/19/2020, the Iowa Department of Public Health released revised testing criteria for COVID-19: The State Hygienic Laboratory will continue to perform COVID-19 testing in accordance with one of the following criteria (these criteria may broaden as the pandemic expands and additional testing resources become available).

- All hospitalized patients with fever and respiratory failure and no alternate diagnosis
- Older adults (>60 years of age) with fever and respiratory symptoms (cough, difficulty breathing) and chronic medical conditions (e.g., diabetes, heart disease, immunosuppressive medications, chronic lung disease, or chronic kidney disease).
- Persons with fever or respiratory illness who live in congregate setting (i.e., long term care facilities, dormitories, residential facilities, correctional facilities, treatment facilities)
- Essential services personnel with fever or respiratory illness (i.e., healthcare providers, fire and EMS, law enforcement, residential facility staff)

March 20 Governor's Proclamation suspending property tax collection, evictions, allows public meetings via electronic means, allows state agencies to implement state's public health emergency plan

Hospital implements zero visitor protocol

Posted information on how to make homemade cloth masks and asked for donations of these.

Olson mask video from Unity Point

March 21 Shared IDPH's first graphic about staying home if sick  
Posted information on the SBA disaster loan declaration  
Posted modified 911 call query information  
Posted IDPH graphic on COVID symptoms




March 22 Posted CDC graphic on COVID symptoms  
Posted about Menard's mitigation policy. One of the first business to do so.  
Governor's Proclamation closing salons, spas and tattoo parlors.  
Post about social distancing


**CORONAVIRUS DISEASE 2019**  
(COVID-19)

Patients with COVID-19 have reportedly had mild to severe respiratory illness. Symptoms<sup>1</sup> can include


- Fever
- Cough
- Shortness of breath

<sup>1</sup>Symptoms may appear 2-14 days after exposure. Seek medical advice if you develop symptoms AND:  
 • Have been in close contact with someone known to have COVID-19, or recently traveled to an area with widespread or ongoing community transmission.

 [cdc.gov/COVID19](https://www.cdc.gov/COVID19)

 **Wapello County Emergency Management Agency**  
March 22, 2020

Social distancing during this pandemic helps control the spread. Menard's gets it!!! Don't forget to wash your hands after touching carts! Good job in our business community.



**SOCIAL DISTANCING:**  
What does it mean?

Social distancing means reducing close contact between people to slow the spread of infectious diseases.


Slowing the spread of the virus will help our hospitals be able to care for patients. If too many people get sick at once they might not be able to care for everyone who needs help.



STOP	USE CAUTION / LIMIT	SAFE TO DO
<ul style="list-style-type: none"> <li>Playdates</li> <li>Playgrounds</li> <li>House Parties</li> <li>Bars</li> <li>Non-essential travel</li> <li>Museums, Arcades, Malls</li> <li>Church Services</li> <li>Sleep Overs</li> <li>Concerts, Sporting Events, Theater</li> <li>Gyms</li> <li>Group Hangouts</li> <li>Weddings</li> </ul>	<ul style="list-style-type: none"> <li>Grocery Stores</li> <li>Take Out Food</li> <li>Pick Up Medications</li> <li>Contact a Neighbor, Friend or Relative to ask if you can drop off groceries/medication at door?</li> </ul>	<ul style="list-style-type: none"> <li>Watch TV or Movie (at home)</li> <li>Read a Book</li> <li>Play Video Games</li> <li>Listen to Music</li> <li>Game Night</li> <li>Yard Work</li> <li>Take a Walk*</li> <li>Go for a Hike*</li> <li>Play in your yard*</li> </ul>
	<small>Wash hands or use hand sanitizer often. Avoid stock from others</small>	<small>Wash hands often. Avoid gatherings with others from outside household.</small>

\* Do these things alone or with members of your household.

March 23 First case identified in Wapello County

 **Wapello County Emergency Management Agency**  
March 23, 2020

A case(s) of COVID-19 has been confirmed in Wapello County.

Wapello Emergency Management is working closely with the Iowa Department of Public Health, local county public health and healthcare partners to respond to and mitigate the spread of COVID-19. The Wapello Emergency Operations Center is operational and every member of our local government, health care system and emergency management team are focusing their efforts on the COVID-19 response.

It is important for residents to make prevention a priority by practicing social distancing, staying away from gatherings of people, avoiding nonessential travel and maintaining a 6 foot distance between yourself and others.

Everyone can do his or her part to help respond to COVID-19. Every-day prevention methods are very important:

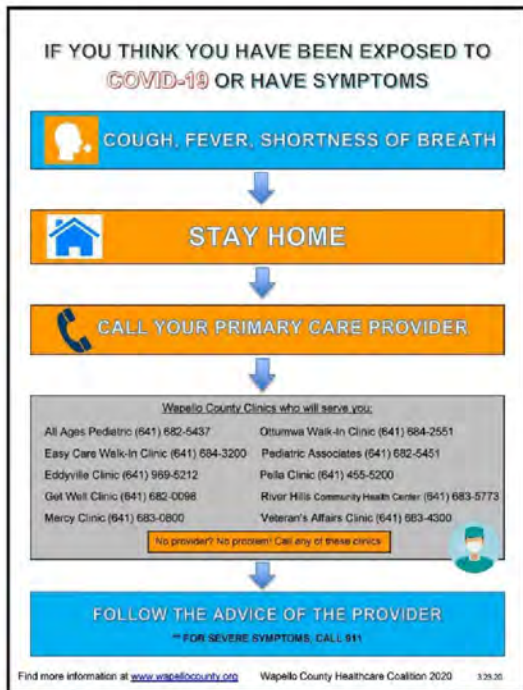
- o Wash your hands frequently.
- o Stay home if you are sick
- o Cover coughs and sneezes with a tissue or your arm.

If you are sick or experiencing illness, particularly with symptoms of fever, cough, and difficulty breathing call your health care provider.

We want to assure our community that we are aggressively responding to protect the health and safety of Wapello County residents. We strongly encourage our community to follow the recommendations of local public health and healthcare providers.



March 23 Issued our first custom graphic from the Wapello County Healthcare Coalition  
 Posted small business resources guide from IEDA.  
 Posted Q&A information from Iowa Workforce Development on unemployment insurance



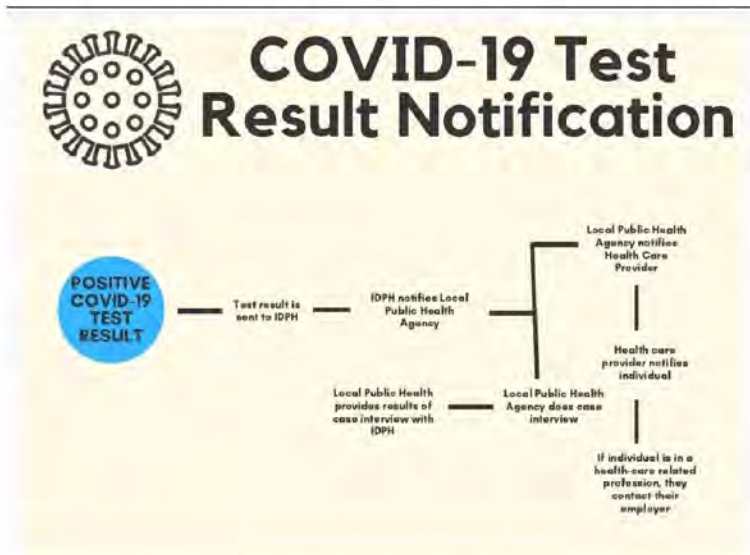
This is our flagship graphic. I was printed in large numbers and distributed to all local businesses where it has remained posted in many throughout the last year.

5,500 views

March 24 Posted the CDC self-checker link. Posted information on Apple Siri's CDC questionnaire  
 Posted our clinic graphic in Spanish  
 Another plea to public for PPE donations



March 24 Shared graphic on PH Case investigation process



March 25 IANG begins delivering PPE supplies to counties

 **Wapello County Emergency Management Agency** \*\*\*  
March 25, 2020 · 🌟

Iowa National Guard Offering Aid:  
This week, members of the Iowa National Guard began delivering semis of medical personal protective equipment to Iowa counties. If you see National Guard members, they are providing logistical support for communities during the COVID-19 outbreak. Iowa National Guard COVID-19 response missions include but are not limited to:

- Manning call centers
- Providing critical Personal Protective Equipment
- Supporting local emergency management agencies with response planning and implementation

Residents will continue to see continued mission support from the Iowa National Guard. The Governor has not issued shelter-in-place orders for Iowa communities.

March 25 Announcement of Thursday press conferences at City Hall

 **Wapello County Emergency Management Agency** \*\*\*  
March 25, 2020 · 🌟

Every Thursday at 6pm we are hosting an on-camera update with Wapello County Public Health and representatives from different segments of our whole community response to COVID-19. Please join us on GOTV or YouTube live:

<https://www.youtube.com/channel/UCSPVpWJuu42NT03S9XgFFAA>




March 26 Received our first shipment of PPE from state stockpile



March 26 Preparedness briefing #3  
IHCC donates all their PPE from all health programs



March 27 First COVID case in a business reported

 **Wapello County Emergency Management Agency** \*\*\*  
March 27, 2020 · ☆

At 1:41 p.m., Friday, March 27, 2020, a local Wapello County business has reported a positive case of COVID-19 to Wapello County officials. The individual, who does not live in Wapello County, is receiving appropriate medical care. The business is proactively working with county leaders, healthcare partners, and county emergency management to ensure the health and safety of Wapello County residents.

Please continue to follow social distancing and nonessential travel recommendations. If you are sick, stay home. Wash your hands frequently. Cover coughs and sneezes and sanitize surfaces. If you have a fever, cough, or difficulty breathing, call a healthcare provider before visiting an office. If your symptoms are severe, call 911.

We urge residents to remain calm and assure the public that county leaders will provide more information as it becomes available.

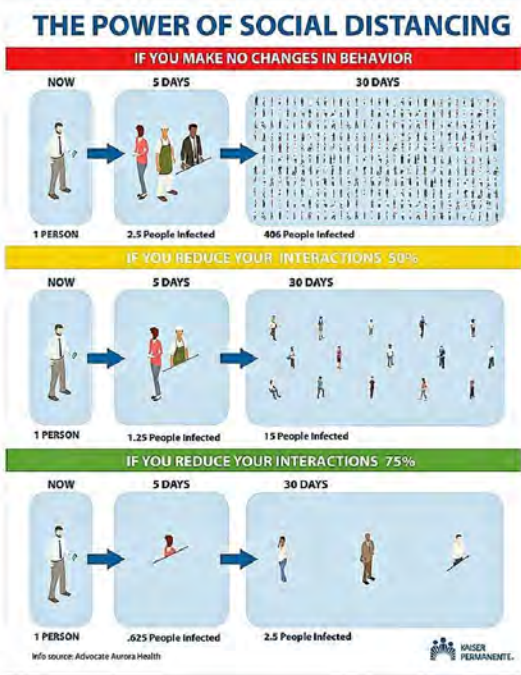


March 27 Posted the AHA handwashing video

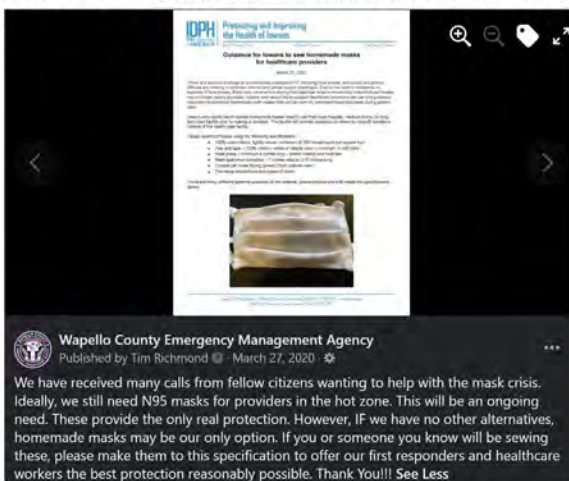
<https://www.facebook.com/AmericanHeart/videos/623304284925830/>



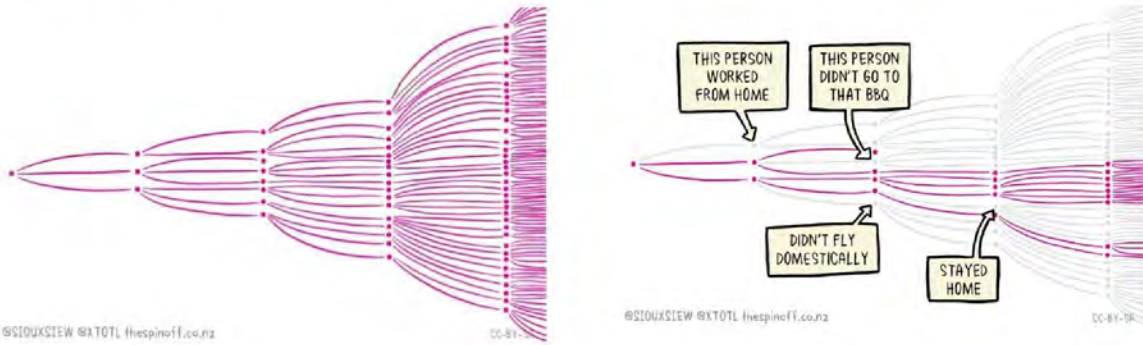
March 27 Shared Kaiser Permanente graphic on social distancing



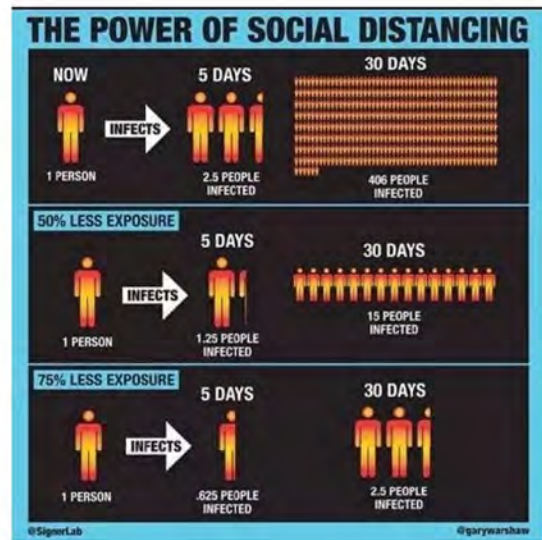
March 27 Posted IDPH instructions on how to make cloth masks.



March 28 Posted a graphic on the R-not factor



March 29 Stay at home campaign and social distancing



March 30<sup>th</sup> Rumor control was becoming a full time job





March 31 More on the Stay at Home Campaign  
 Issued revised symptom and clinic graphic. Printed on a half sheet and asked local grocery stores to include in grocery orders. 5,000 were distributed.



4300 views



March 31 Governor Proclamation continuing declaration

**APRIL**

April 1 Posted first graphic regarding mental health

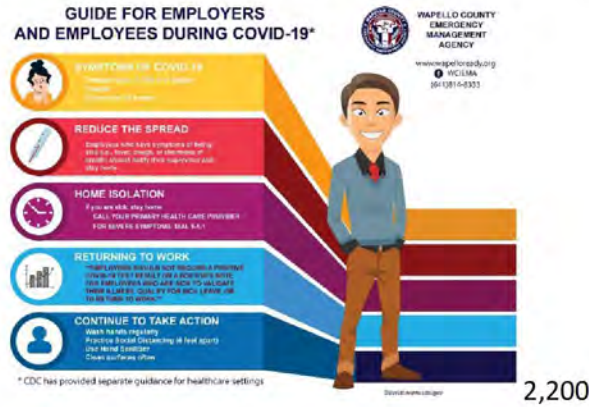


April 1 Sending PPE to a neighboring county

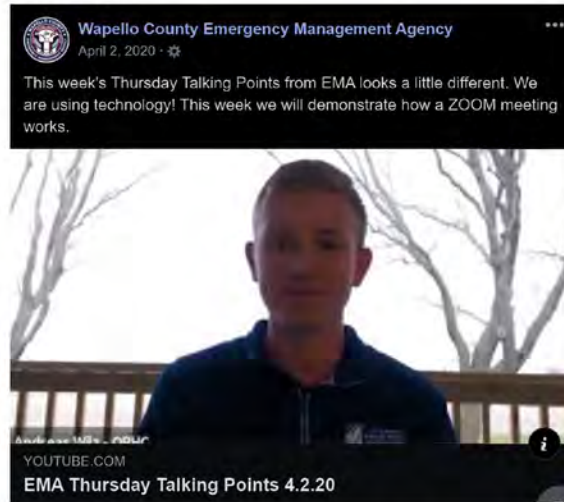




April 1 Published graphic to assist employers and employees with mitigation



April 2 Thursday Talking Points via ZOOM



April 2 Post regarding how to file for unemployment benefits if self-employed

April 3 Posted Legal Assistance Hotline for COVID questions

Highly controversial post. Generated lots of discussion!

Would you still go out if you could see it?



April 5 Second positive case

IDPH issues guidance on how to sew homemade gowns. We started to pursue this with volunteers and then found out the Iowa Prisons were sewing gowns are we available to be requested.



April 6 Post from IWD on the CARES act benefits

Launched a custom program "I stay home because I Love You" Governor proclamation



1,100

April 7 Stay at home messaging continues



April 8 Posted the IDPH guidance on drive in worship services

Posted reminder playgrounds were closed





April 9 Thursday Talking Points  
 April 10 Ottumwa City Hall closed. Case identified there.  
 April 11 Stay at Home campaign still going on

**STAY HOME AS MUCH AS POSSIBLE.**

- ✓ Essential errands only.
- ✓ Practice social distancing.
- ✓ Enjoy outdoor activities responsibly.
- ✓ Work from home if you can.
- ✓ Isolate if you are sick.

**WE ALL HAVE A ROLE TO PLAY!**

**Stay Home. Stay Healthy**

- Only go out for essential errands: groceries, medical appointments, etc.
- If you must go out, cover your nose and mouth with a cloth covering like a scarf, bandana or mask.
- Stay 6 feet apart from those around you.
- Wash your hands thoroughly when you return home.

April 11 Posted custom graphic regarding the Governor's proclamation

**COVID-19 Business Closures and Mass Gathering Guidance**

**Who must close?**

- Restaurants and Bars
- Fitness Centers, Health Clubs, Health Spas, Gyms, and Aquatics Centers
- Training pools and spas, water parks, water slides, wave pools, spray pads, and bath houses
- Salons, including nail salons and nail technicians, cosmetology, esthetics, nail technology, tanning, and pedicuring
- Medical spas
- Barber/shops
- Other recreational facilities
- Tanning facilities
- Massage therapy establishments
- Theaters at which live performances in motion pictures are shown
- Casinos and other facilities conducting gambling (not including scratch-off) raffles or gaming operations
- Bookstores
- Clothing stores
- Shoe stores
- Jewelry stores
- Luggage stores
- Florists
- Cosmetics, beauty, or perfume stores
- Furniture and home furnishings stores
- Senior citizens centers and adult day care facilities
- Tobacco, cigarette, pipe or vaping stores
- Enclaved malls, including outdoor centers, areas and any other establishment that is only accessible to the mall from the outdoor center area(s)
- Retail and Retailer outlets, including but not limited to American Legion or VFW posts, job clubs, meeting clubs, and gift stores (excluding gift shops, sporting stores, yard tools, petables, and recreational parks)
- Museums, aquariums, and zoos
- Race tracks and bowling
- Indoor or outdoor roller or ice skating rinks and skate parks
- Outdoor or indoor playgrounds or children's play centers, not including playgrounds in private residences or childcare facilities
- Public and private playgrounds
- Open-air dog parks

**Mass gatherings are not allowed**

Social, community, spiritual, religious, recreational, leisure, and sporting gatherings and events of more than 10 people, including but not limited to parties, festivals, conventions, and fundraisers.

Autos with more than 10 people present in person, except for livestock auctions that only include foot auctions, which may operate as long as there are not more than 25 people present in person.

**Beyond the Herd: Flatten the Curve**

WAPELLO COUNTY EMERGENCY MANAGEMENT AGENCY  
 \*Proclamation expires 4/30/20 unless extended by Gov. Reynolds

WCIEMA (641)814-8333  
 www.wapelloready.org  
 STAY HOME. STAY SAFE.

April 12 Post reminding LOCAL sources are the best place for information. We posted local case information on our website daily. Local media shared this information with their readers/viewers.

**Wapello County Emergency Management Agency**  
 April 12, 2020

Your best bet for RELIABLE information is from LOCAL sources. Wapello County Public Health and local elected officials are utilizing the EMA webpage as the local repository for the most up-to-date information. Our locally trusted media sources are in constant contact with the EOC and are prompt about sharing our news releases. Please reference [www.wapelloready.org](http://www.wapelloready.org) for the most current local news regarding the COVID19 response in Wapello County.

**Wapello County COVID-19 cases**

The most current information on known cases in Wapello County as reported to Wapello County Public Health

**6** TOTAL CASES TO DATE  
**1** CASES RECOVERED  
**April 12** LATEST UPDATE



April 13 Posted custom graphic for small business owner resources

**LOCAL**

**INDIAN HILLS SMALL BUSINESS DEVELOPMENT CENTER**  
Brian Ziegler, Director  
1930 Truman Street  
Ottumwa, IA 52501  
Bryan.Ziegler@indianhills.edu  
(641) 883-5127  
(800) 726-2585 ext. 5127

**COMMUNITY FIRST CREDIT UNION**  
235 Richmond Ave.  
Ottumwa, IA 52501  
Call Toll Free: (866) 360-3370  
www.cf1stcreditunion.com  
infoapp@cf1stcu.com

**SOUTH OTTUMWA SAVINGS BANK**  
320 Church Street  
Ottumwa, IA 52501  
www.south-ia.com  
(641) 882-7511

**STATE**

**IOWA SMALL BUSINESS DEVELOPMENT CENTER**  
1835 Collins/Creston Place  
Des Moines, IA 50319  
info@ibdc.org  
(515) 281-2000  
(800) 880-6779

**IOWA ECONOMIC DEVELOPMENT**  
1340 East Avenue  
Des Moines, IA 50319  
www.iowaeconomicdevelopment.com  
(515) 344-6242

**FEDERAL**

**U.S. SMALL BUSINESS ADMINISTRATION**  
400 7th St. SW  
Washington, D.C. 20418  
www.sba.gov  
(800) 827-2395  
SBA.gov

**WAPELLO COUNTY EMERGENCY MANAGEMENT AGENCY**  
**STAY HOME STAY SAFE**  
#ICEMA 8411814-8331  
www.wapelloready.org

**Wapello County Emergency Management Agency**  
April 13, 2020

Ottumwa, we are proud of you! As we work tirelessly in the Emergency Operations Center to make sure all of our first responders have the PPE they need, we are reassured by the outpouring of support from the community. Today we visited Carol Ryan, one of the many ladies sewing masks as part of the Grace Community Church. We placed a special request for black masks for the Ottumwa Police officers. We have also received a shipment of masks from Mary Vance in Eddyville for our first responders. A special shout out to Deb Stephenson for helping us coordinate behind the scenes. **THANK YOU** to the many many Wapello County residents sewing masks! We are still in need of tight woven 100% cotton bolts of material or sewn masks. If anyone has material to donate or needs the pattern to make masks sent to them, please call the EOC at 814-8331.

April 13 Website refresh by consultant

**Wapello County Emergency Management Agency**  
April 13, 2020

Impacted by COVID19? Who isn't right?! We want to make sure you have the assistance you need. Individuals, families, business, anyone....  
<https://wapelloready.org/covid-19-resources/>

**WAPELLOREADY.ORG**  
**COVID-19 RESOURCES – Wapello County EMA**  
If you have questions about what loans to apply for, or what to do next, w...



## April 14 Help from Fire and Police with sanitizer



## April 16 John Deere provides custom made face shields to local healthcare





April 17 Governor announces school will remain closed for remainder of the year

April 20 Posted custom graphic on mental health resources

**MENTAL HEALTH WARNING SIGNS DURING COVID-19**

**WORSENING OF MENTAL HEALTH CONDITIONS**  
People with preexisting mental health conditions should continue with their treatment plans during an emergency and monitor for any new symptoms.

**CHANGES IN SLEEP OR EATING HABITS**  
Try to eat healthy, well-balanced meals. Exercise regularly, get plenty of sleep. Make time to unwind. Try to do some other activities you enjoy.

**DIFFICULTY SLEEPING OR CONCENTRATING**  
Take a break from scrolling, reading, or listening to news stories, including social media. Hearing about the pandemic repeatedly can be upsetting.

**FEAR AND WORRY ABOUT YOUR OWN HEALTH AND THE HEALTH OF LOVED ONES**  
Connect with your loved ones over the phone or social media. Talk with people you trust about your concerns and how you are feeling. You can be more reassuring to others if you are calm and informed.

**BEHAVIOR CHANGES IN TEENS AND CHILDREN**  
Children and teens react to what they see from the adults around them. When parents and caregivers deal with the COVID-19 safely and confidently, they can provide the best support for their children.

**INCREASED USE OF ALCOHOL, TOBACCO OR OTHER DRUGS**  
Excessive drinking can worsen mental health. Excessive increasing the use of tobacco, or decreases our resilience and capacity to handle stress, and can worsen or actually lead to the development of mental health issues.

**REACH OUT IF YOU NEED HELP**

**SOUTHERN IOWA MENTAL HEALTH CENTER**  
1527 Albia Road  
Ottumwa, IA 52501  
641-682-8772

**TALK TO SOMEONE 24/7**

**MOBILE CRISIS LINE**  
1-844-430-8620

**IOWA WARM LINE**  
1-877-775-9276



WAPELLO COUNTY  
EMERGENCY  
MANAGEMENT AGENCY

FOR EMERGENCIES  
DIAL 911

[www.wapelloready.org](http://www.wapelloready.org)

4,600

April 21 PPE--Mask clasps

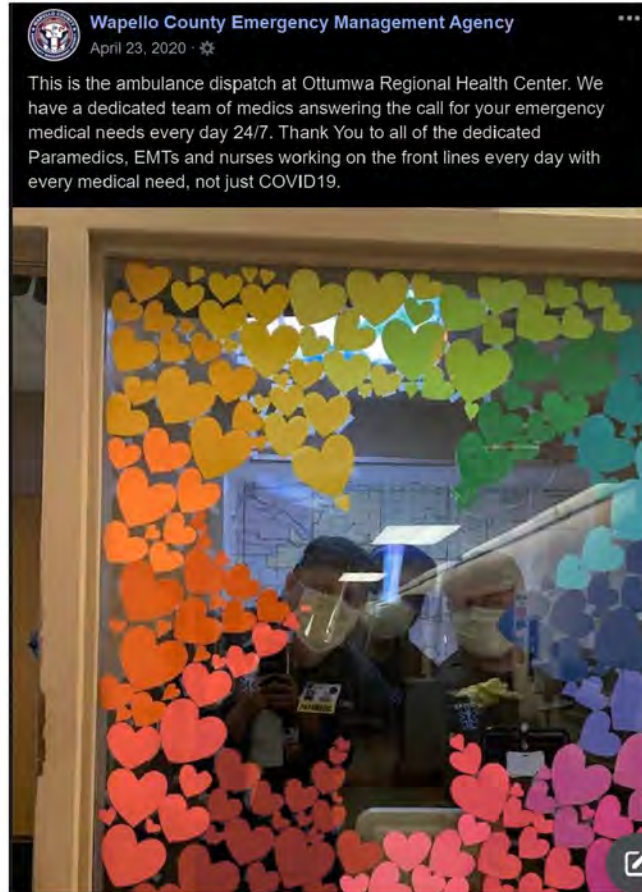
**Wapello County Emergency Management Agency**  
April 21, 2020 · 🌐

Wapello County Emergency Management would like to recognize the creativity and ingenuity of our local youth. Zeke Severson and Wapello County 4-H members have been using their 3-D printers to make surgical mask clasps for residents and staff at Ridgewood, Good Samaritan, and Vista Woods Care Centers. The clasps hook the elastic together on surgical masks so the ears of the wearers are not sore. A big shout out goes to these kids for helping their community during COVID-19.

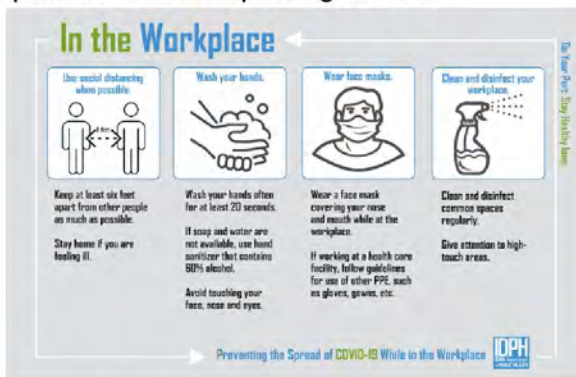
8,200



April 23



April 24 IDPH workplace guidance

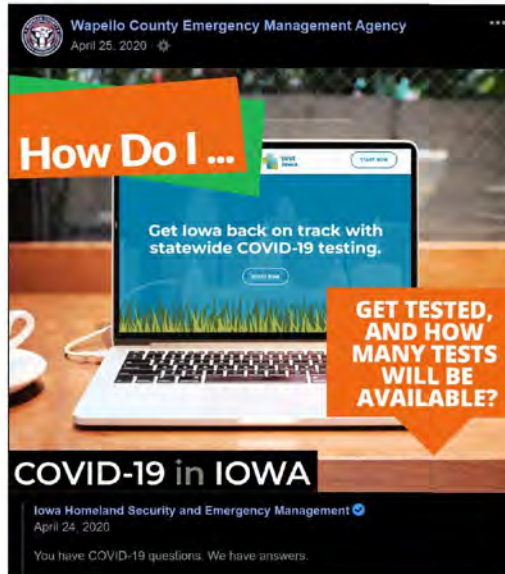


April 24 Thursday Talking Points-  
Mental Health, Schools- Online learning & meals



April 24 Governor's Proclamation

April 25 Test Iowa launch statewide?



April 27 Governor Proclamation

April 27 John Deere delivers another round of face shields



April 28 Posted Reopening Guidance summary from IDPH

April 30 Posted information about Legacy Foundation Small Business Emergency Impact Fund

April 30 Press Release:

[4/30/2020](#)

[Press Release](#)

[Wapello County Emergency Management and Wapello County Department of Public Health](#)

Last week, federal initiative drew a new blueprint for states to scale up their testing for COVID-19. States have been encouraged to develop their own testing plans thus developing internal capabilities to pinpoint and respond to the current outbreak and to monitor future outbreaks this summer and beyond. With the ability to expand testing capabilities within the state of Iowa, guidelines on who can be tested have also expanded allowing local healthcare providers to better assess rates of infection in Iowa communities.



“In response to changing testing criteria and testing capabilities, the number of confirmed cases in Wapello County has risen sharply over the past week and will probably continue to rise as expanded diagnostic testing becomes an integral part of the effort to contain the Coronavirus,” stated Lynelle Diers, Wapello County Public Health Director.

The Wapello County Public Health Department and Wapello County Emergency Management are working proactively with state partners, community leaders, businesses and healthcare partners to assess the presence of COVID in Wapello County and mitigate the spread through supply of PPE and education on proactive cleaning, personal hygiene, social distancing and isolation measures.

Tim Richmond, Wapello County EMA elaborates the importance of staying calm as the number of positive cases potentially begins to rise. “Every one of us has already been impacted in some way by Coronavirus. Some people are no longer working; some are having to homeschool their children because of school closure. Others are going store-to-store to search for toilet paper.

The change in daily life due to COVID and apprehension of the unknown brings a sense of panic. Because we don’t know what lies ahead, whether involving infection from the virus itself or the economic and social impact, many people are on edge. But the key is to remain calm.

As people read news of more positive cases in Wapello County they become anxious. This doesn’t mean we should ignore what is going on, but we should keep in mind, a more accurate picture of illness in our community allows for better collaboration with community leaders, businesses and health care partners to further develop our core capabilities to track, mitigate and confine the spread of COVID.”

Diers also reinforced the need for citizens in our community to remain calm but trenchant. “We all need to stay calm. Wash your hands and take other preventative measures. Continue to social distance when possible, stay home when you are sick, and know that every day that many people are working together to protect the safety of our community, doing our very best to track and report the most current, accurate number of positive cases and guide the public on how they can stop the spread of COVID-19.”

April 30 Thursday Talking Points. Elected officials talking about government transparency, elections, and what the Governor’s easing of restrictions means for all of us.

## MAY

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**May 3 First COVID death announcement:**

**FOR IMMEDIATE RELEASE**

Lynelle Diers – Wapello County Public Health Director

Tim Richmond – Wapello County Emergency Management

5/03/2020 - Wapello County Department of Public Health and Wapello County Emergency Management are deeply saddened to announce the first COVID- 19 related death in Wapello County.

We, as well as all of our community agencies, Public Safety and Emergency Response partners, send our deepest condolences to the family of this individual. Our community holds this family in our thoughts and prayers. Out of respect to the family’s privacy we are unable to release any details about the individual other than they were between the ages of 61-80 and were hospitalized.

As COVID-19 continues to interrupt our lives in unprecedented ways, we acknowledge the frustrations and anxiety Wapello County citizens are experiencing. We urge people to continue being vigilant and supportive of each other as we all work together to prevent the spread of COVID-19. All residents are strongly encouraged to follow the recommendations of Iowa Department of Public Health to protect each other and especially those most vulnerable, as we continue our work with community partners to mitigate the impact of this virus in our county.

**May 5 Posted IDPH link to COVID information in other languages**

**May 5 Press release discussing what information is public and what is protected. We were getting a lot of questions surrounding large local employers.**

**FOR IMMEDIATE RELEASE**

5/5/2020

Wapello County Public Health

There has been some focus and question upon the information that can be released local public health agencies in regard to employer identification in relationship to positive cases of COVID-19.



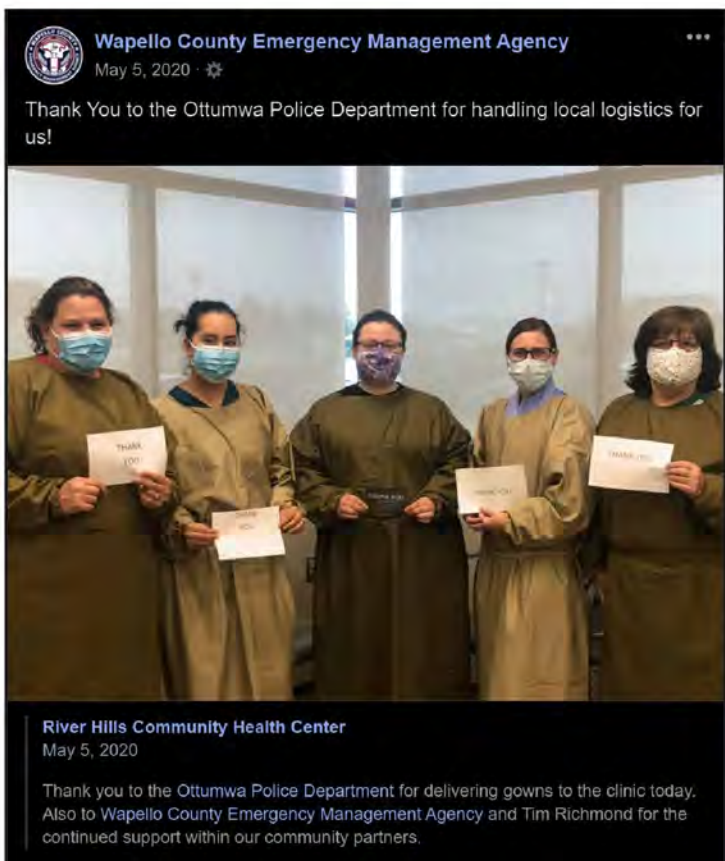
Local public health entities are working closely with the Iowa Department of Public Health on tracking and contact tracing for people who are positive for COVID-19.

According to the Iowa Department of Public Health guidance received from Amy McCoy Media Relations, "IDPH releases very limited identifiable information related to infectious disease investigations because the Department is required by law to protect the identity of individuals and businesses involved in a disease outbreak. See Iowa Code Section 139A.3(2). The name of a business or entity involved in an outbreak can be released to the public only if the IDPH director or state medical director determines such a disclosure is necessary to protect the public. Dr. Caitlin Pedati, the state medical director, has made the following determinations regarding disclosing the identity of certain employers experiencing an outbreak:

**Civilian Employers.** IDPH will release the name of an employer where there has been an outbreak (10% absenteeism or 10% of workforce is a confirmed case or identified as a close contact) in a single location of an employment setting which constitutes a high-risk environment for the potential of COVID-transmission. This applies to a congregate setting in which social distancing is impossible or impracticable, including but not limited to meatpacking plants, food and beverage processing plants, factories with production lines, and warehouses."

Lynelle Diers, Wapello County Public Health Director states, "Wapello County Public Health will continue to work closely with the Iowa Department of Public Health, county officials, businesses and health care partners to track the spread of COVID-19 in our county. We urge that citizens continue to follow preventive measures to protect themselves from infection."

May 5 More PPE deliveries! Sheriff Phillips and OPD handles this as the EOC was hoppin!





This solution is possible due to the great support from Iowa Homeland Security and Emergency Management. We have excellent partners in the State Emergency Operations Center.



Ottumwa Regional Health Center  
May 7, 2020

Thank You Wapello County Emergency Management Agency for the donation of 80 gowns! Your continued support of Ottumwa Regional Health Center is greatly appreciated.

May 5 Governor Proclamation  
May 7 Published updated symptom/clinic graphic

**Update as of 5/3/20**

# COVID-19

CORONAVIRUS OUTBREAK

SYMPTOMS MAY APPEAR 2-14 DAYS AFTER EXPOSURE TO THE VIRUS. PEOPLE WITH THESE SYMPTOMS OR COMBINATIONS OF SYMPTOMS MAY HAVE COVID-19:

**SYMPTOMS**

- SHORTNESS OF BREATH OR DIFFICULTY BREATHING
- COUGH
- FEVER
- HEADACHE AND/OR EAR ACHES
- CHILLS
- MUSCLE PAIN
- SORE THROAT
- STOMACH PAIN
- NEW LOSS OF TASTE OR SMELL

OR AT LEAST TWO OF THESE SYMPTOMS

This list does not include all of the symptoms that you may experience. Please CALL YOUR PROVIDER for any other symptoms that are severe or concerning to you.

**CALL ANY OF THESE CARE PROVIDERS FOR HELP**  
**NO PROVIDER? NO PROBLEM!**

- All Ages Pediatric (641) 682-6437
- EasyCare Walk-in Clinic (641) 684-3200
- Eddyville Clinic (641) 969-5212
- Get Well Clinic (641) 682-0098
- Meroy Clinic (641) 683-0800
- Ottumwa Walk-in Clinic (641) 684-2551
- Pella Clinic (641) 455-5200
- Pediatric Associates (641) 682-5451
- Veterans Affairs Clinic (641) 683-4300
- River Hills Community Health Clinic (641) 683-5773

**QUESTIONS FOR INDIVIDUALS: DIAL 2-1-1**

**SEVERE SYMPTOMS CAN INCLUDE:**

- Trouble breathing while sitting down or at rest
- Continual pain or pressure in the chest
- New confusion or unable to awaken
- Bluish lips or face

**DIAL 9-1-1**





May 8

**Wapello County Emergency Management Agency**  
 May 8, 2020 · 🌟

Essential worker?  
 Have symptoms?  
 Been exposed to a positive case?  
 Take the assessment!  
 Learn your options.  
<https://www.testiowa.com/en>



TESTIOWA.COM  
**Crush the Curve | Coronavirus (COVID-19) Testing in Iowa**  
 Stop the spread of COVID-19 and help save lives in Iowa.

**Wapello County Emergency Management Agency**  
 May 8, 2020 · 🌟

When you have go run errands, wear a mask to protect others. This was part of the advice Sheriff Don Phillips spoke about last night on Thursday Talking Points. #doyourpart



May 9


**Wapello County Emergency Management Agency**  
 May 9, 2020 · 🌟

Help us expand our local testing ability. Take the Test Iowa Assessment! Wondering about COVID-19 Testing? If you are considered "essential workforce" by FEMA/IDPH, having symptoms or been directly exposed to a known positive case, you are encouraged to complete the Test Iowa questionnaire. This helps state health officials partner with local officials to deploy testing locations throughout the state. This data is critical to know where to conduct testing sites where they are needed. If you fit into one of the three categories named above, complete the assessment. If you our community ranks high in the state, we may be able to get support. Take the assessment:  
[https://covid19testingia.co1.qualtrics.com/.../SV\\_8I7JMzsP0Sj...](https://covid19testingia.co1.qualtrics.com/.../SV_8I7JMzsP0Sj...)

**#TestIowaChallenge**

**Wapello County Emergency Management Agency**  
 May 9, 2020 · 🌟

Wondering about COVID-19 Testing? If you are considered "essential workforce" by FEMA/IDPH, having symptoms or been directly exposed to a known positive case, you are encouraged to complete the Test Iowa questionnaire. This helps state health officials partner with local officials to deploy testing locations throughout the state. This data is critical to know where to conduct testing sites where they are needed. If you fit into one of the three categories named above, complete the assessment. If you our community ranks high in the state, we may be able to get support. Take the assessment:



TESTIOWA.COM  
**Crush the Curve | Coronavirus (COVID-19) Testing in Iowa**  
 Stop the spread of COVID-19 and help save lives in Iowa.



May 10

**Wapello County Emergency Management Agency**  
May 10, 2020

Another busy weekend for Wapello County Public Health. Our case count is now at 240. The difference in case numbers between us and IDPH is due to duplicates in cases. Each day Wapello County Public Health reports these findings to IDPH, however, they are slow in correcting the data. Our local officials do the individual case follow ups therefore their numbers are the true count. These daily reports is a reflection of what is going on in our ENTIRE community. We are seeing widespread community infection. The public's behavior will determine how this will play out. Look for daily updates at [www.wapelloready.org](http://www.wapelloready.org). Be looking for a public announcement from us on Monday on an initiative we have been working on to get a better picture on just how widespread the infection is in our county.

### Wapello County COVID cases


The most current information on known cases in Wapello County as reported by Wapello County Public Health. These numbers reflect cases that are **VERIFIED** by local health officials. Numbers released by IDPH and Governor's office are **preliminary** until locally verified.  
Numbers are as of 5pm date listed.

<b>240</b> TOTAL CASES TO DATE	<b>8</b> CASES RECOVERED	<b>May 10</b> LATEST UPDATE
<b>0</b> TOTAL 0 - 37	<b>123</b> ADULT 16 - 49	<b>104</b> MINOR AGE 03 - 15
<b>13</b> TOTAL ADULT 51 - 99	<b>0</b> SLOTTED 01 - 1	<b>1</b> SLOTTED

May 11

**Wapello County Emergency Management Agency**  
May 11, 2020

Test Iowa is coming to Ottumwa on Wednesday! Play the video below to hear the Mayor's noon press conference. You **MUST** go [www.testiowa.com](http://www.testiowa.com) and complete the assessment. IF you qualify for a test, you will receive an email with instructions and a QR code that gives you access to the testing site. Walk-ups will not be accepted. If you don't have a printer, simply pull up the email with the QR code on your phone or do a screen shot. The Iowa National Guard will be on site to direct traffic flow.  
<https://youtu.be/686Qtj1btbk>



YOUTUBE.COM  
**Ottumwa TestIowa Announcement**

## COVID-19 TESTING IN IOWA

### You may qualify for testing if:

- You're an essential worker.
- You have symptoms.
- You've been in contact with someone who has the virus.
- You've traveled to an area where the virus is widespread.

- 1 Go to [www.testiowa.com](http://www.testiowa.com).
- 2 Click "START NOW" to take a brief assessment.
- 3 If you qualify, you'll be prompted to schedule an appointment at a testing site near you.



If you don't qualify for testing now, you can later. Take the assessment

## Prueba COVID-19 EN IOWA

### Puede calificar para la prueba si:

- Usted es un trabajador esencial.
- Tiene síntomas.
- Ha estado en contacto con alguien que tiene el virus.
- Ha viajado a un área donde el virus está muy propagado.

- 1 Vaya a [www.testiowa.com/es](http://www.testiowa.com/es).
- 2 Haga un clic en "EMPIECE AHORA" para realizar una breve evaluación.
- 3 Si califica, se le pedirá que haga una cita en un sitio de pruebas cerca de usted.



Si no califica para las pruebas en este momento, puede hacerlo más tarde. Tome la evaluación nuevamente cada vez que su salud cambie.

May 12



May 13 Test lowa opened at noon





May 13 Released a YouTube fly over of the Test Iowa site at Beach Ottumwa

**Wapello County Emergency Management Agency**  
 May 13, 2020 · 🌐

Take a minute to view a fly over of our Test Iowa site. You will see how the traffic flow is planned out. Enter from Church St and proceed to the Beach parking lot. Midway, you will come across a checkpoint where you will need to show your QR code (with your window rolled up). If you don't have a QR code from the online registration at [www.testiowa.com](http://www.testiowa.com), you will be directed to the return loop that takes you back out. If you have QR code, you will then proceed on to the testin... See More  
 See Translation




YOUTUBE.COM  
**Test Iowa- Ottumwa**  
 Take a minute to view a fly over of our Test Iowa site. You will see how th...

**Wapello County Emergency Management Agency**  
 May 14, 2020 · 🌐

Take the COVID19 assessment at [www.testiowa.com](http://www.testiowa.com) Bring your confirmation email with the QR code (or a screen shot) and a valid ID to the site. Special note for today, Thursday May 14, If we have severe storms, testing will be suspended until the storm passes. If your appointment is in that window, simply come when you can.

Tome su examen de COVID19 en [www.testiowa.com](http://www.testiowa.com) o llamando al 515-344-3936. Traiga su codigo de confirmacion QR y alguna identificacion suya. Nota especial para hoy, jueves 14 de mayo, si hay tormentas severas, se suspenderan los exámenes hasta que pasen las tormentas. Si su cita es durante la tormenta, puede venir en cualquier otro momento.

See Translation



Option 1

May 14

**Wapello County Emergency Management Agency**  
 May 14, 2020 · 🌐

You know the great thing about nurses? They are up for any challenge!!! Here is the excellent team doing the testing at our TestIowa site. You notice nurses wear a variety of uniforms too. Thank You all!  
 Take the assessment at [www.testiowa.com](http://www.testiowa.com) You can take it once per day. If something changes with you, simply take it again.



**You may qualify for testing if:**

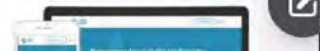
- You're an essential worker.
- You have symptoms.
- You've been in contact with someone who has the virus.
- You've traveled to an area where the virus is widespread.

**Usted es un trabajador esencial.**

- Tiene síntomas.
- Ha estado en contacto con alguien que tiene el virus.
- Ha viajado a un área donde el virus está muy propagado.

- 1 Go to [www.testiowa.com](http://www.testiowa.com).
- 2 Click "START NOW" to take a brief assessment.
- 3 If you qualify, you'll be prompted to schedule an appointment at a testing site near you.

- 1 Vaya a [www.testiowa.com/es](http://www.testiowa.com/es).
- 2 Haga un clic en "EMPIECE AHORA" para realizar una breve evaluación.
- 3 Si califica, se le pedirá que haga una cita en un sitio de pruebas cerca de usted.



May 14 Thursday Talking Points  
 May 17 Posted Test Iowa Helpline



May 19 Test Iowa criteria was restricted due to limited testing supplies. Reposted our local clinic flyer.

**Wapello County Emergency Management Agency**  
 May 19, 2020

If you don't qualify for a COVID test with Test Iowa and still feel you need options, you have them! Contact one of our clinics to speak to a provider and get your concerns addressed. Our local professionals are always here for you. You may or may not need a test but speaking to a healthcare provider always helps put our mind at ease when our body is aching.

**SYMPTOMS MAY APPEAR 2-14 DAYS AFTER EXPOSURE TO THE VIRUS. PEOPLE WITH THESE SYMPTOMS OR COMBINATIONS OF SYMPTOMS MAY HAVE COVID-19:**

**SYMPTOMS**

SHORTNESS OF BREATH OR DIFFICULTY BREATHING

COUGH

FEVER CHILLS  
 MUSCLE PAIN  
 SORE THROAT  
 STOMACH PAIN  
 HEADACHE AND/OR EAR ACHES  
 NEW LOSS OF TASTE OR SMELL

This list does not include all of the symptoms that you may experience. Please CALL YOUR PROVIDER for any other symptoms that arise.

**QUESTIONS FOR INDIVIDUALS: DIAL 2-1-1**

**SEVERE SYMPTOMS CAN INCLUDE:**  
 Trouble breathing while sitting down or at rest  
 Continual pain or pressure in the chest  
 New confusion or unable to awaken  
 Bluish lips or face

**Los síntomas pueden aparecer 2-14 días después de estar expuestos al virus. Gente que tengan estos síntomas o combinaciones de síntomas puede que tengan COVID-19:**

**SINTOMAS**

DIFICULTAD AL RESPIRAR

TOS

Fiebre  
 Escalofríos  
 Dolor muscular  
 Dolor de garganta  
 Dolor de estómago  
 Dolor de cabeza o Dolor de oído  
 Nueva pérdida de sabor u olor

Esta lista no incluye todos los síntomas que usted pueda tener. Por favor LLAME A SU MEDICO para cualquier otros síntomas que sienta.

**QUESTIONS FOR INDIVIDUALS: LLAME AL 2-1-1**

**LOS SINTOMAS GRAVES PUEDEN INCLUIR:**  
 Si no puede recuperar el aliento mientras está sentado o descansando.  
 Dolor o presión constantes en el pecho  
 Nueva confusión o incapaz de despertar  
 Labios o cara azulados.

All Ages Pediatric (641) 682-5437  
 EasyCare Walk-in Clinic (641) 684-3200  
 Eddyville Clinic (641) 969-5212  
 Get Well Clinic (641) 682-0098  
 Mercy Clinic (641) 683-0800  
 Ottumwa Walk-in Clinic (641) 684-2551  
 Pella Clinic (641) 455-5200  
 Pediatric Associates (641) 682-5451  
 Veterans Affairs Clinic (641) 683-4300  
 River Hills Community Health Clinic (641) 683-5773

May 19 Printed poster and distributed to businesses throughout Ottumwa

**COVID-19 TESTING IN OTTUMWA**

**test Iowa COVID-19 TESTING IN OTTUMWA**

You may qualify for testing if:

- You're in a group of workers
- You have symptoms
- You've been in contact with someone who has the virus
- You've traveled to certain international locations

Go to [www.testiowa.com](http://www.testiowa.com).

Click "START NOW" to take a brief assessment.

If you qualify, you'll be prompted to schedule an appointment at a testing site near you.

**test Iowa Prueba COVID-19 EN OTTUMWA**

Puede calificar para la prueba si:

- Usted es un trabajador
- Tiene síntomas
- Ha estado en contacto con alguien que tiene el virus
- Ha viajado a ciertas ubicaciones internacionales

Vaya a [www.testiowa.com](http://www.testiowa.com).

Haga clic en "EMPEZAR AHORA" para realizar una breve evaluación.

Si califica, será promovido a una pantalla de pruebas cerca de usted.

**8AM-6PM**  
 101 CHURCH STREET AT BEACH OTTUMWA  
 HELP LINE: 1-844-844-1561

May 20 Posted link to the Mitigation COVID-19 in Iowa Restaurants webinar  
 May 20 Governor Proclamation

May 21 Rumor control about school reopening



May 21 Thursday Talking Points. Review of Governor’s proclamation, public health concerns and recommendations regarding reopening of businesses and sporting events. Also discussed Test Iowa.  
 May 22

**Wapello County Emergency Management Agency**  
 May 22, 2020

Recoveries are up! Remember, the data isn't official until **LOCALLY** verified. State data still has a lot of errors. Find our local data daily at [www.wapelloready.org](http://www.wapelloready.org)

**Wapello County COVID cases**

The most current information on known cases in Wapello County as reported by Wapello County Public Health. These numbers reflect cases that are **VERIFIED** by local health officials. Numbers released by IDPH and Governor's office are **preliminary** until locally verified. Numbers are as of 9 pm today.

Category	Count	Notes
Confirmed Cases	442	100% (100%)
Active Cases	7	100% (100%)
Recovered	27	100% (100%)
Deaths	11	100% (100%)
Unlabeled	206	100% (100%)
Asymptomatic	234	100% (100%)
Relieved	8	100% (100%)
Warning	3	100% (100%)

May 22 Published updated custom mental health resources flyer

**MENTAL HEALTH WARNING SIGNS DURING COVID-19**

- WORSENING OF MENTAL HEALTH CONDITIONS:** People with preexisting mental health conditions should continue with their treatment plans during an emergency and monitor for any new symptoms.
- CHANGES IN SLEEP OR EATING HABITS:** Try to eat healthy, well-balanced meals. Exercise regularly, and get plenty of sleep. Make time to unwind. Try to do some other activities you enjoy.
- DIFFICULTY SLEEPING OR CONCENTRATING:** Take breaks from watching, reading, or listening to news stories. Consider taking several breaks during the day. Sometimes taking a break can be helpful.
- FEAR AND WORRY ABOUT YOUR OWN HEALTH AND THE HEALTH OF LOVED ONES:** Connect with your loved ones, even if it's just on social media. Ask for support. You know about your concerns and how you are feeling. You can be more reassuring to others if you are calm and informed.
- BEHAVIOR CHANGES IN TEENS AND CHILDREN:** Children and teens react to what they see from the news beyond their other senses and caregivers deal with the COVID-19 crisis and uncertainty. Be sure to provide the best support for their children.
- INCREASED USE OF ALCOHOL, TOBACCO OR OTHER DRUGS:** Excessive drinking can threaten mental health. Besides knowing the risks for substance use, depression, or violence and capacity to handle stress, and ask a doctor or counselor for the development of mental health issues.

**REACH OUT IF YOU NEED HELP**

**TALK TO SOMEONE 24/7**

**SOUTHERN IOWA MENTAL HEALTH CENTER**  
 1527 Albia Road  
 Oquima, IA 52301  
 641-682-6772

**IOWA WARM LINE**  
 1-877-725-8226

**MOBILE CRISIS LINE**  
 1-844-433-8226

**IOWA CRISIS LINE**  
[iowacrisischat.org](http://iowacrisischat.org)  
 641-325-4289

**YOUR LIFE IOWA**  
 24hr helpline and  
 Call 1-855-331-2111  
 Text 1-855-393-6286



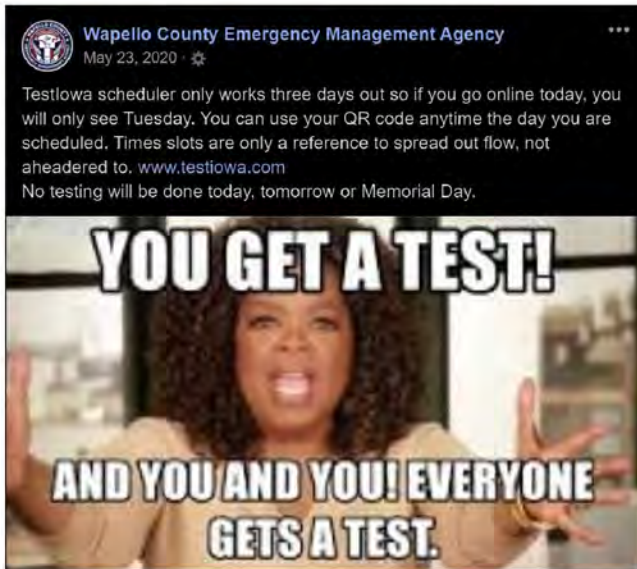
FOR EMERGENCIES  
 DIAL 911

[www.wapelloready.org](http://www.wapelloready.org)

1,600

May 23 Test Iowa open to everyone, no restrictions





- May 25 Posted the CDC link to the explanation of Isolation vs. Quarantine
- May 26 Governor Proclamation
- May 27

**MASK OTTUMWA**

**GET A FREE FACE MASK**

WED., MAY 27 8AM - 10AM  
4PM - 6 PM

THUR., MAY 28 8AM - 10AM  
4PM - 6 PM

BRIDGE VIEW PARKING LOT  
102 CHURCH STREET, OTTUMWA

MASKS PROVIDED BY: 

MASKS DISTRIBUTED BY:   

- May 26 Posted the IAHSAA guidance on summer sports
- May 27 Posted link to the Iowa Department of Human Rights for COVID info in other languages
- May 27 Posted link to CDC guides on cleaning and disinfection for community facilities
- May 27 Posted link to CDC guides for Business and Employers Responding to COVID
- May 27 Posted link to COVID Recovery Iowa



May 31 Announcement Test Iowa is moving to Evan Middle School on June 1

# COVID-19 TESTING IN OTTUMWA

**test iowa**

## COVID-19 TESTING IN OTTUMWA

**You may qualify for testing if:**

- You're an essential worker
- You have symptoms
- You've been in contact with someone who has the virus
- You've traveled to an area where the virus is widespread

1. Go to [www.testiowa.com](http://www.testiowa.com).
2. Click "START NOW" to take a brief assessment.
3. If you qualify, you'll be prompted to schedule an appointment at a testing site near you.

If you don't qualify for testing now, you may still qualify for testing in the future. Please check back for updates. Questions? Go to [www.testiowa.com/faq](http://www.testiowa.com/faq).

**test iowa**

## Prueba COVID-19 EN OTTUMWA

**Puede calificar para la prueba si:**

- Usted es un trabajador esencial
- Tiene síntomas
- Ha estado en contacto con alguien que tiene el virus
- Ha viajado a un área donde el virus está muy propagado

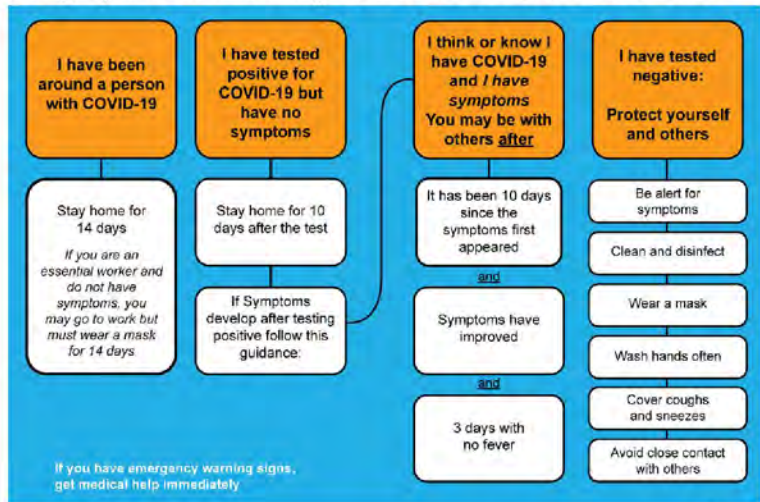
1. Vaya a [www.testiowa.com](http://www.testiowa.com).
2. Haga clic en "EMPIECE AHORA" para realizar una breve evaluación.
3. Si califica, se le pedirá que haga una cita en un sitio de pruebas cercanas a usted.

Si no califica para las pruebas ahora, puede calificar en el futuro. Por favor, vuelva a verificar el sitio web para actualizaciones. ¿Preguntas? Vaya a [www.testiowa.com/faq](http://www.testiowa.com/faq).

**8AM-6PM**  
812 CHESTER AVE AT EVANS MIDDLE SCHOOL

**HELP LINE: 1-844-844-1561**  
**SPANISH: 1-515-344-3936**

May 31 Published custom graphic summarizing the Isolation-Quarantine rules



[www.wapelloready.org](http://www.wapelloready.org)

WAPELLO COUNTY PUBLIC HEALTH



<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are- sick/and-home-isolation.html>

12,900

June 2 – 4 OFD helps distribute masks again



**MASK OTTUMWA**

**GET A FREE FACE MASK**

TUE., JUNE 2 8AM - 10AM  
4PM - 6 PM

WED., JUNE 3 8AM - 10AM  
4PM - 6 PM

THUR., JUNE 4 8AM - 10AM  
4PM - 6 PM

BRIDGE VIEW PARKING LOT  
102 CHURCH STREET, OTTUMWA

DRIVE UP TO THE FIRE TRUCK TO GET YOUR MASK

MASKS PROVIDED BY: 

MASKS DISTRIBUTED BY:   

June 2 Posted link to Iowa Finance Authority on Assistance for Iowa Renters and Homeowners

June 2 Continue to battle rumors.....



Wapello County Emergency Management Agency  
June 2, 2020

Rumor control!! The Ottumwa Water Works is NOT closing. They have had mitigation measures in place to prevent such an emergency. If you read this article, you can spot many errors. You would not be sent to gyms to shower nor told to buy sterile water. Also, "will" is misspelled as well. KYOU did not report this.

**Ottumwa Iowa Water Works will be closing from June 3rd-7th due to a spike in corona virus cases**

By AMY FORLITI Associated Press

**Fake news!**

Ottumwa Iowa Water Works will be closed starting Wednesday, June 3rd, 2020. The closing is due to a spike of Coronavirus cases in the department. People will temporarily

June 2 Shared post from DHS on the COVID Recovery Iowa hotline for free counseling

June 4 Published third revision of the custom mental health resources graphic

**MENTAL HEALTH WARNING SIGNS DURING COVID-19**

**WORSENING OF MENTAL HEALTH CONDITIONS**  
People with pre-existing mental health conditions should continue with their treatment plans during an emergency and monitor for any new symptoms.

**CHANGES IN SLEEP OR EATING HABITS**  
Try to get regular, well-timed meals. If eating regularly, get plenty of sleep. Make time to unwind. Try to do some other activities you enjoy.

**DIFFICULTY SLEEPING OR CONCENTRATING**  
Take breaks from watching, reading, or listening to news reports, including social media. Talking about the pandemic repeatedly can be draining.

**FEAR AND WORRY ABOUT YOUR OWN HEALTH AND THE HEALTH OF LOVED ONES**  
Connect with your loved ones over the phone or social media. Talk with people you trust about your concerns and how you are feeling. You can be more reassuring to others if you are calm and informed.

**BEHAVIOR CHANGES IN TEENS AND CHILDREN**  
Children and teens react to what they see from the adults around them. When parents and caregivers deal with the COVID-19 safely and confidently, they can provide the best support for their children.

**INCREASED USE OF ALCOHOL, TOBACCO OR OTHER DRUGS**  
Excessive drinking can threaten mental health. Besides increasing the risk for depression, it decreases our resilience and capacity to handle stress, and can worsen or actually lead to the development of mental health issues.

**TALK TO SOMEONE 24/7**

**REACH OUT IF YOU NEED HELP**

**SOUTHERN IOWA MENTAL HEALTH CENTER**  
1921 Asher Road  
Chariton, IA 52825  
563-552-5777  
www.southiowahsa.org

**RIVER HILLS BEHAVIORAL HEALTH CLINIC**  
301 S. Main St.  
Chariton, IA 52821  
563-552-5773  
www.riverhillsbehavioral.org

**YOUR LIFE IOWA**  
www.lifeline.org  
Call 1-800-AD-211  
Text 1-800-985-3332

**IOWA CROSS LINE**  
www.thecrossline.org  
1-800-525-4296

**WOMEN'S CROSS LINE**  
1-844-4-2-8000

**IOWA WALK LINE**  
1-877-776-9219

**WAPELLO COUNTY EMERGENCY MANAGEMENT AGENCY**

**FOR EMERGENCIES DIAL 911**

[www.wapelloready.org](http://www.wapelloready.org)

June 8 Press release on receipt of the CDBG grant for sanitization equipment

June 11 Test Iowa extended until June 24<sup>th</sup>

June 13 Posted information from Milestones on food resources

June 14 Posted CDC graphic on the public health mitigation measures recommendations

**STOP COVID-19**

Help prevent the spread of respiratory diseases like COVID-19.

**Stay at least 6 feet (about 2 arms' length) from other people.**

**Cover your cough or sneeze with a tissue, then throw the tissue in the trash and wash your hands.**

**When in public, wear a cloth face covering over your nose and mouth.**

**Do not touch your eyes, nose, and mouth.**

**Clean and disinfect frequently touched objects and surfaces.**

**Stay home when you are sick, except to get medical care.**

**Wash your hands often with soap and water for at least 20 seconds.**

**WAPELLO COUNTY EMERGENCY MANAGEMENT AGENCY**

[www.wapelloready.org](http://www.wapelloready.org)

Source: [cdc.gov/coronavirus/English](https://www.cdc.gov/coronavirus/English)

**Wapello County Public Health**

June 15 Added a food resources page to [wapelloready.org](http://wapelloready.org)

June 22 Posted link to the CDC guide page on public parks and recreational venues

June 22 Posted link to the CDC guide on prevention tips for families going out

June 23 Announcement of Test Iowa closing June 24<sup>th</sup>.



June 26 Launch of program making masks available at all city halls county-wide

**MASKS FOR YOUR FAMILY**

Contact your local City Hall to get a mask for you and your immediate family.

Ottumwa City Hall  
Agency City Hall  
Batavia City Hall  
Blakesburg City Hall  
Eddyville City Hall  
Eldon City Hall  
Wapello City Hall  
Wapello County Public Health

Masks provided by: **JBS** **Walmart**

WAPELLO COUNTY EMERGENCY MANAGEMENT AGENCY  
www.wapelloemergency.org

WAPELLO COUNTY PUBLIC HEALTH

**MASKS FOR WAPELLO COUNTY**  
SATURDAY, JUNE 27  
10AM-2PM

In partnership with JBS and Walmart, Wapello County Public Health is providing a limited supply of masks to Wapello County residents. Please go to one of the following locations to pick up a mask for you, your family, and your immediate family.

**OTTUMWA**  
Ottumwa Central Fire Station  
201 N. Wapello St.  
Ottumwa South Fire Station  
250 N. Ransom

**EDDON**  
Eldon Fire Station  
197 East St.

**WAPELLO CO. RURAL**  
Wapello County Rural Fire  
714 W. Mary St.

Masks provided by: **JBS** **Walmart**

June 27 Mask giveaway

June 30 Reminder on PH doing contact tracing

**DO YOUR PART.**  
Answer the Call.

Your information matters.  
Contact tracing is essential in slowing the spread of COVID-19.

**IDPH**  
IOWA Department of PUBLIC HEALTH

**JULY**

July 3 Summer messaging

**Have a Safe Summer Party.**

**Gather Safely.**

**WASH YOUR HANDS TO 20 SECONDS OF TIME**

**WEAR A FACE MASK**

**Avoid buffets/bars or self-serve food stations. Use a glove to serve food.**

**Wash your hands frequently.**

**USE DISPOSABLE PLATES**

**Practice social distancing. Keep six feet apart.**

**Wipe and disinfect high-touch areas frequently.**

**Preferably use paper plates and paper cups if possible.**

**Hold your gathering outside, if possible. If inside, ensure good ventilation and open doors and windows for proper ventilation.**

**Let business family and friends join virtually.**

**IDPH**  
IOWA Department of PUBLIC HEALTH

July 13 Summer reminder messaging

Steps to prevent COVID for yourself and your family are quite simple. Make the choices you feel comfortable with to protect yourself and those you love. If you want masks for your family, visit your local city hall. City Clerks have some available. For more in-depth information, visit our website at [www.wapelloready.org](http://www.wapelloready.org)



July 14 Reminder of symptoms. This was posted in 6 languages.

### Symptoms of Coronavirus (COVID-19)

Know the symptoms of COVID-19, which can include the following:

- Cough
- Fever
- Chills
- Muscle pain
- Shortness of breath or difficulty breathing\*
- Sore throat
- New loss of taste or smell

Symptoms can range from mild to severe illness, and appear 2-14 days after you are exposed to the virus that causes COVID-19.

\*Seek medical care immediately if someone has emergency warning signs of COVID-19.

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face

This list is not all possible symptoms. Please call your medical provider for any other symptoms that are severe or concerning to you.

cdc.gov/coronavirus

July 14 Posted YouTube link to COVID playlists in American Sign Language

July 15 Posted the Masks for Your Family flyer again

July 17 Posted about local case data

**Wapello County Emergency Management Agency**  
July 17, 2020

No change in COVID reporting locally! Find daily case reports on [www.wapelloready.org](http://www.wapelloready.org) as reported by Wapello County Public Health. Wapello County Public Health follows up on each and every case and has committed to continue the traditional model of case follow ups. Meaning cases will get follow up phone calls until they are recovered to see how they are progressing. Thank You to our public health nurses for looking out for our county during this stressful time dealing with a new disease!

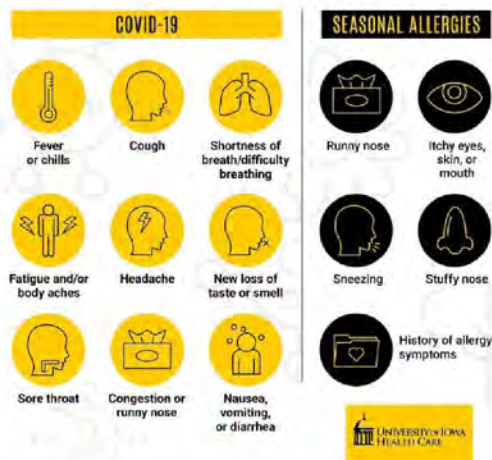
<b>LATEST UPDATE</b> July 17 715	<b>ACTIVE CASES</b> 19 666	<b>HOSPITALIZATIONS</b> 2 21
<b>TOTAL CASES TO DATE</b> 377	<b>CASES RECOVERED</b> 230	<b>CHILD 0 - 17</b> 17
<b>ADULT 18 - 40</b> 30	<b>MIDDLE AGE 41 - 60</b> 30	<b>OLDER ADULT 61 - 80</b> 70
<b>ELDERLY 81 +</b> 30	<b>DEATHS</b> 30	

July 20 Posted the CDC new isolation-



July 22 Posted UIHC symptom graphic  
COVID vs Allergies

## Seasonal allergies or COVID-19?



July 23 Posted Iowa Finance Authority link to the CARES program that assists renters and homeowners

July 29 Posted symptom/clinic flyer again in English and Spanish

July 29 Posted the STOP COVID-19 mitigation flyer in 6 languages

July 31 Posted CDC YouTube link that explains Isolation vs Quarantine

## AUGUST

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August 3 Press release describing dramatic case increase

8/3/2020

Update 8/3/2020 12:11 pm: [www.coronavirus.iowa.gov](http://www.coronavirus.iowa.gov) reports Wapello County at 11% test positivity; meaning that 11% of total COVID tests for Wapello County have been positive.

Lynelle Diers, Wapello County Public Health  
Tim Richmond, Wapello County Emergency Management

### FOR IMMEDIATE RELEASE

According to White House reports and county data, Wapello County moved into the White House identified red zone for cases indicating more than 100 new cases per 100,000 population last week, and the red zone for test positivity, indicating approximately 10.4 % positivity. The county has also experienced a sharp increase in COVID-19 hospitalizations.

Wapello County has seen dramatic growth in new cases over the past two weeks across all age ranges including the 0-17 age group; and both symptomatic and asymptomatic positive cases throughout all ages have contributed to the spread of COVID-19 in our community.

Aggressive mitigation strategies will disrupt the spread of COVID-19. In accordance with CDC and IDPH recommendations, residents of Wapello County should be vigilantly social distancing and wearing a mask when outside the home. When possible, limit social gatherings and reduce public activities and social interactions. White House reports, CDC and IDPH warn to protect anyone with serious medical conditions at home by social distancing and using high levels of personal hygiene, including handwashing and cleaning surfaces.

If you are sick or don't feel well, stay home and isolate from other individuals in the household. Call your health care provider to determine a treatment plan. If symptoms are severe, call 911. If you have been tested for COVID, stay home until test results are received. If you have been exposed to someone with COVID-19, be aware that people may develop COVID up to 14 days after exposure, and can shed the virus 48 hours before symptoms appear. Exposed individuals should quarantine to prevent transmission of the virus.

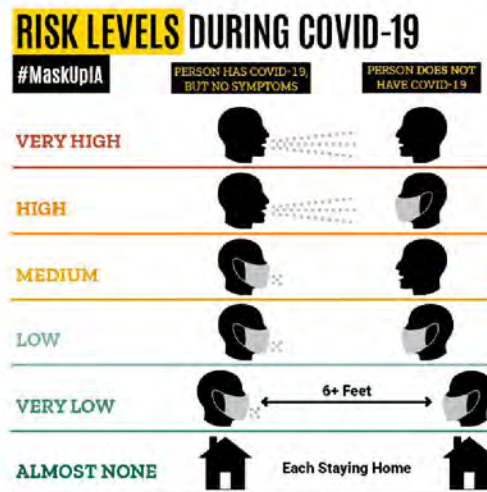


August 4 Published new custom graphic explaining Isolation vs Quarantine rules



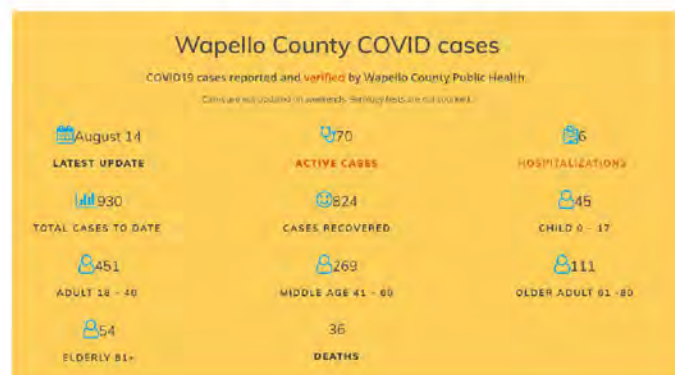
7,600

August 6 Posted UIHC graphic explaining risk levels regarding mask use



August 6 Posted link to CDC site that has links to recent studies on mask use

August 14



August 26 Reposted the Isolation – Quarantine graphic. 1,700

## SEPTEMBER

- September 3 Thursday Talking Points. Q&A with media
- September 8 Reposted the Isolation- Quarantine graphic. 3,900
- September 10 Reposted the Masks for Your Family graphic. 3,500
- September 10 Posted the CDC home screening checklist for Students
- September 29 Posted the updated quarantine rules for business, education & child care

**COVID-19 Response: When to Quarantine**  
**For Business, Education, and Child Care Settings**

For non-healthcare, non-residential settings, quarantine is no longer recommended if a potential exposure occurs while both the infectious individual and the close contacts are wearing face coverings consistently and correctly.

- In all scenarios below, an individual is considered a **close contact** when they have been within **6 feet** of the COVID-19 positive individual for **15 minutes**.
- Individuals who are a **close contact due to exposure to a household member are required to quarantine for at least 14 days**. Quarantine is used to keep someone who might have been exposed to COVID-19 away from others.
- Individuals who have COVID-19 must **isolate for at least 10 days**. Isolation keeps someone who is infected with the virus away from others, even in their home.

Everyone Masked	Close Contacts Masked
When a masked individual tests positive and close contacts were wearing masks... <b>ISOLATE</b> (COVID Positive) <b>SELF-MONITOR</b> (Close Contacts)	When an unmasked individual tests positive and close contacts were wearing masks... <b>ISOLATE</b> (COVID Positive) <b>QUARANTINE</b> (Close Contacts)
Some Close Contacts Masked	No One Masked
When a masked individual tests positive and <b>SOME</b> close contacts were wearing masks... <b>ISOLATE</b> (COVID Positive) <b>QUARANTINE</b> (Close Contacts) <b>SELF-MONITOR</b> (Close Contacts)	When an unmasked individual tests positive and close contacts were <b>NOT</b> wearing masks... <b>ISOLATE</b> (COVID Positive) <b>QUARANTINE</b> (Close Contacts)

September 2020  
www.testiowa.com/ghp

DPH  
IOWA

## OCTOBER

October 7 Announced Test Iowa is returning Oct. 14<sup>th</sup>  
Test Iowa returns to Wapello County on Oct. 14<sup>th</sup>! This time it will be a walk-in clinic in the Lighthouse Plaza (lower level) in the space formerly occupied by All Ages Pediatrics. Clinic will be open M-W-F from 2 pm to 7:30 pm to accommodate family schedules. A registration QR code is required and obtained by taking the assessment at [www.testiowa.com](http://www.testiowa.com) Registration will be available by Monday. This site is funded by Wapello County Board of Supervisors and Governor's Office with CARES funding.

October 9 and October 12:

October 14 Post announcing opening of Test Iowa Clinic

**COVID-19 TESTING IN OTTUMWA**

**WANT A TEST?**  
**GET A TEST**

TESTING IS NOT BASED ON SYMPTOMS

**test iowa**    REGISTER AT [WWW.TESTIOWA.COM](http://WWW.TESTIOWA.COM)  
AN EMAIL IS REQUIRED TO GET YOUR RESULTS

**NO COST**    **WALK-IN CLINIC**

**MONDAY**  
**WEDNESDAY**  
**FRIDAY**  
**2:00PM-7:30PM**

**LIGHTHOUSE PLAZA**  
**LOWER LEVEL**  
**1207 N. JEFFERSON**

FORMER LOCATION  
OF ALL AGES PEDIATRICS

MADE POSSIBLE BY CARES FUNDING THROUGH  
THE WAPELLO COUNTY BOARD OF  
SUPERVISORS AND THE GOVERNOR'S OFFICE





October 21 Published custom Test Iowa graphic in English and Spanish



**NOVEMBER**

- Nov 10 Governor Proclamation
- Nov 11 Posted CDC link to studies on mask use
- Nov 11 Clinic adjusts hours



**Wapello County Emergency Management Agency**  
November 11, 2020

Wapello Co. Public Health has advised the COVID testing clinic schedule has become variable due to holidays, staff availability and state lab hours. Check [www.wapelloready.org](http://www.wapelloready.org) for updates and to schedule an appointment.

November Clinic schedule:  
 Nov. 12 2p – 7:30p  
 Nov. 13 2p – 7:30p  
 Nov. 18 12p – 7:30p  
 Nov. 19 12p – 7:30p  
 Nov. 20 12p – 7:30p  
 Nov. 23 12p – 7:30p  
 Nov. 24 8a – 12p  
 Nov. 27 8a – 2p

The QR code generated at registration is **REQUIRED**. You may bring a print copy or we can scan it from your phone. **DO NOT** wait in your car, you must come inside to the socially distanced waiting area. Masks are required and provided if needed.

**WAPELLOREADY.ORG**  
**Wapello County EMA**  
 Test Iowa returns to Ottumwa on October 14th. Clinic will operate Monday, Wednesday, Fridays from 2 pm to 7:30 pm. Take the assessment at [www.testiowa.com](http://www.testiowa.com) to get a scheduled time. The



November 12 Posted CDC link to Exposure and Quarantine guidance. Posted CDC link to guidance on isolation if you are sick.

November 13. Changed reporting format to share the DOMO information.



November 17 Governor proclamation. Posted the IDPH summary document.

November 19 Thursday Talking Points.





December 9 Governor's Proclamation. Posted summary  
December 12 Posted FDA link to COVID vaccine info.



December 19 Posted link to CDC site on COVID-19 Vaccination

December 22





Jan 5 Test Iowa expanding hours

**Clinic schedule:**  
 Wednesday, Jan. 6 12:00p – 7:30p  
 Thursday, Jan. 8 12:00p – 7:30p

**Beginning January 11th, the clinic will be open 5 days per week Monday – Friday!**

Monday, Jan. 11th 3 pm- 8 pm  
 Tuesday, Jan. 12th Noon – 8 pm  
 Wednesday, Jan. 13th Noon – 8 pm  
 Thursday, Jan. 14th Noon – 8 pm  
 Friday, Jan. 15th Noon – 8 pm

January 17 First graphic describing to Public the priority tiers for vaccine

January 19

**COVID-19 Vaccines** SANFORD HEALTH  
 DEBUNKING THE MYTHS

VACCINE MYTH	VACCINE FACT
It was rushed and isn't safe	Researchers took no safety shortcuts. Large studies show the vaccine is safe.
It changes your DNA	It's impossible for the vaccine to change your DNA.
It can give you COVID-19	The vaccine doesn't contain a live virus strain.
It contains egg protein	It doesn't contain egg proteins, and can be given to people with egg allergies.
It causes severe side effects	For most, the vaccine causes mild side effects that resolve in a few days.
It makes women infertile	There is no evidence that the vaccine causes infertility.

**Wapello County COVID Vaccine Rollout** 1.17.21 Update

**1A Healthcare Workers** **Vulnerable Populations** **Timeline: Current Phase**

- Healthcare Providers: Primary Care Clinics
- Long Term Care Facilities: Assisted Living

**1B Frontline Workers** **Vulnerable Populations** **Tentative Feb 1**

- 50% of vaccine: First Responders (Law Enforcement, firefighters, correctional facilities, social workers)
- 50% of vaccine: PK – 12 Educators, Childcare, Dependent adults in staff assisted homes, identified manufacturing, grocery, food production workers\*
- Persons 75 & older

Priority factors within phase 1B: \*Historical COVID-19 disease trends affecting the eligible populations. The risk of exposure, the risk of transmission, the risk of complications, the frequency of exposure, and the duration of exposure from COVID-19 for the eligible populations. Considerations should include congregate settings, workplace environmental controls, population density, and other factors that may impact risk of exposure and transmission of COVID-19. Apply health equity considerations when prioritizing eligible populations.

**1C Essential Workers** **Vulnerable Populations** **Mid 2021**

- Essential workers as defined by IDAC
- Phase 1C recommendations still in development by IDAC
- Persons aged 65–74 years
- People aged 16–64 years with underlying medical conditions

**2 General Public** **Mid to late 2021**

- People aged 16–64 years
- Waiting on guidance and enough vaccine supply.

Information provided by:

January 21. Stay tuned to local media, this page or [www.wapelloready.org](http://www.wapelloready.org) for announcements soon on how and where to access vaccine. We are currently in Phase 1A. Phase 1B will not start until sometime in February. IDPH has authorized counties to begin 1B after Feb. 1 but only IF they are ready and have completed phase 1A.

January 25 Posted link to CDC p

**Wapello County COVID Vaccine Rollout** 1.21.21 Update

**Persons 65 & older are eligible regardless of tier. Stay tuned to local media and [www.wapelloready.org](http://www.wapelloready.org) for announcements on how to sign up.**

**1A Healthcare Workers** **Timeline: Current Phase**

- Healthcare Providers, Primary Care Clinics, Long Term Care Facilities, Assisted Living

**1B Frontline Workers** **After Feb 1**

- Tier 1:** First responders (e.g., firefighters, police officers, and child welfare social workers); PK-12 school staff, early childhood educators, and childcare workers
- Tier 2:** Food, agriculture, distribution and manufacturing workers who work in or live in congregate settings that do not allow for social distancing; individuals with disabilities living in home settings and their direct care staff
- Tier 3:** Staff of and individuals living in congregate settings (does not include college dormitories)
- Tier 4:** Inspectors responsible for hospital, inspection care, and child safety
- Tier 5:** Correctional facility staff and individuals incarcerated

**1C Essential Workers** **Mid 2021**

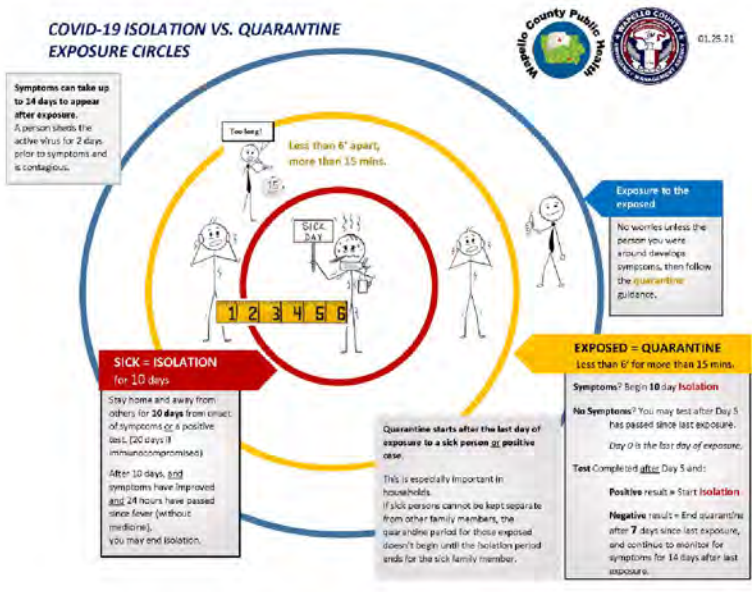
- Essential workers as defined by IDAC
- Phase 1C recommendations still in development by IDAC

**2 General Public** **Mid to late 2021**

- People aged 16–64 years
- Waiting on guidance and enough vaccine supply.

Information provided by:

January 26 Posted flyer on Iowa Restaurant and bar relief grant program  
 January 26<sup>th</sup> Published the custom isolation vs quarantine rules. (circle chart)



January 31 Phase 1b begins Monday Feb 1

**COVID VACCINE IN WAPELLO COUNTY**  
 Clinic and Pharmacy partnership program for 65 and older  
 Vaccine locations for the week of February 1st through February 7th

Check [www.wapelloready.org](http://www.wapelloready.org) for weekly updates  
 There is VERY LIMITED supply. Choose one of the providers below.

**HyVee**  
 1026 N Quincy Ave., Ottumwa  
 February 1st — 7th  
 Register online at [www.hyvee.com/online-registration](http://www.hyvee.com/online-registration)  
 Hours for vaccine:  
 Monday through Friday  
 9:30 am to 6:30 pm  
 Saturday  
 9:30 am to 3:30 pm  
 Sunday  
 10:30 am to 3:30 pm  
 No cost to patient. Bring insurance card

**EDDYVILLE Clinic**  
 107 N 3rd St, Eddyville, IA  
 February 4th only  
 Call 641-969-5212 to register  
 Hours for vaccine are 11 am to 4 pm  
 No cost to patient. Bring insurance card & drivers license

**South Side Drug Store**  
 337 CHURCH ST., OTTUMWA, IOWA  
 February 1st — 8th  
 Call 641-682-3467 to register  
 Monday through Friday  
 Hours for vaccine are 1 pm to 5 pm

**OTTUMWA Primary Care Clinic**  
 1013 Pennsylvania Drive D, Ottumwa  
 Ham Medical Plaza  
 February 9th only  
 Call 641-684-2300 x4661 to register  
 Hours for vaccine are 9:30 am to 2:30 pm  
 No cost to patient. Bring insurance card & drivers license

**Wapello County COVID Vaccine Rollout Progress Report 2.1.21 Update**

**1A Healthcare Workers** ✓  
 Healthcare Providers, Primary Care Clinics, Long Term Care Facilities, Assisted Living

**65 and older** ← WE ARE HERE  
 Stay tuned to local media and [www.wapelloready.org](http://www.wapelloready.org) for announcements on the local pharmacy and clinic partnership program.  
**Feb. 1 – 7 Vaccine available at Hy-Vee south, Southside Drug, Ottumwa Primary Care Clinic in Haas Plaza, and Eddyville Clinic**

**1B Frontline Workers** ← WE ARE HERE

- Tier 1**
  - First responders (e.g. firefighters, police officers, and child welfare social workers)
  - PK-12 school staff, early childhood education, and childcare workers
- Tier 2**
  - Food, agriculture, distribution and manufacturing workers who work in or live in congregate settings that do not allow for social distancing
  - Individuals with disabilities living in home settings and their direct care staff
- Tier 3**
  - Staff of and individuals living in congregate settings (does not include college dormitories)
- Tier 4**
  - Inspectors responsible for hospital, long-term care, and child safety
- Tier 5**
  - Correctional facility staff and individuals incarcerated

**1C Essential Workers**  
 Essential workers as defined by IDAC

**2 General Public**  
 People aged 16–64 years

Wapello County Public Health | WAPELLO COUNTY IOWA

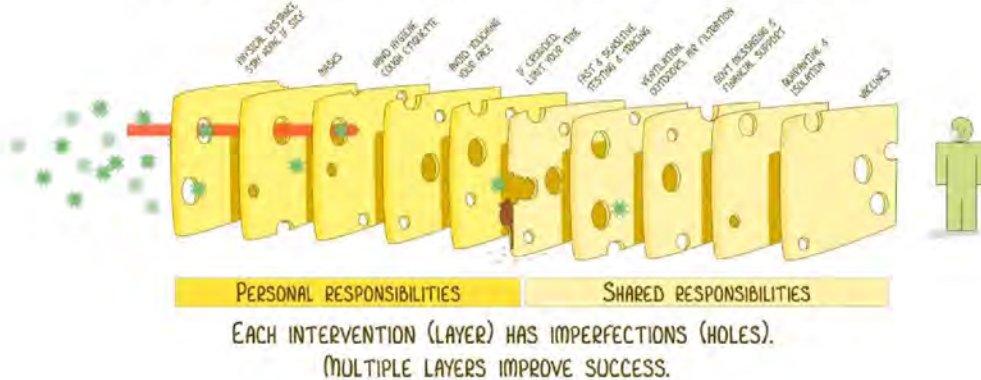


Feb 2 Posted the swiss cheese risk graphic

Mitigation strategy for responding to a respiratory virus pandemic like COVID-19 has multiple layers. Each layer gives us an increased level of safety. Tossing out the recommendations for things you can do personally only increases your risk and the risk you pose to others. The virus is always looking for new hosts. Mitigation steps are created to eliminate opportunities for this very small virus to spread. We are now beginning to see variant strains that may be more easily spread. It is important to stay vigilant with protective measures while the pandemic runs its course. The length of that course depends on our actions.

THE SWISS CHEESE RESPIRATORY VIRUS PANDEMIC DEFENCE

RECOGNISING THAT NO SINGLE INTERVENTION IS PERFECT AT PREVENTING SPREAD



February 3 Second round of vaccine to partners



COVID VACCINE IN WAPELLO COUNTY

Clinic and Pharmacy partnership program for 65 and older  
 Vaccine released February 3rd. Time and dates will be determined by each site.  
 Vaccine only available for the first 100 people each location.



North store  
 2453 N. Court Rd., Ottumwa

Register online at

[www.hyvee.com/locations/wapello/vaccine](http://www.hyvee.com/locations/wapello/vaccine)

The online scheduler will take the first 100 people to complete registration.

Anyone needing assistance with online registration please ask a family member or friend to help. **DO NOT CALL.**

Appointments cannot be taken over the phone.

No cost to patient, bring insurance card



1140 N. Jefferson St., Ottumwa

Register online at

[www.hyvee.com/locations/wapello/vaccine](http://www.hyvee.com/locations/wapello/vaccine)

The online scheduler will take the first 100 people to complete registration.

Anyone needing assistance with online registration please ask a family member or friend to help. **DO NOT CALL.**

Appointments cannot be taken over the phone.

No cost to patient, bring insurance card



602 Hancock St., Ottumwa

MercyOne will be reaching out to patients when the vaccine is available to them. **DO NOT CALL.** Vaccine will be administered to patients based on their health risk assessment score. If you have a medical condition that puts you at higher risk of complications from COVID-19, your care team will reach out to you as soon as it is your turn to get the vaccine. 100 people will be done this round.

No cost to patient, bring insurance card

**Need a ride?**  
 FREE rides within Wapello County from 10-15 TransIt to get your vaccine  
 Call 641-683-2024

[www.wapelloready.org](http://www.wapelloready.org)  
 for weekly updates

Wapello County Emergency Management Agency  
 February 3

Wapello County Public Health Director Lynelle Diers will host a live virtual press conference live streamed on YouTube on this page Thursday at 10 am to answer your questions on the COVID vaccine. We will take your questions in the comments section.

Virtual Press Conference & Facebook Live Event  
 2.4.21 10 am

February 4<sup>th</sup> public update



**Wapello County COVID Vaccine Rollout Progress Report 2.5.21 Update**

**Healthcare Workers**

**1A** Healthcare Providers, Primary Care Clinics, Long Term Care Facilities, Assisted Living

**65 and older**

Stay tuned to local media and [www.wapellocounty.org](http://www.wapellocounty.org) for announcements on the local pharmacy and clinic partnership program.

Feb. 8 - 12 Vaccine available at Hy-Vee north, Hy-Vee Drug store, Menry Clinic

**Frontline Workers**

**1B**

**Tier 1**

- First responders (e.g., firefighters, police officers, and other welfare social workers)
- PK-12 school staff, early childhood educators, and childcare workers

**Tier 2**

- Food, agriculture, distribution and manufacturing workers who work in or live in congregate settings that do not allow for social distancing
- Individuals who disabilities bring in home settings and first-aid care staff

**Tier 3**

- Staff of and individuals living in congregate settings (does not include college dormitories)

**Tier 4**

- Inspector responsible for hospital, long-term care, and child safety

**Tier 5**

- Correctional facility staff and individuals incarcerated

**Essential Workers**

**1C** Essential workers as defined by IDAC

**General Public**

**2** People aged 16-84 years

1,300

February 6 Governor Proclamation  
February 12

Wapello County Public Health

Virtual Press Conference & Facebook Live Event  
Friday 2.12.21 10 am

Follow Us On facebook  
WCIEMA

**FRI, FEB 12**  
**Wapello Co. Public Health weekly press conference**  
Online Event

February 12 Launch of the Rural Seniors vaccine clinics in townships.

**Wapello County COVID Vaccine Rural Clinics for 65 and older only**

Eddyville, Columbia Township  
Kirkville, Richland Township  
**563-4267**

Chillicothe, Cass Township  
**814-8333**

Blakesburg, Folk Township,  
Adams Township  
**938-2413**

Green Township, Keosauke Township,  
Coster Township  
**683-0090**

The clerks in Agency, Blakesburg, Chillicothe, Eddyville, Eldon and Board of Supervisors will take calls to register for rural clinics that will be scheduled in March. Must be a resident of the city or township of number you are calling.

Calls accepted from:  
**February 16th to February 26th, 2021**

**This DOES NOT include the City of Ottumwa, see your local pharmacist.**

Highland Township  
Competine Township  
**683-0090**

Agency, Agency Township  
Deshlerga Township  
**937-5215**

Eldon, Washington Township  
Pleasant Township  
**652-7510**

5,000

February 12 Rollout progress

February 26 FB Press Conf & FB live

**Wapello County COVID Vaccine Rollout Progress Report 2.12.21 Update**

**Healthcare Workers**

**1A** Healthcare Providers, Primary Care Clinics, Long Term Care Facilities, Assisted Living

**65 and older**

Stay tuned to local media and [www.wapellocounty.org](http://www.wapellocounty.org) for announcements on vaccine available with local pharmacies and clinics. Weekly allocations may vary.

**Frontline Workers**

**1B**

- Tier 1:** First responders (e.g., firefighters, police officers, and child welfare social workers)
- Tier 2:** Food, agriculture, distribution and manufacturing workers who work in or live in congregate settings that do not allow for social distancing; individuals with disabilities living in home settings and their direct care staff
- Tier 3:** Staff of and individuals living in congregate settings (does not include college dormitories)
- Tier 4:** Inspectors responsible for hospitals, long-term care, and child safety
- Tier 5:** Correctional facility staff and individuals incarcerated

**1C** Essential Workers

Essential workers as defined by IDAC

**2** General Public

People aged 16-64 years

1,700

**Wapello County Emergency Management Agency**  
February 26

Join us this morning!

[www.wapelloready.org/vaccine](http://www.wapelloready.org/vaccine)

**FRI, FEB 26**  
**Wapello Co. Public Health COVID Vaccine Update 2.26.21**  
Online Event

**MARCH**

March 1

March 2

**Wapello County COVID Vaccine Rollout Progress Report 2.26.21 Update**

**Healthcare Workers**

**1A** Healthcare Providers, Primary Care Clinics, Long Term Care Facilities, Assisted Living

**65 and older**

Stay tuned to local media and [www.wapellocounty.org](http://www.wapellocounty.org) for announcements on vaccine available with local pharmacies and clinics. Weekly allocations may vary.

**Frontline Workers**

**1B**

- Tier 1:** First responders (e.g., firefighters, police officers, and child welfare social workers)
- Tier 2:** Food, agriculture, distribution and manufacturing workers who work in or live in congregate settings that do not allow for social distancing; individuals with disabilities living in home settings and their direct care staff
- Tier 3:** Staff of and individuals living in congregate settings (does not include college dormitories)
- Tier 4:** Inspectors responsible for hospitals, long-term care, and child safety
- Tier 5:** Correctional facility staff and individuals incarcerated

**1C** Essential Workers

Essential workers as defined by IDAC

**2** General Public

People aged 16-64 years

Local public health departments, health care providers and pharmacies are working hard to vaccinate eligible Iowans as quickly as possible. Your patience during this time is appreciated. As vaccine supply increases, more appointments will be available and, eventually, every Iowan will be able to be vaccinated.

**VACCINATE IOWA | PROJECTED VACCINATION TIMELINE**

POPULATION GROUP	ELIGIBLE	JAN	FEB	MARCH	APRIL	MAY-OCT
Health Care Workers	NOW					
Long-term Care: Residents & Staff	NOW					
Iowans age 65+	NOW					
First Responders	NOW					
K-12 Schools: Teachers & Staff	NOW					
Child Care Staff	NOW					
<b>Essential Workers:</b> • Food Processing • Agricultural Production • Distribution • Manufacturing	NEXT					
<b>Individuals with Disabilities</b> Living in Home Settings & their Direct Care Staff	NEXT					
<b>Remaining Priority Groups &amp; Iowans age 16+</b>	AS SUPPLY INCREASES					

70% of population is projected to have received at least one dose of vaccine.

Vaccine availability by population group is estimated based on current allocations and anticipated supply increases. Estimates are subject to change and will vary by county.



March 5

March 8 Press Conf. /FB live



**Wapello County COVID Vaccine Rollout Progress Report 3.5.21 Update**

There are two teams working concurrently on vaccine administration. The recent amendment to the Phase 1B order simply allows partners to move on to the next group as necessary. The prioritization plan of the most vulnerable first remains unchanged.

Wapello Co. Public Health	Pharmacies & Clinics
<b>1B</b> <b>Tier 1</b> <ul style="list-style-type: none"> <li>First responders (e.g., firefighters, police officers, and child welfare social workers)</li> <li>PK-12 school staff</li> <li>early childhood educators</li> <li>and childcare workers</li> </ul> <p><b>IN PROGRESS</b></p>	<b>65 and older</b> Check <a href="http://www.wapelloready.org/vaccine">www.wapelloready.org/vaccine</a> for local pharmacy partners who have vaccine. Rural clinics by WCPH are scheduled for the next two weeks. When a pharmacy or clinic exhausts their senior list, they will move on to the next tier. WCPH will continue to prioritize issuing vaccine to partners still working on the 65 and older.
<b>Tier 2</b> <ul style="list-style-type: none"> <li>Food, agriculture, distribution and manufacturing workers who work in or live in congregate settings that do not allow for social distancing</li> <li>Individuals with disabilities living in home settings and their direct care staff</li> </ul> <p><b>IN PROGRESS</b></p>	
<b>Tier 3</b> <ul style="list-style-type: none"> <li>Staff of and individuals living in congregate settings (does not include college dormitories)</li> </ul> <p><b>SCHEDULING</b></p>	
<b>Tier 4</b> <ul style="list-style-type: none"> <li>Individuals responsible for hospital, long-term care, and child safety</li> </ul> <p><b>SCHEDULING</b></p>	
<b>Tier 5</b> <ul style="list-style-type: none"> <li>Correctional facility staff and individuals incarcerated</li> </ul> <p><b>SCHEDULING</b></p>	<b>64 years of age and younger with medical conditions</b> <b>SCHEDULING</b> When done with seniors
<b>2</b> General public not in above priority groups	

Timelines are based on vaccine supply

The goal of local, state and federal partners is to make vaccine available to ALL without restriction as soon as possible.

[www.wapelloready.org/vaccine](http://www.wapelloready.org/vaccine)

**Vaccine Update 3.8.21 @ 3 pm**

facebook LIVESTREAM WCIEMA

**TAKING YOUR QUESTIONS LIVE!**

MON, MAR 8  
**Vaccine Update 3.8.21**  
 Online Event

March 8 Posted CDC graphic on mitigation measures for those vaccinated.



**Wapello County COVID Vaccine Rollout Progress Report 3.12.21 Update**

[www.wapelloready.org/vaccine](http://www.wapelloready.org/vaccine) for list of local pharmacy and clinic partners scheduling appointments.

Wapello Co. Public Health	Pharmacies & Clinics
<b>1B</b> <b>Tier 1</b> <ul style="list-style-type: none"> <li>First responders (e.g., firefighters, police officers, and child welfare social workers)</li> <li>PK-12 school staff</li> <li>early childhood education, and childcare workers</li> </ul> <p><b>IN PROGRESS</b></p>	<b>65 and older</b> Rural clinics by WCPH will be finished up next week. We estimate this category is 90% complete. When a pharmacy or clinic exhausts their senior list, they will move on to the next tier. WCPH will continue to prioritize issuing vaccine to partners still working on the 65 and older.
<b>Tier 2</b> <ul style="list-style-type: none"> <li>Food, agriculture, distribution and manufacturing workers who work in or live in congregate settings that do not allow for social distancing</li> <li>Individuals with disabilities living in home settings and their direct care staff</li> </ul> <p><b>IN PROGRESS</b></p>	
<b>Tier 3</b> <ul style="list-style-type: none"> <li>Staff of and individuals living in congregate settings (does not include college dormitories)</li> </ul> <p><b>IN PROGRESS</b></p>	
<b>Tier 4</b> <ul style="list-style-type: none"> <li>Individuals responsible for hospital, long-term care, and child safety</li> </ul> <p><b>IN PROGRESS</b></p>	
<b>Tier 5</b> <ul style="list-style-type: none"> <li>Correctional facility staff and individuals incarcerated</li> </ul> <p><b>IN PROGRESS</b></p>	<b>64 years of age and younger with medical conditions</b> <b>IN PROGRESS</b>
<b>2</b> General public not in above priority groups	

Persons in the completed groups, remain eligible.

[www.wapelloready.org/vaccine](http://www.wapelloready.org/vaccine)

✓ Means 70% or more are completed in this category.



End of report 3.31.21



**received** Item No. F.-1.  
2-16-23 11AM

# CITY OF OTTUMWA

## Staff Summary

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

Council Meeting of: Feb 21, 2023

Philip Rath

Prepared By

Administration

Department

Department Head



City Administrator Approval

AGENDA TITLE: Resolution 20-2023 - Resolution Approving and Authorizing the Conveyance of Certain Real Property Locally Known as 2417 Emma Street, Ottumwa, Iowa to Wapello County Emergency Management Commission

\*\*\*\*\*

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

RECOMMENDATION: Pass and adopt Resolution 20-2023

DISCUSSION: Wapello County Emergency Management (WCEM) has expressed interest in the building and property identified as 2417 Emma Street (the former transit building) for use of their operations. City staff does not recognize a use for this building. If WCEM were to build or purchase a different property, the city would have a financial obligation as part of the covered area. The City Attorney has prepared the documentation for this conveyance, which has been reviewed and approved by WCEM pending abstract and clean title opinion before signing.

Source of Funds: N/A

Budgeted Item:  Budget Amendment Needed:

## ITEMS TO INCLUDE ON AGENDA

### CITY OF OTTUMWA, IOWA

February 21, 2023

5:30 p.m.

- Public hearing on the proposal to convey certain real property locally known as 2417 Emma Street, Ottumwa, Iowa to Wapello County Emergency Management Commission
- Resolution approving and authorizing the conveyance of certain real property locally known as 2417 Emma Street, Ottumwa, Iowa to Wapello County Emergency Management Commission

### 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.



February 21, 2023

The City Council of the City of Ottumwa in the State of Iowa, met in regular session, in the Council Chambers, City Hall, 105 E. Third St., 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:

Russ Hull, Sandra Pope, Marc Roe, Cara Galloway, Doug McAntire

Absent: None

Vacant: None

\* \* \* \* \*

The Mayor announced that this was the time and place for the public hearing and meeting on the matter of the proposed conveyance of certain City interests in real property, and that notice of the proposed action had been published pursuant to the provisions of Section 362.3 of the Code of Iowa.

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

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

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

Whereupon, Council Member Roe then introduced and delivered to the Clerk the Resolution hereinafter set out entitled "RESOLUTION APPROVING AND AUTHORIZING THE CONVEYANCE OF CERTAIN REAL PROPERTY LOCALLY KNOWN AS 2417 EMMA STREET, OTTUMWA, IOWA TO WAPELLO COUNTY EMERGENCY MANAGEMENT COMMISSION", and moved:

- that the Resolution be adopted.
- to defer action on the Resolution and the proposal to the meeting to be held at \_\_\_\_\_ .M. on the \_\_\_\_\_ day of \_\_\_\_\_, 2023, at this place.

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

AYES: Hull, Pope, Roe, Galloway, McAntire

---

NAYS: None

Whereupon, the Mayor declared the measure duly adopted.

RESOLUTION NO. 20-2023

RESOLUTION APPROVING AND AUTHORIZING THE  
CONVEYANCE OF CERTAIN REAL PROPERTY LOCALLY  
KNOWN AS 2417 EMMA STREET, OTTUMWA, IOWA TO  
WAPELLO COUNTY EMERGENCY MANAGEMENT  
COMMISSION

WHEREAS, the City Council of the City of Ottumwa (the "City") has received a proposal in the form of a proposed Real Estate Purchase Agreement with Wapello County Emergency Management Commission (the "Agreement"), which Agreement proposes the sale of certain City-owned real property to Wapello County Emergency Management Commission (the "Buyer") for \$182,500 and other good and valuable consideration, under the terms and conditions set forth in the Agreement; and

WHEREAS, the real property proposed to be sold and conveyed to the Buyer under the Agreement is legally described as follows:

Parcel A of Government Lot 1 on Section 32 - Township 72 North - Range 13 West of the 5th P.M., City of Ottumwa, Wapello County, Iowa, being more particularly described as follows:

Commencing at the Northwest corner of said Section 32; thence South 01°02'00" East 1264.84 feet along the West line thereof to the North right-of-way line of Emma Street; thence Northeasterly 107.92 feet along said right-of-way line along a non-tangent 1567.00 foot radius curve concave Southeasterly and having a chord which bears North 53°20'30" East 107.90 feet; thence North 55°18'55" East 550.00 feet along said right-of-way line; thence Northeasterly 190.20 feet along said right-of-way line along a 1003.00 foot radius curve concave Northwesterly and having a chord which bears North 49°52'55" East 189.92 feet; thence Northeasterly 209.62 feet along said right-of-way line along a reverse 487.00 foot radius curve concave Southeasterly and having a chord which bears North 56°46'50" East 208.01 feet; thence North 69°06'45" East 30.45 feet along said right-of-way line; thence Northeasterly 70.77 feet along said right-of-way line along a 813.00 foot radius curve concave Northwesterly and having a chord which bears North 66°37'05" East 70.75 feet to the Point of Beginning; thence North 15°05'25" West 270.45 feet; thence North 75°24'00" East 261.53 feet; thence South 14°33'35" East 185.68 feet to the North right-of-way line of Emma Street; thence South 55°13'35" West 71.73 feet along said right-of-way line; thence South 34°46'25" East 10.00 feet along said right-of-way line; thence South 55°13'35" West 39.91 feet along said right-of-way line; thence North 34' 46'25" West 10.00 feet along said right-of-way line; thence South 55°13'35" West 35.03 feet along said right-of-way line; thence Southwesterly 126.27 feet along said right-of-way line along a 813.00 foot radius curve concave Northwesterly and having a chord which bears South 59°40'30" West 126.14 feet to the Point of Beginning, containing 1.39 acres.

(the "Property"); and




WHEREAS, pursuant to notice published as required by law, at this meeting, the City Council has held a hearing on the proposal to convey certain City interests in the Property and the extent of objections received from residents or property owners as to said proposed transaction has been fully considered; and, accordingly the following action is now considered to be in the best interests of the City and residents thereof.

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

Section 1. That the Property described herein shall be conveyed by the City to Wapello County Emergency Management Commission for \$182,500 and other good and valuable consideration, pursuant to the terms and conditions of the Agreement.

Section 2. That the form and content of the Agreement, 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 Agreement 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 Agreement, the Mayor and the 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 Agreement as executed, including the execution of the necessary conveyance documents.

PASSED AND APPROVED this February 21, 2023.

  
\_\_\_\_\_  
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 21 day of February, 2023.

Christine Reinhard  
City Clerk, City of Ottumwa, State of Iowa



# PROOF OF PUBLICATION

STATE OF IOWA  
WAPELLO COUNTY

I, Kyle Ocker, being duly sworn on my oath, say 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

Public Hearing  
City of Ottumwa



hereto attached

was published in said newspaper for 1 consecutive week's to-wit: 2/9/23

Subscribed and sworn to before me, and in my presence, by the said 9th day of February, 2023



Notary Public

In and for Wapello County

Printer's fee \$74.28

## 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 TO WAPELLO COUNTY EMERGENCY MANAGEMENT COMMISSION, 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 February 21, 2023, at 5:30 p.m. in the Council Chambers, City Hall, 105 E. Third St., Ottumwa, Iowa, at which meeting the Council proposes to take action on the proposal to convey the City's interests in certain real property to Wapello County Emergency Management Commission (the "Buyer") for \$182,500 and other good and valuable consideration under the terms of a proposed Real Estate Purchase Agreement (the "Agreement"). The real property proposed to be sold and conveyed is locally known as 2417 Emma Street, Ottumwa, Iowa and is legally described as follows: Parcel A of Government Lot 1 on Section 32 - Township 72 North - Range 13 West of the 5th P.M., City of Ottumwa, Wapello County, Iowa, being more particularly described as follows: Commencing at the Northwest corner of said Section 32; thence South 01°02'00" East 124.84 feet along the West line thereof to the North right-of-way line of Emma Street; thence Northeasterly 107.92 feet along said right-of-way line along a non-tangent 1567.00 foot radius curve concave Southeasterly and having a chord which bears North 53°20'30" East 107.90 feet; thence North 55°18'55" East 550.00 feet along said right-of-way line; thence Northeasterly 190.20 feet along said right-of-way line along a 1003.00 foot radius curve concave Northwesterly and having a chord which bears North 49°52'55" East 189.92 feet; thence Northeasterly 209.62 feet along said right-of-way line along a reverse 487.00 foot radius curve concave Southeasterly and having a chord which bears North 56°46'50" East 208.01 feet; thence North 69°06'45" East 30.45 feet along said right-of-way line; thence Northeasterly 70.77 feet along said right-of-way line along a 813.00 foot radius curve concave Northwesterly and having a chord which bears North 66°37'05" East 70.75 feet to the Point of Beginning; thence North 15°05'25" West 270.45 feet; thence North 75°24'00" East 261.53 feet; thence South 14°33'35" East 185.68 feet to the North right-of-way line of Emma Street; thence South 55°13'35" West 71.73 feet along said right-of-way line; thence South 34°46'25" East 10.00 feet along said right-of-way line; thence South 55°13'35" West 39.91 feet along said right-of-way line; thence North 34°46'25" West 10.00 feet along said right-of-way line; thence South 55°13'35" West 35.03 feet along said right-of-way line; thence Southwesterly 126.27 feet along said right-of-way line along a 813.00 foot radius curve concave Northwesterly and having a chord which bears South 59°40'30" West 126.14 feet to the Point of Beginning, containing 1.39 acres. 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,



Ottumwa, City Clerk, Iowa, at which meeting the Council proposes to take action on the proposal to convey the City's interests in certain real property to Wapello County Emergency Management Commission (the "Buyer") for \$182,500 and other good and valuable consideration under the terms of a proposed Real Estate Purchase Agreement (the "Agreement"). The real property proposed to be sold and conveyed is locally known as 2417 Emma Street, Ottumwa, Iowa and is legally described as follows: Parcel A of Government Lot 1 on Section 32 - Township 72 North - Range 13 West of the 5th P.M., City of Ottumwa, Wapello County, Iowa, being more particularly described as follows: Commencing at the Northwest corner of said Section 32; thence South 01°02'00" East 1294.84 feet along the West line thereof to the North right-of-way line of Emma Street; thence Northeasterly 107.92 feet along said right-of-way line along a non-tangent 1567.00 foot radius curve concave Southeasterly and having a chord which bears North 53°20'30" East 107.90 feet; thence North 55°18'55" East 550.00 feet along said right-of-way line; thence Northeasterly 190.20 feet along said right-of-way line along a 1003.00 foot radius curve concave Northwesterly and having a chord which bears North 49°52'55" East 189.92 feet; thence Northeasterly 209.82 feet along said right-of-way line along a reverse 487.00 foot radius curve concave Southeasterly and having a chord which bears North 56°46'50" East 208.01 feet; thence North 69°06'45" East 30.45 feet along said right-of-way line; thence Northeasterly 70.77 feet along said right-of-way line along a 813.00 foot radius curve concave Northwesterly and having a chord which bears North 68°37'05" East 70.75 feet to the Point of Beginning; thence North 15°05'25" West 270.45 feet; thence North 75°24'00" East 261.53 feet; thence South 14°33'35" East 185.68 feet to the North right-of-way line of Emma Street; thence South 55°13'35" West 71.73 feet along said right-of-way line; thence South 34°46'25" East 10.00 feet along said right-of-way line; thence South 55°13'35" West 39.91 feet along said right-of-way line; thence North 34°46'25" West 10.00 feet along said right-of-way line; thence South 55°13'35" West 35.03 feet along said right-of-way line; thence Southwesterly 126.27 feet along said right-of-way line along a 813.00 foot radius curve concave Northwesterly and having a chord which bears South 59°40'30" West 126.14 feet to the Point of Beginning, containing 1.39 acres. 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 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 7th day of February 2023. Christina Reinhard City Clerk, City of Ottumwa in the State of Iowa.

## Real Estate Purchase Agreement

This Real Estate Purchase Agreement is dated \_\_\_\_\_, 2023 and is between the City of Ottumwa, Iowa (the "Seller") and the Wapello County Emergency Management Commission (the "Buyer").

The parties agree as follows:

1. **Purchase and Sale of Property.** The Seller shall convey to the Buyer the real property known locally as 2417 Emma Street, a portion of Wapello County Tax Parcel No. 007411620002000 as shown and legally described on **Exhibit A** attached hereto and made a part hereof, together with any easements and servient estates appurtenant thereto and subject to any (i) zoning restrictions, (ii) easements of record, and (iii) and restrictive covenants of record (the "Property").

2. **Purchase Price.** The Purchase Price shall be \$182,500 (the "Purchase Price"). The Buyer shall pay the Purchase Price by cash or wire transfer at Closing, with proper adjustments and credits as provided for herein.

3. **Real Estate Taxes; Special Assessments.** The Buyer acknowledges that the Seller is a tax-exempt government entity, and the Buyer agrees that the Seller shall not be required to pay any real estate taxes or to give the Buyer a credit for prorated real estate taxes at Closing. The Buyer shall pay all real estate taxes, if any, assessed against the Property. The Seller shall pay all special assessments which are a lien on the Property as of the Closing Date. The Buyer shall pay all other special assessments.

4. **Closing.** Closing shall occur on a date mutually agreed to between the parties on or before March 31, 2023 (the "Closing Date"). This transaction shall be considered closed upon: (i) the filing of all title transfer documents, and (ii) the Seller's receipt of all funds due from the Buyer under this agreement ("Closing").

5. **Closing Costs.**

a. Seller shall pay the following costs associated with this transaction:

- i. Seller's attorney's fees or other professional fees incurred by Seller in connection with this transaction.
- ii. Transfer taxes, if any.
- iii. Recording fees necessary to cure title defects identified under Section 10 of this agreement.

b. Buyer shall pay the following costs associated with this transaction:

- i. The balance of the Purchase Price under section 2 of this agreement.
- ii. The payment for Buyer taking possession of the Property prior to Closing under section 6 of this agreement.
- iii. Buyer's attorney's fees.
- iv. The cost to create or update the abstract under section 10 of this agreement.
- v. The cost to prepare the survey under section 11 of this agreement.
- vi. The recording fee to record the deed transferring title to Buyer.

- c. The parties acknowledge that Seller contributes funding to Buyer in consideration of services furnished by Buyer in the community, pursuant to arrangements that are separate from this agreement. The parties agree that the costs and fees to be paid under this agreement by the Buyer shall not be reimbursed or paid for by the Seller under any separate arrangement (i.e., the amounts paid by Buyer under this agreement shall not be funded by Seller).

6. **Advance Possession.** The parties acknowledge and agree that Buyer has held possession of the Property since approximately December 4, 2021. In consideration of its possession of the Property in advance of Closing, Buyer agrees to pay to Seller, at Closing, an amount equal to \$1,000 times the number of full or partial calendar months since Buyer has taken possession of the Property (i.e., if Closing occurs on March 31, 2023, then the advance possession payment would be \$16,000 (\$1,000 x 16 months from December 2021 through March 2023)).

Further, Buyer represents and warrants that, since the date of Buyer's possession of the Property, the Buyer has complied with the following terms and Buyer agrees that it shall continue to comply with the following terms through the Closing Date:

- a. Buyer shall pay the costs of all utilities and other services utilized by Buyer at the Property.
- b. Buyer shall maintain the Property and improvements thereon in substantially the same condition as of the date of possession, normal wear and tear excepted.
- c. With respect to the period of time following Buyer's date of possession, Buyer shall indemnify Seller and the governing body members, officers, agents, servants and employees of Seller (the "Indemnified Parties") from, and covenants and agrees that the Indemnified Parties shall not be liable for, and agrees to indemnify, defend and hold harmless the Indemnified Parties against, any loss or damage to property or any injury to or death of any person occurring at or about or resulting from any defect in the Property. Except for any gross negligence, willful misrepresentation, or any willful or wanton misconduct or any unlawful act of the Indemnified Parties, Buyer agrees to protect and defend the Indemnified Parties, now and forever, and further agrees to hold the Indemnified Parties harmless from any claim, demand, suit, action, or other proceedings whatsoever by any person or entity whatsoever arising or purportedly arising from the condition of the Property, from Buyer's date of possession through Closing, and any hazardous substance or environmental contamination located in or on the Property, caused and occurring after Buyer took possession of the Property.

7. **Risk of Loss and Insurance.** The Seller agrees to maintain any property casualty insurance it currently carries to protect against damage or destruction of the Property until the Closing Date. The Buyer shall obtain and maintain additional insurance for the Property and its operations thereon as is statutorily required and any additional insurance customarily carried by like enterprises engaged in like activities of comparable size and liability exposure, with reasonable coverages. If the Property is significantly damaged or is destroyed prior to the Closing Date, the Buyer shall complete the Closing and receive insurance proceeds payable under the Seller's insurance policies described in this section 7.

8. **Fixtures.** Included with the Property shall be all fixtures that integrally belong to, are specifically adapted to, or are a part of the real estate, whether attached or detached.



9. **Inspection and Disclaimer of Warranties.** The Buyer acknowledges and agrees that the Seller is not making and has not at any time made any warranties or representations of any kind or character, express or implied, with respect to the Property, including, but not limited to, any warranties or representations as to habitability, merchantability, fitness for a particular purpose, title, leasing, zoning, tax consequences, latent or patent physical condition, utilities, operating history or projections, valuation, governmental approvals, or the compliance of the Property with laws. The Buyer represents to the Seller that the Buyer has conducted, or will conduct prior to Closing, any investigations of the Property, including its physical and environmental condition, as the Buyer deems necessary to satisfy itself as to the condition of the Property. The Buyer acknowledges and agrees that at the Closing, the Buyer shall accept the Property "as is, where is, with all faults." At the Closing, the Buyer shall be deemed to have released the Seller from any claims, known or unknown, which the Buyer might have asserted or alleged against the Seller arising out of any latent or patent physical condition of the Property, violations of any applicable laws, and any other matters regarding the Property. The Buyer acknowledges that the compensation to be paid to the Seller for the Property considers that the Property is being sold subject to the provisions of this section 9.

10. **Abstract and Title.** Seller, at Buyer's expense, shall promptly obtain an abstract of title to the Property continued to within 45 days of the Closing Date, and deliver it to Buyer's attorney to examine and render a title opinion. If the title opinion does not show marketable title in Seller in conformity with this agreement, Iowa law, and the title standards of the Iowa State Bar Association, the Seller shall reasonably cooperate with the Buyer to remedy any defects to title. If the Seller is unable to cure the defects to title by the Closing Date, then either party may terminate this agreement by giving 10 calendar days written notice to the other party. The abstract shall become the property of Buyer when the Purchase Price is paid in full.

11. **Survey.** Seller has caused the Property to be surveyed by a registered land surveyor, in order to create the description of the Property attached as Exhibit A. The survey shall be used as the legal description of the property for purposes of creating the abstract of title under section 10 of this agreement and preparing the deed under section 12 of this agreement. The Buyer shall reimburse the Seller for the cost of the survey at Closing.

12. **Deed.** Upon payment of the Purchase Price, Seller shall convey the Property to Buyer by deed without warranty, free and clear of all liens, restrictions, and encumbrances except as permitted by this agreement.

13. **Remedies of the Parties.**

- a. If the Seller breaches, repudiates, or otherwise fails to timely perform this agreement, the Buyer's sole and exclusive remedy will be to terminate this agreement by written notice to the Seller and to recover its actual out-of-pocket expenses associated with this transaction from the Seller.
- b. If the Buyer breaches, repudiates, or otherwise fails to timely perform this agreement, the Seller may elect to (i) terminate this agreement by written notice to the Buyer and retain the Earnest Deposit, or (ii) to enforce this agreement by any remedy available to it under law, including specific performance.
- c. The prevailing party in any dispute arising out of this agreement shall be entitled to

obtain judgment for its reasonable costs and attorney fees.

14. **Notice.** For a notice under this agreement to be valid, it must be in writing and must be delivered either (i) in person, (ii) via certified mail to the address noted below, or (iii) via email if the receiving party consents to receiving notice via email. All notices shall be effective upon receipt.

**If to the Seller:**

City of Ottumwa, Iowa  
ATTN: Philip Rath, Administrator  
105 E. 3<sup>rd</sup> Street  
Ottumwa, IA 52501

**If to the Buyer:**

Wapello County Emergency Management Commission  
ATTN: Tim Richmond  
330 W. Second Street  
Ottumwa, IA 52501

15. **Time of the Essence.** In the performance of each part of this agreement, time shall be of the essence.

16. **Choice of Law.** All claims relating to this agreement shall be governed by the laws of the State of Iowa without regard to principles of conflicts of law.

17. **Forum.** The sole and exclusive jurisdiction for any action arising from or relating to this agreement shall be in the state or federal courts located in the State of Iowa.

18. **Assignment.** Neither party may transfer to any other person (i) any discretion granted under this agreement, (ii) any right under this agreement, (iii) any remedy under this agreement, or (iv) any obligation imposed under this agreement.

19. **Survival.** This agreement shall survive the Closing.

20. **Entire Agreement.** This agreement constitutes the entire understanding between the parties with respect to the subject matter of this agreement and supersedes all other agreements, whether written or oral, between the parties.

21. **Modification.** No amendment of this agreement will be effective unless it is in writing and signed by both parties.

22. **Waiver.** No waiver under this agreement will be effective unless it is in writing and signed by the party granting the waiver.

23. **Severability.** The parties agree that if a dispute between the parties arises out of this agreement, they would want the court to interpret this agreement as follows:

- a. With respect to any provision that it holds to be unenforceable, by modifying that provision to the minimum extent necessary to make it enforceable or, if that modification is not permitted by law, by disregarding that provision;
- b. If an unenforceable provision is modified or disregarded in accordance with this section, by holding that the rest of this agreement will remain in effect;
- c. By holding that any unenforceable provision will remain as written in any circumstances other than those in which the provision is held to be unenforceable; and

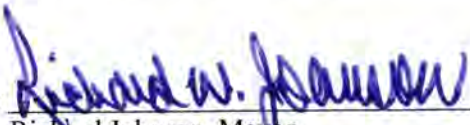
- d. If modifying or disregarding the unenforceable provision would result in failure of an essential purpose of this agreement, by holding the entire agreement unenforceable.

24. **Certification.** Buyer and Seller each certify that they are not acting, directly or indirectly, for or on behalf of any person, group, entity or nation named by any Executive Order or the United States Treasury Department as a terrorist, "Specially Designated National and Blocked Person" or any other banned or blocked person, entity, nation or transaction pursuant to any law, order, rule or regulation that is enforced or administered by the Office of Foreign Assets Control; and are not engaged in this transaction, directly or indirectly on behalf of, any such person, group, entity or nation. Each party hereby agrees to defend, indemnify and hold harmless the other party from and against any and all claims, damages, losses, risks, liabilities and expenses (including attorney's fees and costs) arising from or related to my breach of the foregoing certification.

25. **Counterpart and Electronic Signatures.** This agreement may be executed in two or more counterparts, each of which shall be deemed an original but all of which together shall constitute one and the same instrument. Facsimile and PDF signatures shall be given the same effect as original signatures.

The parties are signing this agreement as of the date stated in the introductory clause.

**SELLER:**  
**CITY OF OTTUMWA, IOWA**

By:   
Richard Johnson, Mayor

By:   
Christina Reinhard, City Clerk

**BUYER:**  
**WAPELLO COUNTY EMERGENCY  
MANAGEMENT COMMISSION**

By: \_\_\_\_\_

Print Name: \_\_\_\_\_

Its: \_\_\_\_\_

02079501-2\10981-1026



## EXHIBIT A

Parcel A of Government Lot 1 on Section 32 - Township 72 North - Range 13 West of the 5th P.M., City of Ottumwa, Wapello County, Iowa, being more particularly described as follows:

Commencing at the Northwest corner of said Section 32; thence South 01°02'00" East 1264.84 feet along the West line thereof to the North right-of-way line of Emma Street; thence Northeasterly 107.92 feet along said right-of-way line along a non-tangent 1567.00 foot radius curve concave Southeasterly and having a chord which bears North 53°20'30" East 107.90 feet; thence North 55°18'55" East 550.00 feet along said right-of-way line; thence Northeasterly 190.20 feet along said right-of-way line along a 1003.00 foot radius curve concave Northwesterly and having a chord which bears North 49°52'55" East 189.92 feet; thence Northeasterly 209.62 feet along said right-of-way line along a reverse 487.00 foot radius curve concave Southeasterly and having a chord which bears North 56°46'50" East 208.01 feet; thence North 69°06'45" East 30.45 feet along said right-of-way line; thence Northeasterly 70.77 feet along said right-of-way line along a 813.00 foot radius curve concave Northwesterly and having a chord which bears North 66°37'05" East 70.75 feet to the Point of Beginning; thence North 15°05'25" West 270.45 feet; thence North 75°24'00" East 261.53 feet; thence South 14°33'35" East 185.68 feet to the North right-of-way line of Emma Street; thence South 55°13'35" West 71.73 feet along said right-of-way line; thence South 34°46'25" East 10.00 feet along said right-of-way line; thence South 55°13'35" West 39.91 feet along said right-of-way line; thence North 34°46'25" West 10.00 feet along said right-of-way line; thence South 55°13'35" West 35.03 feet along said right-of-way line; thence Southwesterly 126.27 feet along said right-of-way line along a 813.00 foot radius curve concave Northwesterly and having a chord which bears South 59°40'30" West 126.14 feet to the Point of Beginning, containing 1.39 acres.

[Exhibit A continues on following page]

**EXHIBIT A**  
(continued)



# CITY OF OTTUMWA

## Staff Summary

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

Council Meeting of: Feb 21, 2023

Philip Rath

Prepared By

Administration

Department

Department Head



City Administrator Approval

AGENDA TITLE: Ordinance No. 3211-2023: Proposed Ordinance to Establish Regulations Applicable to the Use of Utility Terrain Vehicles and Amending Chapters 23 and 26 of the Code of Ordinances of the City of Ottumwa

\*\*\*\*\*

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

RECOMMENDATION: Pass the second consideration of Ordinance No. 3211-2023

DISCUSSION: On June 13, 2022 the Governor signed House File 2130 ("HF 2130"), which includes changes to Iowa Code chapters 321 and 321I pertaining to the regulation and operation of all-terrain vehicles ("ATVs") and off-road utility vehicles ("UTVs") on various roadways. HF 2130 neither restricts the City's authority to designate roads for ATV / UTV use nor requires that the City designate city streets for ATV / UTV use. This created confusion regarding the legal operation of UTVs and ATVs within city limits as the current ordinance only allows driving on frozen ponds in Greater Ottumwa Park with authorization.

Source of Funds:

Budgeted Item:

Budget Amendment Needed:



With the changes proposed by the adoption of HF2130, there have been requests from the public to reconsider the city code related to the operation of these vehicles. On November 29, 2022, city council held a work session to discuss the current ordinance and receive input related to proposed revisions to the code. City staff then worked with the city attorney to draft the proposed revisions to the code. On January 31 city council held another work session to review the proposed revisions and recommended a couple minor changes. Those were incorporated into the attached draft for consideration and potential adoption of the first reading.

At the meeting on February 7, the city council considered the first reading of the ordinance. A minor revision was proposed, which removed duplicative language and provided a cleaner reading of the code. This revision did not impact the intent of the code and the city council approved the first consideration as amended by a vote of 4-1\* and has been moved to the second reading.

\*Absent council member identified as a "no" vote

**ORDINANCE NO. 3211-2023**

**AN ORDINANCE ESTABLISHING REGULATIONS APPLICABLE TO THE USE OF UTILITY TERRAIN VEHICLES AND AMENDING CHAPTERS 23 AND 26 OF THE CODE OF ORDINANCES OF THE CITY OF OTTUMWA**

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

**SECTION ONE.** Chapter 23 is hereby amended by adopting Article XV, entitled, "Utility Terrain Vehicles", as follows:

23-516. – Purpose. The purpose of this chapter is to regulate the operation of utility terrain vehicles within the City.

23-517. – Definitions. For purposes of this Chapter, "Utility Terrain Vehicle" or "UTV" is defined to mean a motorized flotation-tire vehicle with not less than four and not more than eight low-pressure tires that is limited in engine displacement to less than one thousand five hundred cubic centimeters and in total dry weight to not more than one thousand eight hundred pounds and that has a seat that is of bucket or bench design, not intended to be straddled by the operator, and a steering wheel or control levers for control. "UTV" excludes dune buggies, golf carts, go carts, mini trucks, all-terrain vehicles (ATV), snowmobiles, and electric scooters.

This section is intended to be construed in the same manner as the definition provided by Iowa Code section 321I.1(17)(a) (2021), as may be amended from time to time.

**23-518 Location and Manner of Operation**

- (a) No person shall operate a UTV within the City in violation of the provisions of Chapter 321I of the Code of Iowa or rules established by the Natural Resource Commission of the Department of Natural Resources.
- (b) UTVs shall be operated only upon streets which have not been plowed during the snow season and on such other streets as may be designated by resolution of the Council.
- (c) UTVs may be only operated on city streets that are subject to a speed limit of thirty-five (35) mph or less.
- (d) Exceptions. UTVs may be operated on prohibited streets only under the following circumstances:
  1. Municipal Use. Employees, agents or authorized invitees of the city shall be authorized to drive UTVs upon city streets when such operation is part of their official duties on behalf of the city.
  2. Snow removal. UTVs may be operated in the city limits for snow removal purposes on private driveways, sidewalks and private parking lots. The operation of the vehicle on city streets is strictly for transportation to and from the site of the snow removal. The vehicle shall be equipped with a functioning blade, or snow

blower, at all times, during operation. The UTV and driver of said vehicle shall meet all state requirements for legal operation of the vehicle.

3. Direct Crossing. UTVs may make a direct crossing of a prohibited street provided:
  - (a) The crossing is made at an angle of approximately ninety degrees (90°) to the direction of the street and at a place where no obstruction prevents a quick and safe crossing;
  - (b) The UTV is brought to a complete stop before crossing the street;
  - (c) The driver yields the right-of-way to all on-coming traffic which constitutes an immediate hazard;
  - (d) In crossing a divided street, the crossing is made only at an intersection of such street with another street; and
  - (e) The crossing is made from a street, roadway, or highway on which the UTV is authorized to operate to a street, roadway, or highway on which such vehicle is authorized to operate.
- (e) Railroad Right-of-way. UTVs shall not be operated on an operating railroad right-of-way. A UTV may be driven directly across a railroad right-of-way only at an established crossing and notwithstanding any other provisions of law may, if necessary, use the improved portion of the established crossing after yielding to all oncoming traffic.
- (f) Trails. UTVs shall not be operated on recreational trails including the Ottumwa Trail System and snowmobile trails.
- (g) Parks and Other City Land. UTVs shall not be operated in any park, playground or upon any other City-owned property without the express permission of the City Council.
- (h) Sidewalk or Parking. UTVs shall not be operated upon the public sidewalk except for purposes of crossing the same to a public street upon which operation is authorized by this Article.
- (i) No person shall operate a UTV in a careless, reckless or negligent manner so as to endanger the person or property of another or to cause injury or damage thereto.

#### 23-519 Liability.

- (a) The owner and operator of a UTV are liable for any injury or damage occasioned by the negligent operation of the UTV. The owner of a UTV shall be liable for any injury or damage only if the owner was the operator of the UTV at the time the injury or damage occurred or if the operator had the owner's consent to operate the UTV at the time the injury or damage occurred.
- (b) Whenever a UTV is involved in an accident resulting in injury or death to anyone or property damage amounting to two hundred dollars (\$200.00) or more, either the operator or someone acting for the operator shall immediately notify a law enforcement officer and shall file an accident report within forty-eight (48) hours, in accordance with State law.

#### 23-520. License and liability coverage.



A person operating a UTV on city streets shall have a valid driver's license and operate the vehicle at speeds of thirty-five miles per hour or less. In addition, a person operating a UTV on city streets shall be at least eighteen years of age and have financial liability coverage in effect for the vehicle and carry proof of such financial liability coverage.

23-521. Violations. Violation of any provision of this Ordinance is a simple misdemeanor.

**SECTION TWO.** Section 26-20, subparts (a) and (b) are hereby repealed and replaced as follows:

- (a) Except as hereinafter provided, no person shall ride, drive or operate any vehicle in the parks of the city, except on the established roadways. The speed of operation shall be only at a moderate rate of speed and at no time at a rate of speed greater than 15 miles an hour except where otherwise posted. No vehicles shall be allowed on any other frozen waterways or ponds within the city limits. Violations of this article shall be deemed a trespass and subject the person to the penalties of a simple misdemeanor as provided for in chapter 1, article III.
- (b) No person other than employees, agents or authorized invitees of the city shall drive any vehicle upon any portion of any public park in the city not designated as a road or otherwise designated for use of vehicular traffic.

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

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

PASSED on its first consideration the 7<sup>th</sup> day of February, 2023.

PASSED on its second consideration the 21st day of February, 2023.

Requirement of consideration and vote at two (2) prior Council meetings suspended the waived day of \_\_\_\_\_, 2023.

APPROVED this 21st day of February 2023.

CITY OF OTTUMWA, IOWA

By: Richard W. Johnson  
Richard W. Johnson, Mayor

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

\_\_\_\_\_ Vetoed this \_\_\_\_\_ day of \_\_\_\_\_, 2023

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

\_\_\_\_\_ Repassed and adopted over the veto this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_ Veto affirmed this \_\_\_\_\_ day of \_\_\_\_\_, 2023 by failure of vote taken to repass.

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

ATTEST:

Chris Reinhard  
Chris Reinhard, City Clerk



**received**  
2-16-23 1154

# CITY OF OTTUMWA

## Staff Summary

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

Council Meeting of: Feb 21, 2023

Philip Rath

Prepared By

Administration

Department

Department Head



City Administrator Approval

AGENDA TITLE: Presentation of Annual City Street Finance Report FY 2022

\*\*\*\*\*

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

RECOMMENDATION: Receive information from report reviewing FY2022

**DISCUSSION:**

The City Street Finance Report is required by Iowa DOT to be filed annually. It is a reflection of the financial activity related to streets, including the Road Use Fund, capital projects, and general maintenance. Cities who do not file this report will be ineligible for future funding from the Road Use Tax. The report is filed electronically with the State. As a requirement of the filing, a summary is to be presented to the City Council.

Source of Funds: N/A

Budgeted Item:

Budget Amendment Needed:





Bureau of Local Systems  
Ames, IA 50010

## City Street Finance Report

Fiscal Year 2022

Ottumwa

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### Expenses

	General Fund Streets (001)	Road Use (110)	Other Special Revenues	Debt Service (200)	Capital Projects (300)	Utilities (600 & U0)	Grand Total
Salaries - Roads/Streets		\$898,022			\$249,539		\$1,147,561
Benefits - Roads/Streets			\$533,833				\$533,833
Training & Dues		\$577					\$577
Vehicle & Office Equip Operation and Repair		\$460,013					\$460,013
Other Utilities		\$554					\$554
Other Maintenance and Repair		\$85					\$85
Engineering		\$24,566			\$1,539,965		\$1,564,531
Rents & Leases		\$599					\$599
Street Maintenance Expense		\$152,262			\$88,291		\$240,553
Technology Expense		\$15,117					\$15,117
Other Professional Services		\$4,971					\$4,971
Other Contract Services		\$245,166			\$300,826		\$545,992
Minor Equipment Purchases		\$5,250					\$5,250
Other Equipment		\$1,735					\$1,735
Office Supplies		\$2,552					\$2,552
Operating Supplies		\$9,236					\$9,236
Postage & Safety		\$385					\$385



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## City Street Finance Report

Fiscal Year 2022

Ottumwa

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	General Fund Streets (001)	Road Use (110)	Other Special Revenues	Debt Service (200)	Capital Projects (300)	Utilities (600 & U0)	Grand Total
Other Supplies		\$185,819			\$714,667		\$900,486
Vehicles					\$30,899		\$30,899
Other Capital Equipment		\$26,989					\$26,989
Other Capital Outlay		\$21,327					\$21,327
Principal Payment				\$954,367			\$954,367
Interest Payment				\$158,005			\$158,005
Bond Registration Fees				\$1,322			\$1,322
Transfer Out		\$211,800					\$211,800
Street Lighting		\$414,987					\$414,987
Traffic Control/Safety		\$368,626					\$368,626
Snow Removal		\$91,789					\$91,789
Depreciation & Building Utilities		\$60,179					\$60,179
Accounting/Recording		\$67					\$67
Street Cleaning		\$247,683					\$247,683
Snow Removal Salaries		\$15,994					\$15,994
Snow Removal Benefits		\$8,362					\$8,362
<b>Total</b>		<b>\$3,474,712</b>	<b>\$533,833</b>	<b>\$1,113,694</b>	<b>\$2,924,187</b>		<b>\$8,046,426</b>



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## City Street Finance Report

Fiscal Year 2022

Ottumwa

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### Revenue

	General Fund Streets (001)	Road Use (110)	Other Special Revenues	Debt Service (200)	Capital Projects (300)	Utilities (600 & U0)	Grand Total
Levied on Property	\$0		\$533,833	\$1,113,694			\$1,647,527
State Revenues - Road Use Taxes		\$3,516,351					\$3,516,351
Local Contributions		\$560					\$560
Charges/fees		\$696,730				\$0	\$696,730
Sale of Property & Merchandise		\$8,629					\$8,629
Transfer In					\$211,800		\$211,800
<b>Total</b>	<b>\$0</b>	<b>\$4,222,270</b>	<b>\$533,833</b>	<b>\$1,113,694</b>	<b>\$211,800</b>	<b>\$0</b>	<b>\$6,081,597</b>





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## City Street Finance Report

Fiscal Year 2022

Ottumwa

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### Bonds/Loans

Bond/Loan Description	Principal Balance As of 7/1	Total Principal Paid	Total Interest Paid	Principal Roads	Interest Roads	Principal Balance As of 6/30
Series 2021-CIP	\$7,025,000	\$490,000	\$181,479	\$279,567	\$103,542	\$6,535,000
Series 2014A	\$1,105,000	\$355,000	\$22,665	\$269,800	\$17,225	\$750,000
Series 2017 Debt Service	\$1,655,000	\$405,000	\$37,238	\$405,000	\$37,238	\$1,250,000



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## City Street Finance Report

Fiscal Year 2022

Ottumwa

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### Equipment

Description	Model Year	Usage Type	Cost	Purchased Status
Elgin Street Sweeper	2007	Purchased	\$184,290	No Change
Hamm HDB Tandem Roller	2007	Purchased	\$36,850	No Change
International Dump 4300 4 X 2	2007	Purchased	\$89,305	No Change
Case Backhoe (Purchased in 2005 Used)	1999	Purchased	\$27,100	No Change
Ford F350 W/Box & Crane	2006	Purchased	\$39,477	No Change
CAT CB 214E Asphalt Roller	2005	Purchased	\$28,882	No Change
Bobcat Skidsteer	1997	Purchased	\$5,504	No Change
Crafco Magnum Patching Mchine	2009	Purchased	\$53,350	No Change
International Dump Truck & Plow	2011	Purchased	\$99,449	No Change
Bobcat Skid Loader	1998	Purchased	\$20,000	No Change
Ford 1 Ton Dump Truck	1991	Purchased	\$14,264	No Change
Champion Motor Grader	1989	Purchased	\$67,009	No Change
Ford 1 Ton Dump Truck	1990	Purchased	\$16,745	No Change
International Dump Truck	1998	Purchased	\$44,207	No Change
Asphalt Hauler w/Trailer	1997	Purchased	\$16,000	No Change
4700 Bituminous Dist Truck	2000	Purchased	\$80,790	No Change
Case 621C Wheel Loader	2000	Purchased	\$93,000	No Change
John Deere Motor Grader	2001	Purchased	\$125,500	No Change
Bitelli Asphalt Paver	2002	Purchased	\$97,469	No Change
International 2 1/2 Ton Dump W/V Box	2000	Purchased	\$63,564	No Change
Chevy Silverado 1 Ton Dump	2004	Purchased	\$24,728	No Change



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## City Street Finance Report

Fiscal Year 2022

Ottumwa

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Description	Model Year	Usage Type	Cost	Purchased Status
Chevy Silverado 1 Ton	2004	Purchased	\$25,798	No Change
International 7300 Dump w/Plow	2008	Purchased	\$89,619	No Change
Elgin Pelican NP Sweeper	2013	Purchased	\$180,135	No Change
International 7300 4x2	2008	Purchased	\$70,768	No Change
Kent Hydraulic Breaker	2009	Purchased	\$10,900	No Change
Valby Grapper-Log Grapper	2010	Purchased	\$9,495	No Change
International 7300 4x2	2011	Purchased	\$117,758	No Change
Flacon 4T Hot Patcher	2013	Purchased	\$38,595	No Change
International 2.5 Ton Truck w/Box	2014	Purchased	\$135,673	No Change
International 2.5 Ton Truck w/Box	2014	Purchased	\$135,673	No Change
International Work Station	2015	Purchased	\$133,166	No Change
Asphalt Recycler	2015	Purchased	\$70,060	No Change
International 740	2018	Purchased	\$158,628	No Change
Fort Street Flusher CF-800	1993	Purchased	\$63,302	No Change
International Dump Truck	1993	Purchased	\$33,462	No Change
Concrete Saw	1995	Purchased	\$8,579	No Change
International 7300 4x2	2007	Purchased	\$53,996	No Change
Etnyre Flusher & Trailer	2016	Purchased	\$132,860	No Change
Dodge Ram 3500 1t	2020	Purchased	\$48,176	No Change
Elgin Pelican NP Sweeper	2016	Purchased	\$168,496	No Change
JD Wheel Loader	2020	Purchased	\$184,117	No Change
International HV507 SFA 4X	2021	Purchased	\$155,219	No Change
International HV507 SFA 4X	2021	Purchased	\$155,219	No Change





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## City Street Finance Report

Fiscal Year 2022

Ottumwa

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Description	Model Year	Usage Type	Cost	Purchased Status
Dodge Ram 5500 V	2020	Purchased	\$69,796	No Change
Ford F150	2022	Purchased	\$30,899	New



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## City Street Finance Report

Fiscal Year 2022

Ottumwa

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### Street Projects

Project Description	Contract Price	Final Price	Contractor Name
Full depth 8" PCC recon from Albia Road - 206' south	\$109,930	\$119,287	Portzen Construction Inc.
Full width, full depth PCC recon from 4th Street - North Court	\$735,723	\$741,504	Drish Construction
Recon from Court Street - 1,100' east, including new roadway, sewer and storm sewer	\$857,280	\$873,777	Drish Construction



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## City Street Finance Report

Fiscal Year 2022

Ottumwa

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### Summary

	General Fund Streets (001)	Road Use (110)	Other Special Revenues	Debt Service (200)	Capital Projects (300)	Utilities (600 & U0)	Grand Total
Begining Balance	\$0	\$2,236,028	\$896,362	\$1,866,466	\$4,443,821	\$0	\$9,442,677
SubTotal Expenses (-)		\$3,262,912	\$533,833	\$1,113,694	\$2,924,187		\$7,834,626
Transfers Out (-)		\$211,800					\$211,800
Subtotal Revenues (+)	\$0	\$4,222,270	\$533,833	\$1,113,694		\$0	\$5,869,797
Transfers In (+)					\$211,800		\$211,800
Ending Balance	\$0	\$2,983,586	\$896,362	\$1,866,466	\$1,731,434	\$0	\$7,477,848

Resolution Number:

Execution Date: Tuesday, February 21, 2023

Signature: Philip Rath



**received**  
2-8-23 8:45AM

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

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

Council Meeting of: Feb 21, 2023

Administration  
Department

Barbara Codjoe  
Prepared By  
Barbara Codjoe  
Department Head

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

AGENDA TITLE: Resolution #26-2023 - Approve Company Fleet Usage and Driver Safety Policy

\*\*\*\*\*

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

RECOMMENDATION: Pass and adopt resolution #26-2023

DISCUSSION: Policy updates

Source of Funds: N/A

Budgeted Item:  Budget Amendment Needed:

Fringe benefit - valuation of personal use(page 9)

- change due date from the beginning of the quarter to prior to the last payroll of the quarter (March, June, September, December)

- Also change that these are submitted through UKG to payroll

Obtaining a CDL

- MVR and physical are not required for the Online Theory Course

Appendix

- Add Authorization to Obtain Motor Vehicle Report form

RESOLUTION NO. 26-2023

RESOLUTION APPROVE COMPANY FLEET USAGE AND DRIVER SAFETY POLICY

**WHEREAS**, the City of Ottumwa, Iowa had approved a Company Fleet Usage and Driver Safety Policy on November 1, 2022 by resolution #265-2022 and;

**WHEREAS**, staff for the City of Ottumwa has reviewed the current policies regarding claiming personal use of vehicles and items needed for the online theory course and determined the current policy does not meet the short and long term care for employees and operational needs for the employer, and;

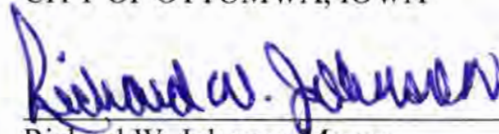
**WHEREAS**, staff has drafted and revised the Company Fleet Usage and Driver Safety Policy to meet the needs of both employee and employer and finds that approval of said policy as revised, would be in the best interest of the City and the employees of the City, and;

**NOW, THEREFORE, BE IT RESOLVED**, by the City Council of the City of Ottumwa, Iowa, that the current Company Fleet Usage and Driver Safety Policy and any supplements thereafter are hereby repealed and that the attached Company Fleet Usage and Driver Safety Policy are hereby adopted in their place with an effective date of February 21, 2023.


**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 21st day of February 2023.

CITY OF OTTUMWA, IOWA

  
Richard W. Johnson, Mayor

ATTEST:

  
  
Christina Reinhard, City Clerk



The City of Ottumwa recognizes the need for employees to drive city owned and personally owned vehicles during employment and non-employment periods, to respond to emergency situations, to protect city property and to take vehicles to private residences. These guidelines are established to provide guidance to employees, supervisors and department heads and assigning take home vehicles and establishing requirements incumbent upon the individual to whom the vehicles are assigned.

## **PURPOSE**

The purpose of this policy is to ensure the safety of those individuals who drive city owned and personal vehicles and to provide guidance on the proper use of City fleet vehicles. Vehicle accidents are costly to our City, but more importantly, they may result in injury to you or others. It is the driver's responsibility to operate the vehicle in a safe manner and to drive defensively to prevent injuries and property damage. The employer expects each driver to drive in a safe and courteous manner pursuant to the following safety rules. The attitude you take when behind the wheel is the single most important factor in driving safely.

Any violation of this policy is grounds for disciplinary action, up to and including termination of employment. The City of Ottumwa retains the right to amend or terminate this policy at any time.

## **ELIGIBILITY**

The City of Ottumwa Company Fleet Usage and Driver Safety Policy applies to all employees for the City of Ottumwa who are authorized to operate City vehicles or who are authorized to use their personal vehicles in conducting City business except elected officials. This policy also applies to all contract workers subject to the provisions in the contract with the temporary staffing agency.

This policy does not apply to emergency vehicles of the Police and Fire Departments. Exceptions may be made on a case-by-case basis, upon recommendation of the Department Head, subject to the approval of the City Administrator.

## **DRIVER CRITERIA & ADMINISTRATION**

Employees holding jobs requiring regular driving for business as an essential job function must, as a condition of employment, be able to meet the driver approval standards of this policy at all times. Department Heads shall be responsible for ensuring that all of their employees have a license to operate the type of vehicle used in their work, and that the employee's driving record justifies the operation of City vehicles.

If an employee is required to operate a motor vehicle as part of their job duties, that employee must maintain a valid operator's license and be insurable under the City's liability policy as a condition of continued employment. Employees must have a valid and current Driver's license to operate a City vehicle, or a personal vehicle with current auto insurance while on company business.

Employees approved to drive on company business are required to inform their supervisor or Human Resources of any changes that may affect either their legal or physical ability to drive or their continued insurability. Any employee who fails to report such information is subject to

disciplinary action. For employees required to drive as an essential function of their position, disciplinary action may include termination.

### **DRIVER RECORD REVIEWS**

Prior to approving a driver and periodically thereafter, Department Heads or Human Resources must check the employee's driving record. An MVR (Motor Vehicle Report) will be conducted by Human Resources annually when an employee operates a City or personal vehicle while performing City business, following an accident, or more frequently if the driver is under disciplinary action, probation or a suspension as necessary. A driving record that fails to meet the criteria stated in this policy, will result in a loss of the privilege of driving a company vehicle.

A photocopy of each driver's state operator license will be kept on file with Human Resources. This will provide the necessary information for running a Motor Vehicle Report and review of the driver's restrictions.

The following are considered minimal guidelines to establish driving privileges for employees:

- No more than three convictions for moving traffic violations within any 12 month period within the last 5 years.
- Conviction of any traffic violation that is defined as serious by Iowa Code 761-615 within the last 5 years.
- Conviction of or pled guilty to reckless driving; driving with a suspended, denied, revoked, or barred license; hit and run; or leaving the scene; or
- Conviction of or pled guilty to driving while under the influence of alcohol or drugs, vehicular homicide, or any driving offense punishable as a felony;
- No Operating While Intoxicated (OWI) convictions in the last 5 years.
- No designation of being a "Habitual Offender" within the last 5 years.

*\*For implementation of the policy only, the lookback time period does not apply to current employees. All current employees will be required to adhere to the policy upon implementation.*

For purposes of reviewing driver records, the following will not affect eligibility or corrective action:

- Failure to use safety belts;
- Parking violations;
- Past convictions, suspensions, or revocations related to civil or criminal actions unrelated to driving or vehicle operation

Driving records will be reviewed as required by this policy on a case-by-case basis when requested by Human Resources. The driving-record reviews will be conducted as permitted by the provisions of the Federal Driver's Privacy Protection Act and Iowa Code 321.11, which regulates the use and disclosure of personal information from driver records. Access to the driving record is restricted to assigned staff in Human Resources; and members of the Vehicle Appeal Board.

### **TEMPORARY RESTRICTED DRIVING LICENSE**

The installation of any ignition interlock device on City-owned or leased vehicles is prohibited. City departments may NOT approve a temporary driving permit for any employee whose driving privileges are restricted by a temporary restricted driving license that would require the installation of an ignition interlock device on a City vehicle or a personal vehicle used for City business. The City reserves the right to review the driving record of any driver to determine driver eligibility related to any vehicle (owned, non-owned, rented, borrowed, leased, or any other vehicle) for which the City may be held legally liable.

### **DRIVING STANDARDS**

Employees are expected to drive in a safe and responsible manner and to maintain a good driving record. The Human Resources Department is responsible for reviewing records, including accidents, moving violations, etc., to determine if an employee's driving record indicates a pattern of unsafe or irresponsible driving, and to make a recommendation to City Administrator for suspension or revocation of driving privileges.

Employees are not permitted, under any circumstances, to operate a company vehicle or a personal vehicle for company business when any physical or mental impairment causes the employee to be unable to drive safely. Additionally, employees shall not operate any company vehicle at any time or operate any personal vehicle while on company business while using or consuming alcohol, illegal drugs, or prescription medications that may affect their ability to drive. These prohibitions include circumstances in which the employee is temporarily unable to operate a vehicle safely or legally because of impairment, illness, medication or intoxication. Failure to operate safely may result in termination of employment.

Drivers are required to inform their supervisor of any OWI tickets, suspensions or revocation of driving privileges immediately, regardless of which state they are received. Upon discovery that a current driver has been convicted of or pled guilty to a moving traffic violation or driving under the influence of alcohol or drugs, or that the driver's license has been denied, canceled, suspended, revoked, disqualified, or barred, the driver's status will be reviewed by the Department Head and Human Resources.

Drivers are responsible for operating a motor vehicle safely. To do this, you must focus your full attention on the driving task. Employees must comply with the Iowa Code regarding the use of electronic communication devices while driving. An employee may not write, send, or read a text message while driving a motor vehicle unless the motor vehicle is at a complete stop off the traveled portion of the roadway. The provisions of this section do not apply to public safety agencies performing official duties.

Seat belts are required to be worn in Iowa and must be used at all times; and the driver is responsible for making sure all passengers are also wearing their seat belts in accordance with state law. This includes all vehicles which have factory installed seat belts including skid loaders, utility carts, backhoes and mowers which have a Roll over Protection Structure (ROPS).

### **RESPONSIBILITY**

Employees using a City vehicle shall assume responsibility for reporting any mechanical failures or difficulties to their immediate supervisor or Department Head. It shall be the responsibility of



department directors to see that their employees use City vehicles in accordance with the provisions of this policy.

Employees who are assigned City vehicles are responsible for keeping the vehicle interior and exterior clean, notifying the Central Garage when routine service is due, reporting any vehicle problems or defects and maintaining the vehicle according to City policy.

Employees are responsible for any driving infractions or fines as a result of their driving. Employees are required to report any moving or parking violations they receive while operating a City vehicle. Employees are responsible for final disposition (court appeal or payment of fine) for any traffic citation issued while operating their own vehicle for City business or while operating a City-owned vehicle. Failure to resolve a traffic related fine as with any other violation of a City ordinance is a performance issue subject to the disciplinary process separate from the act resulting in the traffic citation.

An employee operating a City-owned vehicle that activates a red light or speed camera shall be responsible for any related fee, unless the employee's Department Director determines that the incident was justified.

The driver is responsible for locking the vehicle when parking and may be held responsible for any items stolen from the vehicle if not properly secured. Use of any tobacco products, including smoking and smokeless tobacco as well as electronic cigarettes, is prohibited in City vehicles and equipment.

## **ACCIDENTS**

Employees must report any accident, theft or malicious damage involving a company vehicle to their supervisor and the Human Resources Department immediately, regardless of the extent of damage or lack of injuries. Such reports must be made as soon as possible but no later than 48 hours after the incident. Employees are expected to cooperate fully with authorities in the event of an accident. However, employees should make no voluntary statement other than in reply to questions of investigating officers.

The local law enforcement agency shall be called to the scene and required to prepare an accident report that will be submitted to the Iowa Department of Transportation. The Auto Physical Damage/Auto Liability Claim Report in the glove box should be filled out regardless of fault and will help speed the insurance process. The driver of the City vehicle involved in the accident should provide all the necessary identification and insurance information to the other party involved.

Drug testing of the employee must occur if the accident involves a loss of human life; any person is transported from the scene for medical treatment; there is disabling damage to any motor vehicle requiring tow away; the employee receives a ticket for a moving traffic violation arising from the accident; or if there is reasonable suspicion that the employee is under the influence of drugs or alcohol. The driver may be held accountable for the deductible if the driver is found in violation of the driving policy.

- *For further information, please see the Accident Review Policy.*

## **COMMERCIAL DRIVERS LICENSE**

The City of Ottumwa has certain positions that require the employee to hold a Commercial Driver's License (CDL). Additional controls are required by the state for drivers of vehicles requiring a CDL according to the Commercial Motor Vehicle Safety Act of 1986.

A CDL is required to operate any of the following vehicles:

- A single vehicle with Gross Vehicle Weight Rating (GVWR) over 26,000 pounds.
- A trailer with GVWR over 10,000 pounds if the gross combination weight is over 26,000 pounds.
- A vehicle designed to transport more than 15 people.
- Any vehicle requiring hazardous material placards.

*\*Firefighters are excluded from this requirement.*

Transporting hazardous materials or a regulated load weight without the proper CDL license can subject the driver and City to significant litigation. Federal regulations require that Iowa licensed commercial drivers must report ALL violations (except parking violations) to their employers within 30 days of conviction, whether the driver was operating a commercial or non-commercial vehicle.

The City of Ottumwa uses the Drug and Alcohol Clearinghouse from the Federal Motor Carrier Safety Administration (FMCSA). The City of Ottumwa must request a full query using the Clearinghouse for prospective employees' drug and alcohol violations before permitting employees to operate a commercial vehicle (CMV) on public roads. An employer must obtain the driver's electronic consent in the Clearinghouse prior to the release of detailed violation information during the full query.

The City of Ottumwa must request a limited annually query the Clearinghouse for each driver they currently employ. Employees must sign the General Consent – Limited Query providing their authorization to run the limited query.

### **Obtaining a CDL**

The City of Ottumwa will pay for employees to obtain the required CDL for their position, as described below. Employees will be required to complete an online theory course and behind-the-wheel training given by a self-certified instructor.

#### **Online Theory Course**

- Employees will register online with DMACC for TRAN 544: CDL Entry Level Driver Training Theory Course. The course is taken 100% online and takes a minimum of 15 hours and a maximum 30 days to complete. Items required for entrance are:
  - Driver's License
  - CDL Commercial Learner's Permit from the Iowa DOT

#### **Behind-the-Wheel Training**

- Employees are required complete a practical behind-the-wheel (BTW) training class after the online theory course is completed. This training will be done on site, during working hours with a certified BTW Instructor.

- Behind-the-wheel (BTW) instructor means an individual who provides BTW training involving the actual operation of a CMV by an entry-level driver on a range or a public road and meets one of these qualifications as outlined in §380.605:
  - Holds a CDL of the same (or higher) class and with all endorsements necessary to operate the CMV for which training is to be provided and has at least 2 years of experience driving a CMV requiring a CDL of the same or higher class and/or the same endorsement and meets all applicable State qualification requirements for CMV instructors
- Each employee requires successful completion of the BTW Training Checklist for the class of CDL they are obtaining. The employee and the BTW Instructor will sign the form confirming the training has taken place. These documents will be uploaded to the Federal Clearinghouse Site and the employee will be able to test for their CDL.

**Costs**

CDL Learner's Permit - \$12 (one-time reimbursement once obtained)

Online Theory Course - \$140 – the City will pay for this course through DMACC.

The City of Ottumwa will reimburse employees the difference from holding a Class C - Operator driver's license to their annual cost for maintaining their CDL and any required endorsements or restriction removals. This cost is calculated as follows:

Class A, B, or C CDL License	\$8 per year
Air Brake restriction removal	\$10 per year
Tank Vehicle Endorsement	\$5 per year
<b>Total</b>	<b>\$23 per year</b>
Class C – Operator License	- \$4 per year
<b>Amount Reimbursed</b>	<b>\$19 per year</b>

*\*Amounts figured as of August 2022*

This amount will be reimbursed to the employee on the next pay check after their annual MVR and Clearinghouse check have been cleared.

Behind-the-wheel instructors will be current City employees and will be compensated for their time spent training. To create a baseline training cost, we will reimburse trainers at the rate of 5% their hourly rate for time spent training. There will be a minimum of reimbursement of \$150 per trainee. The trainer will be reimbursed this amount after turning in completed checklists and forms to HR.

**PROCESS**

City vehicles will be permanently assigned to departments that have demonstrated a continued need for them. Employees who need transportation in the course of their normal work may be assigned a company vehicle for their use. Department Heads of the various city departments will be responsible for assigning city owned vehicles to their personnel.

City vehicles shall be used in the most economical and efficient manner, solely for the performance of City business. No City vehicle shall be used for personal benefit or personal



business other than for commuting or de minimis personal use (such as stopping for a personal errand on the way between business and home).

All vehicles and equipment owned by the city are for official use only and cannot be used for personal business without prior approval of their supervisor. Those assigned a department vehicle or a fleet vehicle, who regularly work in the field most of the day, may drive the vehicle to lunch if they are away from the office when the lunch hour occurs, and if they have received approval from the responsible department director.

### **ASSIGNED DEPARTMENT VEHICLE**

Factors that establish a need for a city-assigned vehicle include but are not limited to:

- The vehicle is used extensively each working day;
- It is less expensive to furnish a vehicle than to pay mileage;
- radio contact can be maintained with the employee;
- The nature of the assignment may cause unusual depreciation of the vehicle;
- A vehicle other than a passenger vehicle is required; or
- Other factors warrant such an assignment.

These vehicles will remain parked on City property at the end of the work day unless the job classification has been approved by the City Administrator to take the assigned vehicle home (please see the position vehicle assignments chart at the end of the policy. Employees in that job classification who have been previously approved to take home a City vehicle will be allowed to continue to do so until they are no longer performing in that job classification.

The vehicles must have City of Ottumwa stickers and vehicle numbers on them at all times with the exception of vehicles that, by their use, would exclude the use of such stickers or markings.

Only authorized persons are to be passengers in a City-owned vehicle. Authorized persons include customers, vendors, and fellow employees. Family members or friends should not be allowed as passengers in the City vehicle except as authorized for City events and as approved by the City Administrator. Personal use and trips outside of the City are not allowed without prior approval of the Department Head or City Administrator.

### **Emergency or Special Use Vehicles**

An emergency use vehicle will be approved to the department by the City Administrator for take home use when the employee is frequently subject to 24-hour emergency calls throughout the year (e.g., public safety vehicles). A special use vehicle is one that carries special tools, equipment, supplies, or parts needed to perform emergency work. The City Administrator may approve a department take home vehicle for portions of the year for seasonal duties such as snow removal.

Emergency/special use vehicles shall generally not be assigned to City personnel who live outside the City limits. Those employees assigned such vehicles that live outside the City limits shall reimburse the City for the distance traveled between their residences and the City limits. Such reimbursement shall be made monthly, and shall be at the rate equal to the mileage rate reimbursed to employees.

### **Contracted Employees**

A contracted employee may operate a city vehicle with express written permission from the temporary staffing agency. This written permission must be on file, along with the contract for said position, with HR prior to operating a vehicle. The Motor Vehicle Report for the contracted employee will be run by the temporary staffing agency.

### **FRINGE BENEFIT (Working Condition Benefit)**

Use of a company-owned vehicle is considered a fringe benefit. Generally, fringe benefits are taxable unless specifically excluded by law. As such, taxable fringe benefits are subject to employment taxes and are includible in the employee's Form W-2, Wage and Tax Statement. There are special rules to withhold, deposit and report the employment taxes on these benefits.

If an employer provides a vehicle for an employee's use, the amount excludable as a working condition fringe benefit is the amount that would be allowable as a deductible business expense if the employee paid for its use. Employees must substantiate their business use with adequate documentation in order to qualify it as an excludable working condition fringe benefit.

### **Qualified non-personal use vehicles**

All of an employee's use of a qualified non-personal use vehicle is a working condition benefit. A qualified non-personal use vehicle is any vehicle the employee isn't likely to use more than minimally for personal purposes because of its design.

Qualified non-personal use vehicles generally include all of the following vehicles.

- Clearly marked, through painted insignia or words, police, fire, and public safety vehicles, provided that any personal use of the vehicle (other than commuting) is prohibited by the governmental unit.
- Unmarked vehicles used by law enforcement officers if the use is officially authorized. Any personal use must be authorized by the employer, and must be related to law-enforcement functions, such as being able to report directly from home to an emergency situation. Use of an unmarked vehicle for vacation or recreation trips can't qualify as an authorized use.
- Qualified specialized utility repair truck
  - Vans and pickup trucks do not qualify as qualified non-personal use vehicles unless specifically modified to be unlikely to allow more than minimal personal use.
  - For example, a pickup truck qualifies if it is clearly marked with permanently affixed decals, special painting, or other advertising associated with your trade, business, or function and meets either of the following requirements.
    - It is equipped with at least one of the following items.
      - A hydraulic lift gate
      - Permanent tanks or drums
      - Permanent side boards or panels that materially raise the level of the sides of the truck bed
      - Other heavy equipment (such as an electric generator, welder, boom, or crane used to tow automobiles and other vehicles).

- It is used primarily to transport a particular type of load (other than over the public highways) in a construction, manufacturing, processing, farming, mining, drilling, timbering, or other similar operation for which it was specially designed or significantly modified.
- Any vehicle designed to carry cargo with a loaded gross vehicle weight over 14,000 pounds.
- Delivery trucks with seating for the driver only, or the driver plus a folding jump seat.
- A passenger bus with a capacity of at least 20 passengers used for its specific purpose and school buses. The working condition benefit is available only for the driver, not for any passengers.
- Tractors and other special-purpose farm vehicles.
- Bucket trucks, cement mixers, combines, cranes and derricks, dump trucks (including garbage trucks), flatbed trucks, forklifts, qualified moving vans, qualified specialized utility repair trucks, and refrigerated trucks.

### **Valuation of Personal Use of Employer-Provided Vehicles**

The City shall follow IRS regulations regarding the valuation of fringe benefits for employees authorized to take home a City vehicle. The City of Ottumwa has chosen to follow the Commuting Valuation Rule when calculating the value of the benefit.

- Under this special IRS rule, the value of each one-way commute (from home to work or from work to home) is \$1.50. This amount will be included in the employee's taxable wages the paycheck after the Fringe Benefit Valuation Statement is due.
  - The employee should keep records to verify the number of commuting trips made.
  - Employees are required to fill out and turn in a Fringe Benefit Valuation Statement to the Payroll Department or their Department Head quarterly.
  - These statements must be submitted electronically through UKG to payroll by the Friday prior to the last payroll of the quarter (March, June, September, and December).
  - This total amount will be added as gross income to the employee's pay statement. Taxes will be taken out and this income will also be reported on the employee's W-2 form each year.

More information on the taxation of automobiles, the automobile valuation rules and the treatment of fringe benefits in general can be found in Publication 15-B, Employer's Tax Guide to Fringe Benefits.

### **STORAGE**

Except for these vehicles assigned to the Police Department's 24-Hour Take-Home Vehicle Program, vehicles assigned on an emergency/special use basis shall be stored on private property or City property, and not on the street at night or on weekends. If possible, City vehicles should be stored in a garage.



### **INSPECTION OF EQUIPMENT**

The driver shall report any defects to the Central Garage that may have developed during the day. If the brakes are not working properly, they shall be adjusted or repaired before the vehicle is put in operation. Other items that affect safety shall be repaired before continued vehicle operation. All lights and reflectors of vehicle shall be inspected by the driver, and if found defective, they shall be reported and repaired immediately. The driver shall inspect windshield wipers frequently and see that they are in good operating condition and that the windows and windshield give sufficient visibility for safe operation of vehicle.

### **OPERATION**

Before leaving a parked vehicle unattended off City property, the ignition key shall be removed and the vehicle locked to prevent theft or unauthorized starting of vehicle. Vehicles are to be driven in a manner such as to create a favorable impression on the public. Drivers shall exercise special precaution when:

- Children are playing on the roadway, alley or near the curb.
- Passing schools or play grounds.
- Approaching persons on bicycles.
- Driving during inclement weather.

### **BACKING PROCEDURES**

Backing situations shall be avoided when practical, however, when vehicle must be backed, the following procedures shall be observed:

- The backing maneuver shall be accomplished upon arrival at site when possible.
- A safety zone shall be established before vehicle is moved. Establishing safety zone requires completing a 360-degree visual inspection around the vehicle looking for potential hazards. NOTE:
  - The visual inspection shall include all sides of the vehicle and the intended travel path.
- Where possible, back from the driver's side.

Backing operations involving an obstructed view to the rear shall:

- Be equipped with a reverse signal (backup alarm) audible above the noise level of the surrounding area.
- Be backed with the assistance of a ground guide, whenever a second employee is available, stationed at the rear of the vehicle.

During all vehicle operations, the vehicle operator shall:

- Keep a constant lookout the entire time.
- Carefully check any blind areas.
- Back or move ahead slowly until clear of obstructions.

- Watch both sides. Do not depend entirely on mirrors.
- Enlist the aid of other employees to act as a ground guide whenever a second employee is in the vehicle or available at the job site

### **USE OF A PERSONAL VEHICLE**

When no company vehicles are available, employees may use their own vehicles for business purposes with prior approval of their supervisor.

Authority to regularly receive mileage reimbursements for the use of a personal vehicle must be received from the City Administrator upon recommendation of the Department Head. Employees not assigned City vehicles are not allowed to use City vehicles without prior management approval.

Employees who operate personal vehicles for company business may be required to obtain auto liability coverage for bodily injury and property damage with a special endorsement for business use, when necessary as determined by their personal insurance agent. The employee or the employee's personal automobile insurance policy will be responsible for payment of any damage to the employee's personal vehicle while acting within his or her scope of employment or duties.

All employees using their personal vehicle for City business on a regular basis will, if requested, provide proof of insurance to the Human Resources Director.

Employees receiving a mileage allowance are prohibited from the use of the Central Garage for gas, vehicle washes, vehicle repairs, and all other services.

#### **Mileage Reimbursement**

Employees who use their personal vehicles for approved business purposes will receive a mileage allowance equal to the Internal Revenue Service optional mileage allowance for such usage. The mileage reimbursement rates include factors for variable costs, gasoline, oil, lubrication, tires, battery, washing, and winterization; and fixed costs— depreciation, repairs, insurance, and license fees. This does not include parking or toll charges.

In order to receive reimbursements for travel expenses in a personal vehicle, it is necessary that proper travel and training forms be completed. The mileage reimbursement form is attached to this policy.

Reimbursements will be made only for mileage traveled in conducting City business. Mileage for travel between home and work and between work and lunch does not qualify for reimbursement. The Human Resources Director may use any reasonable means of checking the validity of mileage reimbursement requests.

The City of Ottumwa recognizes the potential need for employees to drive city owned vehicles during employment and non-employment periods, to respond to emergency situations, to protect city property and to take vehicles to private residences. The City of Ottumwa has chosen to follow the Commuting Valuation Rule when calculating the value of the benefit.

- Under this special IRS rule, the value of each one-way commute (from home to work or from work to home) is \$1.50. This amount will be included in the employee's taxable wages each quarter.

Employee ID#	Name	Vehicle #	A	Total days (2xA)	Total Amount (Total Days x \$1.50)
			# of days driven to work		
<b>1234</b>	<b>John Smith</b>	<b>987</b>	<b>65</b>	<b>130</b>	<b>\$195</b>

I hereby certify the above stated days account for times I drove a City of Ottumwa owned vehicle for commuting to and from work.

\_\_\_\_\_  
Employee Signature / Date

Due to Payroll the last payroll of each quarter:

- March
- June
- September
- December





<b>Department</b>	<b>Position</b>	<b>Specific Vehicle Assigned</b>	<b>Take-Home</b>	<b>Fringe Benefit</b>
Airport	Director	Truck	No	Yes
Building & Code Enforcement	Director	No	No	Yes
Building & Code Enforcement	Building Inspector	No	Yes	Yes
Building & Code Enforcement	Planning & Zoning Coordinator	No	No	Yes
Public Works	Director	Car	Yes	Yes
Public Works	Superintendent	No	No	Yes
Parks	Director	Truck	Yes	Yes
Cemetery	Maintenance Worker	No	No	Yes
Engineering	City Engineer	No	No	Yes
Engineering	Engineering Supervisor	No	No	Yes
Engineering	Engineering Assistant	No	No	Yes
Engineering	Engineering Assistant II	No	No	Yes
Engineering	Engineering Design Tech	No	No	Yes
Engineering	Engineering Aide	No	No	Yes
IT	Manager	Yes	Yes	Yes
Landfill	Supervisor	No	No	Yes
Recycling	Coordinator	No	No	Yes
Fire	Chief	Yes	Yes	No
Fire	Deputy Chief	Yes	Yes	No
Parks	Utility Worker	No	No	Yes
Police	Chief	No	Yes	No
Police	Lieutenant	No	Yes	No
Public Works	Street Maintenance Supervisor	Yes	Yes	Yes
Public Works	Central Garage Supervisor	Yes	No	Yes
Public Works	Traffic Maintenance Supervisor	Yes	No	Yes
Public Works	Sewer Maintenance Supervisor	Yes	Yes	Yes
Public Works	Master Electrician	Yes	No	Yes
Public Works	Maintenance Electrician	Yes	No	Yes
Recycling	Utility Worker	No	No	Yes
WPCF	Superintendent	Yes	Yes	Yes
WPCF	Maintenance Supervisor	Yes	Yes	Yes

<b>Department</b>	<b>Position</b>	<b>Specific Vehicle Assigned</b>	<b>Take-Home</b>	<b>Fringe Benefit</b>
WPCF	Maintenance Tech	No	No	Yes
WPCF	Operations Supervisor	Yes	Yes	Yes
WPCF	Plant Operator	No	No	Yes
WPCF	Laboratory Supervisor	No	No	Yes
WPCF	Laboratory Technician	No	No	Yes
WPCF	Pre-Treatment Coordinator	No	No	Yes



**Entry Level Driver Training (ELDT)  
Class A Commercial Driver's License (CDL)  
Behind-the-Wheel (BTW) Training Checklist**

The purpose of this checklist is to document the Federally required ELDT BTW training has been completed in accordance with the Federal Motor Carrier Safety Regulations, 49 C.F.R. § 380.

BTW training must be conducted in a commercial motor vehicle for which the Class A CDL is required. Trainer must have a Class A CDL. Trainer will initial each completed Unit.

Driver and trainee will initial the bottom of each page when all Units on the page are complete.

**Driver Trainee** (employee in training)

\_\_\_\_\_  
*Printed Name*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Iowa Driver's License Number*

\_\_\_\_\_  
*Date*

-----  
**Instructor**

\_\_\_\_\_  
*Printed Name*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Iowa Driver's License Number and CDL Class*

\_\_\_\_\_  
*Date*

### CLASS A CDL Behind-the-Wheel (BTW) – Range Checklist

*BTW range training must teach driving exercises related to basic vehicle control skills and mastery of basic maneuvers, as covered in §§ 383.111 and 383.113 of this chapter, necessary to operate the vehicle safely. The training providers will teach activities in this unit on a driving range as defined in § 380.605. The training provider must teach "Get Out and Look" (GOAL) to the driver-trainee as it applies to units A2.2-2.6.*

Proficient in  
skill/Initial

#### **Unit A2.1 Vehicle Inspection Pre-Trip/Enroute/Post-Trip**

Driver-trainees must demonstrate proficiency in conducting pre-trip and post-trip inspections as specified in Equipment inspection and use (§ 392.7), and Driver vehicle inspection report (§ 396.11), including appropriate inspection locations. Instruction must also be provided on enroute vehicle inspections. Sections § 392.7 & 396.11 are included for reference.

#### **Unit A2.2 Straight Line Backing**

Driver-trainees must demonstrate proficiency in proper techniques for performing various straight-line backing maneuvers to appropriate criteria/acceptable tolerances.

#### **Unit A2.3 Alley Dock Backing (45/90 Degree)**

Driver-trainees must demonstrate proficiency in proper techniques for performing 45/90-degree alley dock maneuvers to appropriate criteria/acceptable tolerances.

#### **Unit A2.4 Off-Set Backing**

Driver-trainees must demonstrate proficiency in proper techniques for performing off-set right and left backing maneuvers to appropriate criteria/acceptable tolerances.

#### **Unit A2.5 Parallel Parking Blind Side**

Driver-trainees must demonstrate proficiency in proper techniques for performing parallel parking blind side positions/maneuvers to appropriate criteria/acceptable tolerances.

#### **Unit A2.6 Parallel Parking Sight Side**

Driver-trainees must demonstrate proficiency in proper techniques for performing sight side parallel parking maneuvers to appropriate criteria/acceptable tolerances.

#### **Unit A2.7 Coupling and Uncoupling**

Driver-trainees must demonstrate proficiency in proper techniques for coupling, inspecting, and uncoupling combination vehicle units, as applicable.

*The instructor must document the total number of clock hours (one clock hour for each 60 minutes of instruction) each trainee takes to complete the BTW range curriculum – see attached training log.*

**Page Complete:** \_\_\_\_\_ **Page Complete:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
*Trainee Initial* *Instructor Initial*

**CLASS A CDL Behind-the-Wheel (BTW) – Public Road**

*The instructor must engage in active two-way communication with the driver-trainees during all active BTW public road training sessions. Skills described in paragraphs A3.8 through 3.12 of this section must be discussed during public road training, but not necessarily performed. Driver-trainees are not required to demonstrate proficiency in the skills described in paragraphs A3.8 through 3.12.*

Proficient in  
skill/Initial

**Unit A3.1 Vehicle Controls: Left Turns, Right Turns, Lane Changes, Curves at Highway Speeds, and Entry and Exit on the Interstate or Controlled Access Highway**

Driver-trainees must demonstrate proficiency in proper techniques for initiating vehicle movement, executing left and right turns, changing lanes, navigating curves at speed, entry and exit on the interstate or controlled access highway, and stopping the vehicle in a controlled manner.

**Unit A3.2 Shifting/Transmission**

Driver-trainees must demonstrate proficiency in proper techniques for performing safe and fuel-efficient shifting.

**Unit A3.3 Communications/Signaling**

Driver-trainees must demonstrate proficiency in proper techniques for signaling intentions and effectively communicating with other drivers.

**Unit A3.4 Visual Search**

Driver-trainees must demonstrate proficiency in proper techniques for visually searching the road for potential hazards and critical objects.

**Unit A3.5 Speed and Space Management**

Driver-trainees must demonstrate proficiency in proper habits and techniques for adjusting and maintaining vehicle speed, taking into consideration various factors such as traffic and road conditions. Driver-trainees must demonstrate proficiency in maintaining proper speed to keep appropriate spacing between the driver-trainee's CMV and other vehicles. Instruction must include methods for calibrating safe following distances under an array of conditions including traffic, weather, and CMV weight and length.

**Unit A3.6 Safe Driver Behavior**

Driver-trainees must demonstrate proficiency in safe driver behavior during their operation of the CMV.

**Unit A3.7 Hours of Service (HOS) Requirements**

Driver-trainees must demonstrate proficiency in the basic activities required by the HOS regulations, such as completing a Driver's Daily Log (electronic and paper), timesheet, and logbook recap, as appropriate.

Page Complete: \_\_\_\_\_ Page Complete: \_\_\_\_\_ Date: \_\_\_\_\_  
*Trainee Initial Instructor Initial*



## CLASS A CDL Behind-the-Wheel (BTW) – Public Road

Discussed  
during training  
Initial

### **Unit A3.8 Hazard Perception**

Driver-trainees must demonstrate their ability to recognize potential hazards in the driving environment in time to reduce the severity of the hazard and neutralize possible emergency situations. Driver-trainees must demonstrate the ability to identify road conditions and other road users that are a potential threat to the safety of the combination vehicle and suggest appropriate adjustments.

### **Unit A3.9 Railroad (RR)-Highway Grade Crossing**

Driver-trainees must demonstrate the ability to recognize potential dangers and to demonstrate appropriate safety procedures when RR-highway grade crossings are reasonably available.

### **Unit A3.10 Night Operation**

Driver-trainees must be familiar with how to operate a CMV safely at night. Training providers must teach driver-trainees that night driving presents specific circumstances that require heightened attention on the part of the driver. Driver-trainees must be taught special requirements for night vision, communications, speed, space management, and proper use of lights.

### **Unit A3.11 Extreme Driving Conditions**

Driver-trainees must be familiar with the special risks created by, and the heightened precautions required by, driving CMVs under extreme driving conditions, such as heavy rain, high wind, high heat, fog, snow, ice, steep grades, and sharp curves. Driver-trainees must demonstrate their ability to recognize the changes in basic driving habits needed to deal with the specific challenges presented by these extreme driving conditions.

### **Unit A3.12 Skid Control/Recovery, Jackknifing, and Other Emergencies**

Driver-trainees must know the causes of skidding and jackknifing and techniques for avoiding and recovering from them. Driver-trainees must know how to maintain directional control and bring the CMV to a stop in the shortest possible distance while operating over a slippery surface. Driver-trainees must be familiar with proper techniques for responding to CMV emergencies, such as evasive steering, emergency braking, and off-road recovery. They must also know how to prevent or respond to brake failures, tire blowouts, hydroplaning, and rollovers.

*The instructor must document the total number of clock hours (one clock hour for each 60 minutes of instruction) each trainee takes to complete the BTW range curriculum – see attached training log.*

**Page Complete:** \_\_\_\_\_ **Page Complete:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
Trainee Initial Instructor Initial

## Entry Level Driver Training (ELDT) Class B Commercial Driver's License (CDL) Behind-the-Wheel (BTW) Training Checklist

The purpose of this checklist is to document the Federally required ELDT BTW training has been completed in accordance with the Federal Motor Carrier Safety Regulations, 49 C.F.R. § 380.

BTW training must be conducted in a commercial motor vehicle for which the Class B CDL is required. Trainer must have a Class B CDL or higher. Trainer will initial each completed Unit.

Driver and trainee will sign the bottom of each page when all Units on the page are complete.

**Driver Trainee** (employee in training)

\_\_\_\_\_  
*Printed Name*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Iowa Driver's License Number*

\_\_\_\_\_  
*Date*

-----  
**Instructor**

\_\_\_\_\_  
*Printed Name*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Iowa Driver's License Number and CDL Class*

\_\_\_\_\_  
*Date*

### CLASS B CDL Behind-the-Wheel (BTW) – Range Checklist

*This unit must teach driving exercises related to basic vehicle control skills and mastery of basic maneuvers, as covered in §§ 383.111 and 383.113 of this chapter necessary to operate the vehicle safely. The training providers must teach driver-trainee activities in this unit on a driving range as defined in § 380.605. The training provider must teach “Get Out and Look” (GOAL) to the driver-trainee as it applies to units B2.2-2.6.*

Proficient in  
skill/Initial

**Unit B2.1 Vehicle Inspection Pre-Trip/Enroute/Post-Trip**

Driver-trainees must demonstrate proficiency in conducting pre-trip and post-trip inspections as specified in Equipment inspection and use (§ 392.7), and Driver vehicle inspection report (§ 396.11), including appropriate inspection locations. Instruction must also be provided on enroute vehicle inspections. Sections § 392.7 & 396.11 are included for reference

**Unit B2.2 Straight Line Backing**

Driver-trainees must demonstrate proficiency in proper techniques for performing various straight-line backing maneuvers to appropriate criteria/acceptable tolerances.

**Unit B2.3 Alley Dock Backing (45/90 Degree)**

Driver-trainees must demonstrate proficiency in proper techniques for performing 45/90-degree alley dock maneuvers to appropriate criteria/acceptable tolerances.

**Unit B2.4 Off-Set Backing**

Driver-trainees must demonstrate proficiency in proper techniques for performing off-set right and left backing maneuvers to appropriate criteria/acceptable tolerances..

**Unit B2.5 Parallel Parking Blind Side**

Driver-trainees must demonstrate proficiency in proper techniques for performing parallel parking blind side positions/maneuvers to appropriate criteria/acceptable tolerances.

**Unit B2.6 Parallel Parking Sight Side**

Driver-trainees must demonstrate proficiency in proper techniques for performing sight side parallel parking maneuvers to appropriate criteria/acceptable tolerances.

*The instructor must document the total number of clock hours (one clock hour for each 60 minutes of instruction) each trainee takes to complete the BTW range curriculum – see attached training log.*

Page Complete: \_\_\_\_\_ Page Complete: \_\_\_\_\_ Date: \_\_\_\_\_  
*Trainee Initial Instructor Initial*



**CLASS B CDL Behind-the-Wheel (BTW) – Public Road Checklist**

*The instructor must engage in active two-way communication with the driver-trainees during all active BTW public road training sessions. Skills described in paragraphs B3.8 through 3.12 of this section must be discussed during public road training, but not necessarily performed. Driver-trainees are not required to demonstrate proficiency in the skills described in paragraphs B3.8 through 3.12.*

Proficient in  
skill/Initial

**Unit B3.1 Vehicle Controls: Left Turns, Right Turns, Lane Changes, Curves at Highway Speeds, and Entry and Exit on the Interstate or Controlled Access Highway**

Driver-trainees must demonstrate proficiency in proper techniques for initiating vehicle movement, executing left and right turns, changing lanes, navigating curves at speed, entry and exit on the interstate or controlled access highway, and stopping the vehicle in a controlled manner.

**Unit B3.2 Shifting/Transmission**

Driver-trainees must demonstrate proficiency in proper techniques for performing safe and fuel-efficient shifting.

**Unit B3.3 Communications/Signaling**

Driver-trainees must demonstrate proficiency in proper techniques for signaling intentions and effectively communicating with other drivers.

**Unit B3.4 Visual Search**

Driver-trainees must demonstrate proficiency in proper techniques for visually searching the road for potential hazards and critical objects.

**Unit B3.5 Speed and Space Management**

Driver-trainees must demonstrate proficiency in proper habits and techniques for adjusting and maintaining vehicle speed, taking into consideration various factors such as traffic and road conditions. Driver-trainees must demonstrate proficiency in maintaining proper speed to keep appropriate spacing between the driver-trainee's CMV and other vehicles. Instruction must include methods for calibrating safe following distances under an array of conditions including traffic, weather, and CMV weight and length.

**Unit B3.6 Safe Driver Behavior**

Driver-trainees must demonstrate proficiency in safe driver behavior during their operation of the CMV.

**Unit B3.7 Hours of Service (HOS) Requirements**

Driver-trainees must demonstrate proficiency in the basic activities required by the HOS regulations, such as completing a Driver's Daily Log (electronic and paper), timesheet, and logbook recap, as appropriate.

Page Complete: \_\_\_\_\_ Page Complete: \_\_\_\_\_ Date: \_\_\_\_\_  
*Trainee Initial* *Instructor Initial*

## CLASS B CDL Behind-the-Wheel (BTW) – Public Road

Discussed  
during training

### **Unit B3.8 Hazard Perception**

Driver-trainees must demonstrate their ability to recognize potential hazards in the driving environment in time to reduce the severity of the hazard and neutralize possible emergency situations. Driver-trainees must demonstrate the ability to identify road conditions and other road users that are a potential threat to the safety of the combination vehicle and suggest appropriate adjustments.

### **Unit B3.9 Railroad (RR)-Highway Grade Crossing**

Driver-trainees must demonstrate the ability to recognize potential dangers and to demonstrate appropriate safety procedures when RR-highway grade crossings are reasonably available.

### **Unit B3.10 Night Operation**

Driver-trainees must be familiar with how to operate a CMV safely at night. Training providers must teach driver-trainees that night driving presents specific circumstances that require heightened attention on the part of the driver. Driver-trainees must be taught special requirements for night vision, communications, speed, space management, and proper use of lights.

### **Unit B3.11 Extreme Driving Conditions**

Driver-trainees must be familiar with the special risks created by, and the heightened precautions required by, driving CMVs under extreme driving conditions, such as heavy rain, high wind, high heat, fog, snow, ice, steep grades, and sharp curves. Driver-trainees must demonstrate their ability to recognize the changes in basic driving habits needed to deal with the specific challenges presented by these extreme driving conditions.

### **Unit B3.12 Skid Control/Recovery, Jackknifing, and Other Emergencies**

Driver-trainees must know the causes of skidding and jackknifing and techniques for avoiding and recovering from them. Driver-trainees must know how to maintain directional control and bring the CMV to a stop in the shortest possible distance while operating over a slippery surface. Driver-trainees must be familiar with proper techniques for responding to CMV emergencies, such as evasive steering, emergency braking, and off-road recovery. They must also know how to prevent or respond to brake failures, tire blowouts, hydroplaning, and rollovers.

*The instructor must document the total number of clock hours (one clock hour for each 60 minutes of instruction) each trainee takes to complete the BTW range curriculum – see attached training log.*

**Page Complete:** \_\_\_\_\_ **Page Complete:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
*Trainee Initial* *Instructor Initial*





The instructor must document the total number of clock hours (one clock hour for each 60 minutes of instruction) each trainee takes to complete the BTW **Public Road** curriculum.

Driver Trainee Name:				
Date	Driving Skills Practiced	Driving Time	Skills needing more practice – notes	Instructor Initials
Total Practice time		Instructor Signature		

**General Consent for Limited Queries of the Federal Motor Carrier Safety Administration (FMCSA) Drug and Alcohol Clearinghouse**

I, \_\_\_\_\_, hereby provide consent to the City of Ottumwa to conduct a limited query of the FMCSA Commercial Driver's License Drug and Alcohol Clearinghouse (Clearinghouse) to determine whether drug or alcohol violation information about me exists in the Clearinghouse. I understand that I am consenting to an annual limited query each year that I am employed with the City of Ottumwa.

I understand that if the limited query conducted by the City of Ottumwa indicates that drug or alcohol violation information about me exists in the Clearinghouse, FMCSA will not disclose that information to the City of Ottumwa without first obtaining additional specific consent from me.

I further understand that if I refuse to provide consent for the City of Ottumwa to conduct a limited query of the Clearinghouse, the City of Ottumwa must prohibit me from performing safety-sensitive functions, including driving a commercial motor vehicle, as required by FMCSA's drug and alcohol program regulations.

\_\_\_\_\_  
Prospective Employee Signature

\_\_\_\_\_  
Date

Employee Name: \_\_\_\_\_

Position: \_\_\_\_\_

Driver's License Number: \_\_\_\_\_

I understand that driving a company vehicle (or my own vehicle, as required) is a requirement of the position I am being considered for and that having and maintaining a satisfactory driving record is a condition of my employment. I agree to allow the City of Ottumwa to check my driving record prior to hire and to check it periodically thereafter according to current policy. I further agree to report to my supervisor immediately any license suspensions, serious accidents or offenses, or any other condition that may affect my ability to drive a City of Ottumwa vehicle (or my own vehicle, if I am required to drive it) after I am hired.

I understand that the City of Ottumwa will use this information for employment purposes only and will not furnish this information to a third party without my written consent.

Signature/ Date: \_\_\_\_\_

*\*Employees will be required to furnish HR with a copy of their current driver's license. A current, valid copy must remain on file.*



# CITY OF OTTUMWA

## Staff Summary

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

Council Meeting of: Feb 21, 2023

Administration  
Department

Barbara Codjoe  
Prepared By  
Barbara Codjoe  
Department Head

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

AGENDA TITLE: Resolution #27-2023 - Approve updates to Personnel Policy

\*\*\*\*\*

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

RECOMMENDATION: Pass and adopt resolution #27-2023

DISCUSSION: Changes in the personnel policy are outlined on the next page and highlighted in the actual policy.

Source of Funds: N/A

Budgeted Item:  Budget Amendment Needed:

Article 10 - Benefits

\* Flexible Spending Account - updated to show the offering of the second kind of account, Dependent Care Assistance Program. Also updated to remove specific dollar amounts as it changes each year based on IRS guidance. Those dollar amounts will be sent out at annual enrollment and also available from HR and payroll each year.

Article 19 - Employee Physicals and Medical Services

\* Added that we do a hearing baseline test for employees for the pre-employment physical. Also included that lifeguards will be required to undergo a drug screen prior to employment.

Article 21 - Personnel Files / Employee Access

Update to reflect that some files may be maintained electronically and meet the requirements established by ERISA.

Separate out the different files that are kept and what are in those files.

RESOLUTION NO. 27-2023

RESOLUTION APPROVE UPDATED PERSONNEL POLICIES AND PROCEDURES

**WHEREAS**, the City of Ottumwa, Iowa had approved a revised Personnel Policies and Procedures manual on June 2, 2020, which incorporated the current practices regarding Benefits, Employee Physical and Personnel Files as part of the document and;

**WHEREAS**, staff for the City of Ottumwa has reviewed the current policies regarding Benefits, Employee Physical and Personnel Files and determined the current policy does not meet the short and long term care for employees and operational needs for the employer, and;

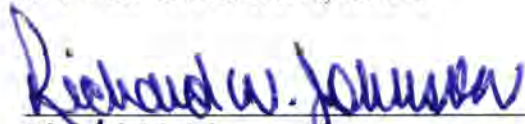
**WHEREAS**, staff has drafted and revised the Personnel Policies and Procedures to meet the needs of both employee and employer and finds that approval of said policies and procedures, as revised, would be in the best interest of the City and the employees of the City, and;

**NOW, THEREFORE, BE IT RESOLVED**, by the City Council of the City of Ottumwa, Iowa, that the current Personnel Policies and Procedures approved on June 2, 2020 and any supplements thereafter are hereby repealed and that the attached Personnel Policies and Procedures are hereby adopted in their place with an effective date of February 21, 2023.

**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 21<sup>st</sup> day of February 2023.

CITY OF OTTUMWA, IOWA

  
Richard W. Johnson, Mayor

ATTEST:

  
  
Christina Reinhard, City Clerk



**CITY OF OTTUMWA**

**PERSONNEL POLICIES AND PROCEDURES**

**Passed by resolution  
JULY 19, 2020**

**Updated  
February 2023**

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## **SCOPE OF PERSONNEL POLICIES**

### **ARTICLE 1. GENERAL PROVISIONS**

The purpose of these Policies and Procedures is to establish a fair and equitable system of personnel administration that will allow for the efficient and effective public service for the City of Ottumwa.

These Policies and Procedures shall apply to all full-time and regular part-time City employees. Each department may adopt their own policies and procedures that are more stringent than these policies with approval of the City Administrator; but in no event shall they be less stringent.

In case of conflict with a collective bargaining unit agreement, the contract shall supersede these personnel policies of the City. In case of conflict with more stringent departmental rules, the departmental rules shall supersede these personnel policies of the City.

In the case of conflict with Chapter 400 of the Iowa Code (Civil Service) or any other Iowa statute or Federal Regulation, the statute or Federal Regulation shall supersede the personnel policies of the City.

These Policies and Procedures and any amendments shall become effective upon adoption by resolution of the City Council.

The City Administrator may adopt, amend, and rescind administrative policies and procedures not in conflict with these Policies and Procedures or any collective bargaining agreement as necessary for the proper administration of the City. Department heads may adopt, amend, and rescind departmental administrative policies and procedures not in conflict with these Policies and Procedures or any collective bargaining agreement, or the City Administrator directives, as necessary for proper departmental administration. A copy of all individual department policies and procedures are to be maintained in Human Resources.

These Policies and Procedures are designed to acquaint you with the City of Ottumwa and provide you with information about working conditions, employee benefits, and some of the policies affecting your employment. No Policy book can anticipate every circumstance or question about policy.

Ottumwa citizens are our organization's most valuable assets. Every employee represents the City of Ottumwa to its citizens and the public as a whole. The way we do our jobs presents an image of our entire organization. Citizens will judge all of us by how they are treated with each employee contact. Our first priority should be toward the citizens of our community. Nothing is



more important than being courteous, friendly, helpful and prompt in the attention we give our community.

## **ARTICLE 2. EMPLOYMENT AT WILL**

This manual has been prepared to advise employees of their responsibilities as an employee of the City of Ottumwa, Iowa and the many benefits and privileges they may enjoy. It is presented as a matter of information only. It is not a written contract or a legal document. While the City believes in the policies and procedures described, it is committed to reviewing them continually, and reserves the right to change or terminate any or all of them at any time.

Unless otherwise provided for in a written employment contract authorized by the Ottumwa City Council, or in a collective bargaining agreement, all employment relationships with City of Ottumwa, Iowa are at-will. At-will employees of the City of Ottumwa, Iowa are not guaranteed, in any manner, employment for any period of time. Just as the employee retains the right to terminate employment at any time, for any reason, the City of Ottumwa retains a similar right. No policy or practice of the City shall be construed to change this relationship. Only the City Council has the right to modify or change this practice, and such action must be in writing.

These personnel provisions may not be all-inclusive, are subject to interpretation by the City Administrator or designee, and represent brief summaries of City guidelines, which are subject to change without prior notice at any time at the sole discretion of the City Council. This handbook supersedes and replaces all previous handbooks and policies.

Nothing in these guidelines, creates, is intended to create, or shall be construed to constitute an express or implied contract of employment between the City and employees. No City employee can make any representation otherwise. Any representation by any City employee does not change these conditions of employment and cannot be relied upon.

## **ARTICLE 3. EQUAL EMPLOYMENT OPPORTUNITY**

The Policy of the City of Ottumwa is to provide equal opportunity in employment to all employees and applicants for employment. No person is to be discriminated by reason of race, color, religion, creed, sex, age, veteran status, national origin, disability, sexual orientation, gender, citizenship status, familial status, political affiliation, genetic information or testing, gender identity or expression or any other legally protected status which may be protected by applicable federal or state law with respect to hiring, upgrading, transfers, recruitment advertising, recruitment, selection, placement, promotion, demotion, layoff, compensation, benefits, training, termination, and any other terms, conditions, and privileges of employment. Other protected groups include those who have been arrested but not convicted of a crime, individuals infected with HIV, individuals who smoke outside the workplace, and individuals who are actively involved in politics or local unions.

1. Any communication from an applicant for employment, an employee, a government agency, or an attorney, concerning any equal employment opportunity matter shall be referred to the City Administrator or designee for action.
2. While overall authority for implementing this Policy is assigned to the City Administrator or designee, an effective equal employment opportunity program cannot be achieved without the support of supervisory personnel and employees at all levels. Employees who believe they are the victims of discrimination have a responsibility to promptly report this fact to their supervisor and/or the City Administrator or designee.
3. Complaints of discrimination by an employee will be handled and investigated under the City's Grievance Procedure, unless special procedures are considered appropriate, such as referral to the Iowa Civil Rights Commission or another outside investigator. All complaints of discrimination will be investigated promptly and in an impartial and confidential manner. The City prohibits retaliating against employees who engage in "protected activity" such as complaining about discrimination or harassment, or participating in an investigation. The City prohibits any form of retaliation against employees for bringing bona fide complaints or providing information about discrimination.

#### **ARTICLE 4. RECRUITING**

The City of Ottumwa believes that hiring qualified individuals to fill positions contributes to the overall success of the City. Each employee is hired to make significant contributions to the City of Ottumwa. The City of Ottumwa also strives to retain employees through an environment that creates opportunity and encourages advancement.

The City of Ottumwa has adopted an internal and an external posting process that may run concurrently. Positions will be posted on designated employee communication boards at each location along with electronically in UKG (the City's Human Resources Information System).

*For additional information, please review policy #75 – Hiring Policy and Process.*

#### **Background Checks:**

To ensure that individuals who join the City are well qualified and have a strong potential to be productive and successful employees, it is the City's policy to investigate the backgrounds and employment references of applicants. In addition, the City may conduct background investigations when employees are being considered for promotions or transfers, or in furtherance of an internal investigation of alleged misconduct. Background investigations will be conducted at City's discretion and in accordance with federal and state law.

Motor Vehicle checks for employees who drive on behalf of the City or have required CDL licenses will be conducted annually, including required annual checks with the Federal Clearinghouse. The City relies on the accuracy of information contained in employment applications, as well as the accuracy of other data presented throughout the hiring process and during employment. Any misrepresentations, falsifications, or material omissions in any of this information or these data may result in an applicant being excluded from further consideration for employment or, if an individual has already been hired, termination of employment.

**Use of Information Obtained in a Background Investigation:**

Information obtained from a background investigation will be considered for employment purposes as permitted by federal and state law and in accordance with City's Equal Employment Opportunity Policy.

Information will be reviewed to determine:

- Whether false statements or material omissions were made by an individual on an application for employment or during an interview;
- Whether an applicant or employee, based on the job duties of the position in question, poses a threat to security and/or employee safety in the workplace; *and*
- The likelihood of an applicant or employee being successful and productive on the job.

*For additional information, please review our Background Check Policy.*

**Recalling or reinstating former employees**

Employees who leave service with the City due to resignation, retirement, or layoff MAY be eligible to return to employment with the City. Employees who separate from the City reasons other than layoff, are applying for a different position, and/or the Preferred List for their position classification has timed out may apply for positions through the regular civil service entrance list or hiring procedures for the respective position.

This does not refer to seasonal or part-time employees who may be reinstated on an annual basis upon recommendation of the affected Department Head and approval of the City Administrator.

**Recall from Layoff:**

Employees who have been laid off will be placed on a "Preferred List" for their respective position classification for up to three years from the date of the layoff (in accordance with Section 5.2 of the Ottumwa Civil Service Commission – Local Rules & Regulations).

Whenever the Employer is looking to fill a vacancy, the affected Supervisor shall first identify if any names appear on a Preferred List for the particular position classification. If any names appear



on the list, appointments shall be made from that list in the order of greater seniority until the list has been exhausted or time expires.

**Reinstatement:**

In accordance with the City Personnel Policy employees returning to City service through Preferred Lists, Entrance Lists, or other open hiring practices for the City will be assigned their most recent "Date of Hire" upon their return. The Date of Hire is typically referenced for purposes relevant to seniority.

Where "Years of Service" is utilized (e.g. calculating vacation benefits) the returning employee shall receive credit for their prior service in the same job classification and / or department in regular, full time position(s). This applies to employees who are returning to active employment within three (3) years of their previous separation date.

In these instances the Employer will establish an "Adjusted Date of Hire." The Adjusted Date of Hire will be calculated by identifying the total number of days the Employee had previously served in a regular, full-time position for the City and roll back this total from the current Date of Hire.

**ARTICLE 5. CIVIL SERVICE**

The duties and powers of the Civil Service Commission are set forth in Chapter 400 of the Code of Iowa, as if may be amended from time to time. The Mayor appoints Civil Service Commission members. The Commission will issue its own policies and procedures. The City Clerk serves as the Secretary to the Civil Service Commission as provided by Chapter 400 of the Code of Iowa.

The City Clerk keeps current lists of those employees covered by Civil Service as well as seniority lists in each employment category. Lists are posted at City Hall.

Seniority with the City is the length of an employee's continuous service with the City from the employee's most recent date of hire for calculating benefits. Classification seniority is the length of an employee's continuous service within a civil service classification.

An employee shall lose his seniority rights and the employment relationship shall be broken and terminated as follows:

1. Quits or retires;
2. Discharge, and discharge is not reversed through grievance procedure;
3. Fails to report to work at the end of a leave of absence;
4. Does not report for work for a period of three consecutive days, and does not notify the Employer; or

5. Has been laid off. When the work force is reduced, the employee loses his/her seniority rights. Employees facing work force reduction will be given at least two weeks of notice of the layoff. Employees facing a reduction through layoff or job abolishment may apply for any open positions in the City or may test for another position in accordance with civil service rules.

Job posting for open positions within the Public Works and Muni Bargaining Agreement positions will be dated and transfers of employees will be at the convenience of the City but preferably no later than forty (40) days after the date of the job posting. Notice of all vacancies or newly created positions will be posted by the City on the employee bulletin board and in UKG. Employees, with civil service seniority in that classification, shall be given ten (10) calendar days' time in which to make application to fill the position. The employee with the best qualifications, as determined by the Department Head, will be assigned to fill the position. The employee has fourteen (14) days to disqualify him/herself and return to their former position if it is available. Employees may only exercise the self-disqualification once every two (2) years. The City has up to thirty (30) days to disqualify employees and return that employee to his/her former position if it is available.

#### **ARTICLE 6. RESIDENCY REQUIREMENTS**

Unless specified in a collective bargaining agreement, there is no requirement that an employee live in a specific community or county. However, each employee is expected to report to work on time and at all times when his/her office/work station is in operation. While the employee's domicile is not a condition of employment, neither is it a justification for not reporting to work in a timely manner.

#### **ARTICLE 7. NEPOTISM**

It is the policy of the City of Ottumwa to hire and promote employees on the basis of their qualifications, merits and for the good of the public service. It is the policy of the City of Ottumwa to prohibit nepotism in hiring, promotion, demotion, termination or other personnel actions pertaining to city employees, and to avoid the appearance of nepotism in personnel actions.

For purposes of this policy, nepotism is defined to mean that the City will not hire members of the same family, as hereinafter defined, to work in the same department or division within a department. Family members are defined for the purpose of this section of this policy as follows: parent, stepparent, child, stepchild, stepsibling, daughter, sibling, spouse, grandparent, grandchild, parent-in-law, son-in-law, daughter-in-law, half-sibling, cohabitating couples.

The following family members are not allowed to have direct or indirect supervisory or administrative authority over any family member, as hereinafter defined. Family members are defined as those in the previous paragraph in addition to any aunt, uncle, niece, nephew, brother-in-law, sister-in-law, grand-parent-in-law, first cousin.

Family members working in the same department as of the date this policy is adopted will be exempt from this policy. Employees who become family members after the adoption of this policy will also be exempt, although future transfers, promotions and new shift assignments shall be governed by this policy. Employees who marry each other or cohabitate together after they are both employed by the City, shall notify the City and, if one of them is in a supervisory position over the other, the employee in the supervisory capacity shall be discharged unless the other employee, within thirty (30) days of such marriage, resigns or transfers to a vacancy in another department for which he or she can qualify.

Exceptions – The Ottumwa Beach may have family members working at the Beach. However, employees may not be supervised by family members.

#### **ARTICLE 8. WAGES/JOB CLASSIFICATIONS**

Non-bargaining unit employees, excluding Department Heads, will be paid in accordance with the City's non-union pay plan adopted by the City Council on June 20, 1989 and effective July 1, 1989.

Employees will be paid on a bi-weekly basis. If the regular payday occurs on a holiday, the preceding workday is the payday. Direct deposit must be set up for each employee, except for those employees whose hire date precedes July 1, 2005. Those employees may continue to receive an actual check. A holiday may require the direct deposit to occur the next working day after the holiday.

Copies of paychecks are available in UKG the morning of payday. Employees receiving a paper check will be available for the Department Heads or their designee to pick up in the Finance Department after 11:30 a.m. on payday.

Employees on each payday will receive in addition to their check or direct deposit stub, a statement showing gross pay, deductions, and net pay. State and Federal taxes, as well as pension withholding required by Federal and Iowa law, will be deducted automatically. No other deductions will be made unless required or allowed by law, contract or employee obligation, such as garnishments. Employees may elect to have additional City approved deductions taken from their pay only if they authorize the deductions in writing.



Employees who discover a mistake in their paycheck, should notify the Finance Department immediately. Employees are responsible for promptly reviewing each paystub to determine if there are any errors. In the case of mistake on the part of the Finance Department, the error will be remedied promptly. If the mistake was on the part of the employee, it will be corrected on the next paycheck. However, the employee is solely responsible for any monetary loss, and the City cannot be responsible for the loss or theft of money from an employee's account.

Employees may discuss any questions or concerns regarding their rate of pay and/or the City's pay plan with their Supervisor, Department Head, Finance or Human Resource Department.

### ***Employee Definitions***

**Full-time Employee** – An employee is considered a full-time employee if they are scheduled to work 40 or more hours a week on a regular basis.

**Regular Part-time Employee** – An employee is considered a part-time employee if they are scheduled to work less than 40 hours a week on a regular basis.

**Variable Part-Time Employee** – An employee is considered a variable part-time employee when they are scheduled less than 30 hours per week and their hours will vary week to week.

**Seasonal Employee** - Seasonal employees are defined as those who work on a seasonal basis (typically no more than 6 months) at one or more of the various departments within the City. These employees will work varied schedules pursuant to the department's operating hours. Seasonal employees will receive no benefits other than those afforded to them by State or Federal regulations.

**Contracted Employee** – A contracted employee is one that is hired through our current employment agency. The contracted employee will be paid directly by the employment agency and all benefits will be offered through the employment agency, not through the City of Ottumwa.

**Exempt Employee** – An employee is considered exempt meaning they are exempt from the overtime rules of the Fair Labor Standards Act (FLSA). This is because they are classified as an executive, professional, administrative or certain computer professional employee and meets the specific criteria for the exemption. With some limited exceptions, exempt employees must be paid on a salary basis.

**Non-exempt Employee** - An individual who is not exempt from the overtime provisions of the FLSA and is therefore entitled to overtime pay for all hours worked beyond 40 in a workweek (unless stipulated otherwise in a collective bargaining agreement). Nonexempt employees may be paid on a salary, hourly or other basis.

### Overtime/Compensatory Time

Consistent with efficient operations and service, it is City policy that overtime be minimized. Overtime must be authorized by the Department Head prior to its utilization.

Overtime is time authorized by the Department Head or designee in advance, assigned, and worked by employees in non-exempt positions in excess of the regularly scheduled work shift or workweek. Overtime is paid at the rate of one and one-half times the employee's regular hourly rate of pay for hours over 40 per week, or as defined by the Fair Labor Standards Act.

- Overtime rates for police and fire departments are different as bargained and as pursuant to the Fair Labor Standards Act.
- Due to the nature of their work, field supervisors will have overtime figured as per their department's collective bargaining agreement. This applies to classified events (snow, flooding, etc.), call-backs, and mandatory overtime
  - Field Supervisors are defined as those non-exempt supervisors working in Streets, Sewer, Traffic, Central Garage, Engineering Supervisor, Water Pollution Control and the Recycling Center.

Unless negotiated as part of a collective bargaining agreement, paid holidays, incentive time, vacation, sick leave or comp. time are not considered as time worked under Fair Labor Standards.

Compensatory time off in lieu of overtime is calculated at the rate of one and one-half times the employee's regular hourly rate of pay. Compensatory time may be accumulated up to a maximum of one hundred (100) hours; not more than forty (40) hours may be carried past November 1 each year. A Department Head may reduce overtime for non-union covered non-exempt positions by allowing flex time during the week overtime would be accumulated. For instance, if an employee works an hour of overtime on Tuesday, the Department Head may allow the employee to leave an hour early on Friday of the same week that overtime occurred.

Payment for overtime, flex time or compensatory time off is determined by the Department Head.

Once an employee moves from a non-exempt position to an exempt position, any comp time that they have accumulated will be paid out on their next scheduled pay at their last hourly rate.

An employee on paid leave shall be considered on paid leave until their next scheduled work day and will not be called in for overtime unless in the case of an emergency.

## **ARTICLE 9. HOURS OF WORK**

It is the policy of the City of Ottumwa to establish the time and duration of working hours as required by workload and service needs, the efficient management of human resources, and any applicable law. The City expects its employees to be reliable and to be punctual in reporting for scheduled work. Absenteeism and tardiness place a burden on other employees and on the City. In the rare instances when employees cannot avoid being late to work or are unable to work as scheduled, they should notify their supervisor as soon as possible in advance of the anticipated tardiness or absence. Poor attendance and excessive tardiness are disruptive. Either may lead to disciplinary action, up to and including termination of employment.

The normal workweek is Sunday through Saturday, and consisting of eighty hours within a pay period. Fire, Police and other personnel may have varying schedules. Department Heads or designee may schedule overtime or extra shifts when it is necessary. Employees are not permitted to work overtime without the prior approval of their Supervisor or Department Head.

All non-exempt employees are required to complete an individual time record showing the daily hours worked. All non-exempt employees are required to punch into the UKG System when reporting to duty and punch out of the UKG System when ending their shift. Employees are NOT allowed to work "off the clock." Employees who fail to properly punch in and out for work and meal periods will be subject to disciplinary action, up to and including termination of employment.

Each Department Head or designee will determine the scheduled hours for employees. The Department Head or designee will inform employees of their daily work schedule, including meal periods and breaks, and of any changes that are considered necessary or desirable by the City. When able to do so, breaks should be taken at the work location.

Breaks are defined as short periods of rest lasting less than 20 minutes and are considered compensable time. Meal periods are 30 minutes or longer and aren't compensable time unless the employee is required to continue working while eating. Employees are to be completely relieved from duty during their meal break. If a nonexempt employee is required to perform any work duties while on his or her meal break period, the employee must be compensated for the time spent performing work duties. The time spent working during the meal break will be counted toward the total hours worked.

Personnel employed in executive, administrative, or professional capacities generally are exempt from the provisions of the Fair Labor Standards Act. These employees are not required to fill out hourly time records but must account for daily attendance and time spent on particular categories of activities to be accountable for public projects and for payroll purposes.



## **ARTICLE 10 - BENEFITS**

The City's Benefit package is set out as follows. It should be noted that this package can vary between departments and employees covered by independent boards and pursuant to applicable collective bargaining agreements. The following is a general overview of these benefits. Employees with specific questions regarding the benefit package within their department should address those questions to their Department Head, Supervisor or Human Resources.

Unless otherwise stated, Variable Part-time, Seasonal and Contracted employees are not eligible for benefits.

### **HOLIDAYS:**

The following will be recognized as paid holidays for City employees unless otherwise stipulated except those employees covered by independent boards or collective bargaining agreements.

New Year's Day	Veteran's Day
Memorial Day	Thanksgiving Day
Independence Day	Day after Thanksgiving Day
Labor Day	Christmas Day
Martin Luther King Day	President's Day

One (1) day (eight (8) hours) the last working day before or after Christmas, as designated by the Mayor.

Full-time employees will be paid at eight (8) hours per holiday. Regular part-time employees will be paid a pro-rated amount based upon their budgeted hours.

When a holiday falls on Saturday, the holiday shall be observed on the preceding Friday. When a holiday falls on a Sunday, the holiday shall be observed on the following Monday.

Any employee eligible for overtime under Article 8, who works by request of the employer on his/her holiday shall be paid the holiday pay plus overtime rate of one and one-half (1 ½) times his/her regular rate for hours worked. Police and Fire personnel who are granted holidays to be taken in conjunction with vacation and other leave will not be paid overtime for working the scheduled holidays.

An employee shall forfeit his/her right to payment for any such holiday if he or she has an unexcused absence on the last regular working day preceding such holiday or on the next regular working day following such holiday.

For religious or other holidays not listed above, an employee must use vacation or personal days.

For Public Safety employees (Fire and Police), holidays will be granted as floating holidays.

- Police – all Sergeants, Lieutenants and the Police Chief will be given 88 hours of holiday pay each year on November 1<sup>st</sup>. Holiday pay not used by October 31<sup>st</sup> shall be forfeited.

**VACATION:**

It is the policy of the City of Ottumwa to grant its employees paid vacation time to accrue based on years of service. Use of accrued vacation time is to be granted, with due consideration to departmental staffing needs.

All full-time employees and regular part-time employees will accrue vacation leave benefits. Part-time employees will accrue vacation leave on a pro-rated basis based upon the number of hours budgeted each fiscal year.

Every employee shall be eligible for a vacation with pay after successfully completing the probationary period. Employees shall start to earn vacation leave at their first date of employment and shall accrue vacation time bi-weekly. Employees increase will take effect on the first day of the pay period closest to the date of the actual increase. Employees receiving an increase in vacation will accumulate as set out below.

Vacation allowance shall be earned annually and shall be based on the employee's anniversary date as follows, unless otherwise stipulated by an employment agreement with that employee:

Years of Service	Vacation Period	Bi-Weekly Vacation Accrual
0 through 5 years	80 hrs – 2 weeks	3.08 hours
6 through 12 years	120 hrs – 3 weeks	4.62 hours
13 through 20 years	160 hrs – 4 weeks	6.15 hours
Over 20 Years	200 hrs – 5 weeks	7.69 hours

Upon retirement, death, or any other type of separation, vacation credit shall be given based on the employee's accumulation.

Vacation requests shall be made in the following manner:

1. Vacation requests must be made through UKG. All requests will be routed to the direct supervisor for approval. All vacation requests must be approved by the Department Head

or designee or City Administrator before vacation may be taken. Scheduling of vacation time shall be the responsibility of Department Head or designee, subject to staffing needs.

2. Vacation periods may be changed after they are approved only with the approval of the Department Head or designee or City Administrator.

Accrued vacation will be limited to an amount equal to 1 ½ times the employee's annual accrual rate at any point in time. Once that limit is met, the employee will begin to lose vacation accrual over the limit. It is the employee's responsibility to watch their accruals set out in their paystub to determine when the employee could lose vacation time if not used. An employee called in to work on a vacation day will receive pay of time and one half plus the vacation pay (double time and a half) or be paid time and one half and receive another day off later.

### **SICK:**

It is the policy of the City of Ottumwa to grant its employees paid sick time to be used during times of incapacitation for work. This includes time needed to address the medical needs of an immediate family member. An illness or injury to spouse or minor child which requires the employee's immediate attention will cause time to be used from sick leave to make arrangements for medical and other needs up to a maximum of eighty (80) hours per fiscal year.

Sick pay is not, however, interchangeable with paid vacation. The use of sick pay by any employee for non-medically related absences from work is considered to be sick pay abuse and subjects the employee to disciplinary action.

All full-time employees and regular part-time employees will accrue sick pay benefits. Part time employees will accrue sick pay on a pro-rated basis based upon the number of hours budgeted each fiscal year. Seasonal and/or temporary employees will not accrue sick pay benefits.

Any eligible employee contracting or incurring any non-service connected sickness or disability which renders such employee unable to perform the duties of his/her employment shall receive sick pay, subject to the provisions of this policy. Sick leave does not include elective cosmetic procedures. If an employee is exposed to a contagious disease and a doctor certifies the employee would endanger the health of others by attendance at duty, sick pay may be used.

Employee doctor and dentist appointments may also be charged as sick pay when they cannot be scheduled outside the employee's regular work hours. Sick pay will only be allowed for the doctor's appointment and reasonable travel time to and from the doctor's office.



Eligible employees shall earn and accrue sick pay at the rate of 7.39 maximum hours per pay period for continuous service starting on the date of entry to the service unless provided for otherwise pursuant to a collective bargaining agreement.

On the first payday after November 30<sup>th</sup> of each year, each current employee shall be paid for 25% of accrued sick pay in excess of 1920 hours, up to a maximum of forty-eight (48) hours and the employee's sick pay accrual will be reduced to 1920 hours. The date used will be the pay period ending closest to November 1 of each year for determining payment. An individual must be employed at that time to be eligible for the payout.

Unless otherwise provided in a collective bargaining agreement, beginning November 1 of each year, each employee receives 8 hours casual time which must be used by the following October 31st. Casual time is deducted from employee's accumulated sick pay.

An employee, on leave because of an occupational disability related to his\her employment, may take such sick pay allowance to which he\she is entitled and the prorated amount will be added to the amount of disability/worker's compensation which will result in an equivalent payment to the employee of a full salary for any particular period.

Sick pay may be used for absence caused by sickness, injury, disability, or pregnancy. Sick pay will not be used for employees on vacation or holidays. Employees shall be eligible for pay for any holiday falling within a pay period for which they received compensation.

**Donated time** - Employees who have exhausted their sick pay may utilize vacation leave donated by another employee. Donations are voluntary and shall be turned in confidentially to the Human Resources department for the benefit of the employee on sick pay.

The Department Head or City Administrator may require that the use of sick pay be supported by a doctor's statement if the employee (or immediate family member) is off three (3) or more consecutive workdays OR takes more than three (3) workdays off in any 90 calendar day period. An employee returning to work following serious illness or incapacitation will be required to present a written release from his\her physician at the employee's expense. *Please see our Leave Policy for more information.*

Employees shall at all times submit to examination by such medical examiner as may be designated by the city, when required by the appropriate department head or City Administrator. In cases of extended use of sick pay, the employee may be required to appear for a physical examination to determine whether FMLA or leave of absence is necessary.

Employees shall report prior to the start of their shift to their immediate supervisor when they are unable to work because of illness or injury. Each department will determine the amount of time needed to report off on sick pay. Department heads shall report to their departments and City Administrator if they are unable to work. Employees reporting shall inform their supervisors of the anticipated duration of the recuperation period. Text messages or phone calls to co-workers other than their immediate supervisor, are not sufficient notice.

An employee using sick pay in excess of 90 consecutive days will not continue to accrue paid sick time. Sick pay is not an accrued leave benefit and will not be paid out upon the employee's separation from employment with the City.

**INCENTIVE:**

Unless a collective bargaining agreement provides otherwise, personal leave in the amount of one hour shall be awarded for each pay period in which a full-time employee is not absent from work due to the use of sick leave. No exceptions shall be permitted to excuse an absence, except legal holidays, vacation, and personal days or employees on family medical leave. Personal leave may be taken at any time, but a minimum of twenty-four (24) hours' notice shall be given to the employee's supervisor subject to appropriate staff coverage. A maximum of eight (8) hours of Personal Leave may be carried over each year. The reset period shall be the pay period ending closest to November 1, each year.

**PARENTAL LEAVE:**

An individual on parental leave may take up to 12 workweeks off under the Family Medical Leave Act (FMLA). If an employee has accrued benefits, they will use this paid time off concurrently with their FMLA leave.

**NOTE:** At this time, parental leave does not count as dependent sick time, so if after using sick time for parental leave, the baby or other dependent defined as spouse or child, becomes ill, the employee may use 80 hours dependent sick time (if available from accrued sick time) to use during that fiscal year.

*Please review our Leave policy for more information.*

**FUNERAL LEAVE:**

Employees may be granted bereavement leave for death in the immediate family, which shall not be deducted from an employee's accumulated sick leave as follows:

- (1) Up to five (5) days for the death of a spouse, child or stepchild.
- (2) Up to three (3) days for the death of a parent, stepparent, sibling, grandchild or employee's own grandparents.

- (3) Up to one (1) day for the death of a father/mother-in-law, brother/sister-in-law, son/daughter-in-law or spouse's grandparents.

Regular part-time employees will be granted funeral leave on a pro-rated basis.

**LONGEVITY PAY:**

The City will pay full-time and part-time regular employees a longevity rate based on \$25.00 per month for each five years of continuous service. Library employees will be paid a per hour rate set by their collective bargaining agreement. As per the Fair Labor Standards Act, this will be paid as an hourly rate and applied to the base compensation rate to determine an employee's regular rate of pay to calculate for overtime, holiday, incentive, funeral, military, sick (casual and dependent), comp time payment and vacation pay.

Years of Service	Monthly Amount	Yearly Amount	2080 Hours	2184 Hours	2912 Hours	Library
			Per hour	Per hour	Per hour	Per hour
5	\$ 25.00	\$ 300.00	\$ 0.14	\$ 0.14	\$ 0.10	\$ 0.15
10	\$ 50.00	\$ 600.00	\$ 0.29	\$ 0.27	\$ 0.21	\$ 0.30
15	\$ 75.00	\$ 900.00	\$ 0.43	\$ 0.41	\$ 0.31	\$ 0.45
20	\$ 100.00	\$ 1,200.00	\$ 0.58	\$ 0.55	\$ 0.41	\$ 0.60
25	\$ 125.00	\$ 1,500.00	\$ 0.72	\$ 0.69	\$ 0.52	\$ 0.75
30	\$ 150.00	\$ 1,800.00	\$ 0.87	\$ 0.82	\$ 0.62	\$ 0.90
35	\$ 175.00	\$ 2,100.00	\$ 1.01	\$ 0.96	\$ 0.72	\$ 1.05
40	\$ 200.00	\$ 2,400.00	\$ 1.15	\$ 1.10	\$ 0.82	\$ 1.20

*\*for reference only – differences may be minimal due to rounding*

**FLEX SPENDING PLAN & DEPENDENT CARE ASSISTANCE PROGRAM:**

The City currently has a Flex Spending Plan and **Dependent Care Assistance Program** being administered by Advantage Administrators. **These plans** allows an employee to set aside dollars each year as a deduction to pay for qualified health and dependent care expenses. These dollars are deducted from the employee's wages before any income or social security taxes are paid. By using this tax savings plan, the employee will not only notice an increase in take home pay, but the employee will have access to a reimbursement account throughout the year to pay qualified expenses. This is on a calendar year basis.

Open enrollment is from November 1 – November 30 of each year. All changes will take effect January 1. A failure to sign up during this open enrollment period will result in the inability to utilize this plan for that year. **All employees must sign up each year they wish to participate in the plan.** The IRS sets the maximum amount of money that can be placed in this plan annually as



well as how much can be carried over annually. Any amount left in the plan over that limit will be forfeited.

*See Human Resources for further information regarding this Plan.*

### **RETIREMENT PLANS:**

All regular full time and regular part time employees are covered under one of the following City retirement plans:

1) Sworn Police Officers & Fire Fighters are covered by Chapters 400 & 411 Code of Iowa. Contributions by employee and employer are determined by annual actuarial studies.

2) All other covered employees participate in the Iowa Public Employees Retirement System and Social Security. Contributions by employees and employers are determined by Iowa Public Employees Retirement System. The State of Iowa sets the contribution rates for both the employee and the City of Ottumwa. This plan is subject to all State and Federal retirement regulations.

The City of Ottumwa also offers three (3) different 457(b) plan accounts for additional retirement savings. A 457 (b) plan is pre-tax contribution by the employee. The City of Ottumwa has partnered with Nationwide, Empower (Mass Mutual) and MissionSquare.

*See Human Resources for further information.*

### **HEALTH AND LIFE INSURANCE:**

The City offers Single to Family coverage to all of its full-time employees. The City has a self-funded plan that is currently being administered by Wellmark Blue Cross and Blue Shield. Currently, the City pays 90% of the monthly premium for a Family Hospital, Medical, Surgical Group Insurance Plan, including major medical coverage and dental coverage, dental coverage to be on the employee only, and 90% of the monthly premium for a single person Hospital, Medical, Surgical Group Insurance Plan, including major medical coverage and dental coverage. In addition, the City pays 90% of the monthly premium for the same type of plan for an employee/spouse or an employee/child(ren). At this time, there is a \$300 deductible for single plans and a \$600 deductible for family plans. The out of pocket is \$1,000 for single plans and \$2,000 for family plans.

Health insurance will be extended to part-time employees in compliance with the Affordable Care Act (ACA). Employees who are budgeted to work more than 30 hours per week upon initial hire will be offered immediate participation in the City's health insurance plans. The

City has established the following initial measurement period to determine eligibility for part-time associates budgeted under 30 hours per week:

- Measurement period – 12 months from 05/01 – 04/30
- Administration period – 2 months from 05/01 – 06/30. The administrative period will align with open enrollment in May of each year to allow employees that qualify to enroll in coverage to start coverage July 1<sup>st</sup>.
- Stability – 12 months from 07/01 – 06/30 which aligns with our health insurance plan year

The City currently provides a three-tier drug card program for employees and their dependents. The three-tier drug card program consists of a \$10.00/\$25.00/\$40.00 co-pay effective January 1, 2008. The employee currently pays 10% of the cost for these plans. The plan that is in place meets all State and Federal regulations as well as under the Affordable Care Act, including coverage for adult children to age 26. This plan will be subject to change based upon Federal and State regulations.

The City of Ottumwa offers Life Insurance for all full-time regular, active employees working a minimum of 40 hours each week. Employees will become eligible for Life Insurance on their start date. Employees may purchase coverage for qualified dependents as per the current pricing schedule. Dependents are defined as per the plan document and schedule of insurance. Please contact Human Resources for a copy of the current rates.

Please review the Life Insurance Policy and plan documents from our provider for further information.

#### **ARTICLE 11. BENEFITS CONTINUATION - COBRA**

The Federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage under the City's health plan when a "qualifying event" would normally result in the loss of eligibility. Some common qualifying events are resignation, termination of employment, or death of an employee; a reduction in an employee's hours or a leave of absence; an employee's divorce or legal separation; and a dependent child no longer meeting eligibility requirements.

Under COBRA, the employee or beneficiary pays the full cost of coverage plus an administration fee. The City provides each eligible employee with a written notice describing rights granted under COBRA when the employee becomes eligible for coverage under the City's rights and obligations. Contact the Human Resources Department for more information about COBRA.

## **ARTICLE 12. EMPLOYEE LEAVE POLICY**

Eligible employees may request leave pursuant to the terms and conditions of the federal Family and Medical Leave Act (FMLA). If an employee does not qualify for leave under FMLA, eligible employees may qualify for a leave of absence for a period not to exceed one (1) year, unless otherwise stipulated by a collective bargaining agreement.

If an employee has accrued time off (sick, vacation, comp), they will use this time concurrently with FMLA or a paid leave of absence. If an employee has accrued time off and only qualifies for a personal leave of absence, they must exhaust the accrued time before taking an unpaid leave of absence.

The Department Head may authorize leave with pay, which will not be charged to vacation or sick leave, for the following reasons:

- For appearance in court, either as a member of the jury, or when required to appear as a witness in a criminal case. If the employee is required to appear as a witness in a civil case not involving the City or the employee is a Defendant in a criminal case, the employee will need to take accrued leave. When an employee appears in court pursuant to jury duty or as a result of a subpoena during regular working hours and receives full pay from the City, any jury or witness fees that the employee might receive except for mileage from the Court, will be turned over to the City Clerk's office.
- For attendance at an official meeting where the good of the City is involved, but within the budget allowance for this purpose. All leave with pay except those related to sickness or injury must be applied for in advance.

*Please refer to the Leave of Absence Policy for more information.*

## **ARTICLE 13. MILITARY LEAVE**

In accordance with Iowa Code, Chapter 29A.28, "Leave of Absence of Civil Employees," all municipal employees when ordered by proper authority to active military service shall be entitled to a leave of absence for the period of such active service without loss of pay during the first thirty days of such leave of absence.

Active service for a period of less than thirty days: When such active service is for periods of less than 30 days, a leave of absence shall be required and the employee will be paid for those days that the employee would have normally worked. Payments will not exceed thirty (30) total calendar days in any calendar year.



Active service for a period of more than thirty days: When such active service is for a continuous period greater than thirty days, this leave of absence will be without pay except for the first thirty days during which time the employee will suffer no loss of normal pay. This means the employee will be paid only for those days that normally would have been work days during this first thirty day period. But, again, in any case, payments for accumulated periods of less than thirty (30) days and more than thirty (30) days will not exceed payments for greater than a total combined period of thirty (30) days.

Beginning Date: The period of thirty days for such payment begins with the date such employees are ordered to report to their home station in preparation for mobilization.

Proper Authority: The proper authority for any such activation is the Office of the Adjutant General, Headquarters, Iowa National Guard, for National Guard soldiers, or the Office of the Adjutant General, Headquarters, US Forces Command for soldiers of the Army Reserve. The authorization for the City to make such payment will be a valid copy of written orders with appropriate order numbers from the authorizing headquarters provided to the City Administrator or designee.

#### **ARTICLE 14. HARASSMENT POLICY**

It is the policy of the City of Ottumwa, Iowa, to strictly prohibit discrimination and harassment and to maintain a professional and quality working environment for all employees or future employees. It is the City's policy that all employees have a right to work in an environment free of discrimination and harassment based on sex, age, race, national origin, religion, disability, genetic information, sexual orientation, marital status, or any other basis protected by federal, state, or local law. The City prohibits harassment of its employees in any form—by supervisors, co-workers, customers, or suppliers.

The City of Ottumwa has a zero tolerance policy for any form of sexual harassment in the workplace, and will treat all incidents seriously and promptly investigate all allegations of sexual harassment. Any person found to have sexually harassed another will face disciplinary action, up to and including dismissal from employment. All complaints of sexual harassment will be taken seriously and treated with respect and in confidence. There shall be no retaliation for the submission of a complaint unless the complaint is proven to be false. Harassment may also be based on another protected class and can be in violation of the City's Equal Employment Opportunity Policy set out in Article 3. All procedures set out for other illegal harassment will be followed based upon this policy.

Sexual Harassment is a violation of Section 703 of Title VII Civil Rights Act of 1964. The City defines sexual harassment as:

1. Unwanted sexual advances
2. Requests for sexual favors
3. Other verbal or physical conduct of a sexual nature

These constitute sexual harassment when:

- Submission to such conduct is a term or condition of employment
- Submission to or rejection of such conduct is used as the basis for employment decisions affecting the individual
- Such conduct unreasonably interferes with the employee's work or creates an intimidating, hostile or offensive working environment

Sexual Harassment may be physical in nature, verbal and non-verbal conduct. Inappropriate physical conduct includes unwelcome physical contact, touching and violence. Inappropriate verbal conduct includes comments regarding a person's appearance, age, private life, sexual comments, jokes and stories, sexual advances, repeated and unwanted social invitations, insults, condescending or paternalistic remarks and sending sexually explicit messages through text, phone or e-mail. Inappropriate non-verbal conduct includes displaying sexually explicit or suggestive materials, gestures, whistling and leering.

Sexual harassment is a manifestation of power relationships and often occurs within unequal relationships in the workplace, for example between a supervisor and employee. It can also include clients, customers, contractors or visitors. It is possible that a co-worker may take offense even though that person is not the direct target of the sexual harassment.

#### COMPLAINTS PROCEDURES:

Anyone who is the subject of sexual harassment should, if possible, inform the alleged harasser that the conduct is unwanted and unwelcome. However, if the victim cannot directly approach an alleged harasser, he/she can file a complaint with the City Administrator or designee.

When a complaint is received, the City Administrator or designee will:

- immediately record the dates, times and facts of the incident(s)
- ascertain the views of the victim as to what outcome he/she wants
- ensure the victim understands the city's procedures for dealing with the complaint
- discuss and agree to the next steps: either informal or formal complaint, on the understanding that choosing to resolve the matter informally does not preclude the victim from pursuing a formal complaint if he/she is not satisfied with the outcome
- keep a confidential record of all discussions
- respect the choice of the victim

- ensure that the victim knows that he/she can lodge a complaint with the Iowa Civil Rights Commission at any time

Throughout the complaint procedure, a victim is entitled to be helped by a counsellor through the City's EAP program.

Any City employee who has been found to have sexually harassed another person under the terms of this policy is subject to the City's Disciplinary Process, including termination. The nature of the sanctions will depend on the gravity and extent of the harassment. Suitable deterrent sanctions will be applied to ensure that incidents of sexual harassment are not treated as trivial.

### **ARTICLE 15. INTERNAL INVESTIGATIONS**

It is the policy of the City of Ottumwa to provide a method by which employee conduct may be investigated by the city to: (1) protect the public from employee misconduct, (2) protect the city's image and avoid claims against the city, (3) protect the employee against false allegations of misconduct, (4) remove unfit personnel, and (5) correct procedural problems. Investigations involving Police and Fire personnel shall be handled pursuant to Chapter 80F of the Code of Iowa.

1. The City Administrator or department head may cause an internal investigation to be initiated. Unless the City Administrator or designee is the subject of the investigation, he/she will be notified and participate in the investigation. A copy of the report will be forwarded to the City Administrator.
2. The person initiating the internal investigation shall appoint one or more city employees to conduct the investigation.
3. The internal investigation shall be conducted in a manner substantially similar to a Police Department internal investigation. The person or persons conducting the investigation shall consult the attorney designated by the City Administrator before initiating the investigation to ensure that the investigation's procedures comply with appropriate legal standards.
4. The employee under investigation and any other employee with information about the matter shall be required to answer fully and truthfully all questions related to his/her fitness for city employment and the performance of official duties. Refusal or failure to answer such questions fully or truthfully may result in disciplinary action, including termination. The investigator who is conducting the investigation will provide all necessary warnings to the employee required by law, including but not limited to the Garrity Warning.
5. Upon completion of the internal investigation, those assigned to conduct the investigation shall make full written report to the person initiating the investigation for review and disposition. Copies of the completed investigation report shall be forwarded to Human Resources and the City Administrator.



## **ARTICLE 16. EMPLOYEE ASSISTANCE PROGRAM (EAP)**

It is the policy of the City of Ottumwa to make available for its employees and their dependents confidential counseling and guidance for problems such as alcohol and drug abuse, marital and family problems, mental and emotional illness, and financial, legal and similar areas of concern that may be contributing to unacceptable job performance. The current EAP provider is the Southern Iowa Mental Health Clinic, located at 1527 Albia Road, Ottumwa. The contact telephone number is 641-682-8772. The EAP provider may change periodically. City employees will be promptly notified of any change. An employee may call directly for an EAP appointment, may go through the City Administrator or designee or through the supervisor.

The city may suggest an employee take advantage of 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. The basis of the referral should be a written account of the performance problem that is observed. The account should be as detailed as possible including the dates, times and descriptions of behaviors that have become a part of a pattern of deterioration or particular incidents that warrant supervisory action. This may not be possible in cases such as those involving use of alcohol or drugs on city property which require immediate attention.)
- b. The supervisor should meet with the employee with the problem to discuss the performance problem and communicate clearly the consequences of failure to resolve the problem. In this meeting, the supervisor should not speculate as to the cause of the performance problem nor engage in discussion with the employee concerning any personal problems. (Should a particularly unusual pattern develop, the supervisor may consult with the EAP counselor prior to his/her meeting with the employee).
- c. After the employee has been confronted with the performance problem, the supervisor must review the EAP with the employee, advise him/her of the availability of confidential professional assistance for any work-hampering personal problem and strongly encourage the employee to allow the supervisor to arrange an appointment with the EAP counselor. While the final decision to use the EAP shall be left up to the employee, the supervisor should emphasize the importance of the EAP.
- d. If the employee agrees to accept assistance, the supervisor should call the EAP counselor and arrange a meeting between the employee and the EAP counselor.

The counselor will advise the supervisor of any further action which might be necessary.

- e. The supervisor should make available to the EAP counselor all information that is relevant to the performance problem of the employee prior to the arranged meeting. If necessary, the EAP counselor will request a conference with the supervisor to further discuss the situation.
- f. 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 his\her mind in the future. The discussion of the EAP as an option should be clearly documented by the supervisor.
- g. All information pertaining to the employee's referral to the EAP and information provided by the EAP counselor to the supervisor should be accorded the same high standards of confidentiality as applied to other disciplinary procedures and personnel records.
- h. 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.
- i. In all cases of formal supervisor requests, particularly those associated with job performance problems on the part of the employee), the EAP will provide follow up information to the supervisor. Only information related to the employee's cooperation with the EAP and ability to perform his/her duties will be released. This release of information may require written permission by the employee, under Federal or State law.

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 his\her 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.

While the first 5 visits to the EAP counselor will be paid for by the City, further referrals or trips to the EAP Counselor may result in a cost to the employee which may or may not be covered in full or partially by the City's group health insurance program. The EAP will make every effort to suggest referrals that are covered by insurance and are within the means of the employee to pay.

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 his/her 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.

#### **ARTICLE 17. ACCIDENT REVIEW**

All City employees are responsible for promptly reporting any accidents or near misses that occur while they are on duty. Employees who fail to report any accident will be subject to discipline up to and including termination. A Police report must be filed for all motor vehicle accidents involving on duty City employees and City vehicles. It is the responsibility of the vehicle operator, unless totally incapacitated by the accident, to make sure a Police report is filed. The vehicle operator is also responsible for promptly completing employee accident report forms, which may be obtained from the Department Heads or the Finance Director. All accidents involving City vehicles shall be reported to the Police Department and an officer may be dispatched to do the initial investigation and to complete an accident report. The officer will perform a full investigation to determine if the accident was caused as a result of violating a City or State traffic law. The Police Department will forward a copy of all reports made to the Finance Director. Depending on the circumstances of the accident, the Sheriff's Department or the Iowa State Patrol may be called to perform an investigation.

Department Heads and supervisors are responsible for reviewing all reports related to accidents or near misses, ensuring the completion of all reports, providing additional information as needed and for promptly forwarding all reports to the Finance Director.



The Risk Manager shall be empowered to review all personal injury accidents and Workers' Compensation claims and all records and information relating to such incidents.

The Risk Manager shall have the right to require written reports from such persons as the Risk Manager shall deem appropriate for the proper determination of the facts surrounding each accident and shall have access to such documentary evidence as may be needed to complete the Risk Manager's investigation. Before making a determination, the Risk Manager will fully investigate each accident or near miss. The procedure for investigation will be established by the Risk Manager.

Following investigation, the "Class" of accident will be determined by the Risk Manager. The decision should be made in a fair, unbiased and objective fashion. Each case must be reviewed on a case-by-case basis. Once a recommendation has been made, both the Employee and the Department will be promptly advised in writing by the Risk Manager. **It will be the Department Head's responsibility to administer disciplinary action after notification from the Risk Manager of the "Class" of accident determination.**

The Employee may appeal the Risk Manager's ruling in writing, submitted to the City Administrator within ten (10) working days of the dated written notice sent to the Employee of the findings/actions. The City Administrator shall review the appeal, may interview the employee, witnesses, and will speak to the Department Head and/or Supervisor. Within thirty (30) days of the receipt of the written notice by the Employee, the City Administrator may affirm, modify, or reverse the ruling based upon the merits presented at the appeal.

All personal Bodily Injury Forms must be properly completed and forwarded to the City Administrator or designee for distribution. This allows the employee, supervisor and Department Head an opportunity to submit factual as well as subjective information to the Risk Manager who will determine whether or not an employee was negligent in actions which contributed to the accident or near miss.

The determination of negligence will be based on all information presented and not exclusively on a violation of the City or State traffic codes. The Risk Manager may have the following information available to them when reviewing an employee's motor vehicle accident.

1. Possession of valid license
2. Driving experience with the City
3. State driving record

Procedures:

1. The following will be classified as vehicle/equipment accidents for the purpose of review by the Risk Manager.
  - a. Property damage to a third party
  - b. Damage to City vehicle or City property
  - c. Bodily injury to a third party as a result of an accident
  - d. Bodily injury to employee
2. Definitions:
  - a. Unavoidable – an accident/incident which resulted in a finding of nonfault.
  - b. Minor, but avoidable – the accident is one that poses minimum danger to life and property, a mistake.
  - c. Avoidable/mitigating circumstances – an accident with extenuating circumstances.
  - d. Avoidable/negligence – the individual responsible for the act or action had a duty and that duty was violated. The act caused the accident. Damages resulted.
  - e. Avoidable/Carelessness – the individual responsible for the act or action carelessly violated a law or one or more specific safety policies and procedures.
  - f. Negligence with intent – act or actions which demonstrate an intentional lack of care or caution of consequences marked by total disregard for caution when that person should have realized it.
3. Accident Causes
  - a. Worker's Compensation accidents can usually be broken down generally into two causes:
    - i. an UNSAFE ACT - usually account for 85% of accidents
      1. Making safety devices inoperable
      2. Failure to use guards provided
      3. Using defective equipment
      4. Servicing equipment in motion
      5. Failure to use proper tools or equipment
      6. Operating machinery at unsafe speed
      7. Failure to use proper tools or equipment
      8. Operating without authority
      9. Lack of skill or knowledge
      10. Unsafe loading or placing
      11. Improper lifting, lowering or carrying
      12. Taking unsafe position
      13. Unnecessary haste
      14. Influence of abusive substances
      15. Physical limitation or mental attitude
      16. Unaware of hazard

17. Unsafe act of another
- ii. an UNSAFE CONDITION – usually account for 15% of accidents
  1. Inadequate guards of protection
  2. Defective tools or equipment
  3. Unsafe condition of machine
  4. Congested work area
  5. Poor housekeeping
  6. Unsafe floors, platforms, stairways
  7. Improper material storage
  8. Inadequate warning system
  9. Fire or explosion hazards
  10. Hazardous substances
  11. Inadequate ventilation
  12. Excessive noise
  13. Inadequate illumination
  14. Hazardous atmosphere: gases, dust
  15. Fumes or vapors

All unsafe conditions should be reported immediately to the supervisor.

#### 4. Accidents Involving On-Duty Employees Operating City-Owned Vehicles:

When available and if the severity of damage necessitates it or the accident involves an injury, an outside law enforcement agency may be requested to conduct the investigation. This will require supervisors and officers to use their discretion as to whether an outside agency will be contacted. If the Police Department does investigate the accident, the investigating office will then forward the accident report as well as any other paperwork relating to the investigation to the City Administrator or designee, who will determine whether a traffic citation should be issued and, if so, to whom.

The Police Department is not precluded from taking enforcement action against any driver for those violations that are incidental to the accident, such as drunk driving or driving under suspension. The Police Department may also arrest any driver or occupant for a criminal offense that may be observed. City employees may also be subject to drug and alcohol testing based upon the City's Substance Abuse Policy set out in Article 35.

### **ARTICLE 18. WORKER'S COMPENSATION/ RESTRICTED DUTY ASSIGNMENTS**

Employees who are injured on the job could be eligible for worker's compensation coverage. The Employee is required to promptly report any injury by calling the "Company Nurse" telephone number on the card provided to each employee upon employment. Additional



cards may be obtained from Human Resources. The cards are also posted in each department. This is the First Report of Injury. Failure to report an injury promptly without a reasonable explanation may result in disciplinary action against an employee, the supervisor if he/she fails to report the injury, and potentially could result in a denial of work related injury benefits. The injured employee must as soon as possible call the "Company Nurse," report the injury and symptoms and follow the advice of the medical provider for treatment. The "Company Nurse" will direct the injured employee for treatment. If the injury is severe and the employee is unable to call, the employee should seek immediate treatment and the employee's immediate supervisor will make the report. Employees are required to follow all treatment protocol as directed. Medical bills for treatment are to be forwarded to the Human Resource Department. IMWCA is the City's Worker's Compensation administrator.

It is the policy of the City of Ottumwa to establish a policy relative to restricted duty assignments for City employees who are temporarily disabled due to work related injuries.

The City of Ottumwa has established a policy for employees to Return-to-Work or Light Duty assignments after injury or illness for employees who are unable to return to their regular job classifications. This includes employees who are temporarily unable to perform the full functions of their position.

This policy is not intended to supersede or modify the procedures applicable to employees eligible for reasonable accommodation under the Americans with Disabilities Act (ADA) or leave benefits under the Family and Medical Leave Act (FMLA). Inquiries about the ADA or FMLA should be directed to the human resource department (HR).

*For further information, please refer to our current Return-to-Work/Light Duty Policy.*

### **ARTICLE 19. EMPLOYEE PHYSICALS AND MEDICAL SERVICES**

This policy is established relative to physical examinations for new employees and for medical services for work related injuries and illnesses. The purpose of the policy is to establish a designated Physician or Clinic to perform physical examinations for all new City employees including Police and Fire and to perform medical services for all work related injuries and illnesses. Emergency care will be handled by the Emergency Department of Ottumwa Regional Health Center if after the doctor's regularly scheduled office hours or in case of medical emergencies. New employee physicals are required for all regular full and part-time employees, which also includes a drug screen and a hearing baseline test. Lifeguards will be required to undergo a drug screen prior to employment. Those physicals are currently conducted by Occupational Health at the Ottumwa Regional Health Center. Drug testing will also occur at the Ottumwa Regional Health Center. All pre-employment physicals and drug testing are paid for by the City.

Any work related injury shall be reported to the on-call Company Nurse promptly. Please see Article 18 for further information regarding Worker's Compensation claims. Under the Iowa Worker's Compensation law Chapter 85, the City is authorized to choose the medical care provided for employees who are injured on the job.

Any employee who is required to hold a CDL pursuant to his/her position, may be required to undergo drug and/or alcohol testing as a result of any accident while on duty.

## **ARTICLE 20. FITNESS FOR DUTY**

### **Fitness for Duty:**

The City endeavors to provide a safe workplace. This policy applies when an employee is having observable difficulty performing his/her work duties in a manner that is safe for the employee and/or for his or her co-workers, or is posing a safety threat to self or others.

The purposes of this fitness-for-duty policy are:

1. To promote the safety and health of employees and citizens
2. To establish procedures by which the City can evaluate an employee's ability to safely and competently perform her/his duties when a health or safety problem arises; and
3. To comply with applicable law.

### **Procedures:**

1. Employees are responsible for managing their health in such a way that they can safely perform their essential job functions, with or without reasonable accommodation, e.g., employee with the flu should stay home, and employees taking medications that advise against driving should not drive.
2. Employees at work or on-call must remain in a fit condition for the entire period.
3. Supervisors may refer employees for a fitness-for-duty evaluation as provided by these procedures.
4. Before a supervisor refers an employee for a fitness-for-duty evaluation, the Human Resources Manager must approve the evaluation unless the circumstances require immediate action. As an alternative to requiring an employee to submit to a fitness-for-duty evaluation, the supervisor may send the employee home with pay on an administrative leave pending a determination whether to require a fitness-for-duty evaluation.
5. Application of this policy is not intended as a substitute for other City policies or procedures related to performance. In addition, application of this policy is not a substitute for discipline. In any situation involving misconduct or violation of City policy, disciplinary action may be taken.
6. The City will pay the cost of fitness-for-duty evaluations and will pay the employee for time spent in the fitness-for-duty evaluation.

7. An impartial, independent healthcare evaluator, with appropriate expertise in areas including one or more of the following: medical, psychological, alcohol, or other drug conditions, will conduct a fitness-for-duty evaluation.
8. The City will make the final determination of an employee's fitness-for-duty status.
9. An employee referred for a fitness-for-duty evaluation will be relieved of duties pending completion of the evaluation. Generally, the employee will be placed on administrative leave.
10. When an employee is found to be unfit for some or all duties, his or her employment status will be determined on a case-by-case basis, in accordance with City policy and practice and applicable law. The employee may be placed on a medical leave, intermittent leave, or restricted duty.
11. An employee's pay status while fitness for duty is being determined will depend on his or her employment status and the facts of the case.
12. In all cases, the City must receive a "return-to-work/fitness-for-duty form" from the independent evaluator before an employee may return to full or restricted duty.
13. In most cases, a re-entry conference with the supervisor and the Human Resources manager (if appropriate) will occur prior to the employee's return to work.
14. Noncompliance with a request for a fitness-for-duty evaluation may be considered insubordination and constitute cause if disciplinary action is warranted. False information or the omission of information in the course of a determination of the employee's fitness for duty may also lead to discipline. Employees are expected to fully cooperate with a determination of their fitness for duty.
15. Confidentiality/privacy
  - a. Records of fitness-for-duty evaluations will be treated as confidential medical records and be kept separate from existing personnel files; this information will be shared only as permitted by law.
  - b. After an evaluation, information available to the employee's supervisor will be limited to:
    - i. Whether a person is fit to resume some or all of his or her job duties
    - ii. Whether a person is a direct threat to self or others
    - iii. Whether a person needs specific reasonable accommodations

This policy may be modified without notice in order to comply with applicable law.

**Fitness-for-Duty Certification**

Employee: \_\_\_\_\_

Department/Location: \_\_\_\_\_



Status: \_\_\_ Full time \_\_\_ Part time On leave since: \_\_\_\_\_

You have my permission to have a healthcare provider contact the healthcare provider indicated on this certification for purposes of clarification related to this serious health condition, if necessary.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**(Information below to be completed by healthcare provider)**

Effective as of this date, the above named employee is hereby certified as fit to resume work duties as follows:

- \_\_\_ Full-time duties, no restrictions
- \_\_\_ Full-time duties, with the following restrictions (conditions and duration):
- \_\_\_ Part-time duties, no restrictions
- \_\_\_ Part-time duties, with the following restrictions (conditions and duration):

Intermittent duties, with the following restrictions (conditions and duration):

Name of healthcare provider: \_\_\_\_\_

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

Telephone: \_\_\_\_\_

Type of practice/ specialty: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**ARTICLE 21. PERSONNEL FILES/EMPLOYEE ACCESS**

It is the policy of the City of Ottumwa that personnel files contain all information relevant to the employment history of each city employee. It is the policy of the City of Ottumwa to permit access by all city employees to their own personnel files and to provide for correction of any erroneous information maintained in such files. Only information related to job performance or business necessity will be maintained in these files.

1. Official personnel files shall be kept at City Hall in the Human Resource office. As the City transitions to an electronic HRIS (UKG), these files may also be held within the system but maintained by Human Resources. The HRIS meets the requirements as established in sections 107 and 209 of the Employee Retirements Income Security Act of 1974, as amended (ERISA) pertaining to maintenance of records.

- a. Personnel files include all relevant employee information including the following: application for employment, commendations; certificates of completion of any special training, class or degree program; performance evaluations; notices of employee counseling, reprimands, suspensions and any other disciplinary actions; discrimination complaints and statements of grievances. Copies of any performance evaluations and disciplinary actions shall be forwarded to the City Administrator for review.
  - b. All medical information will be kept in a separate Medical file. This will include leave of absence requests, doctor's notes and results of medical exams required by the City.
  - c. All Confidential information will be kept in a separate confidential file. This will include background checks, employment / payroll verification.
2. City employees will be permitted access to their employment files during normal office hours in the Human Resource office, provided that the employee has requested in writing access to their own file. Employees will be permitted to examine, take notes and make copies of any materials contained in their file. Employees wishing to examine their files must have the permission of their supervisor or department head to leave the job. The Human Resource Manager or the person designated by the City Administrator must be present during this examination and may require 24 hour advance notice or schedule review in advance at such time as mutually agreeable.
  - a. If there are files that are electronic, the employee will be permitted to view those items through the current HRIS.
3. An employee may request correction of any alleged misinformation contained in these files. If this request is denied, the employee will receive an explanation of the reason thereof, and will be permitted to place a concise statement of disagreement in the file.
4. Access to the employee's personnel file will be limited to the employee, the employee's department head, Human Resource Manager or representative, City Administrator, by the lawful custodian of the records, or by another person duly authorized to release information, unless otherwise ordered by a court.
5. Except when authorized by a statement signed by the employee or former employee, no information concerning the employee will be given to an outside source other than: confirmation of employment, confirmation of salary, dates of employment, job title, and department as well as any information considered public records pursuant to Iowa Code Chapter 22, as it may be amended from time to time. It should be noted that under Iowa Code Section 22.7(11)(a)(5) the fact that an employee resigned in lieu of termination, was discharged, or was demoted as the result of a disciplinary action, and the documented reasons and rationale for the resignation in lieu of termination, the discharge, or the demotion is considered public record. A demotion is interpreted as changing an employee from a position in a given classification to a position in a classification having a lower pay grade.



6. All requests for information pertaining to current or previous employment with the City will be forwarded to the Human Resource Manager.

## **ARTICLE 22. PERFORMANCE EVALUATIONS**

It is the policy of the City of Ottumwa to ensure that city revenues are appropriately spent on wages by periodically evaluating the job performance of each employee. It is the policy of the City that each employee may receive an evaluation annually by his/her supervisor. This procedure will assist in employee performance improvement, assist the employee in setting goals, and determining training if necessary.

1. The job performance of each employee will be evaluated by his\her supervisor at the completion of thirty (30) days of the employee's anniversary date.
2. The evaluations shall be conducted privately between the employee and the supervisor at a time and place designated by the department head.
3. The job performance of each department head will be evaluated by the City Administrator at least once a year and before receiving any merit increases.
4. Each employee shall receive a written copy of the results of the evaluation. The form of the evaluation shall be prescribed by the City Administrator. The employee will be asked to sign the evaluation to indicate that he\she has discussed it with his\her department head. A refusal to sign the evaluation shall be so noted on the form.
5. A portion of the evaluation shall consist of designating areas where improvement is needed. At the time of the next evaluation, the evaluator shall note whether improvement has been achieved in those areas.
6. The evaluation shall become a part of the employee's personnel file.

## **ARTICLE 23. ACCESS TO CITY ADMINISTRATOR**

Employees may have access to the City Administrator to present complaints, disputes or disagreements for which union grievance procedures or Civil Service procedures are not applicable. Before employees meet with the City Administrator they shall first present their complaints, disputes or disagreements in a timely fashion through their departmental chain-of-command and\or Human Resource Manager. In the event that such use of the chain of command constitutes part of the complaint or dispute, the employee may request a confidential hearing with the City Administrator by confidential written request.

## **ARTICLE 24. CYBERSECURITY**

The use of electronic mail and the Internet is necessary for City employees, elected officials, and others serving in an official capacity with the City to communicate with each other more efficiently and to provide superior customer service, increase productivity, and provide opportunities for professional growth. The City encourages the use of these media and associated



services because these communications and access to information are useful in conducting City business. It remains, however, that electronic media and services provided on or through City devices are City property and their purpose is to facilitate City business. The goal of this policy is to encourage the responsible and prudent use of this resource.

With the rapidly changing nature of electronic media, this policy cannot establish rules to cover or anticipate every possible situation. This policy is intended to express the City's philosophy and establish general principles to be applied in the use of electronic media and services on City property or with City-owned devices.

*Please refer to our Cybersecurity Handbook which outlines the following seven (7) policies:*

- General Email/Internet Security and Use
- Personally Identifiable Information and Protected Personally Identifiable (PII) Information Requirements Applicable to all Federal Awards (PII)
- Cell Phone (revision to policy #56-2015)
- Bring Your Own Device (BYOD)
- Acceptable Use
- Online Social Networking
- SAQ Point-to Point Encryption (P2PE)

## **ARTICLE 25. DISCIPLINARY PRACTICES/PROCEDURE**

Certain rules and regulations governing the conduct of all City employees must be adhered to by all employees in order to ensure safe, efficient and successful operation of city functions. This policy is not intended to abrogate the appointing authority's discretion to discipline and/or terminate an at will employee.

To ensure a safe, efficient and effective working environment, city employees need to adhere to city and departmental rules regarding appropriate conduct on the job. It may sometimes be necessary for a supervisor to take disciplinary action with an employee. The City is committed to a policy of progressive discipline. Progressive discipline is defined as a series of disciplinary measures, ranging from employee counseling to discharge of an employee, designed to effectively correct problems as they occur and to let an employee know if his\her conduct is inappropriate. However, the City reserves the right to terminate promptly or bypass progressive disciplinary steps in the event of flagrant and/or intentional misconduct.

The following items will be considered to be infractions subject to disciplinary action up to and including discharge from employment. This list is not all inclusive of all acts that may be

subject to disciplinary action and are illustrative only, but not limited to, the types of behavior for which disciplinary action may be taken.

- Gifts, Gratuities, Fees, Rewards, Loans – Employees shall not, under any circumstances, solicit or accept any gift, gratuity, loan, reward, or fee when there is any direct connection between it and their Department or employment. Employees must abide by the State’s Gift Law, Iowa Code Chapter 68B, as it may be amended from time to time.
- Controlled Substances – Employees shall not use controlled substances other than those prescribed to them by a physician.
- Drugs – No employee shall be at work while under the influence of drugs or be unfit for work because of their excessive use. This includes the abuse of prescription drugs.
- Alcohol – No employee shall report to work while under the influence of alcohol or drink alcohol while at work.
- False Injury Claims - Employees injured while not at work shall not falsely claim it to be an injury while on the job.
- Embezzlement – theft or misappropriation of funds, equipment or property placed in one’s trust or belonging to the City.
- Employee Arrested or Cited - An employee who has been arrested or cited for any criminal violation shall immediately notify the Human Resource department in writing. Conviction of a crime closely or directly related to the ability of the employee to perform his/her job effectively.
- Policies - Employees shall observe and obey the lawful verbal and written rules, duties, policies, procedures and practices of the City of Ottumwa.
- Professional Conduct - Employees shall conduct themselves toward the public in a civil and professional manner that indicates a service orientation and that will foster public respect and cooperation.
- Performance - Employees shall perform their duties in a manner which shall maintain the highest standards of efficiency in carrying out the functions and objectives of the City. Unsatisfactory performance may be demonstrated by an unwillingness or inability to perform assigned tasks or a failure to conform to work standards established for the position.
- Willful, careless, and/or repeated violation of departmental rules, which have been properly posted, standard operating procedures, or any other rules or regulations promulgated by the City.
- Falsification, alteration, deletion of required information or failure to include material information on any application or City record Punching the time clock or unauthorized completion of a time slip for another employee.
- Abusive, improper treatment during the performance of duty to any member of the public, fellow employee or City official, including harassment on the basis of race, creed, color, sex, national origin, religion, age, sexual orientation, marital status, mental or physical

disability, or any behavior or harassment which has the effect of producing a hostile work environment.

- Sleeping On the Job - Employees shall not sleep on the job.
- Judgment or Condition - No employee shall report to work or be on the job when his/her judgment or physical condition has been impaired by alcohol, medication, or other substances.
- Use of Equipment – Employees are accountable for the proper use and care of any property or equipment assigned to them, used by them, or placed in their care. Equipment shall not be used in a manner not specified in procedure, directives, training, or in a fashion other than the intended use. If equipment is broken or malfunctions, the employee shall report it to the appropriate person in prescribed manner.
- Committing Unsafe Acts – Employees shall not commit acts or behave in such a manner that has the potential for endangering or injuring themselves, another person, or property. Disregard for safety policies and procedures, including proper use of safety gear, clothing or equipment.
- Cooperation with Employees, the Public and Other Officials – Employees shall not engage in disorderly or abusive/violent conduct with other members and/or personnel from other City departments or agencies as well as the public.
- Safe Driving – The driver of any City vehicle shall operate said vehicle in a reasonable and safe manner, exercising due caution and judgment, following all state and federal traffic regulations, including the mandatory use of seatbelts within City vehicles.
- Possession of Firearms or Explosives – Possession of firearms or explosives on City property are prohibited by City employees except by certified police officers, those certified by the Iowa Law Enforcement Academy and currently the Deputy Fire Chief.
- Reporting for Work – Employees shall be punctual in reporting for work at the time and place designated by their supervisor(s). Employees shall not provide a false excuse for an absenteeism for which pay is received.
- Employees are required to maintain valid driver’s license, and any endorsements required in said job description.
- Insubordination.
- Employees are required to maintain all licenses and/or certifications that are necessary to fulfill the requirements of the job.
- Violation of city or departmental rules, regulations, policies and procedures.
- Refusal or failure to answer questions in an internal investigation. If an employee answers questions in an internal investigation, then the information obtained during the investigation cannot be used in a criminal prosecution case against the employee.
- Supervisors should not engage in any inappropriate relationships with their employees.
- Employees shall not abuse sick leave or dependent sick leave.
- Smoking on the job or in any city vehicle except during breaks in a designated location.
- Fighting, or threatening violence in the workplace/



- Horseplay, boisterous or disruptive activity in the workplace or practical jokes that are carried too far.
- Any other act, which is not in the best interest of the City.

The Disciplinary process includes the following forms:

- Oral reprimand reduced to writing.
- Written reprimand.
- Suspension.
- Demotion.
- Termination

Depending on the severity of the misconduct, all or some of these progressive disciplinary steps may be waived and the employee may be terminated. Termination must be with the recommendation of the City Administrator or designee.

DEFINITIONS: For a period of time during which the employee will not be working for the City of Ottumwa.

1. Punishment – suspension carries with it a censure for misconduct on the part of the employee.
  2. Pay – during the suspension the employee will receive no pay.
  3. Return To Work – return to work after the suspension is at the sole discretion of the City.
- Suspension is when an employee is suspended due to an act or behavior that is unacceptable by the Employer.

1. Employee will be placed on suspension.
2. Employee will receive no pay while on said suspension.
3. Return to work after the suspension at the sole discretion of City.

Layoff is when an employee is placed on lay-off status due to the reduction in the employees regularly scheduled work hours.

1. No punishment.
2. Employee could be eligible for unemployment benefits and could utilize any accumulated leave, excluding sick leave.
3. Sole discretion of the City.

## ARTICLE 26. GRIEVANCE PROCEDURE

Definition. A grievance is defined as a timely filed claim by an employee which alleges that there has been a violation of the employee's rights. Should an employee claim a grievance, it shall be processed in the following manner:

Informal Step. The employee shall first discuss the problem with the immediate supervisor in an attempt to resolve the problem informally. If the problem is not settled to the employee's satisfaction, the following procedure should be used.

Step one. An employee who claims a grievance shall reduce the grievance to writing by giving and signing a statement of facts. The written grievance must be submitted to the immediate supervisor no later than seven (7) working days after the occurrence upon which the grievance is based or the grievance is waived. The immediate supervisor shall give a written answer to the aggrieved employee within seven (7) working days after the grievance is presented to the supervisor.

Step Two. If the grievance is not settled in Step One and the grievant wishes to take the grievance forward, the grievant must submit the signed grievance to the Department Head or his designee within seven (7) working days after receipt of the immediate supervisor's written answer or the grievance is waived. The Department Head will give a written answer to the aggrieved employee within seven (7) working days after the grievance is presented to the Department Head.

Step Three. If the grievance is not settled in Step Two, the grievant may submit the grievance to the Personnel Officer and the City Administrator within seven (7) working days of the receipt of the Department Head's written answer or the grievance is waived.

The City Administrator shall give a written answer to the aggrieved employee within ten (10) working days after the grievance is presented.

All completed copies of the grievance shall be forwarded to Human Resources and placed in the employee's personnel file.

A Civil Service employee shall request a hearing before the Civil Service Commission according to Chapter 400, Code of Iowa, if applicable. The Civil Service Commission shall decide whether or not the grievance is within the scope of the Commission's responsibilities prior to agreeing to hear the grievance.

## **ARTICLE 27 – EMPLOYEE PRIVACY**

Employees have a reasonable expectation that offices, desks, lockers, file cabinets, etc. that are assigned to them will not be exposed to indiscriminate examination by other employees. However, the City does retain the right to enter an employee's office, desk, file cabinets, etc. for work related purposes.

No employee shall enter another employee's office, desk, file cabinet, locker, or similar "private" area, unless:

1. Authorized by the person who has control of the office or equipment;
2. Necessary for the proper conduct of City business;
3. Authorized by a Supervisor/Department Head for the purpose of investigating employee misconduct;
4. Part of an inspection; or
5. In response to an emergency situation.

Employees are cautioned that personal items may be inadvertently observed during the above situations. If an employee is concerned that this may happen, personal items should be stored elsewhere.

## **ARTICLE 28 – VIOLENCE IN THE WORKPLACE**

The City of Ottumwa does not tolerate violence in any form or the threat or perception of violence by or against any employee while performing his or her official duties, or due to the employee's official duties, wherever those duties are performed. Additionally, the City of Ottumwa recognizes an individual's right to bear arms in accordance with state and federal laws afforded by the Second Amendment of the United States Constitution and the State of Iowa. The City is not liable for any wrongful or negligent act or omission related to actions of persons or employees who carry a concealed weapon.

Unless specific job duties require it, the ability to carry a concealed weapon is not within the scope of employment and is not a condition of employment. Nothing in this policy should be interpreted to require or encourage any employee who lawfully possesses a weapon to use it in defense of others.

An employee in violation of this policy will be subject to discipline up to and including termination of employment.

*For additional information regarding the City of Ottumwa's expectations of its employees who wish to carry a concealed weapon while engaged in the duties of their employment, please reference the Workplace Violence and Threats Prevention Policy.*



## ARTICLE 29 – DRESS CODE

### CITY HALL EMPLOYEES:

#### **Business Attire Policy: Business Casual Dress Code:**

The City of Ottumwa expects its City Hall employees to dress appropriately in business casual attire. Because our work environment serves customers, professional business casual attire is essential. Customers make decisions about the quality of our services to the community based on their interaction with you. Employees must be neat, clean and well-groomed with proper hygiene.

Consequently, business casual attire includes suits, dress pants, capris, jackets, shirts, skirts and dresses that, while not formal, are appropriate for a business environment. Examples of appropriate business attire include a polo shirt with pressed khaki pants, a sweater and shirt with corduroy pants, and a jacket, sweater, and skirt and leggings as part of a dressy ensemble and with a top that covers the rear end. Jeans, t-shirts, shorts, short skirts, tube tops, tank tops with shoulder strap width of 3 inches or less, and spaghetti straps (unless covered by a jacket), halter tops, low-cut blouses or sweaters, low cut shirts, blouses and sweaters, spandex or Lycra, clothing that is tight and suggestive, sweatpants, workout gym clothing, swim wear, and footwear such as flip flops are not appropriate for business casual attire. Open toed dress sandals for women are appropriate unless as directed by the Department Head due to the need to perform field inspections or work responsibilities outside of the office.

Be considerate and thoughtful regarding clothing that other employees might find offensive or that might make coworkers uncomfortable. This includes clothing with profane language statements or clothing that promotes causes that include, but are not limited to, politics, religion, sexuality, race, age, gender, and ethnicity. Clothing may not be revealing, in disrepair (torn, ripped or ragged) and cannot promote alcohol or tobacco products, violence or sexually suggestive or lewd written or visually suggestive images.

Employees are expected to demonstrate good judgment and professional taste. Courtesy of coworkers and your professional image to customers should be the factors that are used to assess that you are dressing in business attire that is appropriate.

Although it is impossible to establish an absolute dress and appearance code, the City of Ottumwa will apply a reasonable and professional workplace standard to individuals on a case-by-case basis. Management may make exceptions for special occasions or in the case of inclement weather, at which time employees will be notified in advance. An employee unsure of what is appropriate should check with his or her department head.

City Hall staff performing field inspections should wear clothing commensurate with the tasks they are performing, keeping in mind that attire should project a professional image. Staff may wear trousers, jeans, knit shirts with collars, city logo shirts and dress shirts. Attire should be clean, in good repair and suitable to employees in a professional position. Jeans are permitted if the staff member is actually performing field inspections or as approved by the Department Head. Closed toed shoes, as designated by the Department Head, are required.

Visible tattoos are permissible. However, any tattoo that would include profane language, promote alcohol or tobacco products, violence or sexually suggestive or lewd written or visually suggestive images should be covered. Tattoos on the face will not be permissible. Tattoos on the chest shall be covered.

Nose rings, eyebrow rings, gauge earrings, lip rings or studs are prohibited and cannot be worn in the workplace. Gauge earrings will need to be removed and have nude or clear plugs inserted while working. Earrings and small nose studs are allowed. Tongue piercings are permissible if they do not interfere with clear speech. Other visible body piercings are prohibited.

Every effort will be made to reasonably accommodate employees with a disability or with religious beliefs that may make it difficult for that employee to comply fully with the dress code policy. Employees should contact the City Administrator to request such a reasonable accommodation. The City will reasonably accommodate a staff member in terms of workplace attire unless the accommodation creates an undue hardship such as safety issues.

When applicable, protected concerted activity covered by the National Labor Relations Act (NLRA) or a City collective bargaining agreement is not prohibited by this policy. Wearing union insignia or displaying a union logo on clothing may be viewed as a form of protected concerted activity.

Employees who wear business attire that is deemed inappropriate in this workplace will be dealt with on an individual basis rather than subjecting all employees to a more stringent dress code for appropriate business attire. If a supervisor or Department Head decides that an employee's dress or appearance is not appropriate as outlined in this policy, he or she may take corrective action and require the employee to leave the work area and make the necessary changes to comply with the policy. Hourly paid staff members will not be compensated for any work time missed because of a failure to comply with designated workplace attire and grooming standards.

Employees may face more severe consequences up to and including termination if they violate the dress code repeatedly.

## **Business Attire Policy: Casual Dress Code:**

The City of Ottumwa will allow employees to dress appropriately in business attire of a casual nature on Fridays. On this day of the week, employees may wear jeans which are appropriate, not ripped, torn or revealing. We expect that your business attire, although casual, will exhibit common sense and professionalism.

Employees are expected to demonstrate good judgment and professional taste. Courtesy to coworkers and your professional image to coworkers should be the factors that are used to assess that you are dressing in business attire that is appropriate.

In addition, at the discretion of the City Administrator, in special circumstances, such as during unusually hot or cold weather or during special occasions, staff members may be permitted to dress casually. On these occasions, staff members are still expected to present a neat appearance and are not permitted to wear ripped, frayed or disheveled clothing or athletic wear. Likewise, tight, revealing or otherwise workplace-inappropriate dress is not permitted.

Employees who wear business attire that is deemed inappropriate in this workplace will be dealt with on an individual basis rather than subjecting all employees to a more stringent dress code for appropriate business attire.

## **Council Meetings:**

### **Business Attire Policy: Formal Dress Code:**

The City of Ottumwa expects employees to dress appropriately in business attire during Council meetings and work sessions. Because these meetings are televised, professional business attire is essential to promote the professional competency of city staff.

Business attire includes suits, dress shirts and dress pants, dresses and skirts that are typical of business formal attire at work.

Employees are expected to demonstrate good judgment and professional taste. Courtesy of coworkers and your professional image to clients should be the factors that are used to assess that you are dressing in business attire that is appropriate.

Employees who wear business attire that is deemed inappropriate in this workplace will be dealt with on an individual basis rather than subjecting all employees to a more stringent dress code for appropriate business attire.



### **OTHER NON-CITY HALL CITY EMPLOYEES:**

Certain staff members in the Fire, Police, and Transit departments have a separate dress code and require staff to wear specific uniforms or attire. Policies are in place for each of those departments.

Public Works, Parks, Airport, Landfill, Recycling and Water Pollution Control employees will be neat, clean and well-groomed with proper hygiene. Jeans, t-shirts and work shirts are appropriate. Foot wear will be according to that department's internal policy.

Do not wear anything that other employees might find offensive or that might make coworkers uncomfortable. This includes clothing with profane language statements or clothing that promotes causes that include, but are not limited to, politics, religion, sexuality, race, age, gender, and ethnicity. Clothing may not be revealing, in disrepair (torn, ripped or ragged) and cannot promote alcohol or tobacco products, violence or sexually suggestive or lewd written or visually suggestive images.

Employees are expected to demonstrate good judgment and professional taste. Courtesy of coworkers and your professional image to the public should be the factors that are used to assess that you are dressing appropriately.

Although it is impossible and undesirable to establish an absolute dress and appearance code, the City of Ottumwa will apply a reasonable and professional workplace standard to individuals on a case-by-case basis. Management may make exceptions for special occasions or in the case of inclement weather, at which time employees will be notified in advance. An employee unsure of what is appropriate should check with his or her department head.

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Every effort will be made to reasonably accommodate employees with a disability or with religious beliefs that may make it difficult for that employee to comply fully with the dress code policy. Employees should contact the City Administrator to request such a reasonable

accommodation. The City will reasonably accommodate a staff member in terms of workplace attire unless the accommodation creates an undue hardship such as safety issues.

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Employees may face more severe consequences up to and including termination if they violate the dress code repeatedly.

### **ARTICLE 30 – CONFLICTS OF INTEREST**

Employees have an obligation to conduct City business within guidelines that prohibit actual or potential conflicts of interest. An actual or potential conflict of interest occurs when an employee is in a position to influence a decision that may result in a personal gain for that employee or for a relative as a result of the City's business dealings. For the purposes of this policy, a relative is any person who is related by blood or marriage or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

No "presumption of guilt" is created by the mere existence of a relationship with outside firms. However, if employees have any influence on transactions involving purchases, contracts, or leases, it is imperative that they disclose to the employee's supervisor as soon as possible the existence of any actual or potential conflict of interest so that safeguards can be established to protect all parties.

Personal gain may result not only in cases where an employee or relative has a significant ownership interest in a firm with which the City does business, but also when an employee or relative receives any kickback, bribe, substantial gift, or special consideration as a result of any transaction or business dealings involving the City. Specific questions can be addressed to the City Administrator.

## **ARTICLE 31 – SMOKING**

Iowa's Smokefree Air Act prohibits smoking in any public place where the public is invited or permitted. Smoking is strictly prohibited in all enclosed areas within places of employment within the City, such as work areas, private offices, garages, hangars, conference and meeting rooms, classrooms, auditoriums, employee lounges, hallways, restrooms, elevators, stairways and stairwells, and any and all vehicles owned, leased, or provided by the City for use by City employees. Smoking is also prohibited while working on the job. Smoking may occur only during appropriate break times and in designated locations.

## **ARTICLE 32 – SUBSTANCE ABUSE POLICY**

### **GENERAL POLICY:**

The City of Ottumwa is committed to providing and maintaining a safe and healthy work environment free from the influence of alcohol and drugs. To that end, the City is adopting this Substance Abuse Policy.

The city recognizes that its own health and future is dependent upon the physical and psychological health of its employees. It is the right, obligation and intent of the City to maintain a safe, healthy and efficient working environment for all of its employees and to protect the public, as well as City property, equipment and operations.

The City also maintains an Employee Assistance Program which provides help to employees who seek assistance for alcohol or drug abuse and other personal or emotional problems.

With these basic objectives in mind, the City has established the following with regard to use, possession or sale of alcohol or drugs. Compliance with the City's Substance Abuse Policy is a condition of employment and covers all City employees whether or not they are covered by the Federal Motor Carrier Safety Administration or the Federal Transit Administration drug testing requirements. This zero tolerance policy covers alcohol as well as any illegal substance as defined by Iowa and/or Federal Statutes or Regulations. The City intends to take serious disciplinary action, up to and including termination, against an employee who violates the City's Substance Abuse Policy.

### **SCOPE:**

All employees.

### **TESTING:**



### Pre-Employment Testing:

1. All potential new employees, full-time, part-time, seasonal, temporary, job training workers and work release workers and any other employees covered by the City's workers' compensation policy shall be tested as a part of the City's pre-employment physical.
2. Notice of testing will be part of all notices of advertisement soliciting applicants for employment and on the application form. All applicants shall be verbally informed of the requirement during the first interview.

### Federally Required:

The City is required to test employees who operate a commercial motor vehicle or employees who operate transit vehicles under the authority of the Federal Motor Carrier Safety Administration or the Federal Transit Authority. The City will comply with the requirements of the respective authority for the federal required test.

### Reasonable Suspicion:

The City may require a specific employee to submit to a drug test if all of the following conditions are met:

1. The employer has reasonable suspicion to believe that an employee's faculties are impaired on the job; and
2. The employee is in a position in which such impairment presents a danger to the safety of another employee, a member of the public or City property.

Reasonable suspicion may include direct observation of alcohol or drug use or abuse or of the physical symptoms of being impaired due to alcohol or drug use at work; abnormal conduct or erratic behavior while at work or a significant deterioration in work performance; report of alcohol or drug use provided by a reliable and credible source; or evidence that an employee has manufactured, sold, distributed, solicited, possessed, used or transferred drugs while working or while on City property or while operating City vehicles, machinery or equipment.

### Post Accident:

The City may require an employee not covered by DOT requirements to submit to a drug test if the employee has caused an accident while at work which resulted in injury which, if suffered by an employee, would require an OSHA report or which resulted in damage to property in an amount reasonably estimated to exceed \$1,000.00.

## **GENERAL PROVISIONS:**

Drug Test: Means any urine, saliva, breath or other legally allowed test conducted for the purpose of detecting the presence of a chemical substance in an individual.

List of Controlled Substances: This list includes all controlled substances including but not limited to the following: Amphetamines (including methamphetamines)

- Cocaine metabolite
- Opiates (Includes heroin)
- Phencyclidine (PCP)
- Marijuana (THC) metabolite

In addition, the City tests for Creatinine, Urinary, although this is not a controlled substance.

### Time for Testing:

Tests will be conducted either during or immediately before or after an employee begins work. For employees subject to random testing under federal law, the employee will be tested during or immediately after performing these functions. Time for testing is considered work time and the employee will be compensated for the time it takes to provide a sample for testing. The City will either provide transportation for the employee to the collection site or pay for the transportation to the collection site.

### Test Procedures:

Samples provided will be collected in reasonable and sanitary conditions with regard for the privacy of the individual providing the sample and for the validity of the test. Samples (other than breath samples) will be split in the presence of the individual to allow for confirmatory testing of any initial positive test result. The collection site and laboratory will follow standard chain-of-custody procedures for samples for the time of collection until the sample is no longer needed.

1. The test sample will be collected at Collaborative Laboratory Services, 1005 Pennsylvania Avenue, Ottumwa, Iowa, or such other site directed by law enforcement in the event the employee is involved in an accident requiring testing.
2. The test sample withdrawn from the employee will be analyzed by a laboratory or testing facility that has been approved under rules adopted by the Iowa Department of Public Health.
3. If an employee provides a sample that is dilute, the employee will be required to immediately report for another test. That test will be done under direct observation if required by DOT regulations.
4. If an initial test is conducted and the results indicate that the employee has tested positive for alcohol or controlled substances, a confirmatory test using an alternative method of analysis shall be conducted. The confirmatory test shall use a portion of the same sample withdrawn from the employee for use in the initial test.

5. An employee shall be accorded a reasonable opportunity to rebut or explain the results of the drug test and to provide information which he or she thinks is relevant to the test. Such information may include identification of prescription or non-prescription drugs the individual is using or has recently used or any other relevant medical information.
6. The test result will first be reported to the City's MRO for review and interpretation. The MRO will then report the confirmed positive test result to the City's designated employer representative.
7. If an employee provides a sample that has been tampered with or substituted or is determined by the approved laboratory to have been tampered with or substituted, it will be treated the same as a positive test result.
8. The City will look to the rules and interpretations used by the United States Department of Transportation related to drug testing on any issues not specifically addressed in this policy and will follow the thresholds established by the approved laboratory for determination of whether the presence of a substance in a sample constitutes a positive test result.
9. Test results when reported to the City by its MRO will be maintained separate from the employee's other personnel records.

Refusal to Test: Refusal to test includes refusal to take the test, inability to provide adequate samples for testing without a valid medical explanation; tampering with or attempting to adulterate a sample; interfering with collection procedures; failing to immediately report to the collection site; failing to remain at the collection site until the collection process is complete; having a test result confirmed by the MRO as adulterated or substituted; or leaving the scene of an accident without a valid reason before a test has been conducted.

Designated Employer Representative: The City's Human Resources Officer shall be the City's designated employer representative for receipt of drug and alcohol test results.

Medical Review Officer: The City contracts with St. Luke's Iowa Health System for these services.

Supervisor Training: The City will comply with the DOT training requirements for supervisors which includes two hours of initial training, one hour of which will be related to controlled substances and one hour to alcohol misuse.

Testing Costs: The City will bear the costs of all testing required under this policy, including a second confirmatory test requested by an employee who has tested positive.

Prevention and Treatment: The City encourages any employee with a drug or alcohol problem to voluntarily seek treatment. The City has established an Employee Assistance Program to provide counseling and referral services for employees with drug or alcohol abuse problems who



voluntarily seek help. Conscientious efforts to seek and use such help will not jeopardize an employee's job.

Prohibited Conduct:

The City strictly prohibits unauthorized use, possession (including storage in a desk, locker, vehicle or other depository), manufacture, distribution, dispensing or sale of illegal drugs, drug paraphernalia, controlled substances or alcohol on City property, while on City business or in City supplied vehicles, or during working hours.

Any action taken against an employee shall be based only on the results of the drug and alcohol test. *Employees who violate any aspect of this policy may be subject to disciplinary action up to and including termination of employment. An employee's refusal to test will result in disciplinary action up to and including termination of employment.*

Departmental Policies:

Individual departments may adopt policies and procedures more stringent than these policies; but, in no event, shall they be less stringent.

Off-Duty Loss of Driving Privileges:

In addition to any other sanctions which may be invoked under this Policy, employees whose work with the City requires the employee to drive a City vehicle and who lose his/her driving privilege will be laid off from employment immediately. Reinstatement from such layoff will be dependent upon the City having an available position after the employee's driving privilege has been restored.

**ARTICLE 33. TRAVEL**

It is the policy of the City to define its position regarding travel of City employees for purposes of City business including attendance at conferences, workshops and seminars. The City encourages the advancement and enrichment of employees' professional expertise and technical skills. Necessary expenses incurred by City employees involved in the above mentioned activities will be paid by the City in those cases where the activity is a direct benefit to the City and where attendance by the City employee at such activity will increase the employee's job performances. Exceptions to this policy must be approved by the City Administrator.

1. All City employees may perform official travel after preparing an Out of Area Travel Form and upon authorization of the Department Head and the City Administrator. The procedures for elected officials will be the same as all other employees, except that travel approval will be made by the Mayor. All travel must be requested prior to the occurrence of the trip and must state justification for such travel.

2. Transportation costs for employees authorized to travel on official City business shall be paid by the City. The least expensive method of booking travel and lodging will be used with the bills going directly to the City if possible. The use of the City's credit card should be utilized by the department head to pay for the lodging when applicable.
  - a. Mileage will be paid to and from the appropriate destination and Ottumwa if the employee uses their personal vehicle. If air travel is involved, mileage will be paid to the appropriate airport. Google maps should be utilized to obtain the mileage. This does not need to be printed out. Finance will verify when the travel form is processed.
  - b. Costs for parking a city vehicle or privately owned vehicle will be reimbursed by the City upon presentation of appropriate receipts.
  - c. Taxicab/Uber type fares will be reimbursed as appropriate.
  - d. For in state travel, a city vehicle will be used when practical. The employee may get a gasoline credit card issued to the City from the Finance Department to be used for fuel and emergency auto repairs only. When travel is by personal vehicle, mileage will be paid at the rate established by the Internal Revenue Service.
3. The City will reimburse for meal expenses as follows:
  - a. The meal allowance shall be up to \$8.00 for breakfast, \$12.00 for lunch and \$22.00 for dinner in the State of Iowa. Detailed receipts will be required to receive reimbursement for meals. If a meal is provided as part of the conference, training or seminar registration, the employee will not be reimbursed for that meal. An employee will only be reimbursed for breakfast when the starting time of the trip is before 6:00 am. and for dinner if the return is after 8:00 p.m. Under no circumstances will alcohol be reimbursed as part of a meal allowance.
4. Also included as reimbursable costs are those incurred for registration and lodging.
  - a. All employees attending conferences and seminars will pre-register with the City paying the registration fee directly. A memo requesting payment should be prepared stating the reason for the individuals attending the conference, the names of the individuals attending and an original and copy (for submission) of the official registration.
  - b. Lodging costs shall be paid by the City at the single rate only when the spouse accompanies the employee. Telephone calls incidental to the performance of official business only shall be reimbursable.
  - c. If the starting time required is such that the Department Head deems necessary, the employee may begin the trip the day before and be reimbursed for the preceding night's lodging costs and any other incidental costs.

- d. Employees on official City business may request a travel advance prior to the occurrence of the trip. Requests for advance travel funds shall be submitted at least 10 working days prior to the occurrence of the conference or meeting. Advances will be released to the employee the day before actual travel is to begin. Advances for less than \$50 will not be made.
  - e. All travel receipts must accompany the Final Travel form before reimbursement. All forms and receipts must be turned into the Finance Department within five days of return to work.
5. City employees traveling on City business within the corporate city limits and using their personal vehicle will be required to document their travel using an In City Travel Form.
  6. Employees traveling on behalf of the City shall be paid for all hours worked pursuant to the Fair Labor Standards and pursuant to any applicable collective bargaining agreement.

### **ARTICLE 34. SEPARATION FROM CITY SERVICE**

All employees voluntarily leaving employment with the City of Ottumwa must give at least two weeks written notice prior to the effective date. If an employee is retiring, written notice must have retirement date and address change if applicable. If an employee resigns, the notice must contain employee's name, forwarding address, effective date and the reason for resignation. Written notice must be accompanied with Personnel Action Sheet to the City Administrator or designee.

Employees leaving City service shall return all property belonging to the employer to his/her immediate supervisor. All uniforms, tools, keys, equipment and department manuals will be given to employee's immediate supervisor before receiving employee's last payroll check. Until City property is returned, the employee will not receive any payment for accrued leave the employee might otherwise be entitled to.

Employees leaving city services may be required to have an exit interview with The City Administrator or designee.

Employees leaving employment with the City shall not be allowed to take accrued leave after their last actual working day with the City. All accrued leave will be paid out thereafter the first pay period following the employee's final pay check for time actually worked. Accrued leave does not include sick leave.



received  
2-16-23 1233

Item No. I.-3.

CITY OF OTTUMWA

Staff Summary

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

Council Meeting of: February 21, 2023

\_\_\_\_\_  
Engineering  
Department

\_\_\_\_\_  
Larry Seals  
Prepared By  
*Larry Seals*  
\_\_\_\_\_  
Department Head

\_\_\_\_\_  
*[Signature]*  
City Administrator Approval

AGENDA TITLE: Resolution 29-2023. Approving Change Order #2 and accepting the work as final and complete and approving the Final Pay Request for the Milner Multi-Use Trail 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 #29-2023.

DISCUSSION: This project consisted of a multi-use trail/safe route to school on Milner Street from Mary Street north to Richmond Avenue. This corridor had been identified as a connector route in the Ottumwa Bicycle and Pedestrian Plan to help connect the school systems and southern residential areas to the Greater Ottumwa Park system. The project included the installation of an 8' wide x 4,115' long multi use PCC trail/sidewalk. The trail had been designed to current design standards meeting all ADA requirements.

Change Order #2 decreases the contract sum by \$36,857.62 for the decrease of quantity adjustments. New contract sum is \$256,209.78.

Original Contract:	\$	278,227.00
Change Order #1:	\$	14,840.40
Change Order #2:	\$	<u>(36,857.62)</u>
New Contract Total:	\$	256,209.78

The contractor has completed the work according to the Plans and Specifications and this will release all retainage, and authorize final payment.

Funding:	\$301,735	TAP
Match	<u>\$ 75,434</u>	Wapello County Trails
	\$377,196	

Source of Funds: Grants

Budgeted Item: Yes

Budget Amendment Needed: No

RESOLUTION #29-2023

A RESOLUTION APPROVING CHANGE ORDER #2 AND ACCEPTING THE WORK AS FINAL AND COMPLETE AND APPROVING THE FINAL PAY REQUEST FOR THE MILNER MULTI-USE TRAIL PROJECT

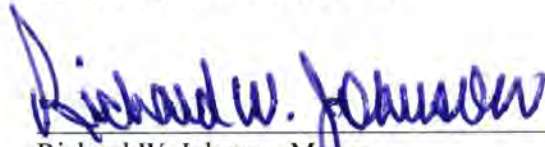
WHEREAS, The City Council of the City of Ottumwa, Iowa entered into a contract with TK Concrete, Inc. of Pella, Iowa on September 17, 2020 for the above referenced project; and

WHEREAS, Change Order #2 decreases the contract amount by \$36,857.62 resulting in a new contract sum of \$256,209.78.

NOW, THEREFORE, BE IT RESOLVED, BY THE CITY COUNCIL OF THE CITY OF OTTUMWA, IOWA THAT: The above mentioned change order for this project is hereby approved.

APPROVED, PASSED, AND ADOPTED, this 21<sup>st</sup> day of February, 2023.

CITY OF OTTUMWA, IOWA

  
Richard W. Johnson, Mayor

ATTEST:

  
  
Christina Reinhard, City Clerk

**Section 640  
CHANGE ORDER**

Project: MILNER STREET MULTIUSE TRAIL To Contractor: TK CONCRETE

Change Order Number: 2

The Contract is changed as follows:

	DATE
Matching Contract and Measured Quantities (DOT Line Items)	<u>-\$21,453.97</u>
Matching Contract and Measured Quantities Other Line Items	<u>-\$15,403.65</u>
	<u>\$0.00</u>
	<u>\$0.00</u>
	<u>\$0.00</u>
	<u>\$0.00</u>
	<u>\$0.00</u>
Total:	<u>(\$36,857.62)</u>

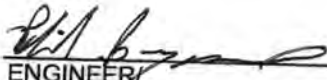
Base bid amount \$278,227.00

**NEW PROJECT TOTAL \$256,209.78**

**NOT VALID UNTIL SIGNED BY THE OWNER AND CONTRACTOR**

The Original Contract Sum was	<u>\$278,227.00</u>
Net change by previously authorized Change Orders	<u>\$14,840.40</u>
The Contract Sum prior to this change order	<u>\$293,067.40</u>
The Contract Sum will be <u>decreased</u> by this change order in the amount of	<u>(\$36,857.62)</u>
The new Contract Sum including this change order	<u>\$256,209.78</u>
The Contract Time will be <u>unchanged</u> by	<u>0</u> days

The date of Substantial Completion as of the date of this Change Order is in accordance with contract documents.

  
\_\_\_\_\_  
ENGINEER  
DIRECTOR OF PUBLIC WORKS

02-07-2023  
\_\_\_\_\_  
DATE

TK CONCRETE  
CONTRACTOR  
  
\_\_\_\_\_  
BY

2-7-2023  
\_\_\_\_\_  
DATE  
Accountant  
\_\_\_\_\_  
TITLE



**SECTION 630  
PAY ESTIMATE**

**CITY OF OTTUMWA**

**APPLICATION FOR PAYMENT**

TO OWNER: City of Ottumwa

PROJECT: MILNER STREET MULTIUSE TRAIL

PAY REQUEST NO. 6

FROM CONTRACTOR: TK CONCRETE

PAY PERIOD: 2-Feb-23

Final

**CONTRACTOR'S APPLICATION FOR PAYMENT**

Application for payment is made as follows:

1. Original Contract Sum	<u>\$278,227.00</u>
2. Net change by Change Orders	<u>(\$22,017.22)</u>
3. Contract Sum to Date (Line 1± Line 2)	<u>\$256,209.78</u>
4. Total Completed and Stored to Date	<u>\$256,209.78</u>
5. Retainage: <u>0</u> % of Completed work	<u>\$0.00</u>
6. Total Earned Less Retainage Amount	<u>\$256,209.78</u>
7. Less Previous Payments	<u>\$255,790.05</u>
8. Current Payment Due	<u>\$419.73</u>

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

CONTRACTOR: TK Concrete Inc

DATE: 2-7-23

BY: [Signature]

TITLE: Accountant

**ENGINEER'S CERTIFICATE FOR PAYMENT**

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

AMOUNT CERTIFIED: \$419.73

DATE: 02-07-2023

[Signature]  
ENGINEER/DIRECTOR OF PUBLIC WORKS

[Signature]  
PUBLIC WORKS DIRECTOR

MILNER STREET MULTIUSE TRAIL									
6									
2/2/2023									
ITEM	DESCRIPTION	TK CONCRETE			AS BUILT		QUANTITY		% OF CONTRACT
		UNIT	QTY	PRICE	EXTENSION	QTY	EXTENSION	OVER/UNDER	
1	TOPSOIL, STRIP, SALVAGE, SPREAD	CY	472	\$22.50	\$10,620.00	472	\$10,620.00	\$0.00	100.00%
2	REMOVAL OF CURB	STA	0.6	\$1,000.00	\$600.00	0.6	\$600.00	\$0.00	100.00%
3	MANHOLE ADJUSTMENT, MINOR	EA	5	\$1,500.00	\$7,500.00	4	\$6,000.00	(\$1,500.00)	80.00%
4	RECREATION TRAIL, PCC, 5 IN	SY	2656.23	\$40.00	\$106,249.20	2656.23	\$106,249.20	\$0.00	100.00%
5	SPECIAL COMPACTION OF SUBGRADE FOR REC. TRAIL	STA	31.12	\$250.00	\$7,780.00	31.12	\$7,780.00	\$0.00	100.00%
6	REMOVAL OF SIDEWALK	SY	250.98	\$12.00	\$3,011.76	250.98	\$3,011.76	\$0.00	100.00%
7	SIDEWALK, PCC, 6 IN.	SY	192.37	\$80.00	\$15,389.60	192.37	\$15,389.60	\$0.00	100.00%
8	DETECTABLE WARNINGS	SF	69	\$50.00	\$3,450.00	94	\$4,700.00	\$1,250.00	136.23%
9	CURB & GUTTER, PCC, 2.0 FT	LF	54	\$37.50	\$2,025.00	19.67	\$737.63	(\$1,287.37)	36.43%
10	DRIVEWAY, PCC, 6 IN	SY	335.04	\$58.00	\$19,432.32	335.04	\$19,432.32	\$0.00	100.00%
11	REMOVAL OF PAVED DRIVEWAY	SY	156.01	\$15.00	\$2,340.15	156.01	\$2,340.15	\$0.00	100.00%
12	FENCE, SAFETY	LF	200	\$35.00	\$7,000.00	0	\$0.00	(\$7,000.00)	0.00%
13	REMOVE AND REINSTALL SIGN AS PER PLAN	EA	6	\$750.00	\$4,500.00	0	\$0.00	(\$4,500.00)	0.00%
14	CONSTRUCTION SURVEY	LS	1	\$9,500.00	\$9,500.00	1	\$9,500.00	\$0.00	100.00%
15	TRAFFIC CONTROL	LS	1	\$0.00	\$0.00	0	\$0.00	\$0.00	0.00%
16	MOBILIZATION	LS	1	\$54,500.00	\$54,500.00	1	\$54,500.00	\$0.00	100.00%
17	SILT FENCE	LF	250	\$7.50	\$1,875.00	0	\$0.00	(\$1,875.00)	0.00%
18	REMOVAL OF SILT FENCE	LF	250	\$4.00	\$1,000.00	0	\$0.00	(\$1,000.00)	0.00%
19	REINFORCING STEEL, EPOXY COATED, #4	LBS	8940	\$1.66	\$14,840.40	9246.46	\$15,349.12	\$508.72	103.43%
DOT Quantity Change is reflected in Contract Quantities									
Matching other items to asbuilt total									
								(\$15,403.65)	
<b>TOTAL</b>					<b>\$271,613.43</b>				
<b>ASBUILT TOTAL</b>						<b>\$256,209.78</b>			
							<b>(\$30,807.30)</b>		



CITY OF  
OTTUMWA

**Citizen Input Request Form**

2/21/22  
Council Meeting Date

Name: Yasir Torres

Address: 548 Ray St.

Item No. to Address: \_\_\_\_\_  
(Agenda will be provided to complete this section)

If you are addressing the Council on an item not listed on the agenda, briefly explain the item you wish to speak on:

A situation where I need  
Resolution on Sam properties

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The Mayor will invite you to address the City Council at the appropriate time. When called upon by the Mayor, step to the microphone and please state your name for the record. Comments are to be directly germane to City business, operations, or an item listed on this agenda. Remarks shall not be personalized and 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 not directly germane to City business, operations, or an item listed on the agenda, as determined by the Mayor, will be ruled out of order. If you are addressing an item not listed on the agenda the Council will not take any action on the item due to requirements of the Open Meetings Law. Pertinent questions, comments or suggestions may be referred to the appropriate department for response, if relevant.