



TENTATIVE AGENDA
OTTUMWA CITY COUNCIL

SPECIAL WORK SESSION NO. 2
Room 8B – Depot Conference Room

January 14, 2025
5:30 O’Clock P.M.

PLEDGE OF ALLEGIANCE

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

APPROVAL OF AGENDA

1. Mickey Shields, Deputy Director, Iowa League of Cities – Roles/Responsibilities of Elected Officials and Key Staff.

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

ADJOURN

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



[CITY OF]
O T T U M W A

FAX COVER SHEET

City of Ottumwa

DATE: 1/10/2025 TIME: 8:45 AM NO. OF PAGES 2
(Including Cover Sheet)

TO: News Media CO: _____

FAX NO: _____

FROM: Christina Reinhard

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

MEMO: Tentative Agenda for the Special City Council Work Session #2 to be held on 1/14/2025 at 5:30 P.M. in Room 8B – 2nd Floor Depot Conference Room, 210 West Main Street.

 FAX MULTI TX REPORT

JOB NO. 0312
 DEPT. ID 4717
 PGS. 2

TX INCOMPLETE -----
 TRANSACTION OK 916606271885
 916416823269
 ERROR 916416847834
 916416828482

KTVO
 Ottumwa Waterworks
 Ottumwa Courier
 Tom FM



FAX COVER SHEET

City of Ottumwa

DATE: 1/10/2025 TIME: 8:45 AM NO. OF PAGES 2
 (Including Cover Sheet)

TO: News Media CO: _____

FAX NO: _____

FROM: Christina Reinhard

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

MEMO: Tentative Agenda for the Special City Council Work Session #2 to be held on 1/14/2025 at 5:30 P.M. in Room 8B – 2nd Floor Depot Conference Room, 210 West Main Street.

TX REPORT

JOB NO. 0312
DEPT. ID 4717
ST. TIME 01/10 08:41
SHEETS 2
FILE NAME

TX INCOMPLETE -----
TRANSACTION OK 916606271885
916416823269
ERROR 916416847834
916416828482

KTVO
Ottumwa Waterworks
Ottumwa Courier
Tom FM



CITY OF
OTTUMWA

FAX COVER SHEET

City of Ottumwa

DATE: 1/10/2025 TIME: 8:45 AM NO. OF PAGES 2
(Including Cover Sheet)

TO: News Media CO: _____

FAX NO: _____

FROM: Christina Reinhard

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

MEMO: Tentative Agenda for the Special City Council Work Session #2 to be held on 1/14/2025 at 5:30 P.M. in Room 8B – 2nd Floor Depot Conference Room, 210 West Main Street.

Council Meeting Basics

- Open Meetings Laws (Chapter 21 of state code)
 - Governmental bodies defined (Section 21.2)
 - Meetings defined (Section 21.3)
 - Basic requirements of any open meeting (Sections 21.3 and 21.4)
 - Accessible to the public
 - Preceded by a notice/agenda, posted at least 24 hours in advance
 - Minutes taken (city council minutes must be published within 15 days for cities over 200 in population; must be posted otherwise)
 - Closed sessions may be used for specific purposes (Section 21.5)
 - Several steps are required by the state code to properly use a closed session
 - Consult city attorney prior to meeting

- Council Meeting Procedures & Best Practices
 - Establish rules of procedure/conduct for your council meetings (this is supported by the state code in Sections 21.7 and 372.13)
 - Rules of procedure/conduct should at least cover:
 - How the agenda is set
 - Council discussion
 - Public comments
 - Decorum/behavior
 - Enforcement of the rules
 - Best practices
 - Understand your role and the roles of other city officials
 - Review the council meeting rules
 - Do your homework – Read the council packet well ahead of time; rely on staff to provide professional expertise
 - Be professional and remain civil – Leave the personal stuff at home
 - Don't make promises you, or your city, cannot keep
 - Try to have fun, remember this is about serving the community

- Open Records Laws (Chapter 22 of the state code)
 - Section 22.1: "Public records" includes all records, documents, tape, or other information, stored or preserved in any medium, of or belonging to...any city..."
 - Public has right to examine any public record and make copies
 - Governmental entities may charge "reasonable" fees for the costs involved in making copies
 - Cannot charge for records requests that take less than 30 minutes to complete
 - Cities can first notify a requester of the estimated fees before providing copies (often done with bulk record requests)
 - Best practice is to have a records request/fee established in a policy
 - Section 22.7 identifies records considered to be confidential – it is unlawful to share such records with the public
 - Elected officials have general access to ALL city records, including confidential records, but have a legal obligation to maintain confidentiality of any such records
 - State code requires cities to identify a "lawful custodian" of records – in most cities, this is the city clerk (larger cities usually have multiple staff help)
 - Cities should have a records retention plan and system

Ottumwa City Council
January 14, 2025

Municipal Roles & Responsibilities

- Home Rule

- Form of Government (Chapter 372 of the Code of Iowa)
 - 97% of the cities in Iowa utilize the Mayor-Council form (Section 372.4)
 - Check your city code for additional details/local provisions

- Mayor
 - Some powers/duties set in state code
 - Presiding officer of the city council
 - Administrative powers for cities that do not have a city administrator/manager (Section 372.14)
 - Emergency powers (Section 372.14)
 - Mayor-Council form: Mayor appoints pro-tem (no council approval required); mayor makes other appointments, subject to council approval
 - Veto powers (Section 380.6)
 - Informal duties/responsibilities

- Council
 - Legislative branch in municipal government
 - May approve motions, resolutions and ordinances (decision making)
 - Budget, policies, programs, projects, services, etc.
 - No individual power (majority needed to approve legislation)
 - Oversight of city services, programs, projects, etc.
 - With limitations, particularly human resources/personnel and staff procedures and performance (follow city chain of command and related policies)

- Staff
 - Heavily dependent on each city – All have a city clerk, nothing else required by state code
 - Carry out directives of council
 - Services providers
 - Professionals that can provide analysis and expertise
 - Help respond to community issues

- Organizational Structure
 - Understand your city's chain of command
 - Service delivery (operating procedures, who is in charge of what)
 - Project management
 - Workplace policies
 - Citizen complaint process