

RESOLUTION # 35 (2024-2025)

RESOLUTION APPROVING CONTRACT with  
IOWA CODE ENFORCEMENT

Whereas, the City wishes to enforce the nuisance and junk ordinances established by City code; and

Whereas, the City wishes to hire a 3<sup>rd</sup> party for said code enforcement; and

Whereas, Iowa Code Enforcement (the contractor) has presented a scope of work (see attached) for such code enforcement in the amount of \$600.00 per month and \$75.00 per hour for additional services as outlined in the attached scope of work; and

Now, therefore, be it resolved by the city council of the city of Slater, Iowa:

Section 1. That the attached proposal is hereby accepted

Section 2. That the Mayor and City Administrator/Clerk are hereby directed to execute contract with Iowa Code Enforcement for the enforcement of City code regarding nuisance and junk items.

PASSED AND APPROVED, this 10th day of February 2025.

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Taylor Christensen, Mayor

ATTEST:

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Jennifer Davies, Administrator/Clerk

# SERVICE PROPOSAL

**Iowa Code Enforcement**  
(the "Contractor")

P.O. Box 130  
Hartford, Iowa 50118

Phone: 515-322-7217  
Email: [iacodeenforcement@gmail.com](mailto:iacodeenforcement@gmail.com)

**City of Slater**  
(the "City")

101 Story Street  
Slater, IA 50244

## **SERVICE OVERVIEW**

This proposal outlines the code enforcement services that Iowa Code Enforcement LLC will provide to the City of Slater to ensure properties within the city adhere to all applicable municipal codes and ordinances. These services are designed to maintain compliance and order in the community by addressing code violations promptly and effectively. Iowa Code Enforcement LLC will identify violations, notify property owners, and assist the City in maintaining a clean, well-kept community environment.

## **TEAM EXPERTISE**

Harrison VanAusdall, a core member of our team, brings 10 years of experience as a rental inspector. His extensive expertise includes evaluating rental properties for compliance with municipal codes, conducting thorough inspections, and ensuring accurate reporting to support enforcement actions. Harrison's dedication to detail strengthens our team's ability to deliver reliable and efficient code enforcement services.

## **PROFESSIONAL CERTIFICATIONS**

Our team holds the following certifications:

- Property Maintenance & Housing Inspector
- Residential Building Inspector
- Residential Electrical Inspector
- Residential Plumbing Inspector
- Residential Mechanical Inspector
- Commercial Electrical Inspector

These certifications demonstrate our ability to handle a wide range of compliance issues in both residential and commercial settings effectively.

## **SCOPE OF WORK**

### ***Code Enforcement Inspections***

- **Routine Inspections:** Conduct regular inspections of residential, commercial, and industrial properties to assess compliance with city codes and ordinances.
- **Complaint-Driven Inspections:** Inspect properties based on complaints received from residents, business owners, or city officials.
- **Inspection Reporting:** Provide detailed inspection reports documenting violations and recommended corrective actions.

### ***Issuance of Notices of Violation***

- **First Notice (Certified Mail):** Provide details of the violation, corrective actions required, and a compliance timeline.
- **Second Notice (Certified Mail):** If unresolved, issue a second notice with a final opportunity to address the issue.
- **Third Notice (From City):** If the violation persists, the City Attorney may issue a final notice, which could include legal language, penalties, and enforcement actions.
- **Detailed Notices:** All notices will include:
  - Description of the violation(s) with references to applicable codes.
  - Photographs illustrating the violation(s).
  - Instructions for corrective actions and a compliance timeline.
  - Contact information for Iowa Code Enforcement LLC.

### ***Follow-Up and Enforcement***

- Conduct follow-up inspections to confirm compliance within the specified timeline.
- Refer unresolved violations after the second notice to legal authorities for further action if necessary.

### ***Communication***

- Maintain regular communication with the City Clerk's office to provide updates on inspections, violations, actions taken, and addressing any questions or concerns.
- All communication will be directed through the City Clerk's office; no direct communication with elected officials will occur.

### ***Reporting and Invoicing***

- **Monthly Reporting:** Submit a report summarizing enforcement activities, including inspections conducted, violations identified, property owner details, notices issued, and status of violations from previous months.
- **Monthly Invoicing:** Submit an invoice by the last day of each month, detailing services provided and payment terms. Additional services, if any, will be itemized and included in the same monthly invoice as the flat fee when applicable.

### **INVESTMENT**

<b>Description</b>	<b>Price</b>
Monthly Flat Fee:	\$600/month
Additional Services (Hourly Rate)	\$75.00/hour

#### ***What the Monthly Flat Fee Covers:***

The flat fee includes up to 8 hours of work per month, encompassing the services listed below. Additional time required beyond this limit will be billed at the hourly rate of \$75.00.

The \$600 flat fee provides comprehensive coverage for all essential code enforcement activities, including:

- **Travel and Inspection Time:** All travel to and from the city, inspection sites, and time spent conducting inspections are fully covered.
- **Routine Inspections:** Includes property inspections and reinspection, along with detailed documentation and photographs.
- **Administrative Work:** Preparing violation notices, tracking compliance timelines, ensuring timely certified mailings (including postage costs), and maintaining detailed enforcement records.
- **Communication and Coordination:** Managing routine phone and email correspondence with property owners regarding violations and corrective actions, providing regular updates to the City Clerk's office, attending scheduled meetings with the City Clerk, and ensuring seamless coordination on all code enforcement matters.

- **Council Meetings:** Attending council meetings related to code enforcement matters is fully covered, including preparation and participation as needed.

***What the Hourly Rate Covers:***

The hourly rate of \$75.00 applies to time worked beyond the 8 hours included in the flat fee and for specialized tasks not covered by the flat fee, such as:

- Managing property cleanup efforts (as needed), including coordinating with contractors or city resources.
- Preparation and participating in court proceedings for code violations on behalf of Iowa Code Enforcement LLC.
  - \* Travel time associated with specialized task(s) will be billed at the same hourly rate.

These services will be itemized and included on the same monthly invoice as the flat fee when applicable.

**TERM AND TERMINATION**

This agreement begins upon the signing between the City and the contractor and will renew automatically unless terminated. The initial term includes a six-month trial period to assess performance and suitability. Either party may terminate the agreement with at least 30 days' written notice. If the City decides not to renew, a 60-day written notice is required before the term's expiration.

The agreement will automatically terminate if:

- The Contractor is unable to perform duties due to death or disability for a cumulative period of 60 business days within any 12-month period.

Upon termination or non-renewal, both parties will be released from further obligations.

## **NEXT STEPS**

To discuss this proposal further or to formalize the agreement, please contact us at:

### **Iowa Code Enforcement**

Phone: 515-322-7217

Email: [iacodeenforcement@gmail.com](mailto:iacodeenforcement@gmail.com)

We look forward to assisting the City of Slater in fostering an orderly and well-maintained community.

### **Prepared by:**

Iowa Code Enforcement LLC

P.O. Box 130, Hartford, Iowa 50118