



**City of Oskaloosa
City Council Meeting Regular Session
Council Chambers
City Hall, 220 S. Market Street
Oskaloosa, IA 52577
Agenda
January 4, 2016**

Call to Order and Roll Call - 6:00 P.M.

1. Invocation: Father John Spiegel, St. Mary's Catholic Church

2. Pledge of Allegiance.

I pledge allegiance to the Flag of the United States of America, and to the Republic for which it stands, one Nation under God, indivisible, with liberty and justice for all.

3. Roll Call

_____ Mayor David Krutzfeldt, Council Members:

_____ Caligiuri, _____ Jimenez, _____ Moore, _____ Van Zetten, _____ Ver Steeg,

_____ Walling, _____ Yates.

Documents: [20160104 AGENDA ITEMS 1-3.DOCX](#)

4. Community Comments.

This item is reserved to receive comments from the community for concerns whether or not they are included in the current agenda. The community is encouraged to come and speak before the Mayor and City Council and asked to keep statements brief. Any questions are to be asked of the City Staff, Council Members, or the Mayor prior to speaking to the full Council so concerns may be properly researched and answered away from the meeting. Comments are to be directed to the Mayor and City Council only.

Documents: [20160104 COMMUNITY COMMENTS.DOCX](#)

5. Oaths of Office

Who is submitting this City Manager Department item.

Documents: [OATHS OF OFFICE.DOCX](#)

6. Consider Adoption of Consent Agenda as Presented or Amended.

All items appearing on the Consent Agenda are considered routine by the City Council and shall be enacted by one motion. If discussion is desired, that item shall be removed, discussed separately and approved by a separate motion of the City Council.

A. Approval of Council Minutes and Actions, subject to corrections, as recommended by the City Clerk.

1. December 21, 2015 Regular City Council Meeting Minutes
2. January 4, 2016 Agenda

Documents: [CITY COUNCIL MINUTES DECEMBER 21, 2015.DOC](#)

B. Receive and file minutes of Boards and Commissions

Any recommendations contained in minutes become effective only upon separate Council action.

1. December 21, 2015 Civil Service Commission Minutes

Documents: [MINUTES DECEMBER 21, 2015 CS.DOCX](#)

C. Consider payment of claims December 2015.

Who is submitting this City Clerk/Finance Department item.

Documents: [CITY COMM-CLAIMS.DOCX](#), [MANUAL CHECK REPORT 12292015.PDF](#), [COUNCIL CLAIMS LIST 12302015.PDF](#), [CLAIMS OVER 500.PDF](#)

D. Consider approval of a renewal application for a Class E Liquor License with Carryout Beer and Wine Permit and Sunday Sales from Wal-Mart Stores, Inc. dba Wal-Mart Supercenter #1393, 2203 A Avenue West.

Who is submitting this City Clerk/Finance Department item.

Documents: [CITY COMM-WALMART.DOCX](#)

E. Consider approval of a renewal application for a Class A Liquor License with Sunday Sales from Oskaloosa Lodge #340 B.P.O. of Elks, 202 Second Avenue East.

Who is submitting this City Clerk/Finance Department item.

Documents: [CITY COMM-ELKS \(2\).DOC](#)

F. Consider approval of an ownership update due to a change in officers for Class A Liquor License with Sunday Sales from Oskaloosa Lodge #340 B.P.O. of Elks, 202 Second Avenue East.

Who is submitting this City Clerk/Finance Department item.

Documents: [CITY COMM-ELKS OWNERSHIP_1.DOC](#)

G. Consider a motion to receive and file the Safety Committee report for the fourth quarter of 2015.

Who is submitting this City Manager's Office item.

Documents: [SAFETY COMMITTEE CITY COUNCIL COMMUNICATION.DOCX](#), [SAFETY COMMITTEE UPDATES.DOCX](#)

H. Consider approval of appointment of Doug Yates as Mayor Pro Tem.

Who is submitting this City Manager Department item.

Documents: [MAYOR PRO TEM APPOINTMENT.DOCX](#)

I. Consider approval of appointment of city council members to the city council committees.

Who is submitting this City Manager Department item.

Documents: [APPOINTMENTS TO CITY COUNCIL COMMITTEES_201312311342564696.DOCX](#)

J. Consider approval of appointment of Tom Walling to the Emergency 9-1-1 Board.

Who is submitting this City Manager Department item.

Documents: [APPOINTMENT TO EMERGENCY 9-1-1 BOARD.DOCX](#)

K. Consider approval of appointment of Steve Burnett to the Oskaloosa Area Chamber & Development Group Board.

Who is submitting this City Manager Department item.

Documents: [APPOINTMENT TO THE OACDG BOARD.DOCX](#)

L. Consider approval of appointment of Joe Caligiuri to the Housing Trust Fund Committee.

Who is submitting this City Manager Department item.

Documents: [APPOINTMENT TO THE HOUSING TRUST FUND COMMITTEE_201312311141510329 \(1\).DOCX](#)

M. Consider approval of appointment of Scottie Moore to the

Mahaska Community Recreation Foundation Board.

Who is submitting this City Manager Department item.

Documents: [APPOINTMENT TO THE MCRF.DOCX](#)

N. Consider approval of appointment of Tom Walling to the Joint County-Mahaska Disaster Services and Emergency Planning Commission Board.

Who is submitting this City Manager Department item.

Documents: [APPOINTMENT TO JOINT COUNTY-MAHASKA DISASTER SERVICES AND EMERGENCY PLANNING ADMINISTRATION.DOCX](#)

O. Consider appointment of Aaron Ver Steeg to the Joint Law Enforcement Center Board.

Who is submitting this City Manager Department item.

Documents: [APPOINTMENT TO JOINT LAW ENFORCEMENT CENTER BOARD.DOCX](#)

P. Consider approval of appointment of Aaron Ver Steeg to the Mahaska County Agency on Aging Board.

Who is submitting this City Manager Department item.

Documents: [APPOINTMENT TO MAHASKA COUNTY AGENCY ON AGING.DOCX](#)

Q. Consider appointment of Doug Yates to the Enterprise Zone Commission.

Who is submitting this City Manager Department item.

Documents: [APPOINTMENT TO THE ENTERPRISE ZONE COMMISSION.DOCX](#)

R. Consider appointment to the Historic Preservation Commission.

Who is submitting this City Manager Department item.

Documents: [20160104 ITEM HISTORIC PRESERVATION COMMISSION APPOINTMENT.DOCX](#), [WILSON APP FOR HISTORIC PRESERVATION COMMISSION.PDF](#)

S. Consider approval of Change Order No. 1 for final quantity adjustments and liquidated damages for the B Avenue East Rehabilitation Project.

Who is submitting this item. Public Works Director

Documents: [B AVE E CHANGE ORDER NO 1 EXPLANATION \(1\).DOCX](#), [ATTACHMENT TO CHANGE ORDER 1.PDF](#), [CHANGE ORDER 1.DOCX](#)

T. Consider approval of Pay Request No. 3 in the amount of \$28,558.09 to TK Concrete Inc. and approval of the resolution authorizing the acceptance of the Certificate of Substantial Completion for work completed on the B Avenue East Rehabilitation Project.

Who is submitting this item. Public Works Director

Documents: [B AVE E PAY APP NO 3 EXPLANATION.PDF](#), [SUBSTANTIAL COMPLETION RESOLUTION.DOC](#), [B AVE E PAY APP NO 3.DOCX](#), [PAY ESTIMATE NO 3.PDF](#), [CERTIFICATE OF SUBSTANTIAL COMPLETION.DOCX](#), [LIST OF ITEMS TO COMPLETE.DOCX](#), [SUBSTANTIAL COMPLETION LETTER.PDF](#)

U. Consider a resolution to temporarily close High Avenue East between Market Street and South 1st Street and South 1st Street between High Avenue East and 1st Avenue East on Saturday, July 9, 2016 for a special event hosted by Central Reformed Church.

Who is submitting this item. Public Works Director

Documents: [CRC TEMP ROAD CLOSURE AGENDA.DOCX](#), [CRC TEMP ROAD CLOSURE RESOLUTION.DOCX](#), [ONLINE FORM SUBMITTAL_ SPECIAL USE PERMIT.PDF](#)

V. Consider a motion to approve and direct the City Manager to authorize additional funds in the amount of \$25,071 to C. L. Carroll Co., Inc. in order to perform digester maintenance and repairs at the Southwest Wastewater Treatment Plant.

Who is submitting this item. Public Works Director

Documents: [DIGESTER EXPLANATION \(1\).PDF](#)

W. Consider approval of Pay Request No. 2 and No. 3 in the total amount of \$7,099.50 to C. L. Carroll Co., Inc. for work completed on the Southwest Wastewater Treatment Plant digester.

Who is submitting this Public Works Director
item.

Documents: [CL CARROLL PAY APP NO. 2 AND NO. 3 AGENDA.PDF](#),
[PAY APP 2.PDF](#), [PAY APP 3.PDF](#)

X. Consider a resolution directing the city manager to execute an agreement with Turfwerks in the amount of \$11,014.00 for irrigation system improvements at Edmundson Golf Course.

Who is submitting this City Manager's Office
item.

Documents: [20160104 - TURFWERKS IRRIGATION SYSTEM COMPUTER.DOCX](#), [20160104 - TURFWERKS IRRIGATION COMPUTER RESN.DOCX](#), [GSP OFFERS.DOCX](#), [GSP.PDF](#)

Y. ----- END OF CONSENT AGENDA -----
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7. Announcement of Vacancies

This item is reserved to provide the most current information about existing or upcoming vacancies for Boards, Committees, or Commissions filled by appointment of the Mayor, or the City Council. Appointment to fill vacancies requires a separate action or confirmation by the City Council.

- Airport Commission - One vacancy to fill upon appointment for an unexpired term that ends December 31, 2015. This is a five member board that typically meets the first Monday of the month. (4 males and 0 females currently serve with 1 vacancy)
- Board of Adjustment - One vacancy to fill for a five year term that begins January 1, 2016 and ends December 31, 2020. This is a five member board that meets monthly on the fourth Tuesday of the month when needed. (5 males currently serve)
- Historic Preservation Commission - Three vacancies - one vacancy to fill upon appointment for a term that ends December 31, 2018; and two vacancies for alternate members. This is a seven member board with two alternate members that meets as needed. (4 males and 2 females currently serve with 3 vacancies, two for alternate members)
- Housing Trust Fund Committee - Two vacancies for three year terms that begin February 1, 2016 and end January 31, 2019. There are five appointed members on the committee that typically meets the first Thursday every other month. (3 males and 2 females currently serve)
- Municipal Housing Agency - Four vacancies - three vacancies for two year terms that begin March 1, 2016, and end February 28, 2018; and one vacancy to fill upon appointment for an unexpired term that ends February 28, 2017. This is a five member board that meets quarterly. (2 males and 2 females currently serve with 1 vacancy)
- Water Board - There is one vacancy on the Water Board for a term that ends June 30, 2016. This is a five member board that typically meets the third Monday of the month. (4 males currently serve with one vacancy)

Documents: [20160104 BOARD AND COMMISSION VACANCIES.DOCX](#)

8. Regular Agenda

Documents: [20151221 AGENDA ITEM - REGULAR ACTION ITEMS.DOCX](#)

A. Consider a resolution approving the plans, specifications, form of contract, and estimated cost for the Fire Department Renovation and Expansion Project. (PUBLIC HEARING)

Who is submitting this City Manager's Office item.

Documents: [20160104 - FIRE STATION PLANS SPECS AND FORM OF CONTRACT_1.DOC](#), [20160104 - FIRE STATION PUBLIC HEARING APPROVE PLANS SPECS COST RESN.DOCX](#)

9. Report on Items from City Staff.

- a) City Manager
- b) City Clerk.
- c) City Attorney.

This item is reserved to receive reports from the City Manager, City Clerk, and/or the City Attorney.

Documents: [20160104 REPORTS FROM STAFF.DOCX](#)

10. City Council Information

This item is reserved to receive reports from the Mayor and City Council. This is an opportunity for the members of the City Council to provide updates on activities, events, or items of note to the public. This is also the opportunity for the City Council to request future agenda items, or request items to be sent to Committee for review and discussion.

Documents: [20160104 CITY COUNCIL INFORMATION.DOCX](#)

11. Consider holding a closed session under Iowa Code Section 21.5.1.c. to discuss strategy with counsel on a matter presently in litigation or in which litigation is imminent where disclosure would be likely to prejudice or disadvantage the city's position.

Who is submitting this City Manager Department item.

Documents: [ITEM - CLOSED SESSION RE LITIGATION.DOCX](#)

12. Adjournment

THE REQUIREMENT THAT AN ORDINANCE BE READ THREE (3) TIMES BEFORE PASSAGE MAY BE WAIVED BY COUNCIL UPON AN AFFIRMATIVE VOTE OF SIX (6) OF THE SEVEN (7) COUNCIL MEMBERS. THE PUBLIC IS ADVISED TO TAKE NOTE OF THIS PROCESS AND BE PREPARED TO SPEAK EITHER FOR OR AGAINST ANY ORDINANCE AT THE TIME OF FIRST READING.

If you require special accommodations, please contact the City Manager's Office at least 24 hours prior to the meeting at (641) 673-9431.



City Council Communication

Meeting Date: January 4, 2016

Requested By: Mayor & City Council

Item Title: Call to Order and Roll Call – 6:00 p.m.

1. Invocation: Father John Spiegel, St. Mary's Catholic Church
2. Pledge of Allegiance
3. Roll Call: _____ Mayor David Krutzfeldt, Council Members:

_____ Caligiuri, _____ Jimenez, _____ Moore, _____ Van Zetten,

_____ Ver Steeg, _____ Walling, _____ Yates.

Explanation:

Not applicable.

Budget Consideration:

Not applicable.

Attachments:

None.



City Council Communication

Meeting Date: January 4, 2016

Requested By: Mayor & City Council

Item Title: Community Comments
Explanation: <p>This item is reserved to receive comments from the community for concerns whether or not they are included in the current agenda. The community is encouraged to come and speak before the Mayor and City Council and asked to keep statements brief. Time shall be limited to no more than three minutes. Any questions are to be asked of the City staff, Council Members, or the Mayor prior to speaking to the full Council so concerns may be properly researched and answered away from the meeting. Comments are to be directed to the Mayor and City Council only.</p>
Budget Consideration: <p>Not applicable.</p>
Attachments: <p>None.</p>



City Council Communication

Meeting Date: January 4, 2016

Requested By: City Council

Item Title: OATHS OF OFFICE

City Clerk Amy Miller will administer the oath of office to Mayor David Krutzfeldt and the Mayor will administer the oath of office to Tom Jimenez, 2nd Ward City Council Member; Steve Burnett, 4th Ward City Council Member; and Joe Caligiuri, At-Large City Council Member.

Explanation:

At the January 4, 2016 city council meeting City Clerk Amy Miller will administer the oath of office to Mayor David Krutzfeldt, who was reelected to another two year term that ends December 31, 2017; and the Mayor will administer the oath of office to city council members Tom Jimenez, 2nd Ward; Steve Burnett, 4th Ward; and Joe Caligiuri, At-Large; who were elected for four year terms that expire December 31, 2019.

Budget Consideration:

None.

Attachments:

None.

Consent Agenda Items: All items appearing on the Consent Agenda are considered routine in nature and no discussion is anticipated.

- Item A. Minutes and reports from city council meetings.**
Staff recommends council receive and file these documents.
- Item B. Board and Commission Minutes:**
Staff recommends council receive and file these documents.
- Item C. Consider payment of claims for December 2015.**
- Item D. Consider approval of a renewal application for a Class E Liquor License with Carryout Beer and Wine Permit and Sunday Sales from Wal-Mart Stores, Inc. dba Wal-Mart Supercenter #1393, 2203 A Avenue West.**
- Item E. Consider approval of a renewal application for Class A Liquor License with Sunday Sales from Oskaloosa Lodge #340 B.P.O. of Elks, 202 Second Avenue East.**
- Item F. Consider approval of an ownership update due to a change in officers for Class A Liquor License with Sunday Sales from Oskaloosa Lodge #340 B.P.O. of Elks, 202 Second Avenue East.**
- Item G. Receive and file the Safety Committee report for the fourth quarter of 2015.**
- Item H. Consider approval of appointment of Doug Yates as Mayor Pro Tem.**
- Item I. Consider approval of appointment of city council members to the city council committees.**
- Item J. Consider approval of appointment of Tom Walling to the Emergency 9-1-1 Board.**
- Item K. Consider approval of appointment of Steve Burnett to the Oskaloosa Area Chamber & Development Group Board.**
- Item L. Consider approval of appointment of Joe Caligiuri to the Housing Trust Fund Committee.**

- Item M. Consider approval of appointment of Scottie Moore to the Mahaska Community Recreation Foundation Board.**
- Item N. Consider approval of appointment of Tom Walling to the Joint County-Mahaska Disaster Services and Emergency Planning Commission Board.**
- Item O. Consider approval of appointment of Aaron Ver Steeg to the Joint Law Enforcement Center Board.**
- Item P. Consider approval of appointment of Aaron Ver Steeg to the Mahaska County Agency on Aging Board.**
- Item Q. Consider approval of appointment of Doug Yates to the Enterprise Zoning Commission.**
- Item R. Consider appointment to the Historic Preservation Commission.**
- Item S. Consider approval of Change Order No. 1 for final quantity adjustments and liquidated damages for the B Avenue East Rehabilitation Project.**
- Item T. Consider approval of Pay Request No. 3 in the amount of \$28,558.09 to TK Concrete Inc. and approval of the resolution authorizing the acceptance of the Certificate of Substantial Completion for work completed on the B Avenue East Pavement Rehabilitation Project.**
- Item U. Consider a resolution to temporarily close High Avenue East between Market Street and South 1st Street and South 1st Street between High Avenue East and 1st Avenue East on Saturday, July 9, 2016 for a special event hosted by Central Reformed Church.**
- Item V. Consider a motion to approve and direct the City Manager to authorize additional funds in the amount of \$25,071 to C. L. Carroll Co., Inc. in order to perform digester maintenance and repairs at the Southwest Wastewater Treatment Plant.**
- Item W. Consider approval of Pay Request No. 2 and No. 3 in the total amount of \$7,099.50 to C. L. Carroll Co., Inc. for work completed on the Southwest Wastewater Treatment Plant digester.**

Item X. Consider a resolution directing the city manager to execute an agreement with Turfwerks in the amount of \$11,014.00 for irrigation system improvements at Edmundson Golf Course.



City Council Communication

Meeting Date: January 4, 2016

Requested By: City Manager's Office

Item Title: CONSENT AGENDA**Explanation:**

All items appearing on the Consent Agenda are considered routine by the City Council and shall be enacted by one motion. If discussion is desired, that item shall be removed, discussed separately and approved by a separate motion of the City Council.

- A. Approval of Council Minutes and Actions, subject to corrections, as recommended by the City Clerk.
 - 1. December 21, 2015 City Council Regular Meeting Minutes
 - 2. January 4, 2016 Agenda

- B. Receive and file the following reports and communications from advisory and operating boards and commissions:
 - 1. December 21, 2015 Civil Service Commission Minutes

Budget Consideration:

Not applicable.

Attachments:

December 21, 2015 City Council Regular Meeting Minutes
December 21, 2015 Civil Service Commission Minutes

OSKALOOSA CITY COUNCIL
REGULAR MEETING
December 21, 2015

The Oskaloosa City Council met in regular session on Monday, December 21, 2015, at 6:00 p.m. with Mayor Krutzfeldt presiding and the following members answering roll call: Caligiuri, Jimenez, Moore, Van Zetten, Ver Steeg, Walling and Yates.

Blaine Vos, 2346 Patriot Avenue, gave an update on the 2015 downtown Farmers' Market.

Ver Steeg introduced Resolution No. 15-12-141 entitled "RESOLUTION OF APPRECIATION" for 4th Ward City Council Member Jason Van Zetten and moved its approval. Moore seconded the motion. The roll was called and the vote was:

AYES: Caligiuri, Jimenez, Moore, Van Zetten, Ver Steeg, Walling and Yates
NAYS: None

Whereupon the Mayor declared said resolution duly adopted.

Mayor Krutzfeldt presented the resolution of appreciation to 4th Ward City Council Member Jason Van Zetten.

It was moved by Ver Steeg, seconded by Moore to approve the consent agenda:

1. December 7, 2015 City Council Regular Meeting Minutes
2. December 21, 2015 Agenda
3. Receive and file the following reports and communications from advisory and operating boards and commissions:
 - a. November 23, 2015 Library Board Minutes
 - b. December 7, 2015 Airport Commission Minutes
 - c. Renewal application for a Class C Beer Permit with Wine from Wigg's Inc. dba Wigg's Country Store, 1308 A Avenue East.
 - d. Receive and file financial reports for November 2015.

The roll was called and the vote was:

AYES: Caligiuri, Jimenez, Moore, Van Zetten, Ver Steeg, Walling and Yates
NAYS: None

Whereupon the Mayor declared said motion approved.

Ver Steeg introduced Resolution No. 15-12-142 entitled "RESOLUTION ADOPTING REVISED FEE SCHEDULE FOR THE CITY OF OSKALOOSA" and moved its approval. Moore seconded the motion. The roll was called and the vote was:

AYES: Caligiuri, Jimenez, Moore, Van Zetten, Ver Steeg, Walling and Yates
NAYS: None

Whereupon the Mayor declared said resolution duly adopted.

Ver Steeg introduced "AN ORDINANCE AMENDING THE OSKALOOSA MUNICIPAL CODE 12.40.00 TREES, 15.04.04.230 PERMIT APPLICATION PLANS

AND SPECIFICATIONS, AND 17.34.020 SITE PLAN REVIEW PROCEDURE” and moved its approval on the third reading. Moore seconded the motion. The roll was called and the vote was:

AYES: Caligiuri, Jimenez, Moore, Van Zetten, Ver Steeg, Walling and Yates
NAYS: None

Whereupon the Mayor declared said ordinance duly adopted. The ordinance was assigned No. 1379.

It was moved by Ver Steeg, seconded by Moore to approve the appointment of Jennifer Main to the Stephen Memorial Animal Shelter Commission for a two year term that ends December 31, 2017. The roll was called and the vote was:

AYES: Caligiuri, Jimenez, Moore, Van Zetten, Ver Steeg, Walling and Yates
NAYS: None

Whereupon the Mayor declared said motion approved.

It was moved by Ver Steeg, seconded by Moore to approve the appointment of Kevin M. Tacke to the Water Board for a term that ends June 30, 2018. The roll was called and the vote was:

AYES: Caligiuri, Jimenez, Moore, Van Zetten, Ver Steeg, Walling and Yates
NAYS: None

Whereupon the Mayor declared said motion approved.

It was moved by Ver Steeg, seconded by Moore to approve the appointment of Adam Haroldson to the Historic Preservation Commission for a three year term that ends December 31, 2018. The roll was called and the vote was:

AYES: Caligiuri, Jimenez, Moore, Van Zetten, Ver Steeg, Walling and Yates
NAYS: None

Whereupon the Mayor declared said motion approved.

Ver Steeg introduced Resolution No. 15-12-143 entitled “RESOLUTION FOR SETTING A DATE OF PUBLIC HEARING ON PLANS, SPECIFICATIONS, AND ESTIMATED COST; AND ORDERING THE ADVERTISEMENT FOR BIDS ON THE REDESIGNED FIRE DEPARTMENT RENOVATION AND EXPANSION PROJECT” and moved its approval. Moore seconded the motion. The roll was called and the vote was:

AYES: Caligiuri, Jimenez, Moore, Van Zetten, Ver Steeg, Walling and Yates
NAYS: None

Whereupon the Mayor declared said resolution duly adopted.

The Mayor announced this is the time and place for the public hearing on the sale of city-owned property located at 717 A Avenue East and 603 A Avenue East and that citizens would now have the opportunity to comment. Jeremy DeRonde, 2808 Lincoln, offered a bid of \$2,500 for the properties with the same terms. Terry Anderson, 2010 Suffolk Road, commented and withdrew his offer. No written comments were received. The Mayor declared said hearing closed.

Ver Steg introduced Resolution No. 15-12-144 entitled "RESOLUTION APPROVING THE CONVEYANCE OF CITY-OWNED PROPERTY LOCATED AT 717 A AVENUE EAST AND 603 A AVENUE EAST TO JEREMY DERONDE FOR \$2,500" with the condition that the structure at 603 A Avenue East be demolished in a year and all back taxes and weed assessments on both properties be paid in full and moved its approval. Yates seconded the motion. The roll was called and the vote was:

AYES: Caligiuri, Jimenez, Moore, Van Zetten, Ver Steeg, Walling and Yates

NAYS: None

Whereupon the Mayor declared said resolution duly adopted.

The Mayor announced this is the time and place for the public hearing on levying a special assessment against private property for cutting and removal of weeds and that citizens would now have the opportunity to comment. There were no oral or written comments received. The Mayor declared said hearing closed.

Jimenez introduced Resolution No. 15-12-145 entitled "RESOLUTION LEVYING A SPECIAL ASSESSMENT AGAINST PRIVATE PROPERTY FOR CUTTING AND REMOVAL OF WEEDS BY THE CITY OF OSKALOOSA, IOWA, IN ACCORDANCE WITH TITLE 8, CHAPTER 8.20 OF THE CITY CODE OF THE CITY OF OSKALOOSA, IOWA" and moved its approval. Moore seconded the motion. The roll was called and the vote was:

AYES: Caligiuri, Jimenez, Moore, Van Zetten, Ver Steeg, Walling and Yates

NAYS: None

Whereupon the Mayor declared said resolution duly adopted.

City Manager Michael Schrock gave an update on the status of renewal of the city's Local Option Sales and Services Tax (LOSST) followed by discussion with the Mayor and City Council.

It was moved by Ver Steeg, seconded by Caligiuri that the meeting adjourn. Motion carried unanimously. The meeting adjourned at 6:32 p.m.

David Krutzfeldt, Mayor

ATTEST:

Amy Miller, City Clerk

CITY OF OSKALOOSA
CIVIL SERVICE COMMISSION
DECEMBER 21, 2015

The City of Oskaloosa Civil Service Commission met Monday, December 21, 2015 at 4:00 p.m. Andy Holmberg called the meeting to order with Jake Huyser and Ken Seemann present. Also present were Mark Neff, Fire Chief and Amy Miller, City Clerk.

It was moved by Seemann, seconded by Huyser to approve the October 14, 2015 and October 29, 2015 minutes. Motion carried unanimously.

It was moved by Holmberg, seconded by Huyser to certify the following for Firefighter:

Eric Martin
Timothy Brom
John Morenz
Joshua Johnson
Kurtis Grubb
Hunter Eaton

Motion carried unanimously.

It was moved by Huyser, seconded by Seemann that the meeting adjourn. Motion carried unanimously. The meeting adjourned at 4:15 p.m.

Andy Holmberg, Chairman

ATTEST:

Amy Miller, City Clerk



City Council Communication

Meeting Date: January 4, 2016

Requested By: City Clerk/Finance

Item Title: CONSENT AGENDA

Consider payment of claims for December 2015.

Explanation:

A list of claims for December is included in your agenda packet. An additional list will be distributed at the council meeting. Also included in the packet is a detailed list of most claims over \$500.

Staff recommends approval.

Budget Consideration:

Totals will appear on the claims lists.

Attachments:

Claims lists



MANUAL CHECK REPORT

City of Oskaloosa, IA

Akhilesh Pal	Reimburse license expense	100.00
Amazon	Library materials	2,244.76
Amy Miller	Reimburse travel expense	63.00
Blommers Construction Inc	Payment #4 - E Ave E project	58,818.16
Brian Booy & Edel's Lawn Service	Demolition loan - 416 2nd Ave W	4,000.00
Brian Rainey	Reimburse meal expense	19.34
Cornerstone Excavating, Inc	Payment #8 - 3rd Ave E project	6,986.55
David D. Dixon	December legal services - Dixon	2,200.00
David Wilke	Reimburse meal expense	18.60
Delta Dental of Iowa	Dental insurance	517.00
Edward D Jones	Savings Edward Jones	200.00
Edward D Jones	Savings Edward Jones	200.00
Edward D Jones	Savings Edward Jones	200.00
Fidelity Security Life Insurance Company	Vision insurance	280.36
Fred Pryor Seminars	Seminar registration - Weiss, Mulfinger, Willey	447.00
I.U.P.A.T. District Council 81	Union dues	257.14
Iowa State University	Workshop registration - 2-12-2016	720.00
Madison National Life	December life insurance premium	423.73
Mahaska Comm Recreation Foundation Inc.	December hotel/motel tax	36,754.05
Marilyn Johannes	Reimburse petty cash	32.56
Michael Schrock Jr.	Reimburse training expense	75.00
Mike Smith	Reimburse license expense	35.00
Misty Dawne White-Reinier	December legal services - White	1,800.00
Nathan Willey	Reimburse gas expense	20.00
Oskaloosa Association Firefighters 636	Fire union	180.00
Oskaloosa Community Schools	December local option sales tax	89,996.69
PPME 2003 IBPAT	Police union dues	361.25
Terry Anderson	Demolition loan - 517 B Ave W	4,000.00
TK Concrete Inc	Payment #1 - Airport Pavement Rehabilitation	212,405.75
TK Concrete Inc	Payment #2 - B Ave E project	96,574.72
United Way	United Way	28.00
Vicki Johnson & TJA Construction	Demo II loan - 801 South 6th St	4,000.00
Visa Card Center	Library supplies	20.44
Wyatt Russell	Reimburse meal expense	7.41
		523,986.51
	December payroll	436,850.02
Alexander, Craig	Cell phone reimbursement	20.00
Boston, Troy	Cell phone reimbursement	20.00
Calzaretta, Michael	Cell phone reimbursement	20.00
McGee, John	Cell phone reimbursement	20.00
Neff, Mark	Cell phone reimbursement	20.00
Pal, Akhilesh	Cell phone reimbursement	20.00
Russell, Wyatt	Cell phone reimbursement	20.00
Schrock Jr, Michael	Cell phone reimbursement	20.00
Vroegh, Gary	Cell phone reimbursement	20.00
Vroegh, Grant	Cell phone reimbursement	20.00
Willey, Nathan	Cell phone reimbursement	20.00



COUNCIL CLAIMS LIST

City of Oskaloosa, IA

A1 Janitorial Supply	Sewer opener	346.23
Access Systems	IT support - December	2,257.88
Ahlers & Cooney P.C.	Legal services - personnel issues	264.00
Aramark Uniform & Career Apparel, LLC	Rubber mats	102.21
Arnold Motor Supply	Supplies	20.17
	Supplies	16.45
	Supplies	29.37
	Hub assembly	160.35
Bill & Ray's Auto Service Inc	Wrecker call - Police Dept	90.00
	Parts for repair	72.55
Bret Braafhart	Professional services	225.00
Brick, Gentry, Bowers, Swatz & Levis, PC	Legal services - 28E agreements Fire townships	555.00
Brown Supply Co	Saddle tees	460.00
Brown's Shoe Fit Company	Boots - Haroldson	100.00
	Duty boots - Rogers	100.00
Capital City Equipment	Tractor repair	1,065.99
Carriker Ford	Oxygen sensor	131.50
	Vehicle repair - Police Dept	357.34
Certified Pest Control	Pest control	30.00
D.J. Gongol & Associates	Parts for pump repair	296.34
	Parts for pump repair	284.77
David Robert Overton Jr	Professional services	200.00
DeBruin Electric Inc	Sprinkler pump - Golf course	192.05
Ed Roehr Safety Products	Taser batteries	50.18
Emergency Services Marketing Corp Inc	I Am Responding contract - Fire Dept	725.00
Gall's LLC	Uniforms	121.95
Haines Auto Supply	Hub assembly	190.83
	Supplies	12.54
Heslinga, Dixon, Moore & Hite	Legal services - October	185.00
IA Munic Workers Comp Assoc	Work comp payment # 7	7,272.00
Iowa Dept of Transportation	Supplies	122.04
Jeff Smith PGA Professional	Reimburse golf course expenses	1,482.10
John Deere Financial	Supplies	31.78
	Supplies	1.32
	Supplies	39.98
	Supplies	23.94
	Supplies	3.57
	Supplies	34.87
Kay Jay Services	Degreaser	499.99
	Copper sulfate	489.99
	Ice melt	494.50
	Degreaser	499.99
	Degreaser	499.99
Kelly Supply Company	Supplies	40.05
	Light bulbs	24.43
Keystone Laboratories Inc	Lab services	417.40

L-3 Communications Mobile Vision, Inc	Software maintenance	494.00
Lappin Tire Inc	Oil change	38.50
	Oil change	35.00
	Oil change	38.50
	Oil change	38.50
	Rim guard	363.50
	Tires - Parks	139.21
	Oil change	38.50
	Tire repair	15.00
Mahaska Co Highway Dept	Fuel	2,574.15
	Fuel	1,597.21
	Fuel	1,241.58
Mahaska Communication Group, LLC	Telephone services	42.04
	Telephone services	1,208.34
	Telephone services	67.55
	Telephone services	167.65
	Telephone services	65.62
	Telephone services	70.85
	Telephone services	63.95
Mahaska County Auditor	November 2015 regular election	6,874.27
Mahaska County E911 Service	Quarterly contribution	39,379.75
Mahaska Drug	Medications	11.00
Mahaska Health Partnership	Annual wellness tests	480.00
	Annual flu shots	925.00
Malcom Lumber Window & Door Center	Supplies	15.99
	Supplies	122.41
Michael Dursky	Proctor Fire Department testing	100.00
MidAmerican Energy	Utilities	133.81
	Utilities	931.14
MidWestOne Insurance Services Inc.	Public Employee Bond	1,468.00
Municipal Supply Inc	Supplies	129.69
	Marking paint and flags	110.60
Northland Products Company	Oil and hydraulic fluid	996.00
Oskaloosa Area Chamber & Development Group	City contribution	9,375.00
Oskaloosa Water Dept	Waste water supplies	37.98
	Fax location services	45.90
	Fuel - Locate truck	21.59
	November credit card fees	268.83
Ottumwa Seat and Top	Seat covers - Police Dept	350.00
Philip L. Ascheman PH.D.	Professional services	200.00
Professional Computer Solutions Inc	Computer services	264.90
Quill Corporation	Office supplies	102.31
	Office supplies	45.43
RDG IA Inc	Professional services - Corridor/Wayfinding Study	8,174.52
Reditest Screening Devices	Supplies	20.75
Schumacher Elevator Company	Scheduled maintenance	143.60
	Scheduled maintenance	203.65
SimplexGrinnell LP	Sprinkler repair	3,903.00
Sioux Sales Company	Collection kits	113.05
Stephens Memorial Animal	City contribution	21,500.00
The Office Center Inc.	Office supplies	111.56
UnityPoint Clinic-Occupational Medicine	Professional services	37.00
Utility Equipment Co	Storm water intakes	2,238.00

Walmart Community/GECRB	Medications	25.67
	Supplies	33.88
	Medications	30.93
	Medications	28.24
	Medications	137.10
	Printer	99.00
	Medications	4.00
Wellington Tools Sales Inc	Tools	185.50
		<hr/>
		128,299.34



City Council Communication
Meeting Date: January 4, 2016
Requested By: City Clerk/Finance

Item Title: CONSENT AGENDA

Consider approval of a renewal application for a Class E Liquor License with Carryout Beer and Wine Permit and Sunday Sales from Wal-Mart Stores, Inc. dba Wal-Mart Supercenter #1393, 2203 A Avenue West.

Explanation:

The application is complete and in order for approval.

Staff recommends approval.

Budget Consideration:

\$300.00 revenue to the General Fund

Attachments:

None



City Council Communication
Meeting Date: January 4, 2016
Requested By: City Clerk/Finance

Item Title: CONSENT AGENDA

Consider approval of a renewal application for Class A Liquor License with Sunday Sales from Oskaloosa Lodge #340 B.P.O. of Elks, 202 Second Avenue East.

Explanation:

The application is complete and in order for approval.

Staff recommends approval.

Budget Consideration:

\$390.00 revenue to the General Fund

Attachments:

None



City Council Communication
Meeting Date: January 4, 2016
Requested By: City Clerk/Finance

Item Title: CONSENT AGENDA

Consider approval of an ownership update due to a change in officers for a Class A Liquor License with Sunday Sales from Oskaloosa Lodge #340 B.P.O. of Elks, 202 Second Avenue East.

Explanation:

The application is complete and in order for approval.

Staff recommends approval.

Budget Consideration:

None

Attachments:

None



City Council Communication
Meeting Date: January 4, 2016
Requested By: City Manager's Office

Item Title: CONSENT AGENDA

Consider a motion to receive and file the Safety Committee report for the fourth quarter of 2015.

Explanation:

The City of Oskaloosa has a Safety Committee that meets to ensure that the City provides a safe workplace for all employees. The Safety Committee meets monthly with each department being represented. Attached is the quarterly report for the fourth quarter from the Safety Committee. The reports are being provided to council as part of a recommendation from the Iowa Municipal Workforce Association (IMWCA). The fourth quarter report shows no missed work days due to accidents, and includes an update on the safety manual and safety goals for 2016.

Budget Consideration:

No budgetary items were considered by the Safety Committee in the fourth quarter of 2015.

Attachments:

Safety Committee Quarterly Update



Safety Committee Quarterly Update January 2016

- In the fourth quarter of 2015, the Safety Committee reviewed 2 accidents. No accident resulted in a loss of work days.
- The Safety Committee is in the final stages of a city-wide Safety Manual. The manual is required to follow IMWCA Best Practices.
- The committee reviewed their 2015 goals and the results from each goal.
 - Work toward a lower experience modification factor. The current mod number is 1.08, the goal number is below 1.
 - With no accidents resulting in loss of work days, 2015 has been a good year for Oskaloosa's modification factor. Staff anticipates that the modification factor will lower in 2016.
 - Implement a tracked training program for employees.
 - A training program has been implemented with staff already participating. The training requires nine courses for each non-safety employee.
 - Work toward being a Best Practices Organization determined by the Iowa Municipal Workers Compensation Association (IMWCA).
 - The safety committee created a training program and a return to work policy that are requirements of a Best Practices Organization. The safety committee continues to make progress on this goal.
 - Create a Return to Work Program.
 - This program was created and approved by council on June 1, 2015.
 - Report all injuries to the On Call Nurse
 - The city had no injuries in 2015 to report to the On Call Nurse. Staff informed employees about the company nurse during inspections, and provided literature on how to use and contact the nurse.
- The Safety Committee's new goals for 2016 are:
 - Work toward a lower experience modification factor. The current mod number is 1.08, the goal number is below 1.
 - A lower experience modification factor (EMF) reduces the price of insurance for the City of Oskaloosa. EMF is the adjustment of annual premiums based on previous loss experience. The mod is lowered by a reduction in accidents across the city. It takes three years for a work-related accident to be removed from the experience modification factor.



- Work toward being a Best Practices Organization determined by the Iowa Municipal Workers Compensation Association (IMWCA).
 - By being designated a Best Practices Organization by IMWCA the city will be eligible for grant money to go toward more safety equipment and training. Becoming a Best Practices Organization will allow the city to evaluate its current safety needs.
- Implement a new employee training orientation program.
 - If employees are properly trained fewer accidents occur. A new employee training orientation program will be created city-wide.
- Safety committee meeting attendance.
 - Require that all departments are represented at each safety committee meeting. Departments Heads may be the representative, with a staff member required to attend if the department head or regular representative cannot attend.
- One hundred percent compliance with safety training.
 - Each department in the city will obtain a 100 percent compliance rate by completing their required training courses by June 30, 2016. This includes CPR and AED training; along with department heads receiving Red Cross first aid training.
- Initiate a training program for employees on heavy and specialized equipment.
 - Employees should feel safe when operating equipment, and that begins with proper training. On each large piece of equipment and specialized equipment, employees will be trained by either a department head, supervisor, or well-skilled operator familiar with the equipment. Records of the training will be signed off on by both the employee and trainer and kept in the employee's personnel file.



A recap of the accidents reviewed for the year 2015. No days missed under the IMWCA insurance.

<u>DATE</u>	<u>DEPARTMENT</u>	<u>ACCIDENT TYPE</u>	<u>DAYS AWAY</u>
2/1/2015	Streets	Equipment damage	
2/18/2015	Fire	Reportable injury (not under Work Comp)	6
3/26/2015	Police	Equipment damage	
4/30/2015	Parks	Equipment damage	
6/16/2015	Police	Equipment damage	
8/3/2015	Police	Equipment damage	
8/22/2015	Police	Non-reportable injury	
8/22/2015	Police	Non-reportable injury	
10/13/2015	Police	Equipment damage	
11/24/2015	Parks	Equipment damage	



City Council Communication

Meeting Date: January 4, 2016

Requested By: Mayor & City Council

Item Title: CONSENT AGENDA

Consider approval of appointment of Doug Yates as Mayor Pro Tem.

Explanation:

Mayor David Krutzfeldt recommends the appointment of Doug Yates as Mayor Pro Tem. Doug Yates has served as Mayor Pro Tem for the past three years.

Recommended Action: Approve Mayor's appointment of Doug Yates to serve as Mayor Pro Tem.

Budget Consideration:

Not applicable.

Attachments:

None.



City Council Communication

Meeting Date: January 4, 2016

Requested By: Mayor & City Council

Item Title: CONSENT AGENDA

Consider appointment of city council members to the city council committees.

Explanation:

Mayor David Krutzfeldt recommends the appointment of city council members to the city council committees as follows:

Finance Committee: Yates (Chairperson), Caligiuri, Jimenez

Public Safety Committee: Ver Steeg (Chairperson), Moore, Caligiuri

Planning Committee: Moore (Chairperson), Burnett, Yates

Public Projects Committee: Walling (Chairperson), Jimenez, Burnett

Recommended Action: Approve Mayor's recommendations of city council members to serve on city council committees.

Budget Consideration:

Not applicable.

Attachments:

None.



City Council Communication

Meeting Date: January 4, 2016

Requested By: Mayor & City Council

Item Title: CONSENT AGENDA

Consider approval of appointment of Tom Walling to the Emergency 9-1-1 Board.

Explanation:

Mayor David Krutzfeldt recommends the appointment of Tom Walling to the Emergency 9-1-1 Board for a two year term that ends December 31, 2015. Tom Walling has served on the board for the past two years.

Recommended Action: Approve appointment of Tom Walling to the Emergency 9-1-1 Board as recommended by the Mayor.

Budget Consideration:

Not applicable.

Attachments:

None.



City Council Communication

Meeting Date: January 4, 2016

Requested By: Mayor & City Council

Item Title: CONSENT AGENDA

Consider approval of appointment of Steve Burnett to the Oskaloosa Area Chamber & Development Group Board.

Explanation:

Mayor David Krutzfeldt would like to appoint Steve Burnett to the Oskaloosa Area Chamber & Development Group Board.

Recommended Action: Approve the appointment of Steve Burnett to the Oskaloosa Area Chamber & Development Group Board.

Budget Consideration:

Not applicable.

Attachments:

None.



City Council Communication

Meeting Date: January 4, 2016

Requested By: Mayor & City Council

Item Title: CONSENT AGENDA

Consider approval of appointment of Joe Caligiuri to the Housing Trust Fund Committee.

Explanation:

Mayor David Krutzfeldt recommends the appointment of Joe Caligiuri to the Housing Trust Fund Committee. Joe Caligiuri has served on the committee for the past three years.

Recommended Action: Approve appointment of Joe Caligiuri to the Housing Trust Fund Committee as recommended by the Mayor.

Budget Consideration:

Not applicable.

Attachments:

None.



City Council Communication

Meeting Date: January 4, 2016

Requested By: Mayor & City Council

Item Title: CONSENT AGENDA

Consider approval of appointment of Scottie Moore to the Mahaska Community Recreation Foundation Board.

Explanation:

Mayor David Krutzfeldt recommends the appointment of Scottie Moore to the Mahaska Community Recreation Foundation Board. Scottie Moore has served on the board since being appointed on January 4, 2010.

Recommended Action: Approve appointment of Scottie Moore to the Mahaska Community Recreation Foundation Board as recommended by the Mayor.

Budget Consideration:

Not applicable.

Attachments:

None.



City Council Communication

Meeting Date: January 4, 2016

Requested By: Mayor & City Council

Item Title: CONSENT AGENDA

Consider approval of appointment of Tom Walling to the Joint County-Mahaska Disaster Services and Emergency Planning Administration Board.

Explanation:

Mayor David Krutzfeldt recommends the appointment of Tom Walling to the Joint County-Mahaska Disaster Services and Emergency Planning Administration Board.

Recommended Action: Approve appointment of Tom Walling to the Joint County-Mahaska Disaster Services and Emergency Planning Administration Board as recommended by the Mayor.

Budget Consideration:

Not applicable.

Attachments:

None.



City Council Communication

Meeting Date: January 4, 2016

Requested By: Mayor & City Council

Item Title: CONSENT AGENDA

Consider approval of appointment of Aaron Ver Steeg to the Joint Law Enforcement Center Board.

Explanation:

Mayor David Krutzfeldt recommends the appointment of Aaron Ver Steeg to the Joint Law Enforcement Center Board. Aaron Ver Steeg has served on the board for the past three years.

Recommended Action: Approve appointment of Aaron Ver Steeg to the Joint Law Enforcement Center Board as recommended by the Mayor.

Budget Consideration:

Not applicable.

Attachments:

None.



City Council Communication

Meeting Date: January 4, 2016

Requested By: Mayor & City Council

Item Title: CONSENT AGENDA

Consider approval of appointment of Aaron Ver Steeg to the Mahaska County Agency on Aging Board.

Explanation:

Mayor David Krutzfeldt recommends the appointment of Aaron Ver Steeg to the Mahaska County Agency on Aging Board. Aaron Ver Steeg has served on the board since being appointed on June 7, 2010.

Recommended Action: Approve appointment of Aaron Ver Steeg to the Mahaska County Agency on Aging Board as recommended by the Mayor.

Budget Consideration:

Not applicable.

Attachments:

None.



City Council Communication

Meeting Date: January 4, 2016

Requested By: Mayor & City Council

Item Title: CONSENT AGENDA

Consider appointment of Doug Yates to the Enterprise Zone Commission.

Explanation:

Mayor David Krutzfeldt recommends the appointment of Doug Yates to the Enterprise Zone Commission. Doug Yates has served on the commission since his appointment on February 6, 2012.

Recommended Action: Approve appointment of Doug Yates to the Enterprise Zone Commission as recommended by the Mayor.

Budget Consideration:

Not applicable.

Attachments:

None.



City Council Communication

Meeting Date: January 4, 2016

Requested By: Mayor & City Council

Item Title: CONSENT AGENDA

Consider appointment to the Historic Preservation Commission.

Explanation:

There are four vacancies on the Historic Preservation Commission – two vacancies for unexpired terms that end December 31, 2018, and two vacancies for alternate members. This is a seven member commission with two alternates. Currently three males and two females serve with two vacancies for terms that expire December 31, 2018, and two alternate positions. The city has received an application from Nathan Wilson. As of this writing, no other applications have been received. Appointments to the Historic Preservation Commission are made by the City Council.

Recommended Action: Consider appointment of Nathan Wilson to the Historic Preservation for a term that ends December 31, 2018.

Budget Consideration:

Not applicable.

Attachments:

Application from Nathan Wilson.

Application for Board or Commission

According to Oskaloosa Charter Article V Section 5.1, All members of boards, commissions and committees shall be registered voters of the City of Oskaloosa except rural members of the Library Board. Are you a registered voter?

Yes

No

*
Board or commission applying for (choose one from list):*

Historic Preservation Committee

Board or commission not listed above:

Name of applicant:*

Address of Applicant*

Phone number (day)*

Phone number (evening)

Email address:*

Would you like to be interviewed for this position?*

Yes

No

Why are you interested in this position?*

Your experience that would be beneficial to the board or commission:*

Other civic experience:

* indicates required fields.



City Council Communication

Meeting Date: January 4, 2016

Requested By: Public Works Dept.

Item Title: CONSENT AGENDA

Consider approval of Change Order No. 1 for final quantity adjustments and liquidated damages for the B Avenue East Rehabilitation Project.

Explanation:

The B Avenue East Rehabilitation Project has been substantially completed as of Wednesday, December 23, 2015. Change Order No. 1 reflects changes to the contract price due to final quantity adjustments and liquidated damages. These changes resulted in a net decrease of \$8,302.75 to the original contract price of \$184,710.00, giving a final contract price of \$176,407.25.

Of the \$8,302.75 reduction, the final quantities adjustment accounted for a net decrease of \$5,502.75 and liquidated damages accounted for a decrease of \$2,800.00. The contractor exceeded the allowable contracted working days by four (4) days at \$700.00 per day for a total of \$2,800.00.

<u>Summary of Contract:</u>	<u>Total Amounts:</u>	<u>Council Approval Date:</u>
Original Bid	\$184,710.00	September 8, 2015
Change Order No. 1	-\$8,302.75*	
Total Contract	\$176,407.25	

Recommended Action:

Consider approval of Change Order No. 1 (-\$8,302.75) for final quantity adjustments to the B Avenue East Rehabilitation Project.

Budget Consideration:

A decrease of \$8,302.75 from the final contract price for the B Avenue East Rehabilitation Project.

Attachments:

Change Order No. 1, Attachment to Change Order No. 1

Base Bid								
No.	Item	Unit Price	Contract Quantity		Schedule of Values	Quantity Completed	Unit Difference	Adjustment
1	Mobilization	\$5,000.00	1	LS	\$5,000.00	1	0	\$0.00
2	Excavation - Class 10, 12, or 13	\$15.00	580	CY	\$8,700.00	580	0	\$0.00
3	Subbase, Granular	\$20.00	515	TON	\$10,300.00	591.50	76.50	\$1,530.00
4	Trench Compaction Testing	\$1,500.00	1	LS	\$1,500.00	0.5	-0.5	-\$750.00
5	Sanitary Sewer Gravity Main, Trenched, 18"	\$100.00	80	LF	\$8,000.00	85	5	\$500.00
6	Storm Sewer, Trenched, 12"	\$60.00	40	LF	\$2,400.00	34	-6	-\$360.00
7	Storm Sewer Intake/Manhole Rebuild	\$4,250.00	5	EA	\$21,250.00	4	-1	-\$4,250.00
8	PCC Pavement, 7" Thick	\$34.00	1,600	SY	\$54,400.00	1,609	9	\$306.00
9	2' Curb and Gutter, 8" Thick	\$30.00	70	LF	\$2,100.00	27	-44	-\$1,305.00
10	PCC Pavement Samples and Testing	\$2,000.00	1	LS	\$2,000.00	1	0	\$0.00
11	Sidewalk Removal	\$8.00	130	SY	\$1,040.00	127	-3	-\$24.00
12	PCC Sidewalk, 4" Thick	\$36.00	40	SY	\$1,440.00	42	2	\$72.00
13	PCC Sidewalk & Ramps, 6" Thick	\$45.00	90	SY	\$4,050.00	85	-5	-\$225.00
14	Pavement Removal	\$6.25	1,600	SY	\$10,000.00	1,609	9	\$56.25
15	Curb and Gutter Removal	\$10.00	70	LF	\$700.00	27	-44	-\$435.00
16	Conventional Seeding, Fertilizing, and Mulching	\$2,000.00	1	LS	\$2,000.00	1	0	\$0.00
17	Traffic Control	\$5,000.00	1	LS	\$5,000.00	1	0	\$0.00
BASE BID TOTALS:					\$139,880.00	-\$4,884.75		

Alternate Bid No. 1								
No.	Item	Unit Price	Contract Quantity		Schedule of Values	Quantity Completed	Unit Difference	Adjustment
1	Excavation - Class 10, 12, or 13	\$15.00	260	CY	\$3,900.00	260	0	\$0.00
2	Subbase, Granular	\$20.00	250	TON	\$5,000.00	250	0	\$0.00
3	PCC Pavement, 7" Thick	\$34.00	765	SY	\$26,010.00	766	1	\$34.00
4	2' Curb and Gutter, 8" Thick	\$30.00	20	LF	\$600.00	18.5	-1.5	-\$45.00
5	PCC Pavement Samples and Testing	\$1,000.00	1	LS	\$1,000.00	1	0	\$0.00
6	Sidewalk Removal	\$25.00	10	SY	\$250.00	6	-4	-\$100.00
7	Driveway Removal	\$50.00	5	SY	\$250.00	4	-1	-\$50.00
8	PCC Sidewalk & Ramps, 6" Thick	\$75.00	10	SY	\$750.00	6	-4	-\$300.00
9	PCC Paved Driveway, 6" Thick	\$150.00	5	SY	\$750.00	4	-1	-\$150.00
10	Pavement Removal	\$8.00	765	SY	\$6,120.00	766	1	\$8.00
11	Curb and Gutter Removal	\$10.00	20	LF	\$200.00	19	-2	-\$15.00
ALTERNATE BID NO. 1 TOTALS:					\$44,830.00	-\$618.00		

Original Contract Total:	\$184,710.00	Total Adjustments:	-\$5,502.75
Final Quantities Adjustment:	-\$5,502.75		
Liquidated Damages (4 days @ \$700.00/day):	-\$2,800.00		
Final Adjusted Contract Price:	\$176,407.25		

CHANGE ORDER NO. 1

OWNER: City of Oskaloosa
 CONTRACTOR: TK Concrete Inc.
 PROJECT: B Avenue East Rehabilitation Project
 OWNER'S PROJECT NO. 2010-74

The contractor is hereby directed to make the following changes in the Contract Documents:

Description: *Reduction in the contract amount of \$8,302.75 for final quantity adjustments and liquidated damages.*

Reason for Change Order: *Final quantity adjustments to reflect actual project quantities incorporated into the project and liquidated damages for exceeding the contracted allowable working days. These adjustments result in a net decrease of \$8,302.75 in the total project contract (\$5,502.75 for final quantities adjustments and (4 days X \$700.00/day) = \$2,800.00 for liquidated damages).*

Attachments: Attachment to Change Order No. 1

CHANGE IN CONTRACT PRICE:	CHANGE IN CONTRACT TIMES:
Original Contract Price: \$ <u>184,710.00</u>	Original Contract Times: <u>35 Working Days</u>
Net Increase (Decrease) from previous Change Orders No.'s ____ to ____: \$ <u>0</u>	Net changes from previous Change Orders No.'s ____ to ____: <u>0</u>
Contract Price prior to this Change Order: \$ <u>184,710.00</u>	Contract Times prior to this Change Order: <u>35 Working Days</u>
Net Decrease of this Change Order: \$ <u>8,302.75</u>	Net Increase (Decrease) of this Change Order: <u>0</u>
Contract Price with all Approved Change Orders: \$ <u>176,407.25</u>	Contract Times with all Approved Change Orders: <u>35 Working Days</u>

CHANGE ORDER NO. 1

RECOMMENDED :

APPROVED :

ACCEPTED:

Engineer

Owner

Contractor

Signature

Signature

Signature

Name

Name

Name

Date:_____

Date:_____

Date:_____



City Council Communication
 Meeting Date: January 4, 2016
 Requested By: Public Works Dept.

Item Title: CONSENT AGENDA

Consider approval of Pay Request No. 3 in the amount of \$28,558.09 to TK Concrete Inc. and approval of the resolution authorizing the acceptance of the Certificate of Substantial Completion for work completed on the B Avenue East Rehabilitation Project.

Explanation:

The B Avenue East Rehabilitation Project has been substantially completed as of December 23, 2015. The work remaining involves the permanent seeding of the project area, which will be completed in the spring of 2016. Since all other work on this project has been completed, the retainage has been reduced from 5% (\$8,820.36) to 2.5% (\$4,410.18) of the final contract price (\$176,407.25) for this project. This reduction in retainage is in accordance with Section 26.13 of the Iowa Code and is equal to approximately 200% of the value of the remaining work.

Pay Request No. 3 from TK Concrete Inc. in the amount of \$28,558.09 reflects the work completed as of Wednesday, December 23, 2015 for a total of \$176,407.25 minus 2.5% retainage of \$4,410.18 and previous payments of \$143,438.98.

The items on this pay application are related to sanitary sewer pipe, storm sewer intakes, pavement removal, subbase, sidewalk, and concrete street paving. The total cost breakdown to date is as follows:

<u>Summary of Contract:</u>	<u>Total Amounts:</u>	<u>Council Approval Date:</u>
Original Bid	\$184,710.00	September 8, 2015
Change Order No. 1	-\$8,302.75*	
Total Contract	\$176,407.25	

<u>Summary of Pay Requests:</u>	<u>Total Amounts:</u>	<u>Council Approval Date:</u>
Pay Request No. 1	\$46,864.26	November 2, 2015
Pay Request No. 2	\$96,574.72	December 7, 2015
Pay Request No. 3	\$28,558.09*	January 4, 2016*

Total Amount Paid: \$170,919.10*

Retainage (2.5% of Completed Work):	\$4,410.18*
Total Amount Remaining from Approved Contract:	\$4,410.18*

*Applies only if Change Order No. 1 and Pay Request No. 3 are approved by City Council on January 4, 2016.

Budget Consideration:

\$28,558.09 for Pay Request No. 3 from the B Avenue East Pavement Rehabilitation Project Funds.

Attachments:

Resolution, Pay Application No. 3, Pay Estimate No. 3, Certificate of Substantial Completion, and letter.

RESOLUTION NO. _____

RESOLUTION ACCEPTING THE CERTIFICATE OF SUBSTANTIAL COMPLETION FOR THE B AVENUE EAST REHABILITATION PROJECT

WHEREAS, the City of Oskaloosa, Iowa entered into a contract with TK Concrete Inc. for the "B Avenue East Rehabilitation Project" (will be known as the "Project"); and

WHEREAS, the Engineer and Contractor have now certified to the City Clerk that work has been duly completed in substantial compliance with the plans, specifications, and contract documents as of December 23, 2015, as shown in the "Certificate of Substantial Completion"; and

WHEREAS, the Engineer and City Staff have recommended to approve the "Certificate of Substantial Completion" for this project; and

WHEREAS, during the course of the project, certain changes to the project scope were required; and

WHEREAS, the changes resulted in a net decrease to the contract price of \$8,302.75 thereby resulting in a final contract price of \$176,407.25;

NOW, THEREFORE, BE IT RESOLVED by the City Council of Oskaloosa, Iowa as follows:

Section 1. That it is hereby found and determined that the "Certificate of Substantial Completion" be and are hereby accepted and approved.

Section 2. That it is hereby found and determined that the total cost of said project is in the amount of \$176,407.25.

Section 3. That all resolutions or parts of resolutions in conflict herewith be, and the same, are hereby repealed to the extent of such conflict.

PASSED AND APPROVED the _____ day of January, 2016.

David Krutzfeldt, Mayor

ATTEST: _____
Amy Miller, City Clerk

APPLICATION FOR PARTIAL PAYMENT NO. 3

REQUESTED:

Contractor

Signature

Name

Date: _____

RECOMMENDED:

Engineer

Signature

Name

Date: _____

APPROVED:

Owner

Signature

Name

Date: _____

Base Bid No.	Item	Unit Price	Council Approved 9-8-15		Completed to Date		Pay Application No. 1		Pay Application No. 2		Pay Application No. 3		
			Contract Quantity	Schedule of Values	%	\$ Amount	Qty.	\$ Amount	%	Qty.	\$ Amount	%	Qty.
1	Mobilization	\$5,000.00	1 LS	\$5,000.00	100%	1	\$5,000.00	50%	0.5	\$2,500.00	0%	0	\$0.00
2	Excavation - Class 10, 12, or 13	\$15.00	580 CY	\$8,700.00	100%	580	\$8,700.00	75%	435	\$6,525.00	0%	0	\$0.00
3	Subbase, Granular	\$20.00	515 TON	\$10,300.00	115%	591.50	\$11,830.00	55%	283.19	\$5,663.80	4%	23.08	\$461.60
4	Trench Compaction Testing	\$1,500.00	1 LS	\$1,500.00	50%	1	\$750.00	0%	0	\$0.00	0%	0	\$0.00
5	Sanitary Sewer Gravity Main, Trenched, 18"	\$100.00	80 LF	\$8,000.00	106%	85	\$8,500.00	0%	0	\$0.00	81%	65	\$6,500.00
6	Storm Sewer, Trenched, 12"	\$60.00	40 LF	\$2,400.00	85%	34	\$2,040.00	85%	34	\$2,040.00	0%	0	\$0.00
7	Storm Sewer Intake/Manhole Rebuild	\$4,250.00	5 EA	\$21,250.00	80%	4	\$17,000.00	0%	0	\$0.00	60%	3	\$12,750.00
8	PCC Pavement, 7" Thick	\$34.00	1,600 SY	\$54,400.00	101%	1,609	\$54,706.00	26%	422	\$14,348.00	48%	772	\$26,248.00
9	2' Curb and Gutter, 8" Thick	\$30.00	70 LF	\$2,100.00	38%	27	\$795.00	9%	6	\$180.00	11%	7.5	\$225.00
10	PCC Pavement Samples and Testing	\$2,000.00	1 LS	\$2,000.00	100%	1	\$2,000.00	25%	0.25	\$500.00	50%	0.5	\$1,000.00
11	Sidewalk Removal	\$8.00	130 SY	\$1,040.00	98%	127	\$1,016.00	0%	0	\$0.00	40%	52	\$416.00
12	PCC Sidewalk, 4" Thick	\$36.00	40 SY	\$1,440.00	105%	42	\$1,512.00	0%	0	\$0.00	28%	11	\$396.00
13	PCC Sidewalk & Ramps, 6" Thick	\$45.00	90 SY	\$4,050.00	94%	85	\$3,825.00	0%	0	\$0.00	46%	41	\$1,845.00
14	Pavement Removal	\$6.25	1,600 SY	\$10,000.00	101%	1,609	\$10,056.25	75%	1,200	\$7,500.00	19%	300	\$1,875.00
15	Curb and Gutter Removal	\$10.00	70 LF	\$700.00	38%	27	\$265.00	9%	6	\$60.00	11%	7.5	\$75.00
16	Conventional Seeding, Fertilizing, and Mulching	\$2,000.00	1 LS	\$2,000.00	100%	1	\$2,000.00	0%	0	\$0.00	0%	0	\$0.00
17	Traffic Control	\$5,000.00	1 LS	\$5,000.00	100%	1	\$5,000.00	50%	0.5	\$2,500.00	50%	0.5	\$2,500.00
BASE BID TOTALS:				\$139,880.00			\$134,995.25			\$41,816.80			\$64,959.60
													\$28,218.85

Alternate Bid No. 1	Item	Unit Price	Council Approved 9-8-15		Completed to Date		Pay Application No. 1		Pay Application No. 2		Pay Application No. 3		
			Contract Quantity	Schedule of Values	%	\$ Amount	Qty.	\$ Amount	%	Qty.	\$ Amount	%	Qty.
1	Excavation - Class 10, 12, or 13	\$15.00	260 CY	\$3,900.00	100%	260	\$3,900.00	50%	130	\$1,950.00	0%	0	\$0.00
2	Subbase, Granular	\$20.00	250 TON	\$5,000.00	100%	250	\$5,000.00	50%	125	\$2,500.00	0%	0	\$0.00
3	PCC Pavement, 7" Thick	\$34.00	765 SY	\$26,010.00	100%	766	\$26,044.00	0%	0	\$0.00	100%	766	\$26,044.00
4	2' Curb and Gutter, 8" Thick	\$30.00	20 LF	\$600.00	93%	18.5	\$555.00	0%	0	\$0.00	93%	18.5	\$555.00
5	PCC Pavement Samples and Testing	\$1,000.00	1 LS	\$1,000.00	100%	1	\$1,000.00	0%	0	\$0.00	100%	1	\$1,000.00
6	Sidewalk Removal	\$25.00	10 SY	\$250.00	60%	6	\$150.00	0%	0	\$0.00	60%	6	\$150.00
7	Driveway Removal	\$50.00	5 SY	\$250.00	80%	4	\$200.00	0%	0	\$0.00	80%	4	\$200.00
8	PCC Sidewalk & Ramps, 6" Thick	\$75.00	10 SY	\$750.00	60%	6	\$450.00	0%	0	\$0.00	60%	6	\$450.00
9	PCC Paved Driveway, 6" Thick	\$150.00	5 SY	\$750.00	80%	4	\$600.00	0%	0	\$0.00	80%	4	\$600.00
10	Pavement Removal	\$8.00	765 SY	\$6,120.00	100%	766	\$6,128.00	50%	383	\$3,064.00	50%	383	\$3,064.00
11	Curb and Gutter Removal	\$10.00	20 LF	\$200.00	93%	18.5	\$185.00	0%	0	\$0.00	93%	18.5	\$185.00
ALTERNATE BID NO. 1 TOTALS:				\$44,830.00			\$44,212.00			\$7,514.00			\$36,698.00
BASE BID + ALTERNATE BID NO. 1 TOTALS:				\$184,710.00			\$179,207.25			\$49,330.80			\$101,657.60
CHANGE ORDER NO. 1:				-\$8,302.75			N/A						
LIQUIDATED DAMAGES (4 days @ 700.00/day):				N/A			-\$2,800.00						
PROJECT TOTALS:				\$176,407.25			\$176,407.25						

CERTIFICATE OF SUBSTANTIAL COMPLETION

DATE OF ISSUANCE: 1/4/2016

OWNER: City of Oskaloosa, Iowa

CONTRACTOR: TK Concrete Inc.

CONTRACT: B Avenue East Rehabilitation Project

PROJECT: B Avenue East Rehabilitation Project

OWNER'S CONTRACT NO. 2010-74 ENGINEER'S PROJECT NO. N/A

This Certificate of Substantial Completion applies to all Work under the Contract Documents or to the following specified parts thereof: All work.

To City of Oskaloosa, Iowa
OWNER

And To TK Concrete Inc.
CONTRACTOR

The Work to which this Certificate applies has been inspected by authorized representatives of OWNER, CONTRACTOR, and ENGINEER, and that Work is hereby declared to be substantially complete in accordance with the Contract Documents on

December 23, 2015
DATE OF SUBSTANTIAL COMPLETION

A tentative list of items to be completed or corrected is attached hereto. This list may not be all-inclusive, and failure to include an item in it does not alter the responsibility of the CONTRACTOR to complete all of the Work in accordance with the Contract Documents. The items in the tentative list shall be completed or corrected by the CONTRACTOR on or before May 31, 2016.

The responsibilities between OWNER and CONTRACTOR for security, operation, safety, maintenance, heat, utilities, insurance, warranties, and guarantees shall be as follows:

OWNER: Operation and maintenance of facilities, insurance of facilities and utilities

CONTRACTOR: Correct work found to be defective for a period of two (2) years following the date of Final Acceptance of Work

The following documents are attached to and made a part of this Certificate:

Tentative list of items to be completed or corrected, dated December 23, 2015

This Certificate does not constitute an acceptance of Work not in accordance with the Contract Documents nor is it a release of the CONTRACTOR'S obligation to complete the Work in accordance with the Contract Documents.

Executed by City of Oskaloosa ENGINEER on _____ Date _____

City of Oskaloosa Public Works Dept.
ENGINEER

By: _____
(Authorized Signature)

CONTRACTOR accepts this Certificate of Substantial Completion on _____ Date _____

TK Concrete Inc.
CONTRACTOR

By: _____
(Authorized Signature)

OWNER accepts this Certificate of Substantial Completion on _____ Date _____

City of Oskaloosa, Iowa
OWNER

By: _____
(Authorized Signature)

**Tentative List of Items to be Completed or Corrected
B Avenue East Rehabilitation Project
Oskaloosa, Iowa
December 23, 2015**

1. Seed all areas disturbed by construction activities as directed by the Owner and plan specifications on or before May 31, 2016.



Akhilesh Pal
Public Works Director
akhilesh.pal@oskaloosaiowa.org
City of Oskaloosa, Iowa
Phone: 641.673.7472 Fax: 641.673.3733

December 30, 2015

Michael Schrock, City Manager
Oskaloosa City Hall
220 South Market St
Oskaloosa, IA 52577

Re: B Avenue East Rehabilitation Project
Project No. 2010-74

Dear Mr. Schrock,

The Contractor has requested the retainage on his construction contract be reduced in accordance with Section 26.13 of the Iowa Code. You will find enclosed three (3) copies of the Certificate of Substantial Completion and Application for Payment No. 3. This application for payment reduces the retainage from 5% to 2.5%, which is equal to approximately 200% of the value of work yet to be performed.

Please review these documents and if everything is in order, present them to the City Council for approval. If approved, have the Mayor sign and date the three (3) copies of each document and forward one set to the Contractor along with a check in the amount of \$28,558.09, keep one for your file, and send one back to engineering for their files.

If you have any questions, please don't hesitate to contact me.

Sincerely,

Akhilesh Pal

Enc: Certificate of Substantial Completion (3 copies)
Payment Application No. 3 (3 copies)



City Council Communication
Meeting Date: January 4, 2015
Requested By: Public Works Dept.

Item Title: CONSENT AGENDA

Consider a resolution to temporarily close High Avenue East between Market Street and South 1st Street and South 1st Street between High Avenue East and 1st Avenue East on Saturday, July 9, 2016 for a special event hosted by Central Reformed Church.

Explanation:

Kent Peterson from Central Reformed Church has applied for the temporary road closure of High Avenue East between Market Street and South 1st Street and South 1st Street between High Avenue East and 1st Avenue East for a special event. This proposed street closure request is for Saturday, July 9, 2016 from 8:00 AM to 12:00 midnight for High Avenue East and from 12:00 noon to 12:00 midnight for South 1st Street. The special event will consist of a stage for Christian praise band concerts on High Avenue East and food vendors on South 1st Street. Central Reformed Church is requesting these temporary road closures for the safety of the people attending this event. The church will be responsible for cleanup, all signs and barricades, and notifying the affected residents. This approval is contingent upon receiving the \$1,000,000 certificate of liability insurance naming the city as an additional insured.

Recommended Action:

Approve the temporary road closure request as presented.

Budget Consideration:

Street closure permit fee of \$25.00

Attachments:

Resolution and letter

RESOLUTION NO. _____

A RESOLUTION AUTHORIZING THE TEMPORARY STREET CLOSURE OF HIGH AVENUE EAST FROM MARKET STREET TO SOUTH 1ST STREET AND SOUTH 1ST STREET FROM HIGH AVENUE EAST TO 1ST AVENUE EAST FOR A SPECIAL EVENT TO BE HELD BY CENTRAL REFORMED CHURCH

WHEREAS, section 10.08.020 of the Oskaloosa Municipal Code requires a City Council resolution on temporary street closures; and

WHEREAS, High Avenue East and South 1st Street are public streets that will require a temporary street closure; and

WHEREAS, Central Reformed Church has requested a temporary closure of High Avenue East between Market Street and South 1st Street from 8:00 AM to midnight and South 1st Street between High Avenue East and 1st Avenue East from 12:00 PM to midnight on July 9, 2016 for a special event; and

WHEREAS, members of Central Reformed Church will be responsible for traffic control, cleanup, and notifying the affected residents; and

WHEREAS, said request has been reviewed by staff and recommended for approval; and

NOW, THEREFORE, BE IT RESOLVED by the City Council of Oskaloosa, Iowa, that Central Reformed Church is authorized to temporarily close the aforementioned requested streets subject to certain terms and conditions.

PASSED AND APPROVED THIS _____ day of January, 2016.

David Krutzfeldt, Mayor

ATTEST: _____
Amy Miller, City Clerk

From: [Marilyn Johannes](#)
To: [Akhilesh Pal](#)
Cc: [Michael Schrock Jr.](#); [Amie Roberts](#)
Subject: FW: Online Form Submittal: Special Use Permit
Date: Wednesday, December 30, 2015 1:43:20 PM

AP, I see they want two streets closed for this event. Are you going to have this ready for this agenda?

From: noreply@civicplus.com [mailto:noreply@civicplus.com]
Sent: Thursday, December 10, 2015 3:24 PM
To: Marilyn Johannes <Marilyn.Johannes@oskaloosaiowa.org>
Subject: Online Form Submittal: Special Use Permit

If you are having problems viewing this HTML email, click to view a [Text version](#).

Special Use Permit

Please read the Special Use Terms and Conditions before starting the permit application
[Special Use Terms and Conditions](#)

I have read and will adhere to the Special Use Terms and Conditions*

Yes

Special Use Requested*	Band Concert in the Park	Date*	07/09/2016
Organization or Individual Name*	Central Reformed Church	Contact Person*	Kent Peterson
Address*	815 2nd Ave E	City*	Oskaloosa
State	IA	Zip	52577
Phone*	515-408-2524	Email	kpeterson@trubank.org

Event Description*

With your permission, we will be utilizing the City Park in the Square to host an event centered on Christian music performed by local church praise bands and headlined by a nationally known artist to be determined. The date will be Saturday July 9, 2016 beginning in the evening around 5:00 pm. We are requesting the City Park be available between 8:00 am and midnight on July 9th to give time for setup and teardown of equipment.

Are you requesting permission to install or place equipment, signs, decorations, lighting, tents, concessions or other structures or objects? Prior approval must be granted by the City of Oskaloosa, Iowa.

If yes, please explain

A stage will be constructed on High Ave E and food vendors will be setup on 1st Ave South. A small tent may be used to shade the music sound board.

List any streets that need to be closed during the event.

All Street Closure request require a \$25 fee.

We are requesting a temporary closure of High Ave E from the intersection of Market St to the intersection of South 1st and South 1st St from High Ave E to 1st Ave E. We are asking for High Ave E to be closed from 8am until midnight on July 9, 2016 and South 1st from noon until midnight.

Attachments

[]

Convert to PDF? []

(GIF, JPG, JPEG, PNG, DOC, DOCX, XLS, XLSX, TXT)

I understand and agree to the terms of this request, accept responsibility for adherence to the Special Use Terms and Conditions and I am authorized to check below.*

Yes

This Special Use Request must be carried and presented upon request during all special use activities.

All fees associated with this permit must be paid at City Hall

* indicates required fields.

View any uploaded files by [signing in](#) and then proceeding to the link below:
<http://www.oskaloosaiowa.org/Admin/FormHistory.aspx?SID=1644>

The following form was submitted via your website: Special Use Permit

I have read and will adhere to the Special Use Terms and Conditions: Yes

Special Use Requested: Band Concert in the Park

Date: 07/09/2016

Organization or Individual Name: Central Reformed Church

Contact Person: Kent Peterson

Address: 815 2nd Ave E

City: Oskaloosa

State: IA

Zip: 52577

Phone: 515-408-2524

Email: kpeterson@trubank.org

Event Description: With your permission, we will be utilizing the City Park in the Square to host an event centered on Christian music performed by local church praise bands and headlined by a nationally known artist to be determined. The date will be Saturday July 9, 2016 beginning in the evening around 5:00 pm. We are requesting the City Park be available between 8:00 am and midnight on July 9th to give time for setup and teardown of equipment.

Are you requesting permission to install or place equipment, signs, decorations, lighting, tents, concessions or other structures or objects? Prior approval must be granted by the City of Oskaloosa, Iowa.

If yes, please explain : A stage will be constructed on High Ave E and food vendors will be setup on 1st Ave South. A small tent may be used to shade the music sound board.

List any streets that need to be closed during the event.

All Street Closure request require a \$25 fee.

: We are requesting a temporary closure of High Ave E from the intersection of Market St to the intersection of South 1st and South 1st St from High Ave E to 1st Ave E. We are asking for High Ave E to be closed from 8am until midnight on July 9, 2016 and South 1st from noon until midnight.

Attachments: No file was uploaded

I understand and agree to the terms of this request, accept responsibility for adherence to the Special Use Terms and Conditions and I am authorized to check below.: Yes

This Special Use Request must be carried and presented upon request during all special use activities.:

All fees associated with this permit must be paid at City Hall:

Additional Information:

Form submitted on: 12/10/2015 3:23:59 PM

Submitted from IP Address: 207.199.223.177

Referrer Page: No Referrer - Direct Link

Form Address: <http://www.oskaloosaiowa.org/Forms.aspx?FID=155>



Item Title: CONSENT AGENDA

Consider a motion to approve and direct the City Manager to authorize additional funds in the amount of \$25,071 to C. L. Carroll Co., Inc. in order to perform digester maintenance and repairs at the Southwest Wastewater Treatment Plant.

Explanation:

The existing pipes and valves at the Southwest Wastewater Treatment Plant digester are in need of immediate repair in order to continue plant operations. Staff has worked with Garden & Associates to estimate the extent of the digester rehabilitation work. However, the exact quantity of plugged pipes cannot be determined without deactivating the digester.

At their meeting on November 2, 2015, the City Council approved an amount of \$25,889 (\$23,535 without 10% contingency) to C. L. Carroll Co., Inc. and an amount of \$60,277 (\$54,797 without 10% contingency) to Westech Engineering, Inc. in order to perform digester maintenance and repairs.

However, Staff identified that additional material will be required in the amount of \$25,071 (\$22,792 without 10% contingency) to C. L. Carroll for the planned upgrades. This change will include pressure vacuum safety valves, swivel joints, crane operations, miscellaneous parts, and labor. This proposed change will authorize C. L. Carroll to perform work in the total amount of \$46,327 (\$50,960 with 10% contingency). The contingency amount will require the City Manager's approval. Staff would also like to note that the City already paid C. L. Carroll (in FY2015) an amount of \$8,302 towards purchasing two 4" plug valves that will be used towards this project.

Summary of project costs:

	November 2, 2015		January 4, 2016*	
	Quote	+ 10% Contingency	Revised Quote	+ 10% Contingency
C. L. Carroll	\$23,535	\$25,889	\$46,327	\$50,960
Westech Engineering	\$54,797	\$60,277	\$54,797	\$60,277

Budget Consideration:

The costs associated with this digester upgrade request were not budgeted because the scope of the work was not identified until it was discovered that the Dual Membrane Digester Cover was not operating. The current fiscal year has \$120,000 budgeted for replacing the roofs of both the treatment plants and some of the lift stations (CIP # 8015-22, CIP # 8015-23, CIP # 8015-24, CIP # 8015-25, and CIP # 8015-92). However, the digester upgrade is an immediate need and the roof replacements can be postponed to a later fiscal year.

Attachments:

None.



City Council Communication
 Meeting Date: January 4, 2016
 Requested By: Public Works Dept.

Item Title: CONSENT AGENDA

Consider approval of Pay Request No. 2 and No. 3 in the total amount of \$7,099.50 to C. L. Carroll Co., Inc. for work completed on the Southwest Wastewater Treatment Plant digester.

Explanation:

The City of Oskaloosa has received Pay Request No. 2 (\$1,124) and Pay Request No. 3 (\$5,975.50) from C. L. Carroll Co., Inc. for a total amount of \$7,099.50 for work completed on the Southwest Wastewater Treatment Plant digester. This amount reflects work completed as of Thursday, December 17, 2015; for a total of \$15,716.00 minus retainage of \$314.50 and previous payments of \$8,302.00. The items on these pay applications are related to purchasing two 4" plug valves, two 4" swivel joints, and one 3" pressure vacuum safety valve.

<u>Summary of Contract:</u>	<u>Total Amounts:</u>	<u>Council Approval Date:</u>
Original Quotes	\$25,535.00	November 2, 2015
Revised Quotes	\$46,327.00	January 4, 2016*

<u>Summary of Pay Requests:</u>	<u>Total Amounts:</u>	<u>Council Approval Date:</u>
Pay Request No. 1	\$8,302.00	April, 2015
Pay Request No. 2	\$1,124.00*	January 4, 2016*
Pay Request No. 3	\$5,975.50*	January 4, 2016*

Total Amount Paid:	\$15,401.50*
Retainage:	\$ 314.50*
Total Amount Remaining from Approved Contract:	\$30,611.00*

*Applies only if the motion for additional funding and Pay Request No. 2 and No. 3 are approved by City Council on January 4, 2016.

Budget Consideration:

The costs associated with these pay requests were not budgeted because the scope of work was not identified until it was discovered that the dual membrane digester cover was not operating. The current fiscal year has \$120,000 budgeted for replacing the roofs of both treatment plants and some of the lift stations (CIP #8015-22, CIP #8015-23, CIP #8015-24, CIP #8015-25, and CIP #8015-92). However, the digester upgrade is an immediate need and the roof replacements can be postponed to a later fiscal year.

Attachments:

Pay Application No. 2 and Pay Application No. 3

APPLICATION AND CERTIFICATE FOR PAYMENT

SUBMITTED TO: City of Oskaloosa
220 South Market Street
Oskaloosa, IA 52577

PROJECT: Oskaloosa Digeester Repairs

APPLICATION NO: 02
PERIOD TO: 11/25/15
PROJECT NO: Osky
ARCH PROJ NO:
CONTRACT DATE: 11/25/15
INVOICE NO: 02

Distribution To:
OWNER
ARCHITECT
CONTRACTOR
CONSTR. MNGR.

SUBMITTED FROM: C. L. Carroll Company, Inc.
3623 6th Avenue
Des Moines, IA 50313

VIA GM:

CONTRACT FOR: General Construction ARCHITECT: Garden & Associates

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract. Continuation Sheets are attached to substantiate this application.

ORIGINAL CONTRACT SUM \$ 43,635.00
NET CHANGE BY CHANGE ORDERS \$ _____
CONTRACT SUM TO DATE \$ 43,635.00
TOTAL COMPLETED AND STORED TO DATE \$ 9,426.00

RETAINAGE:

0% OF COMPLETED WORK \$ 0.00
% OF STORED MATERIAL \$ 0.00

TOTAL RETAINAGE \$ 0.00
TOTAL EARNED LESS RETAINAGE \$ 9,426.00
LESS OWNER DIRECT PAYMENT BY PURCHASE ORDER \$ 0.00
LESS PREVIOUS CERTIFICATES FOR PAYMENT \$ 8,302.00
CURRENT PAYMENT DUE \$ 1,124.00
BALANCE TO FINISH INCLUDING RETAINAGE \$ 34,209.00

(See Attached Pages for Original Contract and Change Order Breakdown.)

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application For Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were payments have been received from Owner, and the current payment shown herein is now due.

CONTRACTOR: C. L. Carroll Company, Inc.

By: [Signature] Date: November 25, 2015

Jon Rissman
State of: Iowa
County of: Polk

Subscribed and sworn to before me this November 25, 2015

NOTARY PUBLIC: Sue Desmond
My Commission Expires: 3/3/2018

CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising this application, the Construction Manager and Architect certify to the Owner that to the best of their knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Construction Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED \$ _____

(Attach explanation if amount certified differs from the amount applied for. Initial all figures on this application and on the Continuation Sheets that changed to conform to the amount certified.)

CONSTRUCTION MANAGER:

By: _____ Date: _____

ARCHITECT: Garden & Associates

By: _____ Date: _____

PROJECT: Oskaloosa Digester Repairs
 CONTRACTOR'S PROJECT NO: Osky
 ARCHITECT'S PROJECT NO:

SUBMITTED FROM: C. L. Carroll Company, Inc.
 3623 6th Avenue
 Des Moines, IA 50313
 CONTRACT FOR: General Construction

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D		E		F	G	H	I
			PREVIOUS APPLICATIONS	WORK COMPLETED THIS APPLICATION	WORK COMPLETED THIS APPLICATION	STORED MATERIALS				
01	Purchase 2- 4" SS Plug Valves	9,400.00	8,302.00	0.00	0.00	0.00	8,302.00	88%	1,098.00	0.00
02	Purchase 1 - 3" Varec Saftey	1,600.00		1,124.00			1,124.00	70%	476.00	0.00
03	Install 3 valves above	9,100.00						0%	9,100.00	
04	Sheet 4/33	6,290.00						0%	6,290.00	
05	Sheet 7/33	2,790.00						0%	2,790.00	
06	Sheet 8/33	2,850.00						0%	2,850.00	
07	Sheet 9/33	950.00						0%	950.00	
08	Sheet 7/33 - 2016	835.00						0%	835.00	
09	Sheet 6/33 - 2016	1,230.00						0%	1,230.00	
10	Sheet 10/33 - 2016	8,590.00						0%	8,590.00	
Contract Page 2 Totals		\$43,635.00	\$8,302.00	\$1,124.00	\$0.00	\$0.00	\$9,426.00	22%	\$34,209.00	\$0.00

APPLICATION AND CERTIFICATE FOR PAYMENT

CONSTRUCTION MANAGER
ADVISER EDITION

SUBMITTED TO: City of Oskaloosa
220 South Market Street
Oskaloosa, IA 52577

SUBMITTED FROM: C. L. Carroll Company, Inc.
3623 6th Avenue
Des Moines, IA 50313

PROJECT: Oskaloosa Digester Repair

CONTRACT FOR: General Construction

VIA CM: ARCHITECT: City of Oskaloosa

APPLICATION NO: 03
PERIOD TO: 12/17/15
PROJECT NO: Osky
ARCH PROJ NO:
CONTRACT DATE: 12/17/15
INVOICE NO: 03

Distribution To:
OWNER
ARCHITECT
CONTRACTOR
CONSTR. MNGR.

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract. Continuation Sheets are attached to substantiate this application.

ORIGINAL CONTRACT SUM..... \$ 43,635.00

NET CHANGE BY CHANGE ORDERS \$

CONTRACT SUM TO DATE \$ 43,635.00

TOTAL COMPLETED AND STORED TO DATE \$ 15,716.00

RETAINAGE:

2% OF COMPLETED WORK \$ 0.00

5 % OF STORED MATERIAL \$ 314.50

TOTAL RETAINAGE \$ 314.50

TOTAL EARNED LESS RETAINAGE \$ 15,401.50

LESS OWNER DIRECT PAYMENT BY PURCHASE ORDER \$ 0.00

LESS PREVIOUS CERTIFICATES FOR PAYMENT \$ 9,426.00

CURRENT PAYMENT DUE \$ 5,975.50

BALANCE TO FINISH INCLUDING RETAINAGE \$ 28,233.50

(See Attached Pages for Original Contract and Change Order Breakdown.)

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application For Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were payments have been received from Owner, and the current payment shown herein is now due.

CONTRACTOR: C. L. Carroll Company, Inc.

By: Jon Rissman Date: December 17, 2015

State of: Iowa
County of: Polk

Subscribed and sworn to before me this December 17, 2015

NOTARY PUBLIC: Sue Desmond
My Commission Expires: 3/3/2018

CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising this application, the Construction Manager and Architect certify to the Owner that to the best of their knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Construction Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED \$

(Attach explanation if amount certified differs from the amount applied for. Initial all figures on this application and on the Continuation Sheets that changed to conform to the amount certified.)

CONSTRUCTION MANAGER:

By: _____ Date: _____

ARCHITECT: City of Oskaloosa

By: _____ Date: _____

SUBMITTED FROM: C. L. Carroll Company, Inc.
 3623 6th Avenue
 Des Moines, IA 50313
 CONTRACT FOR: General Construction

PROJECT: Oskaloosa Digester Repair

CONTRACTOR'S PROJECT NO: Osky
 ARCHITECT'S PROJECT NO:

PAGE NO: 2 OF: 2
 APPLICATION NUMBER: 03
 APPLICATION DATE: 12/17/15
 PERIOD FROM: 11/25/15 TO: 12/17/15

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D		E		G TOTAL COMPLETE AND STORED TO DATE (D+E+F)	H BALANCE TO FINISH (C-G)	I RETAINAGE
			PREVIOUS APPLICATIONS	WORK COMPLETED THIS APPLICATION	WORK IN PLACE	STORED MATERIALS			
01	Purchase 2-4" SS Plug Valves	9,400.00	8,302.00	0.00	0.00	8,302.00	1,098.00	0.00	
02	Purchase 1-3" Varec Safly	1,600.00	1,124.00			1,124.00	476.00	0.00	
03	Install 3 Valves above	9,100.00					9,100.00	0.00	
04	Sheet 4/33	6,290.00			6,290.00	6,290.00	0.00	314.50	
05	Sheet 7/33	2,790.00					2,790.00	0.00	
06	Sheet 8/33	2,850.00					2,850.00	0.00	
07	Sheet 9/33	950.00					950.00	0.00	
08	Sheet 7/33 - 2016	835.00					835.00	0.00	
09	Sheet 6/33 - 2016	1,230.00					1,230.00	0.00	
10	Sheet 10/33 - 2016	8,590.00					8,590.00	0.00	
Contract Page 2 Totals		\$43,635.00	\$9,426.00	\$0.00	\$6,290.00	\$15,716.00	\$27,919.00	\$314.50	



City Council Communication
Meeting Date: January 04, 2016
Requested By: City Manager's Office

Item Title: CONSENT AGENDA

Consider a resolution directing the city manager to execute an agreement with Turfwerks in the amount of \$11,014.00 for irrigation system improvements at Edmundson Golf Course.

Explanation:

Council approval of this item is needed because this item amends the approved FY2016 capital improvement plan. The amendment is requested to shift funds from pro-shop improvements to golf course irrigation system improvements. During the budget process, staff will reevaluate the pro-shop improvements and balance those needs with available funding in the Edmundson Golf Course fund.

The current irrigation system computer at Edmundson Golf Course is beyond its useful life and experienced a number of performance issues during the 2015 golf season.

The city's operator of Edmundson Golf Course has recommended a replacement to the computer system in the near future, however a promotional offer from Turfwerks and Rainbird provide discount pricing on the computer and the associated support program if replaced this winter. Staff recommends proceeding with the purchase of the new system along with five year service agreement (paid in one lump sum amount) with Turfwerks in the amount of \$11,014.

As a note, the irrigation system computer, pump panel and controllers are the same vintage and need to be replaced. The capital improvement program for Edmundson Golf Course reflects this need and will be discussed during the upcoming budget study session.

Budget Consideration:

The total amount budgeted for pro-shop improvements in FY2016 is \$14,000. Council approval of this item will reallocate funding in the amount of \$11,014 from pro-shop improvements to irrigation system improvements.

Attachments:

1. Resolution
2. System Information

RESOLUTION NO.

RESOLUTION AUTHORIZING THE CITY MANAGER TO EXECUTE A SERVICE AGREEMENT WITH TURFWERKS IN THE AMOUNT OF \$11,014 FOR IRRIGATION SYSTEM IMPROVEMENTS

WHEREAS, the city of Oskaloosa contracts the day-to-day operations of Edmundson Municipal Golf Course with Harvest Point LLC and Matt Sherlock, PGA Professional; and

WHEREAS, the city of Oskaloosa is responsible for irrigation system improvements as specified in the agreement with the aforementioned parties; and

WHEREAS, the current irrigation system computer is beyond its useful life and needs to be replaced; and

WHEREAS, the parties operating Edmundson Golf Course recommend replacement of the current computer system with Turkwerks and Rainbird; and

WHEREAS, the city is able to secure a new system with support at a discounted rate if a lump sum five year purchase is agreed upon in the amount of \$11,014, but must change the current Capital improvement Plan to accurately reflect changing the use of the budgeted funds from Pro-shop Improvements to Irrigation System Improvements.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Oskaloosa, Iowa, that the City Council of Oskaloosa, Iowa, approves and directs the City Manager to execute a Service Agreement between the city and Turkwerks and Rainbird for irrigation system improvements and authorizes the change in the city's capital improvement program as needed.

PASSED AND APPROVED the 4TH day of January, 2016.

David Krutzfeldt, Mayor

ATTEST:

Amy Miller, City Clerk

Effective January 1, 2016, a site with older version software such as version 6 or below, will be required to purchase an upgrade to be on the latest software version, which will cost \$2,757. Currently Rain Bird drops this software fee for Global Service Plan (GSP) renewal. After January 1st the city will have to pay for this upgrade along with the normal GSP price plan.

Currently Rain Bird is offering a 10% discount and are allow expired members to renew at member pricing (the city’s pricing is highlighted in the blue). This promotion is good until December 31st, 2015. With the GSP renewal you will receive a new Dell 64 bit computer with upgraded software, 24/7 GSP support and next day equipment replacement (Computer, Freedom, and MIM) Along with this GSP renewal you will receive an complimentary MI license valued at \$4,962. MI software allows you and another user to control your irrigation system from you smart phone or wireless tablet.

Pricing Options for computer system support program:

Plan	Payment type	Expired member pricing	Member pricing	Member pricing with 10% discount
3-YR GSP	1 time lump payment	\$12,845.00	\$10,089.00	\$9,080.00
3-YR GSP	Annual Payment 3 year 3 payments	\$4,658.00	\$3,722.00	\$3,350.00
3-YR GSP	Monthly Payment 3 year(One-time payment) 35 payments	\$1,737.00 \$387.00	\$1,654.00 \$304.00	\$1,489.00 \$274.00
5-YR GSP	1 time lump payment	\$15,683.00	\$12,238.00	\$11,014.00
5-YR GSP	Annual Payment 5 year 5 payments	\$3,943.00	\$3,170.00	\$2,853.00
5-YR GSP	Monthly Payment 5 year(One-time payment) 59 payments	\$1,682.00 \$331.00	\$1,627.00 \$277.00	\$1,464.00 \$249.00

Golf Global Service Plans

We're Here For You!

As a Rain Bird GSP member, you can take advantage of members' only benefits to help you maintain the health of your central control system, maximize your system's performance, and use water intelligently. Choose from a one year, three year, or five year plan with the option to include a Dell™ desktop irrigation computer equipped with Intel® Core™2 Duo technology and Rain Bird software installed, tested and ready to use. Annual and monthly payments may be available in some areas, but please check with your local Rain Bird Golf Distributor for availability.

Global Service Plan Features and Benefits

- **Remotely Secured Database Back-Up Service.** Securely store your Rain Bird irrigation files with GSP and reduce or even eliminate the time needed to reprogram system settings and schedules should a loss of data occur. One call to GSP will have a copy of your irrigation files sent via next business day delivery service.
- **GSP Webinars.** Enhance your knowledge of central control features, learn tips, tricks, and programming short cuts, or take advantage of the Q&A session with Rain Bird Product Experts and GSP Engineers provided at the end of each webinar. All from your remote location!
- **Rain Bird Central Control Certified Start-Up.** At the time of the initial start-up of your Rain Bird irrigation system, an authorized Rain Bird service person will conduct an on-site, thorough inspection to certify that your central control system meets Rain Bird specifications.
- **GSP Quarterly Newsletter.** Packed with product reviews, troubleshooting tips, programming shortcuts, and informational updates, the GSP Quarterly newsletter is only available to Global Service Plan members.
- **Toll-Free Remote Technical Support. 8 a.m. to 5 p.m.** Local business hours, Monday – Friday, normal business days. Get answers, instruction, or assistance from a team of industry certified GSP Engineers to help you maximize your central control



system's features and capabilities. Save time and solve irrigation problems while you're on the green with a toll-free call to Rain Bird's GSP Team. Bilingual support is also available!

- **24-Hour Emergency Paging Service.*** When an urgent service situation arises, you don't have to wait until standard business hours to get help from our GSP Team. We're available weekends and holidays to help you solve your emergency irrigation issues.
- **Symantec™ pcAnywhere Remote System Diagnostics.** GSP Engineers can remotely access your central control computer when issues can't be resolved over the phone and get your irrigation system functioning properly.
- **Free Software Service Packs and Point Releases.** Keep your central control software current with the latest enhancements at no extra charge.
- **Customer Satisfaction Policy.**** Extend the life of your irrigation system without purchasing new equipment. The GSP warranty covers the Rain Bird irrigation computer, MIM™, MIM-X, The FREEDOM System™ repeater, MDI™, LDI, SDI and the Line Termination Box.
- **Next Business Day Hardware Replacement.** If any Rain Bird central control hardware component covered under the GSP warranty becomes inoperable, a loaner will be delivered to your course the next business day.
- **Board Exchange Program Discounts.** Replacing circuit boards is easy and affordable with our Board Exchange Program, and as a Global Service Plan customer, you will receive a discount on all Board Exchange Program orders.
- **Central Control Software Upgrade Discounts.** As a Global Service Plan customer, you will be eligible for special discount pricing if you choose to upgrade your system and increase your system's functionality.

* Note: The term emergency is used to define a situation where a user is experiencing an inoperable central control system.

** Note: Rain Bird's standard and extended warranty is to repair or replace the covered items that fail in normal use. It does not cover lightning, surge damage, theft or misuse. This commitment to repair or replace is our sole and total warranty. Rain Bird will not, under any circumstances, be liable for the incidental or consequential damages, no matter how they occur. You can, however, take advantage of the loaner program for replacement equipment while your equipment is being repaired.



City Council Communication

Meeting Date: January 4, 2016

Requested By: Mayor & City Council

Item Title: ANNOUNCEMENT OF VACANCIES. APPLICANTS MUST RESIDE IN OSKALOOSA AND BE 18 YEARS OF AGE UNLESS SPECIFIC SPECIFICATIONS ARE STATED.

- a) Airport Commission – One vacancy to fill upon appointment for an unexpired term that ends December 31, 2021. This is a five member board that typically meets the first Monday of the month. (4 males and 0 females currently serve with 1 vacancy).
- b) Board of Adjustment – One vacancy to fill upon appointment for a term that ends December 31, 2020. This is a five member board that typically meets as needed on the fourth Tuesday of the month. (4 males currently serve with one vacancy.)
- c) Historic Preservation Commission - Three vacancies: one vacancy to fill upon appointment for a term that ends December 31, 2018; and two vacancies for alternate members. This is a seven member board with two alternate members that meets as needed. [4 males and 2 females currently serve with 3 vacancies; two for alternate members.
- d) Housing Trust Fund Committee – Two vacancies for three year terms that begin February 1, 2016, and end January 31, 2019; and one vacancy to fill upon appointment for a term that ends February 28, 2017. There are five appointed members on the committee that typically meets the first Thursday every other month. (3 females and 2 males currently serve.)
- e) Municipal Housing Agency – Four vacancies: three vacancies for two year terms that begin March 1, 2016 and end February 28, 2018; and one vacancy to fill upon appointment for an unexpired term that ends February 28, 2017. This is a five member board that meets quarterly. (2 males and 2 females currently serve with 1 vacancy).
- f) Water Board -There is one vacancy on the Water Board for a term that ends June 30, 2016. This is a five member board that typically meets the third Monday of the month. (4 males currently serve with one vacancy).



City Council Communication
Meeting Date: December 21, 2015

Item Title: REGULAR AGENDA

Explanation:

The following agenda items require specific action by the City Council.

Budget Consideration:

Not applicable.

Attachments:

None.



City Council Communication
Meeting Date: January 04, 2016
Requested By: City Manager's Office

Item Title: PUBLIC HEARING

Consider a resolution approving the plans, specifications, form of contract, and estimated cost for the Fire Department Renovation and Expansion Project. (PUBLIC HEARING)

Explanation:

Rohrbach & Associates has redesigned the project plans and specifications for the Fire Department Renovation and Expansion Project. This item allows city council to receive input on the plans, specifications, and a bid letting date for the project.

If the project is awarded, construction is proposed to commence in the spring of 2016. The anticipated work completion time is 425 calendar days.

Staff is recommending approval of the attached resolution approving the plans, specifications, form of contract and estimated cost for the project. Bids will be received and opened on February 9, 2016 at 2:00PM and presented to the City Council for consideration on February 16, 2016.

Now is the time for interested persons to express their opinions concerning the project plans specifications, form of contract and estimated cost.

Budget Consideration:

No financial impact is associated with the public hearing. Minimal charges have been incurred as a result of printing the notice.

Attachments:

Resolution
Plans, specs and supporting documents are on file with the City Clerk's Office

RESOLUTION NO. _____

RESOLUTION APPROVING PLANS, SPECIFICATIONS, FORM OF CONTRACT, AND ESTIMATED COST FOR THE REDESIGNED FIRE DEPARTMENT RENOVATION AND EXPANSION PROJECT

WHEREAS, the Council has authorized the preparation of the proposed plans, specifications, contract documents, and estimate of cost for the Oskaloosa Fire Department Renovation and Expansion Project, which have been available in the office of the City Clerk for public inspection since December 22, 2015; and

WHEREAS, the Council held a public hearing pursuant to Chapter 26 of the Code of Iowa to advertise for bids and before the plans, specifications, form of contract and estimate of cost were adopted, and the contract for the construction of the public improvements was entered into.

NOW, THEREFORE BE IT HEREBY RESOLVED by the City of Oskaloosa City Council in session this 4th day of January, 2016, as follows:

Section 1. That it is hereby determined that it is necessary and advisable to construct certain public improvements described in general as Oskaloosa Fire Department Renovation and Expansion project, in the manner set forth in the plans and specifications, and form of contract, above referred to, the cost thereof to be paid in accordance with the provisions as set out in the published Notice of Hearing and Letting, the public improvements more generally described as follows: 6,817 square feet of new construction for three apparatus bays and the necessary support facilities and approximately 2,794 square feet within the existing fire house for renovated second floor fire fighter living quarters. Under alternate bid, 911 square feet of new construction for one additional apparatus bay and 2,628 square feet of renovated area of the existing apparatus bay.

Section 2. The Council provides approval of the presented plans, specifications, and estimated cost for the redesigned fire department renovation and expansion project.

Section 3. That this Council met on the 4th day of January, 2016, at 6:00 p.m., at which time they held a public hearing on the proposed plans and specifications for the aforementioned project to receive input from any interested person to appear and file objections to the proposed plans, specifications, form of contract, or estimated cost of the project.

Section 4. That the amount of the bid security to accompany each bid shall be in an amount which shall conform to the provisions of the notice to bidders as part of said specifications.

Section 5. That the City Clerk published Notice of Hearing and Notice to Bidders the same being in the form herein above specified, which publication shall be made in the Oskaloosa Herald, a legal newspaper printed wholly in the English language, printed in Oskaloosa, Iowa, and of general circulation therein, which publication shall be in accordance with the State Code of Iowa.

Section 6. That bids will be received by the City of Oskaloosa at the Office of the City Clerk at City Hall, 220 South Market Street, Oskaloosa, IA until 2:00 p.m. on the 9th day of February, 2016, in connection with the aforementioned project.

Section 7. That this Council will meet at the City Council Chambers, Oskaloosa City Hall, Oskaloosa, Iowa, on the 16th day of February, 2016, at 6:00 p.m., and will consider all bids filed pursuant to the plans, specifications, form of contract, and cost for the aforementioned project.

PASSED AND APPROVED this _____ day of January, 2016.

David Krutzfeldt,
Mayor

ATTEST:

Amy Miller, City Clerk



City Council Communication
Meeting Date: January 4, 2016
Requested By: Council Appointed Staff

Item Title: Report on Items from City Staff

- a) City Manager.
- b) City Clerk.
- c) City Attorney.

Explanation:

This item is reserved to receive reports from the City Manager, City Clerk, and/or the City Attorney.

Budget Consideration:

Not applicable, report(s) only.

Attachments:

None.



City Council Communication

Meeting Date: January 4, 2016

Requested By: Mayor & City Council

Item Title: City Council Information

Explanation:

This item is reserved to receive reports from the Mayor and City Council. This is an opportunity for the members of the City Council to provide updates on activities, events, or items of note to the public. This is also the opportunity for the City Council to request future agenda items, or request items to be sent to Committee for review and discussion.

Budget Consideration:

Not applicable, report(s) only.

Attachments:

None.



City Council Communication
Meeting Date: January 4, 2016
Requested By: City Council

Item Title: CLOSED SESSION

Consider holding a closed session under Iowa Code Section 21.5.1.c. to discuss strategy with counsel on a matter presently in litigation or in which litigation is imminent where disclosure would be likely to prejudice or disadvantage the city's position.

Explanation:

The City Attorney and City Manager would like to discuss a matter with City Council that is currently in litigation or in which litigation is imminent.

Budget Consideration:

None at this time.

Attachments:

None.