



City of Oskaloosa  
City Council Meeting Regular Session  
Council Chambers  
City Hall, 220 S. Market Street  
Oskaloosa, IA 52577  
Agenda  
March 7, 2016

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

**1. Invocation: Pastor Dale Visser, First Christian Reformed 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:

\_\_\_\_\_ Burnett, \_\_\_\_\_ Caligiuri, \_\_\_\_\_ Jimenez, \_\_\_\_\_ Moore, \_\_\_\_\_ Ver Steeg,

\_\_\_\_\_ Walling, \_\_\_\_\_ Yates.

Documents: [20160307 AGENDA ITEMS 1 TO 3 BURST.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: [20160307COMMUNITY COMMENTS BURST.DOCX](#)

**5. 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.

Documents: [20160307 SUMMARY CONSENT AGENDA REVISED.DOCX](#), [20160307 BOARD AND COMMISSION MINUTES BURST.DOCX](#)

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

1. February 16, 2016 Regular City Council Meeting Minutes
2. February 22, 2016 Special City Council Meeting Minutes

3. March 7, 2016 Agenda

Documents: [CITY COUNCIL MINUTES FEBRUARY 16, 2016.DOC](#), [CITY COUNCIL SPEC MINUTES FEBRUARY 22 2016.DOCX](#)

**B. Receive and file minutes of Boards and Commissions**

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

1. January 18, 2016 Water Board Minutes 2. February 1, 2016 Airport Commission Minutes 3. September 29, 2015 SCRAA Minutes 3. December 21, 2015 SCRAA Minutes

Documents: [MINUTES 160118 WB.DOCX](#), [20160201 AIRPORT MINUTES.PDF](#), [2015-09-29 SCRAA MINUTES.PDF](#), [2015-12-21 SCRAA MINUTES.PDF](#)

**C. Consider payment of claims for February 2016.**

Who is submitting this City Clerk/Finance Department item.

Documents: [CITY COMM CLAIMS.DOCX](#), [COUNCIL CLAIMS LIST 03022016.PDF](#), [MANUAL CHECK REPORT 01252016 .PDF](#), [CLAIMS OVER 500.PDF](#)

**D. Consider approval of a renewal application for a Special Class C Liquor License with Beer/Wine and Sunday Sales from Taso's Inc. dba Taso's Steakhouse, 109-111 High Avenue West.**

Who is submitting this City Clerk/Finance Department item.

Documents: [CITY COMM TASOS.DOCX](#)

**E. Consider approval of a renewal application for a Class E Liquor License with Carryout Wine & Beer and Sunday Sales from Hy-Vee, Inc. dba Hy-Vee, 110 South D Street.**

Who is submitting this City Clerk/Finance Department item.

Documents: [CITY COUNCIL COMMUNICATION HY-VEE.DOCX](#)

**F. Consider approval of an ownership update due to transfer of interest for a Class C Liquor License from The KlubHouse, LLC, 607 High Avenue West.**

Who is submitting this City Clerk/Finance Department item.

Documents: [CITY COMM OWNERSHIP KLUBHOUSE.DOCX](#)

**G. Consider a resolution approving street closures for Oskaloosa Main Street and Oskaloosa Area Chamber & Development Group (OACDG) 2016 events.**

Who is submitting this Public Works Director item.

Documents: [MAIN STREET CLOSURES EXPLANATION.DOCX](#), [RESOLUTION 2016 EVENTS.DOCX](#), [STREET CLOSURES 2016 LETTER.PDF](#), [STREET CLOSURES LETTER AND MAP.PDF](#)

**H. Consider a resolution approving temporary street closures for the United Way of Mahaska County (UWMC) annual Live United and YMCA Healthy Kids Day 5K Color Blast run/walk event.**

Who is submitting this item. Public Works Director

Documents: [UNITED WAY 5K EXPLANATION.DOCX](#), [RESOLUTION.DOCX](#), [MAP.PDF](#), [STREET CLOSURE EMAIL REQUEST.PDF](#)

**I. Consider a resolution scheduling a public hearing for April 4, 2016 to consider levying a special assessment against private property for removal of an unsafe tree from the property at 215 Rock Island, Oskaloosa, Iowa, in accordance with Oskaloosa City Code 8.08.080, and direct notice to the owners of the property to be assessed.**

Who is submitting this item. City Clerk/Finance Department

Documents: [CITY COMM SCHEDULE PH TREE.DOCX](#), [RESOLUTION NO PH TREE REMOVAL NOV 2015.DOCX](#)

**J. Consider a resolution approving a contract with Terracon Consultants, Inc. for Materials Testing and Special Inspection Services.**

Who is submitting this item. City Manager's Office

Documents: [20160307\\_TERRACON CONTRACT FIRE STATION PROJECT\\_1.DOCX](#), [20160307\\_TERRACON INSPECTION SERVICES RESN.DOC](#), [TERRACON\\_COUNCIL.PDF](#)

**K. Consider a resolution authorizing repairs, approving competitive quotation and contract for Oskaloosa Fire Station Sanitary Sewer Project**

Who is submitting this item. City Manager's Office

Documents: [20160307\\_EXODUS SANITARY SEWER FIRE STATION\\_1.DOCX](#), [20160307\\_EXODUS EXCAVATING FIRE STATION SEWER REPAIR RESO\\_1.DOC](#)

**L. ----- END OF CONSENT AGENDA -----**

**6. 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)
- Civil Service Commission - One vacancy to fill for a four year term that begins April 1, 2016 and ends March 31, 2020. This is a three member board that meets as needed. (3 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)
- Municipal Housing Agency - 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)

Documents: [20160307 BOARD AND COMMISSION VACANCIES BURST.DOCX](#)

## 7. Regular Agenda

Documents: [20160307 REGULAR AGENDA BURST.DOCX](#)

### A. **Presentation on the status of the Brownfields Assessment Grant Project.**

Who is submitting this item. Public Works Director

Documents: [EXPLANATION BROWNFIELDS PROJECT.DOCX](#), [PPT-030716-CITY\\_COUNCIL\\_PRESENTATION.PDF](#)

### B. **Consider a resolution amending and certifying the Fiscal Year 2016 Budget Amendment. (PUBLIC HEARING)**

Who is submitting this item. City Clerk/Finance Department

Documents: [CITY COMM AMENDED BUDGET\\_1.DOCX](#), [AMENDMENT CERTIFICATION.PDF](#), [BUDGET AMENDMENT ATTACHMENT.PDF](#)

### C. **Consider a resolution adopting the annual budget for Fiscal Year 2017 and Levying Tax. (PUBLIC HEARING)**

Who is submitting this item. City Clerk/Finance Department

Documents: [CITY COMM BUDGET FY2017.DOCX](#), [BUDGET RESOLUTION.DOC](#), [COPY OF FY17CITYBUDGET.PDF](#), [BUDGET 2017 ATTACHMENT.PDF](#), [FY2017 BUDGET TRANSMITTAL LETTER\\_FINAL.PDF](#), [20160225\\_FY2017 BUDGET PRESENTATION.PDF](#)

### D. **Consider an ordinance amending Oskaloosa Municipal Code, Chapter 13.08, Section 13.08.570(A) - User charge, for the purpose of providing necessary funding associated with the operation and maintenance of the city's wastewater treatment works. (third reading)**

Who is submitting this item. City Manager Department

Documents: [20160307\\_SANITARY SEWER RENTAL CHARGE.DOCX](#), [20160307 SEWER FEE INCREASE ORDINANCE.DOC](#), [OSKALOOSA\\_REVISED\\_SEWER\\_CASHFLOW\\_20160115\\_2016020313300334951.PDF](#), [2015 WATER AND SEWER RATE SURVEY RESULTS\\_FINAL.PDF](#)

**E. Consider a resolution establishing fiscal year 2017 salary schedule for nonunion employees.**

Who is submitting this City Clerk/Finance Department item.

Documents: [CITY COMM SALARIES.DOCX](#), [RESOLUTION SALARY SCHEDULE.DOC](#), [NONUNION FY16-17.PDF](#)

**F. Consider a resolution scheduling a public hearing on the vacation and sale of the public right-of-way island located at the intersection of North Park Avenue and South Park Avenue, and referring this request to the Planning & Zoning Commission.**

Who is submitting this Public Works Director item.

Documents: [ROW ISLAND PARK AVENUE COUNCIL HEARING EXPLANATION.DOCX](#), [ROW ISLAND PARK AVENUE RESOLUTION.DOCX](#), [LOCATION MAP - N PARK AVE ROW VACATE.PDF](#), [STORM SEWER MAP.PDF](#), [N PARK AVE ROW AVAILABLE.PDF](#), [N PARK AVE REALIGNMENT.PDF](#), [STREET VACATE APPLICATION.PDF](#)

**G. Consider a resolution scheduling a public hearing on the vacation and sale of unused sections of public right-of-way lying between 1216 and 1302 Green Street, between 816 and 902 South 12th Street, and adjacent to 600 6th Avenue East and referring these requests to the Planning & Zoning Commission.**

Who is submitting this Public Works Director item.

Documents: [UNUSED ROW EXPLANATION.DOCX](#), [UNUSED ROW RESOLUTION.DOCX](#), [UNUSED 8TH AVE E ROW.PDF](#), [UNUSED GREEN ST ROW.PDF](#), [UNUSED S 5TH ST ROW.PDF](#), [ADJACENT PROPERTY OWNER RESPONSES.PDF](#)

**H. Consider a motion to approve an amendment to the Professional Services Agreement with Garden and Associates, LTD for the 2016 Sanitary and Storm Sewer Project.**

Who is submitting this Public Works Director item.

Documents: [EXPLANATION AMEND GARDENS CONTRACT N 6TH ST SEWER.DOCX](#), [LETTER.PDF](#), [AMENDED CONTRACT.PDF](#)

**I. Consider a request for a sixty (60) day extension for an approved site plan for the Crystal Heights Care Center located at 1514 High Avenue West.**

Who is submitting this Public Works Director  
item.

Documents: [EXPLANATION CRYSTAL HEIGHTS EXTENSION SITE PLAN.DOCX](#),  
[REQUEST LETTER.PDF](#)

**J. Consider a resolution approving a new 28E agreement for fire protection services between the city and Adams Township.**

Who is submitting this Fire Department  
item.

Documents: [ADAMS TOWNSHIP 28E CITY COUNCIL COMMUNICATION.DOCX](#),  
[OFD REVISED EXPENSE REVENUE WORKSHEET.PDF](#), [ADAMS TOWNSHIP 28E RESOLUTION.DOCX](#), [ADAMS TOWNSHIP 28E.PDF](#)

**K. Consider a resolution approving a new 28E agreement for fire protection services between the city and Garfield Township.**

Who is submitting this Fire Department  
item.

Documents: [GARFIELD TOWNSHIP 28E CITY COUNCIL COMMUNICATION.DOCX](#),  
[OFD REVISED EXPENSE REVENUE WORKSHEET.PDF](#), [GARFIELD TOWNSHIP 28E RESOLUTION.DOCX](#), [GARFIELD TOWNSHIP 28E.PDF](#)

**L. Consider a resolution approving a new 28E Agreement for fire protection services between the city and Harrison Township.**

Who is submitting this Fire Chief Neff  
item.

Documents: [HARRISON TOWNSHIP 28E CITY COUNCIL COMMUNICATION.DOCX](#),  
[OFD REVISED EXPENSE REVENUE WORKSHEET.PDF](#), [HARRISON TOWNSHIP 28E RESOLUTION.DOCX](#), [HARRISON TOWNSHIP 28E.PDF](#)

**M. Consider a resolution approving a new 28E Agreement for fire protection services between the city and Jefferson Township.**

Who is submitting this Fire Department  
item.

Documents: [JEFFERSON TOWNSHIP 28E CITY COUNCIL COMMUNICATION.DOCX](#),  
[OFD REVISED EXPENSE REVENUE WORKSHEET.PDF](#), [JEFFERSON TOWNSHIP 28E RESOLUTION.DOCX](#), [JEFFERSON TOWNSHIP 28E.PDF](#)

**N. Consider a resolution approving a new 28E agreement for fire protection services between the city and Lincoln Township.**

Who is submitting this Fire Department  
item.

Documents: [LINCOLN TOWNSHIP 28E CITY COUNCIL COMMUNICATION.DOCX](#),  
[OFD REVISED EXPENSE REVENUE WORKSHEET.PDF](#), [LINCOLN TOWNSHIP 28E RESOLUTION.DOCX](#), [LINCOLN TOWNSHIP 28E.PDF](#)

**O. Consider a resolution approving a new 28E agreement for fire protection services between the city and Madison Township.**

Who is submitting this Fire Department item.

Documents: [MADISON TOWNSHIP 28E CITY COUNCIL COMMUNICATION.DOCX](#), [OFD REVISED EXPENSE REVENUE WORKSHEET.PDF](#), [MADISON TOWNSHIP 28E RESOLUTION.DOCX](#), [MADISON TOWNSHIP 28E PDF.PDF](#)

**P. Consider a resolution approving a new 28E agreement for fire protection services between the city and Scott Township.**

Who is submitting this Fire Department item.

Documents: [SCOTT TOWNSHIP 28E CITY COUNCIL COMMUNICATION.DOCX](#), [OFD REVISED EXPENSE REVENUE WORKSHEET.PDF](#), [SCOTT TOWNSHIP 28E RESOLUTION.DOCX](#), [SCOTT TOWNSHIP 28E PDF.PDF](#)

**Q. Consider a resolution approving a new 28E agreement for fire protection services between the city and Spring Creek Township.**

Who is submitting this Fire Department item.

Documents: [SPRING CREEK TOWNSHIP 28E CITY COUNCIL COMMUNICATION.DOCX](#), [OFD REVISED EXPENSE REVENUE WORKSHEET.PDF](#), [SPRING CREEK TOWNSHIP 28E RESOLUTION.DOCX](#), [SPRING CREEK 28E PDF.PDF](#)

**8. 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: [20160307 REPORTS FROM STAFF BURST.DOCX](#)

**9. 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.

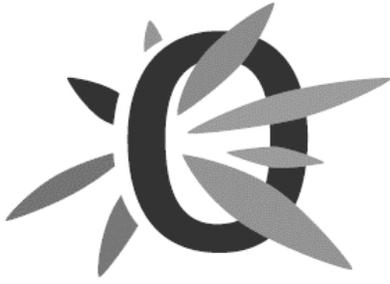
Documents: [20160307 CITY COUNCIL INFORMATION BURST.DOCX](#)

**10. 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: March 7, 2016  
Requested By: Mayor & City Council

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

1. Invocation: Pastor Dale Visser, First Christian Reformed Church
2. Pledge of Allegiance
3. Roll Call: \_\_\_\_\_ Mayor David Krutzfeldt, Council Members:

\_\_\_\_\_ Burnett, \_\_\_\_\_ Caligiuri, \_\_\_\_\_ Jimenez, \_\_\_\_\_ Moore,

\_\_\_\_\_ Ver Steeg, \_\_\_\_\_ Walling, \_\_\_\_\_ Yates.

**Explanation:**

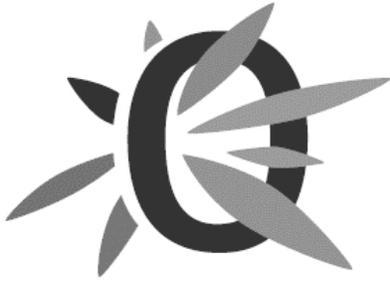
Not applicable.

**Budget Consideration:**

Not applicable.

**Attachments:**

None.



City Council Communication  
Meeting Date: March 7, 2016  
Requested By: Mayor & City Council

**Item Title: Community Comments**

**Explanation:**

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.

**Budget Consideration:**

Not applicable.

**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 approval of payment of claims for February 2016.**
- Item D. Consider approval of a renewal application for a Special Class C Liquor License with Beer/Wine and Sunday Sales from Taso's Inc. dba Taso's Steakhouse, 109-111 High Avenue West.**
- Item E. Consider approval of a renewal application for a Class E Liquor License with Carryout Wine & Beer and Sunday Sales from Hy-Vee, Inc. dba Hy-Vee, 110 South D Street.**
- Item F. Consider approval of an ownership update due to transfer of interest for a Class C Liquor License from The KlubHouse, LLC, 607 High Avenue West.**
- Item G. Consider a resolution approving street closures for Oskaloosa Main Street and Oskaloosa Area Chamber & Development Group (OACDG) 2016 events.**
- Item H. Consider a resolution approving temporary street closures for the United Way of Mahaska County (UWMC) annual Live United and YMCA Healthy Kids Day 5K Color Blast run/walk event.**
- Item I. Consider a resolution scheduling a public hearing for April 4, 2016 to consider levying a special assessment against private property for removal of an unsafe tree from the property at 215 Rock Island, Oskaloosa, Iowa, in accordance with Oskaloosa City Code 8.08.080, and direct notice to the owners of the property to be assessed.**
- Item J. Consider a resolution approving a contract with Terracon Consultants, Inc. for Materials Testing and Special Inspection Services.**

**Item K. Consider a resolution authorizing repairs, approving competitive quotation and contract for Oskaloosa Fire Station Sanitary Sewer Project.**



City Council Communication  
Meeting Date: March 7, 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. February 16, 2016 City Council Regular Meeting Minutes
  - 2. February 22, 2016 City Council Special Meeting Minutes
  - 2. March 7, 2016 Agenda
  
- B. Receive and file the following reports and communications from advisory and operating boards and commissions:
  - 1. January 18, 2016 Water Board Minutes
  - 2. February 1, 2016 Airport Commission Minutes
  - 3. September 29, 2015 SCRAA Minutes
  - 4. December 21, 2015 SCRAA Minutes

**Budget Consideration:**

Not applicable.

**Attachments:**

February 16, 2016 City Council Regular Meeting Minutes  
February 22, 2016 City Council Special Meeting Minutes  
January 18, 2016 Water Board Minutes  
February 1, 2016 Airport Commission Minutes  
September 29, 2015 SCRAA Minutes  
December 21, 2015 SCRAA Minutes

OSKALOOSA CITY COUNCIL  
REGULAR MEETING  
February 16, 2016

The Oskaloosa City Council met in regular session on Tuesday, February 16, 2016, at 6:00 p.m. with Mayor Krutzfeldt presiding and the following members answering roll call: Burnett, Caligiuri, Jimenez, Moore, Ver Steeg, Walling and Yates.

Andrew Jensen, MCDG Director, and Beth Danowsky, One Mahaska, commented on the Local Option Sales and Services Tax ballot language.

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

1. January 19, 2016 City Council Regular Meeting Minutes
2. January 25, 2016 City Council Special Meeting Minutes
3. February 1, 2016 City Council Regular Meeting Minutes
4. February 4, 2016 City Council Special Meeting Minutes
5. February 16, 2016 Agenda
6. Receive and file the following reports and communications from advisory and operating boards and commissions:
  - a. November 20, 2015 Water Board Minutes
  - b. December 11, 2015 Water Board Minutes
  - c. December 21, 2015 Water Board Minutes
  - d. January 4, 2016 Water Board Special Meeting Minutes
  - e. January 11, 2016 Water Board Special Meeting Minutes
  - f. January 4, 2016 Airport Commission Minutes
  - g. January 25, 2016 Library Board Minutes
7. Receive and file financial reports for January 2016.
8. Renewal application for a Class C Liquor License (LC) with Sunday Sales from The Klubhouse LLC, 607 High Avenue West.
9. Application for a 5 day Class A Liquor License (Private Club) from Mahaska County Pheasants dba Mahaska County Pheasants Forever Banquet 2016 effective April 2, 2016 at the Penn Central Mall.

The roll was called and the vote was:

AYES: Burnett, Caligiuri, Jimenez, Moore, 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 Matt Montavon, Jenifer Rice and Michael Collins to the Municipal Housing Agency for two year terms that end February 28, 2018. The roll was called and the vote was:

AYES: Burnett, Caligiuri, Jimenez, Moore, 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 Tim Hudson to the Board of Adjustment to fill an unexpired term that ends December 31, 2020. The roll was called and the vote was:

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

Whereupon the Mayor declared said motion approved.

The Mayor announced this is the time and place for the public hearing on the rezoning of the properties located at 416 North 11<sup>th</sup> Street, 1201 C Avenue East and 1265 C Avenue East and that citizens would now have an opportunity to comment. Jason Van Zetten, 423 North Park; Jay Christenson, CEO of MHP; Vicki Wolfe, 406 North 11<sup>th</sup> Street; Sharon Shaulis, 408 North 11<sup>th</sup> Street; Diana Shadduck, 1205 E Avenue East; Matt Moore, speaking on behalf of three property owners; Virginia Walker, 1282 C Avenue East; Kelli Breuklander, 1283 C Avenue East; and Jim Hansen, MHP Board Member, 1801 South Park, commented. An email from Molly Sterner, 1115 C Avenue East, was read by Vicki Wolfe. The Mayor declared said hearing closed.

It was moved by Yates, seconded by Jimenez, to delay the vote on the rezoning request until the April 4, 2016 city council meeting. The roll was called and the vote was:

AYES: Caligiuri, Jimenez and Yates  
NAYS: Burnett, Moore, Ver Steeg and Walling

Whereupon the Mayor declared said motion defeated.

It was moved by Ver Steeg, seconded by Moore to vote separately on the rezoning of each property. The roll was called and vote was:

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

Whereupon the Mayor declared said motion approved.

City Attorney David Dixon informed the city council it would require a super majority vote for the rezoning request to pass because a written protest was received of over 20% of the adjoining property owners were not in favor of the rezoning.

Yates introduced "AN ORDINANCE AMENDING THE ZONING ORDINANCE OF THE CITY OF OSKALOOSA, IOWA BY CHANGING THE ZONING OF CERTAIN PROPERTY LOCATED AT 416 NORTH 11<sup>TH</sup> STREET FROM R-1, SINGLE FAMILY RESIDENTIAL DISTRICT, TO R-3, MULTIPLE FAMILY RESIDENTIAL DISTRICT" and moved its approval on the first reading. Jimenez seconded the motion. The roll was called and the vote was:

AYES: Burnett, Caligiuri, Jimenez and Yates  
NAYS: Moore, Ver Steeg and Walling

Whereupon the Mayor declared said ordinance defeated.

Jimenez introduced "AN ORDINANCE AMENDING THE ZONING ORDINANCE OF THE CITY OF OSKALOOSA, IOWA BY CHANGING THE ZONING OF CERTAIN PROPERTY LOCATED AT 1201 C AVENUE EAST FROM R-1, SINGLE FAMILY RESIDENTIAL DISTRICT, TO R-3, MULTIPLE FAMILY RESIDENTIAL DISTRICT" and

moved its approval on the first reading. Yates seconded the motion. The roll was called and the vote was:

AYES: Burnett, Caligiuri, Jimenez and Yates

NAYS: Moore, Ver Steeg and Walling

Whereupon the Mayor declared said ordinance defeated.

Yates introduced "AN ORDINANCE AMENDING THE ZONING ORDINANCE OF THE CITY OF OSKALOOSA, IOWA BY CHANGING THE ZONING OF CERTAIN PROPERTY LOCATED AT 1265 C AVENUE EAST FROM R-1, SINGLE FAMILY RESIDENTIAL DISTRICT, TO R-3, MULTIPLE FAMILY RESIDENTIAL DISTRICT" and moved its approval on the first reading. Jimenez seconded the motion. The roll was called and the vote was:

AYES: None

NAYS: Burnett, Caligiuri, Jimenez, Moore, Ver Steeg, Walling and Yates

Whereupon the Mayor declared said ordinance defeated.

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

Jimenez introduced Resolution No. 16-02-15 entitled "RESOLUTION LEVYING A SPECIAL ASSESSMENT AGAINST PRIVATE PROPERTY FOR SIDEWALK REPLACEMENT BY THE CITY OF OSKALOOSA, IOWA, IN ACCORDANCE WITH SECTION 12.12 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: Burnett, Caligiuri, Jimenez, Moore, Ver Steeg, Walling and Yates

NAYS: None

Whereupon the Mayor declared said resolution duly adopted.

Moore introduced Resolution No. 16-02-16 entitled "RESOLUTION REQUESTING SUBMISSION AND CALLING FOR AN ELECTION ON THE QUESTION OF THE IMPOSITION OF A LOCAL SALES AND SERVICES TAX IN THE CITY OF OSKALOOSA LOCATED WITHIN MAHASKA COUNTY" and moved its approval. Yates seconded the motion. The roll was called and the vote was:

AYES: Burnett, Caligiuri, Jimenez, Moore, Walling and Yates

NAYS: Ver Steeg

Whereupon the Mayor declared said resolution duly adopted.

Moore introduced "AN ORDINANCE REVISING USER CHARGES IN THE CITY OF OSKALOOSA, IOWA, TO PROVIDE FUNDS NEEDED TO PAY FOR EXPENSES ASSOCIATED WITH THE CITY'S WASTEWATER TREATMENT WORKS" and moved its approval on the second reading. Jimenez seconded the motion. The roll was called and the vote was:

AYES: Burnett, Caligiuri, Jimenez, Moore, Ver Steeg, Walling and Yates

NAYS: None

Whereupon the Mayor declared said ordinance approved on the second reading.

Yates introduced Resolution No. 16-02-17 entitled "A RESOLUTION AWARDDING A CONTRACT TO DDVI, INC. FOR THE OSKALOOSA FIRE DEPARTMENT RENOVATION AND EXPANSION PROJECT" and moved its approval. Walling seconded the motion. The roll was called and the vote was:

AYES: Burnett, Caligiuri, Jimenez, Moore, Ver Steeg, Walling and Yates

NAYS: None

Whereupon the Mayor declared said resolution duly adopted.

Ver Steeg introduced Resolution No. 16-02-18 entitled "RESOLUTION AUTHORIZING THE EXECUTION OF A CONTRACT HIRING AN ENGINEERING CONSULTANT TO PROVIDE A WASTEWATER FACILITY PLAN" and moved its approval. Moore seconded the motion. The roll was called and the vote was:

AYES: Burnett, Caligiuri, Jimenez, Moore, Ver Steeg, Walling and Yates

NAYS: None

Whereupon the Mayor declared said resolution duly adopted.

It was moved by Ver Steeg, seconded by Moore that the meeting adjourn. Motion carried unanimously. The meeting adjourned at 7:26 p.m.

---

David Krutzfeldt, Mayor

ATTEST:

---

Amy Miller, City Clerk

OSKALOOSA CITY COUNCIL  
SPECIAL MEETING  
February 22, 2016

The Oskaloosa City Council met in special session on Monday, February 22, 2016 at 12:00 p.m. with Mayor Krutzfeldt presiding and the following members answering roll call: Burnett, Caligiuri, Jimenez, Ver Steeg, Walling and Yates. Absent: Moore.

It was moved by Caligiuri, seconded by Ver Steeg to approve the February 22, 2016 agenda. The roll was called and the vote was:

AYES: Burnett, Caligiuri, Jimenez, Ver Steeg, Walling and Yates

NAYS: None

Whereupon the Mayor declared said motion approved.

Yates introduced Resolution No. 16-02-19 entitled "RESOLUTION REQUESTING SUBMISSION AND CALLING FOR AN ELECTION ON THE QUESTION OF THE IMPOSITION OF A LOCAL SALES AND SERVICES TAX IN THE CITY OF OSKALOOSA LOCATED WITHIN MAHASKA COUNTY AND REPEALING RESOLUTION NO. 16-02-16" and moved its approval. Jimenez seconded the motion. The roll was called and the vote was:

AYES: Burnett, Caligiuri, Jimenez, Walling and Yates

NAYS: Ver Steeg

Whereupon the Mayor declared said resolution duly adopted.

It was moved by Jimenez, seconded by Ver Steeg that the meeting adjourn. Motion carried unanimously. The meeting adjourned at 12:20 p.m.

---

David Krutzfeldt, Mayor

ATTEST:

---

Amy Miller, City Clerk

**OSKALOOSA WATER BOARD**  
**REGULAR MEETING**  
1/18/16

**Members Present:**

Joe Ryan  
Brad Hodges  
Mike Vore  
Kevin Tacke

**Ex-Officio Members Present:**

Tom Jiminez  
Mayor Krutzfeldt (entered at 3:18 PM)

**Others Present:**

Chad Coon  
Crystal Breuklander

A motion was made by Joe Ryan and 2<sup>nd</sup> by Brad Hodges to approve the agenda as presented. The motion carried with all members voting yes.

A motion was made by Kevin Tacke to approve the minutes of the 12/21/15 regular meeting and 1/4/16 and 1/11/16 special meetings. The motion was 2<sup>nd</sup> by Brad Hodges. The motion carried with all members voting yes.

The attached vouchers totaling \$219,978.60 were presented for approval as well as Financial Statements. A motion was made by Brad Hodges to approve the vouchers for payment and accept the Financial Statements. The motion was 2<sup>nd</sup> by Joe Ryan. The motion carried with all members voting yes.

1. The next agenda item was Customer Forum. There was a brief discussion regarding water rates for customers inside city limits versus outside city limits. There was no action taken.
2. The next agenda item was discussion of wastewater operations. Chad briefly updated the group on the status of RFQ's for a facility plan for wastewater.
3. Next on the agenda was consideration and discussion of online bill payment for water and wastewater customers. Chad presented information to the group about using OMWD's current software provider to allow for an online bill payment option. There were questions about cost and setup as well as how to maintain the ongoing expenses. There were also questions about the security of the site and whose website would host this resource. After further discussion to answer questions, there was a motion by Mike Vore to move forward with online bill payment through Tyler Technologies with the

transaction fee assessed to the user. Joe Ryan second the motion. Ayes all, motion passed.

4. Up next on the agenda was consideration and discussion of job descriptions for Water/Wastewater Maintenance I, Water/Wastewater Maintenance II, and Distribution/Collection Supervisor. Chad presented the job descriptions to the group for discussion. He noted that pursuant to a discussion that he and Board member Vore had earlier that day he had added a duty to the Supervisor's essential duties, Assist with Budgeting, As Required. After continued questions and answers, there was a motion to adopt and approve all three job descriptions made by Mike Vore. It was second by Brad Hodges. Ayes all, motion carried.
5. The next agenda item was General Manager's Update. Chad updated the Board and Ex-Officio members about maintenance issues that have been dealt with at the water plant in the last month. He also discussed the possibility of pursuing an agreement with Public Financial Management (PFM) for municipal advisory and consulting services. Chad explained that PFM had run financials and a rate analysis in the previous year for the water department in the run-up before the 28E agreement. This had provided the Board with a different view of projects, rates, and fund balances necessary to continue completing capital improvement work. Chad was asked to continue to negotiate an agreement with PFM with specific targets in mind.
6. Miscellaneous was the last agenda item. Chad informed the Board that there had been one leak in the last month until the morning of the meeting and then another leak along Highway 23 had occurred, making two leaks along Highway 23 in the last month.

There being no further items to discuss, it was moved by Kevin Tacke, and second by Joe Ryan to adjourn.

ATTEST

Meeting Adjourned 4:29 PM

---

Mike Vore – Chairman

---

Brad Hodges– Secretary

The Oskaloosa Water Department Board of Trustees met in regular session Tuesday February 16, 2016 at 3:00 PM with board members Vore, Hodges, Carter, and Tacke present. Jason Carter took the Oath of Office. The agenda was approved as presented. All members voting aye. Minutes of the 1/18/16 regular meeting were approved as presented, all ayes. Invoices were approved for payment, ayes all.

Following Warrants Allowed: (see attached sheet)

---

The first item on the agenda was Customer Forum. There were no items presented.

The next agenda item was Discussion of Wastewater Operations. There was no action taken by the Board of Trustees.

Discussion of billing for Red Carpet Inn was next on the agenda. There was no action taken by the Board of Trustees.

Next was a presentation by Susanne Gerlach, representing Public Financial Management. The agenda item was consideration and discussion of Water Capital Funding Options and Water Cashflow Analysis as prepared by Public Financial Management. There was considerable discussion with no action taken by the Board on this agenda item.

Public Hearing for proposed water rate increase was next on the agenda. Public hearing was opened at 4:32 PM. There were no comments received from the public, but the Board of Trustees did use this time to discuss which option they were choosing for the rate increase. Public hearing closed at 4:46 PM.

Resolution #1601, Resolution to Increase Water Rates Effective March 1, 2016 was read and introduced by Vore. Motion to increase water rates by 25% was made by Carter and second by Hodges. Ayes all, motion carried.

Consideration and discussion on plans and specifications for Carbonado Road Water Main Replacement was next on the agenda. Jack Pope, representing Garden & Associates, was in attendance to present the plans for this project. This project will consist of approximately 5900 lineal feet of new 8" water main and fire hydrants. Motion to approve plans and specifications for Carbonado Road project and set April 14, 2016 as the bid letting date and April 18, 2016 as the bid award date was made by Vore and second by Tacke. Ayes all, motion passed.

The next two items, General Manager's Update and Miscellaneous, saw no formal action taken by the Board of Trustees.

Motion was made for adjournment by Tacke. Hodges second the motion. Ayes all, meeting adjourned. 5:20 PM.

Brad Hodges, Secretary

**MINUTES  
OSKALOOSA AIRPORT COMMISSION**

**February 1, 2016**

Meeting of the Oskaloosa Airport Commission was called to order at 4:33 p.m. on Monday, February 1, 2016.

1. **ROLL CALL:** Roll was taken with the following present: Steve Brown, Kraig Van Hulzen, Larry Lewis, James Johnson, and Jerry Strunk [Midwest Aviation].
2. **APPROVAL OF THE MINUTES:** Moved by Kraig Van Hulzen and seconded by Larry Lewis to approve the minutes of the January 4, 2016 meeting. Motion carried.
3. **FINANCIAL REPORT:** Moved by Larry Lewis and seconded by Kraig Van Hulzen to approve the financial report. Motion carried.
4. **REVIEW AND APPROVE BILLS:** Moved by Kraig Van Hulzen and seconded by James Johnson to pay bills totaling \$9,051.70. Motion carried.
5. **MANAGER'S REPORT:** See attached.
6. **OLD BUSINESS:**
  - a. **Lighting in hangars and office:** Midwest Aviation has received a rebate check from MidAmerican Energy of \$2,450.00. This is less than the \$2,717.20 that was expected. Sitler's LED Supplies has agreed to reimburse the remaining \$267.20. Jerry Strunk will send a check for the total amount to the City once the Sitler check arrives.
  - b. **Culvert slip-lining project:** No action is needed at this time.
  - c. **Soil testing:** Kraig Van Hulzen reviewed the soil analysis report from Agronomic Solutions. All readings appear to be good at present, but the soil pH is dropping. We may have to apply lime after the soil is tested again in three years. Kraig will share this information with Mark Haines.
  - d. **Field tiling:** Hol Drainage provided pricing information depending on what we specifically want done. Kraig Van Hulzen will request proposals based on specifications for three different options. He will also contact two more tiling companies in an effort to get competing bids.
  - e. **New mower:** The new mower will be delivered in March.
  - f. **Airport sign:** The new sign has been installed at the entrance to the driveway.
  - g. **Insulate walls in maintenance hangar:** The project is complete. Foam Pro was asked about insulating the steel "wainscoting" area, but said the cost of drilling and filling the interior of the walls would be prohibitive. They will come back in the spring to caulk cracks in the outside walls as part of their original proposal.

- h. Airport Commission member responsibilities: Kraig Van Hulzen will act as Vice Chairman in place of Kelly Wheeler, who is no longer on the Commission. Kraig will preside at meetings in the absence of the Chairman and will continue to be responsible for farm operations. No other changes were made.
- i. Airport management review: Discussed airport operations with Jerry Strunk.
- j. Satellite dish internet and TV: Jerry Strunk asked if the Commission would pay for these expenses. It was the opinion of the Commission that these were expenses of Midwest Aviation and not general airport expenses. Any consideration of these expenses would be made in a review of the monthly fee paid to Midwest Aviation in the coming fiscal year. The review will be done in May.

7. NEW BUSINESS:

- a. Removing non directional beacon: This was tabled until March.
- b. Windows in maintenance hangar: Three windows are no longer sealed properly and leak cold air. Jerry Strunk will get a proposal from Oskaloosa Glass & Millworks.
- c. March meeting date: The date of March 7th was acceptable to everyone.

8. ADJOURN: It was moved by Kraig Van Hulzen to adjourn at 5:53 p.m. James Johnson seconded. Motion carried.

# MWA@OOA

**January 2016**

## **Oskaloosa Municipal Airport Monthly Report**

**Fuel sales: 100LL (\$4.99)359 gal., JetA (\$3.94) 724 gal.**

**Total fuel sales for January 2016=1085 gal.@ .05=\$54.25**

**Plus telephone: \$15.28.**

**Total owed OOA= \$69.53.**

- **Shop work is steady.**
- **Fuel sale are still down due to weather.**
- **New airport entrance sign installed.**
- **Aircraft inquiries and sales are still encouraging.**
- **Sidewalls of shop have been foamed.**
- **Added one more aircraft to OOA hangar customers.**
- **Dr. Ben Carson landed at OOA 1/31/16 for a visit in OOA.**
- **Nice day Saturday 01/30/16, lots of folks out flying.**
- **Spring is getting closer.**

**UP,UP AND AWAY@OOA**

South Central Regional Airport Agency  
Meeting Minutes  
Tuesday, September 29, 2015

Committee Members Present: Pamela Blomgren, James Hansen, Donna Smith, David Barnes, Steve Van Weelden and Joe Warrick.

Committee Members Absent: None.

SCRAA Staff Present: Mike Nardini, Pella City Administrator, Michael Schrock Jr., Oskaloosa City Manager, and David Shanahan, Mahaska County Engineer.

Meeting called to order by Chairman Hansen at 6:00 p.m. in the Pella Public Safety Complex, 614 Main Street, Pella, IA.

It was moved by Van Weelden, seconded by Warrick to approve the June 23, 2015 minutes. Motion carried 6-0.

Chairman Hansen opened the call to the public. Comments were received from Bert Bandstra.

Jerry Searle provided an update on the Federal Aviation Planning Studies. No action was taken on this item.

There were no staff reports presented.

The time and date for the next quarterly meeting is yet to be determined.

It was moved by Barnes, seconded by Warrick to adjourn. Motion carried 6-0.

The meeting adjourned at 6:40 p.m.

Minutes prepared by Mike Nardini

South Central Regional Airport Agency  
Meeting Minutes  
Monday, December 21, 2015

Committee Members Present: Pamela Blomgren, James Hansen, Donna Smith, David Barnes, and Joe Warrick.

Committee Members Absent: Steve Van Weelden.

SCRAA Staff Present: Mike Nardini, Pella City Administrator and David Shanahan, Mahaska County Engineer.

SCRAA Staff Absent: Michael Schrock Jr., Oskaloosa City Manager.

Meeting called to order by Chairman Hansen at 6:00 p.m. in the Oskaloosa City Hall – Lower Level Conference Room, 220 South Market Street, Oskaloosa, IA.

It was moved by Blomgren, seconded by Barnes to approve the September 29, 2015 minutes. Motion carried 5-0.

Chairman Hansen opened the call to the public. Comments were received from Bert Bandstra, John Bandstra, and Larry Van Maanen.

Jerry Searle provided an update on the Federal Aviation Planning Studies. No action was taken on this item.

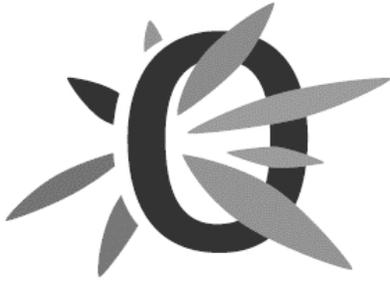
There were no staff reports presented.

The time and date for the next quarterly meeting is yet to be determined.

It was moved by Warrick, seconded by Barnes to adjourn. Motion carried 5-0.

The meeting adjourned at 6:18 p.m.

Minutes prepared by Mike Nardini



## City Council Communication

Meeting Date: March 7, 2016

Requested By: City Clerk/Finance

**Item Title: CONSENT AGENDA**

Consider payment of claims for February 2016.

**Explanation:**

A list of claims for February 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



## COUNCIL CLAIMS LIST

City of Oskaloosa, IA

Access Systems	February IT support	2,257.88
	Copier maintenance	215.40
	Install computers - Fire Dept	522.50
AgriLand FS Inc.	Ice melt - Parks	156.30
	Ice melt - Parks	156.30
Ahlers & Cooney P.C.	Legal services - Development agreements	1,440.00
Allied Gas & Chemical	LP gas	60.00
	Chains	20.00
Aramark Uniform & Career Apparel, LLC	Rubber mats	105.48
Area 15 Regional Planning Commission	Slum and blight survey	3,000.00
Arnold Motor Supply	Filters	60.52
	Tools	25.06
	Supplies	5.06
	Shop towels	14.30
	Supplies	2.95
	Oil	30.52
	Supplies	4.03
Baycom	Thermal printer	277.00
Besco Electric & Insulation	Install new light tubes	4,576.20
Bill & Ray's Auto Service Inc	Filter base	43.03
	Parts for repair	65.69
Certified Pest Control	Pest control	30.00
	Pest control	30.00
Champion Storage and Signs	Signs	5.00
Curtis Architecture and Design PC	Professional services - Facade Improvements	9,000.00
Danko Emergency Equipment	SCBA Cylinders	21,999.84
De Ruiters Lawn Equipment	Parts for repair	57.79
Fastenal Company	Supplies	16.48
	Parts for playground equipment	148.11
FC Organizational Products LLC	Office supplies	29.65
Fire Service Training Bureau	Training - Schneider, Stutting	150.00
Gall's LLC	Uniforms	51.67
Garden & Associates LTD	Professional services- 2016 Sanitary Sewer Improve	6,747.03
	Professional services - Generator replacement	13,127.85
	Professional services - 3rd Ave E	1,105.50
	Professional Services - ROW North 17th Street	697.17
Haines Auto Supply	Supplies	19.60
	Supplies	8.67
	Returned item	-36.22
	Supplies	16.83
	Returned item	-17.89
	Hose assembly	77.52
	Tools	14.44
	Tools	41.11

	Hose assembly	30.65
	Returned item	-84.12
	Supplies	19.60
	Supplies	15.34
	Brake pads	154.84
	Supplies	19.18
	Tools	30.63
Hawkins Inc	Chemicals - Waste Water	351.00
Heiman Inc.	Sliding switch	73.76
Henderson Products Inc	Sander motor	296.50
Iowa Department of Public Health	Pool license	140.00
Iowa Department of Public Safety	Online warrants system	300.00
Iowa Dept of Inspections and Appeals	Annual food license - Edmundson Pool	67.50
Iowa Fire Chiefs Association	Annual dues - Neff	25.00
Iowa Municipal Finance Officers Association	Annual dues - A Miller	50.00
Iowa Narcotics Officers Association	Annual membership dues	50.00
John Deere Financial	Stock tank	219.99
	Supplies	3.38
	Supplies	12.66
	Chain	108.48
	Supplies	30.93
	Chain	155.48
	Supplies	15.96
Kelderman Manufacturing Inc	Plate metal	26.09
Kelly Supply Company	Tools	20.82
	Supplies	5.71
Key Cooperative	Oil	475.00
Lappin Tire Inc	Mount tires	136.00
	Oil change	38.50
	Tire repair	35.00
	Oil change	38.50
	Oil change	38.50
	Oil change	38.50
Mahaska Bottling	Ice machine rental	85.00
Mahaska Co Clerk of Court	Court fees	85.00
Mahaska Co Highway Dept	Fuel	163.81
	Fuel	1,436.60
	Fuel	561.70
	Fuel	1,740.34
	Fuel	28.41
Mahaska Communication Group, LLC	Telephone services	1,222.16
	Telephone services	171.23
	Telephone services	46.13
	Telephone services	57.87
	Telephone services	67.43
	Telephone services	7.82
Mahaska Drug	Medications	11.00
	Shipping charges - Fire Dept	10.38
Mahaska Health Partnership	Professional services	185.00
Malcom Lumber Window & Door Center	Tools	22.99
	Supplies	27.19
Mauer Supply Inc.	Welder supplies	56.15

	Power washer parts	35.00
Mc Kim Tractor Service	Radio kit	313.60
McGriff's Corporation	Supplies	14.85
	Supplies	69.30
Menards	Floor paint	170.42
MidAmerican Energy	Utilities	177.30
	Utilities	167.60
	Utilities	50.36
	Utilities	11,114.69
	Utilities	1,334.14
	Utilities	126.92
	Utilities	1,372.68
Midwest Sanitation Service	Waste removal - City Hall	65.00
Midwest Wheel Companies	Floor mats	230.85
Northern Safety Co. Inc.	Oil spill supplies	246.37
O'Halloran International	Parts	36.00
On-Site Information Destruction Services of Iowa LLC	Document destruction	45.00
O'Reilly Auto Parts	Supplies	19.18
	Supplies	9.06
	Supplies	5.69
	Wiper blades	47.48
	Returned item	-5.50
Oskaloosa Herald/Shopper	Publications	396.75
Oskaloosa Water Dept	January fuel - Waste Water	27.59
Pitney Bowes Inc.	Postage machine lease	143.01
Premier Office Equipment Inc.	Copier maintenance	277.56
Quill Corporation	Office supplies	59.08
	Office supplies	287.40
	Office supplies	8.07
Racom Corporation	Repair pager	176.75
	Repair pager	287.50
	Repair pager	164.75
	Radio repair	133.57
	Radio repair	72.37
RDG IA Inc	Corridor & Wayfinding Study	2,571.83
Safe Building Compliance and Technology	Building official services - December	3,066.68
Schumacher Elevator Company	Scheduled maintenance	204.99
The Office Center Inc.	Office supplies	26.99
Trans-Iowa Equipment LLC	Parts for repair	218.82
Turfwerks	Golf course irrigation system computer	11,014.00
Tyler Hynick	Police department services - tobacco	50.00
U.S. Cellular	Telephone services	27.04
UnityPoint Clinic-Occupational Medicine	Professional services	37.00
Utility Equipment Co	Tracing dye	315.07
Vermeer Corporation	Parts for wood chipper	925.13
Walmart Community/GEGRB	Supplies	9.16
	Medications	35.36
	Medications	8.00
	Supplies	60.99
	Supplies	17.24
	Medications	57.53
	Medications	74.85

Medications	77.54
Medications	56.62
Medications	73.54
	<hr/>
	111,892.73

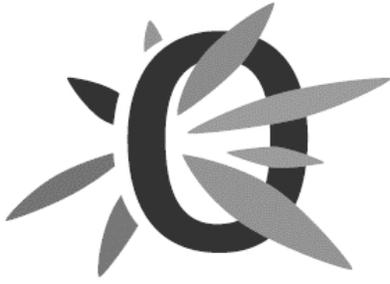


# MANUAL CHECK REPORT

City of Oskaloosa, IA

Access Systems	IT support - January	2,297.88
Amazon	Library materials and supplies	1,544.79
Brodart Co	Library supplies	418.24
Certified Pest Control	Pest control	64.00
David D. Dixon	February legal fees	2,200.00
Delta Dental of Iowa	Dental insurance	539.00
Edward D Jones	Savings Edward Jones	200.00
Edward D Jones	Savings Edward Jones	200.00
Fidelity Security Life Insurance Company	Vision insurance	288.92
I.U.P.A.T. District Council 81	Union dues	257.14
IMFOA	Registration - A Miller	60.00
Iowa Rural Water Association	Registration - A Pal	350.00
Kim Weiss	Reimburse meal expense	8.61
Madison National Life	February life insurance premium	376.18
Michael Schrock Jr.	Reimburse conference expense	420.00
Misty Dawne White-Reinier	February legal fees	1,800.00
Municipal Supply Inc	Supplies	188.80
Nathan Willey	Reimburse meal expense	7.49
Nathan Willey	Reimburse meal expense	9.73
Nathan Willey	Reimburse meal expense	8.59
Oskaloosa Association Firefighters 636	Fire union	180.00
Oskaloosa Community Schools	February local option sales tax	89,996.69
PPME 2003 IBPAT	Police union dues	408.44
Shane Glandon	Reimburse duty boots	100.00
Steve Craig/SLC Pool Consultants	Registration - Vroegh, Smith	180.00
The Center for Conferences	Conference registration - Mulfinger	420.00
Troy Boston	Reimburse meal expense	30.05
United Way	United Way	30.00
Visa Card Center	Library supplies	173.42
Windstream	Telephone services	36.24
		102,794.21
	February payroll	268,375.92
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





## City Council Communication

Meeting Date: March 7, 2016

Requested By: City Clerk/Finance

**Item Title: CONSENT AGENDA**

Consider approval of a renewal application for a Special Class C Liquor License with Beer/Wine and Sunday Sales from Taso's Inc. dba Taso's Steakhouse, 109-111 High Avenue West.

**Explanation:**

The application is complete and in order for approval.

Staff recommends approval.

**Budget Consideration:**

\$337.50 revenue to the General Fund.

**Attachments:**

None



## City Council Communication

Meeting Date: March 7, 2016

Requested By: City Clerk/Finance

**Item Title: CONSENT AGENDA**

Consider approval of a renewal application for a Class E Liquor License with Carryout Wine & Beer and Sunday Sales from Hy-Vee, Inc. dba Hy-Vee, 110 South D Street.

**Explanation:**

The application is complete and in order for approval.

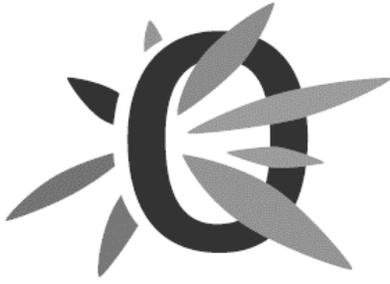
Staff recommends approval.

**Budget Consideration:**

\$300.00 revenue to the General Fund.

**Attachments:**

None



## City Council Communication

Meeting Date: March 7, 2016

Requested By: City Clerk/Finance

**Item Title: CONSENT AGENDA**

Consider approval of an ownership update due to transfer of interest for a Class C Liquor License from The KlubHouse, LLC, 607 High Avenue West.

**Explanation:**

The application is complete and in order for approval.

Staff recommends approval.

**Budget Consideration:**

None

**Attachments:**

None



## City Council Communication

Meeting Date: March 7, 2016

Requested By: Public Works Dept.

### **Item Title: CONSENT AGENDA**

Consider a resolution approving street closures for Oskaloosa Main Street and Oskaloosa Area Chamber & Development Group (OACDG) 2016 events.

### **Explanation:**

Oskaloosa Main Street and the OACDG are requesting approval of street closures for the following events: Art on the Square, Christmas in July, Sweet Corn Serenade, and the Lighted Christmas Parade. The attached request outlines the details of each event.

The OACDG is also requesting signs and barricades for the proposed events. The OACDG and Oskaloosa Main Street will be responsible for traffic control, cleanup, and notifying the affected residents or business owners.

### **Recommended Action:**

Approve the use of public streets for the above mentioned 2016 events subject to receipt of a \$1,000,000 liability insurance certificate naming the city as an additional insured and payment of the fee for the street closure permit.

### **Budget Consideration:**

Fee revenue for the street closure permits.

### **Attachments:**

Resolution, Street closure request letter and map

RESOLUTION NO. \_\_\_\_\_

A RESOLUTION AUTHORIZING THE TEMPORARY CLOSURE OF PUBLIC WAYS OR GROUNDS FOR 2016 EVENTS TO BE HELD BY OSKALOOSA MAIN STREET AND THE OSKALOOSA AREA CHAMBER AND DEVELOPMENT GROUP

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

WHEREAS, Iowa Code Section 364. 12 (2) states that "a city shall keep all public grounds, streets, sidewalks, alleys, bridges, culverts, overpasses, underpasses, grade crossing separations and approaches, public ways, squares, and commons open, in repair, and free from nuisance, with the following exceptions"; and

WHEREAS, Iowa Code Section 364. 12 (2) (a) states that "Public ways and grounds may be temporarily closed by resolution"; and

WHEREAS, the Oskaloosa Area Chamber and Development Group and Oskaloosa Main Street have requested the temporary closure of streets for the following events, locations, and times:

Event	Location of Street Closures	Date & Time
Art on the Square	South 1 <sup>st</sup> Street from High Avenue East to 1 <sup>st</sup> Avenue East	June 11 6:00 AM to 6:00 PM
Christmas in July	1 <sup>st</sup> Street from 1 <sup>st</sup> Avenue East to the alley north of High Avenue East, & 1 <sup>st</sup> Avenue East from Market Street to South 1 <sup>st</sup> Street, & High Avenue East from Market Street to South 1 <sup>st</sup> Street	July 16 6:00 AM to 11:00PM
Sweet Corn Serenade	1 <sup>st</sup> Street from 1 <sup>st</sup> Avenue East to the alley north of High Avenue East, & 1 <sup>st</sup> Avenue East from Market Street to South 1 <sup>st</sup> Street, & High Avenue East from Market Street to South 1 <sup>st</sup> Street	July 28 6:00 AM to 10:00 PM
Lighted Christmas Parade	Market Street from A Avenue to 3 <sup>rd</sup> Avenue (6:45 pm to 8:30 pm only), & South 1 <sup>st</sup> Street from A Avenue East to 2 <sup>nd</sup> Avenue East, & South 3 <sup>rd</sup> Street from A Avenue East to 2 <sup>nd</sup> Avenue East, & South 2 <sup>nd</sup> Street from A Avenue East to 3 <sup>rd</sup> Avenue East, & High Avenue East from Market Street to South 11 <sup>th</sup> Street, & 1 <sup>st</sup> Avenue East from South A Street to South 11 <sup>th</sup> Street, & 2 <sup>nd</sup> Avenue East from South A Street to South 11 <sup>th</sup> Street	December 1 5:00 PM to 9:00 PM

WHEREAS, members of the Oskaloosa Area Chamber and Development Group will be responsible for traffic control, cleanup, and notifying the affected residents and businesses; and

WHEREAS, said requests have been reviewed by staff and recommended for approval.

NOW, THEREFORE, BE IT RESOLVED by the City Council of Oskaloosa, Iowa, that Oskaloosa Main Street and the Oskaloosa Area Chamber and Development Group are authorized to temporarily close the aforementioned requested streets.

PASSED AND APPROVED this \_\_\_\_\_ day of March, 2016.

\_\_\_\_\_  
David Krutzfeldt, Mayor

ATTEST: \_\_\_\_\_  
Amy Miller, City Clerk

## **STREET CLOSURE REQUEST** **2016 Oskaloosa Main Street Events**

**The following events are sponsored by Oskaloosa Main Street and any question would be directed to Karen Hafner at 672-2591.**

### **June 11, 2016 – Saturday - Art on the Square 10 am – 4 pm**

Main Street Oskaloosa would like for South 1<sup>st</sup> Street between High Ave. E and 1<sup>st</sup> Ave. E be blocked off on June 11, 2016 from 6:00am to 6:00pm for Art on the Square. In this area Artist will load and unload their show items and Food Vendors will be set-up during the show providing drinks and various foods.

### **July 16, 2016 – Saturday – Christmas in July 6:00am to 11:00pm.**

Main Street Oskaloosa would like to request that South 1<sup>st</sup> Street between High Ave. E and 1<sup>st</sup> Ave. E AND 1<sup>st</sup>Ave. East from Market to South 1<sup>st</sup> AND High Avenue East between 1<sup>st</sup> and Market be closed from 6:00am to 11:00pm on July 16, 2016 for Christmas in July. We would hope to allow parking on the south side of 1<sup>st</sup> Ave. East and north side of High until 2 pm. Also like to close 1<sup>st</sup> Street from High to the alley on that street.

### **July 28, 2016 – Thursday - Sweet Corn Serenade Noon – 9 pm**

Main Street Oskaloosa would like to request that South 1<sup>st</sup> Street between High Ave. E and 1<sup>st</sup> Ave. E AND 1<sup>st</sup>Ave. East from Market to South 1<sup>st</sup> AND High Avenue East between 1<sup>st</sup> and Market be closed from 6:00am to 10:00pm on July 28, 2016 for Sweet Corn Serenade. We would hope to allow parking on the south side of 1<sup>st</sup> Ave. East and north side of High until 2 pm. Also like to close 1<sup>st</sup> Street from High to the alley on that street.

### **October 31, 2016 – Monday - Trick or Treat Parade 4 pm**

City-wide Trick or Treat is set by Mayor and it is also October 31<sup>st</sup>, 6:00 to 8:00. No roads blocked!

### **Dec. 1, 2016 – Thursday Lighted Christmas Parade 5 – 8 pm** **One Night Only**

Please refer to the enclosed map for this year's route (same as last year). We are requesting permission from you and the State DOT to block off South Market Street from A Ave. to 3rd Ave. East from 6:45 p.m. to approximately 8:30 p.m. on Thursday night. We also request permission to close three blocks of South First St. & South Third St. from A Ave. East to 2nd Ave. East, and four blocks of South Second Street from A Ave. East to 3<sup>rd</sup> Ave. East Thursday during the parade. See enclosed map for parade route & street closings.

Street closing requests for the parade line-up area: High Avenue E, 1st Ave. East and 2nd Ave. East from South 3rd Street to South 11th Street. As in the past the line-up will be on one side of the street allowing for emergency traffic.

I hope this request we have submitted meets with your approval. Should you have any question about any event, please feel free to contact us.

Thank You,

Karen Hafner

**STREET CLOSURE REQUEST**  
**2016 Oskaloosa Main Street Events**

**The following events are sponsored by Oskaloosa Main Street and any question would be directed to Karen Hafner at 672-2591.**

**June 11, 2016 – Saturday - Art on the Square 10 am – 4 pm**

Main Street Oskaloosa would like for South 1<sup>st</sup> Street between High Ave. E and 1<sup>st</sup> Ave. E be blocked off on June 11, 2016 from 6:00am to 6:00pm for Art on the Square. In this area Artist will load and unload their show items and Food Vendors will be set-up during the show providing drinks and various foods.

**July 16, 2016 – Saturday – Christmas in July 6:00am to 11:00pm.**

Main Street Oskaloosa would like to request that South 1<sup>st</sup> Street between High Ave. E and 1<sup>st</sup> Ave. E AND 1<sup>st</sup>Ave. East from Market to South 1<sup>st</sup> AND High Avenue East between 1<sup>st</sup> and Market be closed from 6:00am to 10:00pm on July 28, 2016 for Sweet Corn Serenade. We would hope to allow parking on the south side of 1<sup>st</sup> Ave. East and north side of High until 2 pm. Also like to close 1<sup>st</sup> Street from High to the alley on that street.

**July 28, 2016 – Thursday - Sweet Corn Serenade Noon – 9 pm**

Main Street Oskaloosa would like to request that South 1<sup>st</sup> Street between High Ave. E and 1<sup>st</sup> Ave. E AND 1<sup>st</sup>Ave. East from Market to South 1<sup>st</sup> AND High Avenue East between 1<sup>st</sup> and Market be closed from 6:00am to 10:00pm on July 28, 2016 for Sweet Corn Serenade. We would hope to allow parking on the south side of 1<sup>st</sup> Ave. East and north side of High until 2 pm. Also like to close 1<sup>st</sup> Street from High to the alley on that street.

**October 31, 2016 – Monday - Trick or Treat Parade 4 pm**

City-wide Trick or Treat is set by Mayor and it is also October 31<sup>st</sup>, 6:00 to 8:00. No roads blocked!

**Dec. 1, 2016 – Thursday Lighted Christmas Parade 5 – 8 pm**  
**One Night Only**

Please refer to the enclosed map for this year's route (same as last year). We are requesting permission from you and the State DOT to block off South Market Street from A Ave. to 3rd Ave. East from 6:45 p.m. to approximately 8:30 p.m. on Thursday night. We also request permission to close three blocks of South First St. & South Third St. from A Ave. East to 2nd Ave. East, and four blocks of South Second Street from A Ave. East to 3<sup>rd</sup> Ave. East Thursday during the parade. See enclosed map for parade route & street closings.

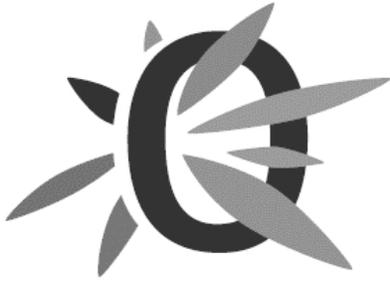
Street closing requests for the parade line-up area: High Avenue E, 1st Ave. East and 2nd Ave. East from South 3rd Street to South 11th Street. As in the past the line-up will be on one side of the street allowing for emergency traffic.

I hope this request we have submitted meets with your approval. Should you have any question about any event, please feel free to contact us.

Thank You,

Karen Hafner





## City Council Communication

Meeting Date: March 7, 2016

Requested By: Public Works Dept.

### **Item Title: CONSENT AGENDA**

Consider a resolution approving temporary street closures for the United Way of Mahaska County (UWMC) annual Live United and YMCA Healthy Kids Day 5K Color Blast run/walk event.

### **Explanation:**

The UWMC is requesting approval of temporary street closures for an event in Oskaloosa on Saturday, April 30, 2016 from 8:00 a.m. to Noon along the route shown on the attached map. The event is the UWMC Annual Live United and YMCA Healthy Kids Day Color Blast 5K run/walk. The requested temporary street closures are as follows:

1. Green Street from M Avenue West to the stadium entrance north of 238<sup>th</sup> Street
2. 238<sup>th</sup> Street from Green Street to the west entrance to the stadium parking lot
3. M Avenue West from Green Street to the dead end east of North H Street

The UWMC is also requesting signs and barricades for the proposed event. The UWMC will be responsible for traffic control, cleanup, and notifying the affected residents or business owners.

### **Recommended Action:**

Approve the temporary closure of public streets for the Live United and YMCA Healthy Kids Day 5K Color Blast run/walk event subject to receipt of a \$1,000,000 liability insurance certificate naming the city as an additional insured and payment of the fee for the street closure permit.

### **Budget Consideration:**

Fee revenue for the street closure permits.

**Attachments:**

Resolution, Street closure request, Map of the 5K run/walk route.

RESOLUTION NO. \_\_\_\_\_

A RESOLUTION AUTHORIZING THE TEMPORARY CLOSURE OF PUBLIC WAYS OR  
GROUNDS FOR AN EVENT HOSTED BY THE UNITED WAY OF MAHASKA COUNTY

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

WHEREAS, Iowa Code Section 364. 12 (2) states that "a city shall keep all public grounds, streets, sidewalks, alleys, bridges, culverts, overpasses, underpasses, grade crossing separations and approaches, public ways, squares, and commons open, in repair, and free from nuisance, with the following exceptions"; and

WHEREAS, Iowa Code Section 364. 12 (2) (a) states that "Public ways and grounds may be temporarily closed by resolution"; and

WHEREAS, the United Way of Mahaska County has requested the temporary closure of the following streets on April 30, 2016 from 8:00 A.M. to Noon:

1. Green Street from M Avenue West to the stadium entrance north of 238<sup>th</sup> Street
2. 238<sup>th</sup> Street from Green Street to the west entrance to the stadium parking lot
3. M Avenue West from Green Street to the dead end east of North H Street

WHEREAS, members of the United Way of Mahaska County will be responsible for traffic control, cleanup, and notifying the affected residents and businesses; and

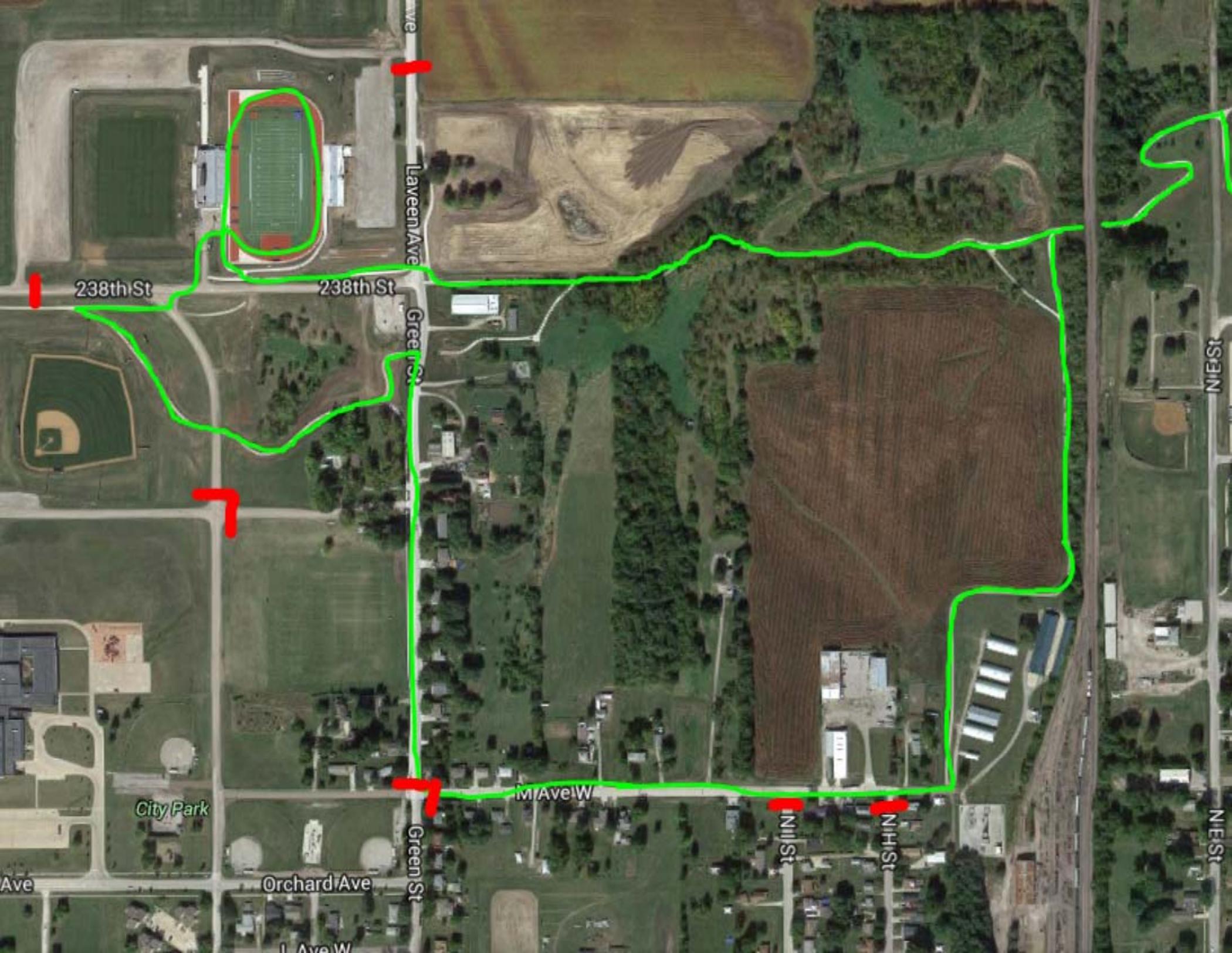
WHEREAS, said request has been reviewed by staff and recommended for approval.

NOW, THEREFORE, BE IT RESOLVED by the City Council of Oskaloosa, Iowa that the United Way of Mahaska County is authorized to temporarily close the aforementioned requested streets.

PASSED AND APPROVED this \_\_\_\_\_ day of March, 2016.

\_\_\_\_\_  
David Krutzfeldt, Mayor

ATTEST: \_\_\_\_\_  
Amy Miller, City Clerk



238th St

238th St

Green St

City Park

Orchard Ave

Orchard Ave

NI St

NI St

NI St

NI St

## Amie Roberts

---

**From:** Marilyn Johannes  
**Sent:** Monday, February 29, 2016 2:35 PM  
**To:** Akhilesh Pal  
**Cc:** Michael Schrock Jr.; Dylan Mulfinger; Jake McGee; Mark Neff; Amie Roberts  
**Subject:** FW: Online Form Submittal: Special Use Permit

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

---

**From:** noreply@civicplus.com [mailto:noreply@civicplus.com]  
**Sent:** Monday, February 29, 2016 2:09 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*	Live United 5K Color Blast	Date*	04/30/2016
Organization or Individual Name*	United Way of Mahaska County	Contact Person*	Emily Brown
Address*	500 High Avenue West	City*	Oskaloosa
State	IA	Zip	52577
Phone*	6416736043	Email	<a href="mailto:uwmc.coordinator@gmail.com">uwmc.coordinator@gmail.com</a>

Event Description\*

UWMC is hosting our annual Live United 5K and Healthy Kids Day event. This year's 5K will be a color blast race and proceeds will benefit the Iowa Reading Corps program in Oskaloosa.

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

UWMC is requesting to temporarily block traffic to Laveen Ave/Green Street from M Ave West to just below the North entrance to the Lacey stadium. In addition we are requesting to temporarily block M Ave West from Green St. to North H St., and a small portion of 238th street. A map has been attached to better illustrate our request.

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

All Street Closure request require a \$25 fee.

Green St./Laveen Ave. M Ave. West 238th St.

Attachments Final Race Route.PNG

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:

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: Live United 5K Color Blast

Date: 04/30/2016

Organization or Individual Name: United Way of Mahaska County

Contact Person: Emily Brown

Address: 500 High Avenue West

City: Oskaloosa

State: IA

Zip: 52577

Phone: 6416736043

Email: [uwmc.coordinator@gmail.com](mailto:uwmc.coordinator@gmail.com)

Event Description: UWMC is hosting our annual Live United 5K and Healthy Kids Day event. This year's 5K will be a color blast race and proceeds will benefit the Iowa Reading Corps program in Oskaloosa.

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 : UWMC is requesting to temporarily block traffic to Laveen Ave/Green Street from M Ave West to just below the North entrance to the Lacey stadium. In addition we are requesting to temporarily block M Ave West from Green St. to North H St., and a small portion of 238th street. A map has been attached to better illustrate our request.

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

All Street Closure request require a \$25 fee.

: Green St./Laveen Ave.

M Ave. West

238th St.

Attachments: Final Race Route.PNG

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:

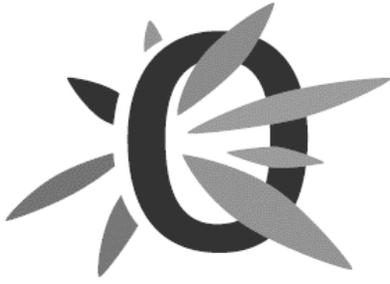
Additional Information:

Form submitted on: 2/29/2016 2:09:09 PM

Submitted from IP Address: 70.39.17.227

Referrer Page: No Referrer - Direct Link

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



## City Council Communication

Meeting Date: March 7, 2016

Requested By: City Clerk/Finance

**Item Title:**

Consider a resolution scheduling a public hearing for April 4, 2016 to consider levying a special assessment against private property for removal of an unsafe tree from the property at 215 Rock Island, Oskaloosa, Iowa, in accordance with Oskaloosa City Code §8.08.080, and direct notice to the owners of the property to be assessed.

**Explanation:**

This resolution schedules a public hearing for April 4, 2016 for levying a special assessment against private property for removal of an unsafe tree. A notice will be published in the Oskaloosa Herald and certified notices will be sent to the property owners.

**Budget Consideration:**

\$2500 Revenue to the General Fund to offset expenses related to the tree removal.

**Attachments:**

Resolution

RESOLUTION NO. \_\_\_\_\_

RESOLUTION SCHEDULING A TIME FOR HEARING FOR CONSIDERING THE  
MATTER OF LEVYING A SPECIAL ASSESSMENT AGAINST PRIVATE PROPERTY F  
OR NUISANCE ABATEMENT AND DIRECTING NOTICE TO THE OWNERS TO BE  
ASSESSED

WHEREAS, The City has authority under City Ordinance to abate a nuisance and assess the costs of abatement to the County Treasurer for collection in the same manner as property taxes under Oskaloosa City Code section 8.08.080; and

WHEREAS, the City of Oskaloosa did notify Daniel V Daugherty Revocable Trust and Kenneth W Jones to immediately remove an unsafe tree from the property at 215 Rock Island; and

WHEREAS, in accordance with Iowa Code Chapter 364.12 if a property owner does not perform an action required within a reasonable time after notice, a city may perform the required action and assess the costs against property for collection in the same manner as property tax; and

WHEREAS, the City has caused a nuisance to be abated and wishes to assess the costs thereof for collection at the property owned by Daniel V Daugherty Revocable Trust and Kenneth W Jones, 215 Rock Island, legally described as:

Lot 50 Laceys Addition

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

SECTION 1. That the City Council of the City of Oskaloosa, Iowa, shall conduct a public hearing on April 4, 2016 at 6:00 p.m. in the City Council Chambers, City Hall, 220 South Market Street, Oskaloosa, Iowa, on the matter of levying a special assessment against the property owned by Daniel V Daugherty Revocable Trust and Kenneth W Jones, 215 Rock Island, for city abatement of a nuisance thereat, at which time the Council shall consider and dispose of any objections made thereto; after which time the City Council shall by resolution levy such assessment as may be appropriate against said property.

SECTION 2. That the City Clerk is hereby directed to give notice of said hearing by publication prior to the date of the hearing and sending notice of the hearing to the property owner by certified mail.

SECTION 3. That officials of the City are hereby authorized to take such further action as may be necessary to carry out the intent and purpose of this Resolution.

PASSED AND APPROVED this 7<sup>th</sup> day of March, 2016.

**[SIGNATURES TO FOLLOW]**

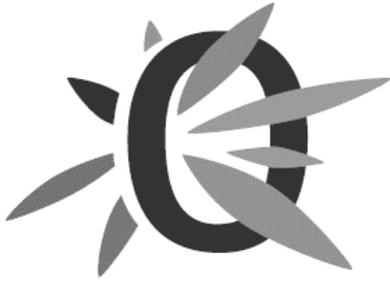
---

David Krutzfeldt, Mayor

ATTEST:

---

Amy Miller, City Clerk



## City Council Communication

Meeting Date: March 07, 2016

Requested By: City Manager's Office

### **Item Title: CONSENT AGENDA**

Consider a resolution approving a contract with Terracon Consultants, Inc. for Materials Testing and Special Inspection Services.

### **Explanation:**

Staff recommends utilizing Terracon Consultants, Inc. for the purpose of providing specialized inspection and materials testing services associated with the approved Fire Station Renovation and Expansion project. The scope of work for Terracon includes:

Testing - earthwork observation and compaction; laboratory soil/aggregate; and foundation excavation.

Inspections - reinforced concrete; Portland cement concrete; floor flatness/levelness; structural steel; structural masonry special and post installed anchors.

Additional services to be provided include project management for the duration of the construction such as attendance at pre-construction meetings, project management meetings at city's request, project reports and invoices.

### **Budget Consideration:**

Approval of this item authorizes the city manager to execute a contract with Terracon Consultants, Inc. for a proposed scope of services totaling \$19,945. The funding for this work is specifically included in the city council approved FY2016 and FY2017 budgets. Bond proceeds is the funding source to pay for these services.

### **Attachments:**

Resolution

Terracon Proposal

RESOLUTION NO. \_\_\_\_\_

**RESOLUTION APPROVING A CONTRACT WITH TERRACON  
CONSULTANTS, INC. FOR MATERIALS TESTING AND  
SPECIAL INSPECTION SERVICES**

**WHEREAS**, the city council of Oskaloosa, Iowa awarded a construction contract for the renovation and expansion of Fire Station No. 1 at its February 16, 2016 meeting; and

**WHEREAS**, as part of the project's construction it is in the city's best interest to retain a third party to perform materials testing and special inspection services for the renovation and expansion project; and

**WHEREAS**, the staff recommends Terracon Consultants, Inc. be retained to perform said testing and inspection services for this project.

**NOW THEREFORE, BE IT RESOLVED** by the city council of the city of Oskaloosa, Iowa, that the city manager and city clerk are hereby authorized and directed to execute a materials testing and special inspection services agreement between the city of Oskaloosa and Terracon Consultants, Inc. for a total cost not to exceed \$19,945 on behalf of the City of Oskaloosa, Iowa.

**PASSED AND APPROVED** this 7<sup>th</sup> day of March, 2016.

\_\_\_\_\_  
David Krutzfeldt, Mayor

ATTEST: \_\_\_\_\_  
Amy Miller, City Clerk



February 10, 2016

City of Oskaloosa  
213 S 1st Street  
Oskaloosa, Iowa 52577

Attn: Mr. Mike Schrock, City Manager  
c/o Mr. William Downing – Rohrbach Associates PC

Re: Proposal for Materials Testing and Special Inspection Services  
Fire Station Addition  
2nd Avenue East and South 1st Street  
Oskaloosa, Iowa  
Terracon Proposal No. P08161035

Dear Mr. Downing:

As requested, Terracon Consultants, Inc. (Terracon) is submitting this proposal for completion of materials testing and International Building Code (IBC) Special Inspection services for the referenced project. This proposal outlines our understanding of the project and scope of services, provides a fee schedule and estimated cost for our services, and presents our Agreement for Services.

**As you know, Terracon provided geotechnical engineering services for the project in 2015 (Terracon Project No. 08155016-01).** As such, we believe we are in a unique position to provide the material testing and special inspection services for the project. We believe our experience, work on the project as the Geotechnical Engineer, and commitment to responsive quality service will continue to make Terracon a valuable asset to the project.

## 1.0 PROJECT INFORMATION

Project documents available for review at the time of this proposal include:

- Project Manual prepared by Rohrbach Associates PC, dated 1/4/2016
- Structural bid drawings prepared by M2B Structural Engineers LLP, dated 1/4/2016
- Civil drawings prepared by Garden & Associates, LTD, dated 12/16/2015
- Addendum #1, dated 2/3/2016

We understand that the project consists of:

- A 2-story addition on the east side of the existing City Hall and Fire Station building
- Addition of an elevator and stairway to the upper floors of city hall
- Bid Alternate for additional building space and installation of an underground training tank

Terracon Consultants, Inc. 600 SW 7<sup>th</sup> Street, Suite M Des Moines, Iowa 50309  
P [515] 244-3184 F [515] 244-5249 [terracon.com](http://terracon.com)

## **Proposal for Materials Testing and Special Inspection Services**

Fire Station Addition ■ Oskaloosa, Iowa

February 10, 2016 ■ Terracon Proposal No. P08161035



The structure will be founded on:

- Trench-type shallow foundations and isolated spread column pads which will require overexcavation and backfill per recommendations presented in our Geotechnical Engineering Report

The structural framing will be comprised of:

- Steel columns, beams and joists
- Metal deck and roof
- Structural masonry walls
- Reinforced concrete

Also included as part of the construction will be:

- Underground utility installation
- Concrete driveways and parking lot(s)
- New curb/gutter and driveway approach along 2<sup>nd</sup> Avenue East

## **2.0 SCOPE OF SERVICES**

### **2.1 Field and Laboratory Services**

Terracon will provide employees appropriately trained and equipped to respond to the testing and special inspection needs of this project as scheduled by the client or your designated representative. Based on our review of the project plans and specifications, we understand the scope of the on-call services includes:

- Earthwork observation and compaction testing
  - Site preparation observation
  - Site grading fill placement
  - Floor slab and pavement subgrade preparation
  - Foundation wall backfill
  - Utility trench backfill
- Laboratory soil/aggregate testing
  - Standard Proctors
  - Atterberg limits
  - Relative densities
- Foundation excavation observation and testing
  - Shallow foundation overexcavations will be checked for bearing, compaction testing of structural fill, cleanliness and dimensions as noted in our Geotechnical Engineering Report

## Proposal for Materials Testing and Special Inspection Services

Fire Station Addition ■ Oskaloosa, Iowa

February 10, 2016 ■ Terracon Proposal No. P08161035



- Reinforced concrete special inspection
  - Review concrete mix design
  - Document the number, size, length, quantity, cleanliness, and lap length of reinforcing bars used
  - Observe and document methods of concrete placement (i.e. conveyance and consolidation) and protection
  - Anchor bolt placement
- Portland cement concrete testing
  - Casting of cylinders and performing temperature, slump & air content testing
  - Laboratory compressive strength testing of cylinders
- Floor flatness/levelness testing
  - Floor slabs will be tested within 72 hours of final concrete finishing
- Structural steel special inspection
  - Review welder certifications
  - Visual observation of all field fillet welds
  - Visual observation of bolted connections
  - Visual observation of decking welds or screws
- Structural masonry special inspection
  - Review materials for compliance
  - Document the number, size, length, quantity, cleanliness and lap length of reinforcing
  - Observe size, location, reinforcing and dimensions of bond beams
  - Observe cleanliness of grouted cells, grouting and consolidation operations
  - Perform unit masonry and grout testing
- Post installed anchors
  - Observe size, placement, and installation procedure of expansion and adhesive anchors
- Project Management
  - Attend pre-construction meetings and periodic project meetings at Client's request
  - Supervision of laboratory and field services
  - Preparation and review of project reports and monthly invoices

If we have misunderstood any aspect of the proposed project, please advise us at once so we can evaluate the scope of services and make any necessary adjustments. We will confirm your request by sending you a short supplement form that states the additional services, making them part of the original agreement.

## **2.2 Scheduling**

Terracon's services will be performed on an as-requested basis with scheduling by the client or the client's designated representative. Terracon will not be responsible for scheduling our services and will not be responsible for tests or observations that are not performed due to failure to schedule our services on the project. Since our personnel will not be at the site on a resident basis, it will be imperative that we be advised when work is in progress. Services should be scheduled a minimum of 24 hours in advance. Scheduling personnel will be on an as-available basis which may require changes in personnel assigned to the project. For instances of short-notice requests, personnel may have to be utilized which have a higher rate than those normally assigned; this higher cost would be passed on to the client.

All requests for services should be submitted to Mr. Jim Bohn in the Des Moines, IA office at the following phone number: (515) 557-3838.

We recommend the scope of work described in this proposal be provided to the person(s) responsible for scheduling our services so they are aware of the services that are proposed.

## **2.3 Construction Materials Engineering Laboratory Management System (CMELMS™)**

In order to provide our clients with real-time field and laboratory data management and reporting, Terracon developed and maintains an automated application that we call CMELMS. The acronym stands for **Construction Materials Engineering Laboratory Management System** and is utilized by construction materials engineering and testing operations in our offices.

**CMELMS** is a complete and comprehensive field and laboratory testing data and results management system. The application can manage an unlimited number of reports and data for ease of reporting and documentation purposes. Features in the application include accessing and distributing test results and field observation reports by a push of a button.

**CMELMS** automates the delivery of our testing and inspection information and can be used anywhere with an internet connection or through a wireless device. Data (test results and inspections) are entered into the application on the project site so that office management, project management, and engineering staff have real-time access to the field data. Final Client Reports are produced in the application which allows us to achieve better communication, more consistency, and faster turnaround of reports on the project.

## **2.4 Test Data Collection and Reporting**

All field technicians are responsible to provide a daily report identifying what work was found to be in compliance with the project specifications and drawings and report any non-conformances.

## Proposal for Materials Testing and Special Inspection Services

Fire Station Addition ■ Oskaloosa, Iowa

February 10, 2016 ■ Terracon Proposal No. P08161035



The field technicians are required to immediately communicate any non-conformances to the site superintendent and our Project Manager. Effective and timely communication is essential for non-conforming items. Our Project Manager will be responsible to review each technician's reports and to keep non-conformance lists up to date and communicate all test results to the client.

Terracon will maintain non-conformance logs and lists for all testing types performed by us. The list will be maintained electronically in our **CMELMS** application and can be updated and e-mailed or printed at any time.

### 2.5 Report Turnaround Time

Our Project Managers and field technicians will report failing tests or non-conformance items immediately to the designated parties and will have digitally-signed reports distributed within 24 hours of service. As stated, using our CMELMS software and our field reporting and communication services and capabilities, the test results and inspection information is quickly entered into the system and a report produced. Non-deviation reports will be digitally signed and distributed, within 5 days of service. Our reports can be sent digitally via email, posted to our Client Document Website (CDW), or posted to a designated ftp website.

### 2.6 Terracon's Incident and Injury-Free Culture

Employee safety is a core value of Terracon and we are committed to an Incident and Injury-Free (IIF) workplace. It is our personal and organizational commitment at all levels of the company to everyone going home safe to their family every day. All employees are expected to perform their job assignments with safety as a primary objective. Terracon dedicates the time, resources, and equipment necessary for an IIF environment and no employee will be required to work in unsafe conditions. Conducting our work safely means conducting our work in the only acceptable way.

## 3.0 COMPENSATION

Fees for services provided will be based on the attached Unit Rate Schedule. A 3 hour minimum charge will apply to all field services; however, when possible multiple services will be provided during the same visit. You will be invoiced on a periodic basis for services actually performed and/or as authorized or requested by you or your designated representative.

Based on our review of the referenced documents, our estimated cost to perform the proposed scope of services is \$19,945. A breakdown of our cost is provided in the attached Cost Estimate. For the purposes of developing this estimate, the quantities were estimated based on typical means and methods by contractors/subcontractors in this area.

**Proposal for Materials Testing and Special Inspection Services**

Fire Station Addition ■ Oskaloosa, Iowa  
February 10, 2016 ■ Terracon Proposal No. P08161035



It should be noted the client would be billed only for the amount of service provided, i.e. Terracon will not bill for the total budget if the total booked is less than the budget. Please note this is only a budget estimate and not a not-to-exceed price. Many factors, including those out of our control, such as weather and the contractor’s schedule, implementation of RFI’s and/or ASI’s, and how often we are called to the site to test, will dictate the final fee for our services. Our cost estimate does not include retesting/re-inspection, stand-by time, or overtime rates.

**4.0 AUTHORIZATION**

This proposal may be accepted by executing the attached Supplemental Change Order and returning it along with this proposal to Terracon. **Reports may not be issued until the signed Agreement has been received by Terracon.** This Agreement, including the limitations it contains, shall constitute the exclusive terms, conditions and services to be performed for this project. This proposal is valid only if authorized within sixty days from the listed proposal date.

Upon acceptance of our proposal, we request a preconstruction meeting with all pertinent parties to review project documents (plans, specifications, geotechnical reports, etc.) and set project expectations (e.g. project schedule and milestones, exchange contact information, etc.).

We appreciate the opportunity to provide this proposal and look forward to working with you on this project. Please call the undersigned if you have any questions or comments regarding this proposal.

Sincerely,  
**Terracon Consultants, Inc.**

Steven G. Wright  
Project Manager

Michael L. Sampson  
Materials Department Manager

- Copies to: Addressee (1 pdf)
- Attachments: Unit Rate Schedule  
Cost Estimate  
Supplemental Change Order

**Unit Rate Schedule**

	Rate	Unit
<b>PERSONNEL</b>		
Clerical (1107)	\$38.00	hour
Testing Technician (1210)	\$54.00	hour*
Special Inspection Technician (1202)	\$58.00	hour*
Specialty Service Technician (1227)	\$68.00	hour*
Project Coordinator (1108)	\$68.00	hour
Project Manager (1155)	\$88.00	hour
Project Engineer (1120)	\$98.00	hour
<b>LABORATORY TESTING</b>		
Standard Proctor, 4-inch mold (2039)	\$130.00	each
Standard Proctor, 6-inch mold (2044)	\$160.00	each
Relative Density (2053)	\$260.00	each
Atterberg Limits (multiple points) (2002)	\$90.00	each
Compressive Strength of Concrete (made by Terracon) (3324)	\$15.00	each
Compressive Strength of Concrete (made by others) (3325)	\$19.00	each
Compressive Strength of Core (3355)	\$30.00	each
Net Area, Absorption, Specific Gravity & Moisture Content of CMU (4001)	\$65.00	each
Compressive Strength of Grout (4007)	\$20.00	each
Cardboard Grout Mold (4009)	\$7.00	each
<b>FIELD EQUIPMENT/MATERIALS</b>		
Floor Flatness Gauge (1670)	\$125.00	day
Nuclear Density Gauge (1634)	\$7.00	test
Consumables (9887)	Cost + 15%	
<b>TRIP CHARGE</b>		
Mileage (1615)	\$0.68	mile

\* Overtime is defined as all hours outside of the normal hours of 7:00AM to 5:00PM Monday through Friday, and all hours worked on Saturdays. Overtime rates will be 1.5 times the hourly rate quoted. Sundays and holidays will be 2.0 times the hourly rate.

A 3 hour minimum charge will apply to all field services; however, when possible multiple services will be provided during the same visit. You will be invoiced on a periodic basis for services actually performed and/or as authorized or requested by you or your designated representative.

**COST ESTIMATE**

Service Type	No. of Services	Hr(s)/service	Rate	Unit	Cost
<b>EARTHWORK OBSERVATION AND TESTING</b>					
<b>Testing Technician (1210)</b>					
Subgrade Preparation (prior to fill placement)	2	5.00	\$54.00	hour	\$540.00
Foundation Overexcavation Fill Testing	2	5.00	\$54.00	hour	\$540.00
Foundation Wall Backfill Placement	2	2.00	\$54.00	hour	\$216.00
Utility Trench Backfill Placement	2	0.00	\$54.00	hour	\$0.00
Floor Slab Subgrade Preparation	2	1.00	\$54.00	hour	\$108.00
Pavement Subgrade Preparation	2	2.50	\$54.00	hour	\$270.00
<b>Trip Charge*</b>					
Mileage (1615)	1488		\$0.68	visit	\$1,011.84
<b>Field Equipment</b>					
Nuclear Density Gauge (1634)	60		\$7.00	test	\$420.00
<b>Subtotal =</b>					<b>\$3,105.84</b>

<b>LABORATORY SOIL / AGGREGATE TESTING</b>					
Standard Proctor, 4-inch mold (2039)	2		\$130.00	each	\$260.00
Standard Proctor, 6-inch mold (2044)	1		\$160.00	each	\$160.00
Atterberg Limits (multiple points) (2002)	2		\$90.00	each	\$180.00
Relative Density (2053)	1		\$260.00	each	\$260.00
<b>Subtotal =</b>					<b>\$860.00</b>

<b>FOUNDATION EXCAVATION OBSERVATION AND TESTING</b>					
<b>Special Inspection Technician (1202)</b>					
Observation & Testing of Footing Excavations (bearing soil, cleanliness, geometry)	3	4.00	\$58.00	hour	\$696.00
<b>Trip Charge*</b>					
Mileage (1615)	372		\$0.68	visit	\$252.96
<b>Subtotal =</b>					<b>\$948.96</b>

<b>REINFORCED CONCRETE SPECIAL INSPECTION</b>					
<b>Special Inspection Technician (1202)</b>					
Checked for Size, Placement, Lap Length, and Cleanliness of Reinforcing Steel	10	2.00	\$58.00	hour	\$1,160.00
Concrete Placement Observation	10	3.00	\$58.00	hour	\$1,740.00
<b>Trip Charge*</b>					
Mileage (1615)	1240		\$0.68	visit	\$843.20
<b>Subtotal =</b>					<b>\$3,743.20</b>

**COST ESTIMATE**

Service Type	No. of Services	Hr(s)/service	Rate	Unit	Cost
<b>PORTLAND CEMENT CONCRETE TESTING</b>					
<b>Testing Technician (1210)</b>					
<i>Standard testing (temp, slump, air content, cylinders)</i>					
Casting of 1 Set of 4 Cylinders	13	1.00	\$54.00	hour	\$702.00
Pavement Concrete Testing Sets of 4 Cylinders	3	4.00	\$54.00	hour	\$648.00
Compressive Strength Sample Pick up	2	3.00	\$54.00	hour	\$324.00
<b>Trip Charge*</b>					
Mileage (1615)	2232		\$0.68	visit	\$1,517.76
<b>Laboratory testing</b>					
Compressive Strength of Concrete (made by Terracon) (3324)	64		\$15.00	test	\$960.00
<b>Subtotal =</b>					<b>\$4,151.76</b>
<b>FLOOR FLATNESS AND LEVELNESS TESTING</b>					
<b>Specialty Service Technician (1227)</b>					
Floor Flatness and Levelness Testing	1	5.00	\$68.00	hour	\$340.00
<b>Trip Charge*</b>					
Mileage (1615)	124		\$0.68	visit	\$84.32
<b>Field Equipment</b>					
Floor Flatness Gauge (1670)	1		\$125.00	day	\$125.00
<b>Subtotal =</b>					<b>\$549.32</b>
<b>STRUCTURAL STEEL SPECIAL INSPECTION</b>					
<b>Specialty Service Technician (1227)</b>					
Visual Observation of Field Welded Connections	3	4.00	\$68.00	hour	\$816.00
Visual Observation and/or Testing of Bolted Connections	3	1.00	\$68.00	hour	\$204.00
<b>Trip Charge*</b>					
Mileage (1615)	744		\$0.68	visit	\$505.92
<b>Subtotal =</b>					<b>\$1,525.92</b>

**COST ESTIMATE**

Service Type	No. of Services	Hr(s)/service	Rate	Unit	Cost
<b>STRUCTURAL MASONRY SPECIAL INSPECTION</b>					
<b>Special Inspection Technician (1202)</b>					
Reinforcing Steel and Masonry Cell Observation, Sample Preparation	7	5.00	\$58.00	hour	\$2,030.00
<b>Trip Charge*</b>					
Mileage (1615)	434		\$0.68	visit	\$295.12
<b>Laboratory testing</b>					
Compressive Strength of Grout (4007)	2		\$20.00	each	\$40.00
Net Area, Absorption, Specific Gravity & Moisture Content of CMU (4001)	1		\$65.00	each	\$65.00
<b>Subtotal =</b>					<b>\$2,430.12</b>

<b>PROJECT MANAGEMENT</b>					
<b>Project Administration</b>					
Clerical (1107)	6		\$38.00	hour	\$228.00
Project Coordinator (1108)	8		\$68.00	hour	\$544.00
Project Manager (1155)	20		\$88.00	hour	\$1,760.00
Project Engineer (1120)	1		\$98.00	hour	\$98.00
<b>Subtotal =</b>					<b>\$2,630.00</b>

**ESTIMATED TESTING AND INSPECTION FEE**

**ESTIMATED TOTAL = \$19,945.12**

\*A 3 hour minimum charge will apply to all field services; however, when possible multiple services will be provided during the same visit. Since multiple services may be provided during some trips, the quantity of services estimated may not equal the quantity of trips estimated.

It should be noted the client is billed only for the amount of service provided, i.e. Terracon will not bill for the total Cost Estimate if the total booked is less than the estimate. The number of tests, trips, and hours on-site are primarily controlled by the contractor's schedule. We recommend the contractor review our estimated number of tests, and trips to determine if our estimate is compatible with their production. The estimated cost can be revised if necessary.

## SUPPLEMENT TO AGREEMENT FOR SERVICES

### CHANGE TO SCOPE OF SERVICES AND FEES

This **SUPPLEMENT to AGREEMENT FOR SERVICES** to the original Agreement for Services (original Agreement dated 02/23/2015, Agreement reference number P08150107) is between City of Oskaloosa IA ("Client") and Terracon Consultants, Inc. ("Consultant") for additional or changed Services to be provided by Consultant for client on the Project, as described in the Agreement for Services. This Supplement is incorporated into and part of the Agreement for Services.

- 1. Scope of Services.** The scope of the additional or changed Services are described in the Scope of Services section of the Consultant's Supplemental Proposal, unless Services are otherwise described below or in Exhibit B to this Supplement (which section or exhibit are incorporated into the Supplement).

Per Terracon proposal P08161035, dated 2/10/16

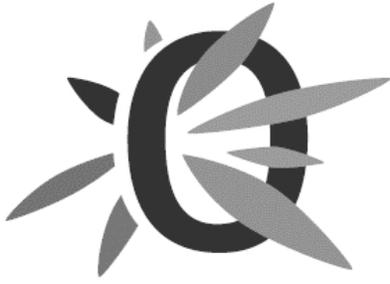
- 2. Compensation.** Client shall pay compensation for the additional or changed Services performed at the fees stated in the Supplemental Proposal unless fees are otherwise stated below or in Exhibit C to this Supplement (which section or exhibit are incorporated into the Supplement).

Per Terracon proposal P08161035, dated 2/10/16

All terms and conditions of the **Agreement for Services** shall continue in full force and effect. This Supplement is accepted and Consultant is authorized to proceed.

Consultant: **Terracon Consultants, Inc.**  
By: \_\_\_\_\_ Date: **2/10/2016**  
Name/Title: **Michael L Sampson / Construction Services  
Manager**  
Address: **600 SW Seventh St. Suite M  
Des Moines, IA 50309**  
Phone: **(515) 244-3184** Fax: **(515) 244-5249**  
Email: **Michael.Sampson@terracon.com**

Client: **City of Oskaloosa IA**  
By: \_\_\_\_\_ Date: \_\_\_\_\_  
Name/Title: **Michael Schrock / City Manager**  
Address: **220 S. Market Street  
Oskaloosa, IA 52577**  
Phone: **(641) 673-9431** Fax: **(641) 673-3047**  
Email: **michael.schrock@oskalosaiowa.org**



## City Council Communication

Meeting Date: March 07, 2016

Requested By: City Manager's Office

### **Item Title: CONSENT AGENDA**

Consider a resolution authorizing repairs, approving competitive quotation and contract for Oskaloosa Fire Station Sanitary Sewer Project.

### **Explanation:**

The sanitary sewer located on the site of the Oskaloosa Fire Station No. 1 expansion and renovation project has failed. The repair was originally included in the overall fire station project bid, however due to initial bids, the project was removed from the plans so it could be completed outside of that work, and presumably for less by a local contractor.

Staff has sought quotes on this project and received only two responses, however more than two contractors were contacted about the project. The responses received varied in price, however the quote provided by Exodus Excavation is below the Engineer's Estimate of \$85,000 at \$65,230.

Staff recommends proceeding with Exodus to complete the necessary sanitary sewer improvement by authorizing the city manager to execute the necessary documents and granting permission to the city manager to utilize a project contingency of up to 10% (\$6,523) to cover unforeseen circumstances with work.

### **Budget Consideration:**

Approval of this item authorizes the city manager to execute a contract with Exodus Excavating for a proposed scope of services totaling \$65,230 for sanitary sewer improvements. The funding for this work is not specifically included in the city council approved FY2016 sanitary sewer budget however the FY2017 budget ("emergency repairs") will be reduced in an amount equivalent to the total cost of this project.

**Attachments:**

Resolution

**RESOLUTION NO. \_\_\_\_\_**

**RESOLUTION AUTHORIZING REPAIRS, APPROVING COMPETITIVE QUOTATION  
AND CONTRACT FOR OSKALOOSA FIRE STATION SANITARY SEWER PROJECT**

WHEREAS, the City has determined that repairs are necessary to the sanitary sewer associated with the Fire Station renovation and expansion project; and

WHEREAS, the City determined that the sanitary sewer project is considered a vertical infrastructure project in accordance with the Iowa law for the bidding of projects; and

WHEREAS, the engineer's estimate for the project was \$85,000 which is less than the current bid threshold but more than the current competitive quote threshold and required competitive quotations be obtained in accordance with Iowa Code Section 26.14; and

WHEREAS, the City obtained competitive quotations as required by law; and

WHEREAS, the lowest responsive, responsible quotation received for said work is as follows:

Contractor: Exodus Excavating, LLC of Oskaloosa, Iowa

Amount of bid: \$65,230

Portion of project: All Work

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Oskaloosa, Iowa hereby authorizes sanitary sewer repairs associated with the Fire Station renovation and expansion project.

BE IT FURTHER RESOLVED that Exodus Excavating is approved as the contractor and that the form of contract and the Performance and Payment Bond to be placed on file are hereby approved.

BE IT FURTHER RESOLVED that the Mayor and Clerk are hereby directed to execute the contract for the construction of said public improvements.

PASSED AND APPROVED this 7<sup>th</sup> day of March 2016.

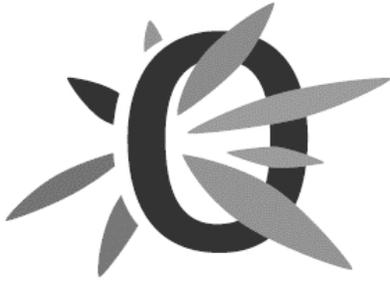
---

Mayor

Attest:

---

City Clerk



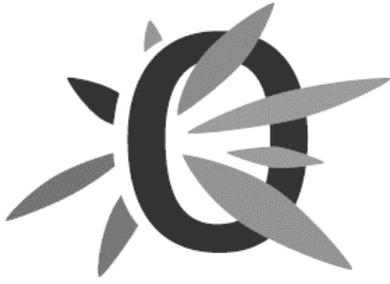
## City Council Communication

Meeting Date: March 7, 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) Civil Service Commission – One vacancy for a four year term that begins April 1, 2016 and ends March 31, 2020. This is a three member board that meets as needed. (3 males currently serve.)
- 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) Municipal Housing Agency – 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).



City Council Communication  
Meeting Date: March 7, 2016

**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: March 7, 2016

Requested By: Public Works Department

**Item Title:**

Presentation on the status of the Brownfields Assessment Grant Project.

**Explanation:**

In June of 2014, a \$400,000 grant was awarded by the U.S. Environmental Protection Agency (EPA) to the City of Oskaloosa for petroleum and hazardous site assessment. The City Council approved a contract with HR Green on February 17, 2015 for managing this grant and conducting the petroleum and hazardous site assessments. Scott Mattes with HR Green will provide an update on the Brownfields Assessment Grant Project.

**Budget Consideration:**

The City of Oskaloosa has contracted with HR Green in the amount of \$374,600 for professional services required to complete the Brownfields Assessment Grant Project.

**Attachments:**

Presentation.

# Oskaloosa Brownfields Program Project Status Update

March 7, 2016



---

# Today's Agenda

---

- What are Brownfields?
- Overview of EPA Brownfields Program
- Benefits of Redeveloping Brownfields
- Advisory Committee
- Environmental Site Assessments
- Brownfields Project Progress
- GIS Prioritization Model Results
- Next Steps



---

# What are Brownfields?

---

- “**Brownfields** are real property, the expansion, redevelopment, or reuse of which may be complicated by the presence or potential presence\* of a hazardous substance, pollutant, or contaminant.”

*\*Actual contamination is not required- perception is sufficient!*

- Brownfields negatively affect neighborhoods by decreasing property values, deterring potential investments, and serving as a community eyesore.
- Brownfields can include residential, commercial, or industrial properties. Examples include:

- Former manufacturing facilities
- Dry cleaners
- Auto repair shops
- Service stations
- Warehouses
- Illegal dump sites



# What are Brownfields?

- Better described as a syndrome versus a regulatory determination
  - No minimum “contamination” threshold
- Common characteristics of Brownfields properties:
  - Community “eyesore”
  - Exhibits neglect or lack of routine maintenance
  - Abandoned
  - Contains unattended drums, equipment, or debris
  - Vacant lot in a formerly developed area
  - Close proximity to other properties thought to be contaminated
  - Mine-scarred lands
  - Underutilized property



Abandoned properties with significant safety concerns



Properties exhibiting poor house-keeping practices



Properties with inconsistent land uses within close proximity



Former mines



---

# Overview of EPA Brownfields Program

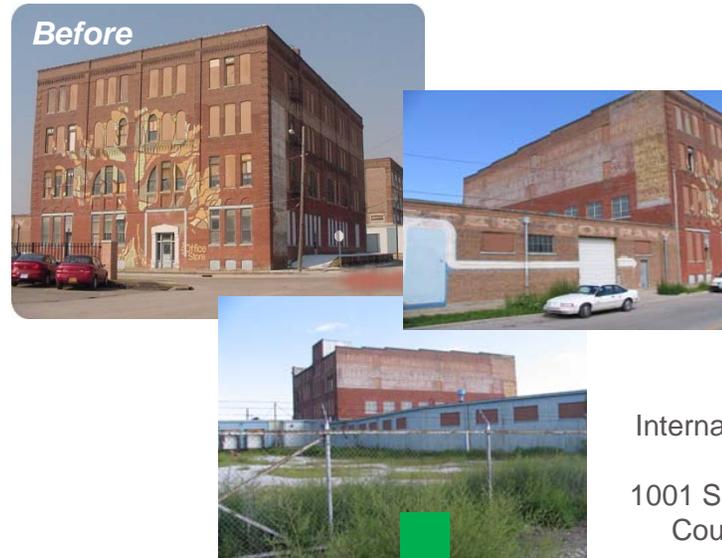
---

- Designed to empower states, communities, and other stakeholders in **economic redevelopment** to work together in a timely manner to **prevent, assess, safely clean up, and sustainably reuse brownfields**.
  - Site-specific environmental and economic development potential!
- The EPA Brownfields Program provides technical and financial assistance for brownfields activities through an approach based on four main goals:
  - Protecting human health and the environment
  - Sustaining reuse
  - Promoting partnerships
  - Strengthening the marketplace
- The City of Oskaloosa received two Assessment Grants totaling **\$400,000** to inventory, prioritize, characterize, assess, and conduct cleanup planning on Brownfield sites.

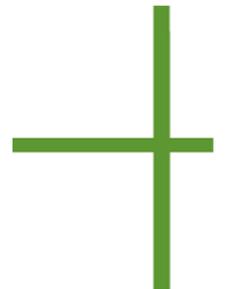


# Benefits of Redeveloping Brownfields

- Spurs additional redevelopment
- Facilitates job growth
- Utilizes existing infrastructure
- Helps stem urban sprawl
- Improves and protects human health and the environment
- Increases the local tax base
- Satisfies requirements for future cleanup funding opportunities



International Harvester  
Building  
1001 South Main Street  
Council Bluffs, IA



---

# GIS Prioritization Model Results

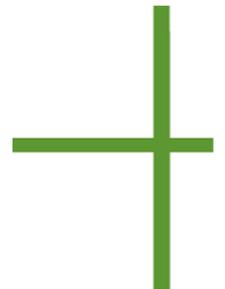
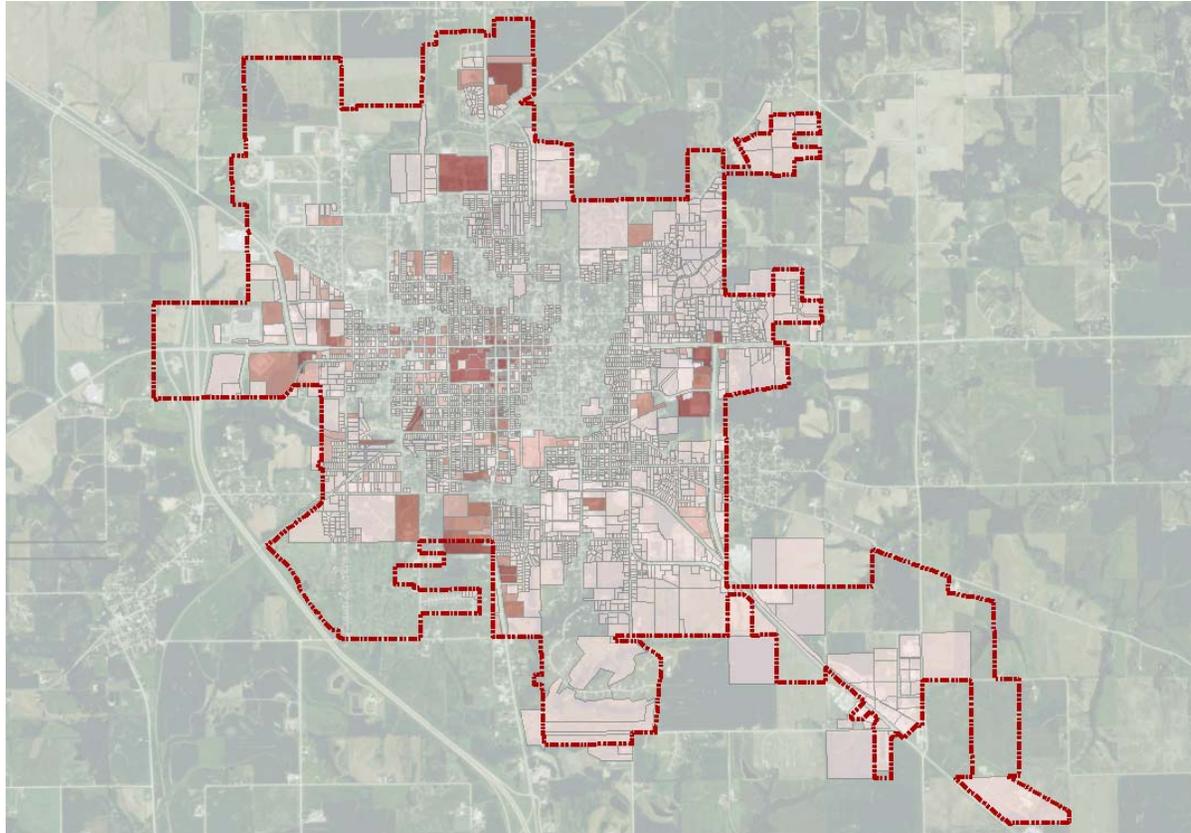
---

- Compiled data from Federal, State, County, and local sources
- Model evaluates each parcel based on over 40 criteria
  - Environmental Potential
  - Redevelopment Potential
- Model eliminates from consideration parcels ***lacking evidence in the GIS data*** for environmental potential
  - 3,426 parcels (~63%) showed potential
- Candidate sites presented here all have necessary Environmental Potential!



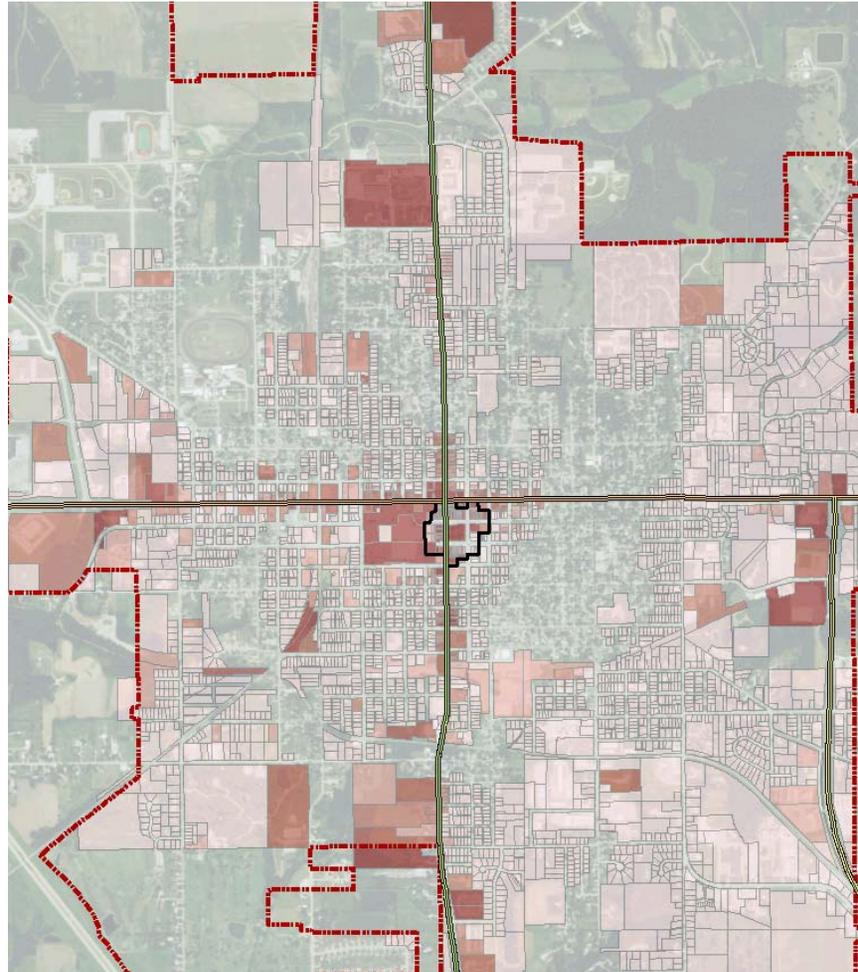
# GIS Prioritization Model Results

- Modeled all parcels within city limits.



# GIS Prioritization Model Results

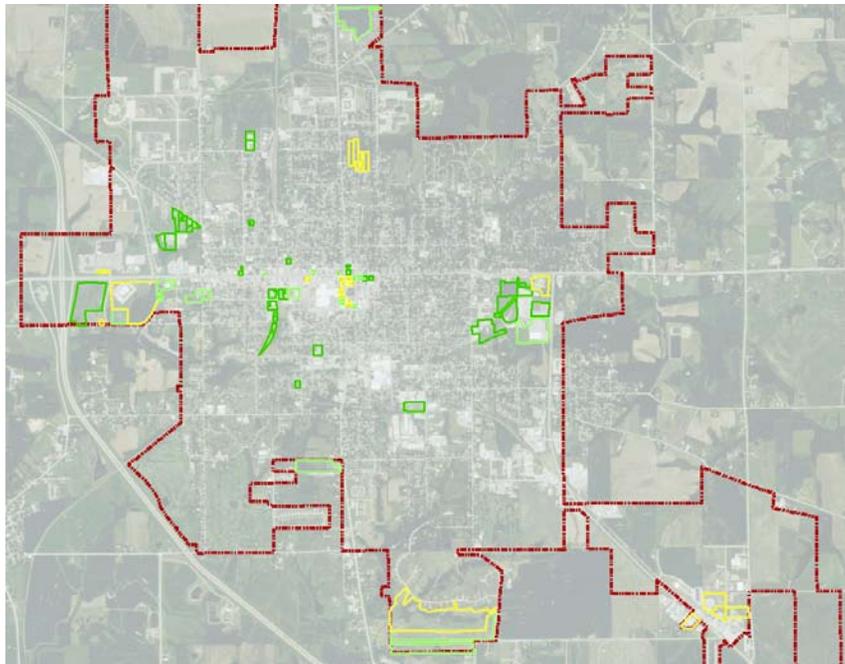
- High-scoring parcels distributed throughout the City.
- Higher potential found downtown and along major corridors.



# Candidate Sites

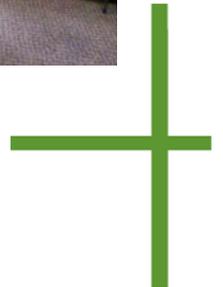
- City-Priority Sites
- + Model Results
- + Site-specific review

## Candidate Sites



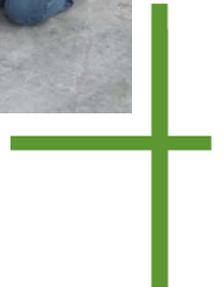
# Advisory Committee

- Tasks
  - Community Involvement (Attend outreach meetings)
  - Phase I and II ESAs (Help identify/prioritize brownfields sites)
  - Cleanup Planning (Provide input on redevelopment plans)
- Members
  - Oskaloosa Community School District
    - *Russ Reiter*
  - George Daily Trust
    - *Linda Crookham-Hansen*
  - Mahaska County Development Group
    - *Andrew Jensen*
  - William Penn University
    - *Debbie Stevens/Marsha Riordan*



# Environmental Site Assessments

- Phase I Environmental Site Assessments:
  - Research data on present conditions and historical uses of a subject site and nearby properties.
    - Environmental records review
    - Interviews
    - Site inspection
    - Historical records
- Phase II Environmental Site Assessments:
  - Collect soil, groundwater, and soil vapor samples for analysis to determine if historical or current site use or nearby activities create a risk to human health or the environment.



# Brownfields Project Progress

- Contract with HR Green signed October 8, 2014
- Hosted public open house
- Developed project website
- Created custom parcel prioritization model based on City/AC input
- Published an outreach brochure
- Completed 3 Phase I ESAs
  - 124 North Market Street
  - 208 1<sup>st</sup> Avenue East
  - 202 2<sup>nd</sup> Avenue East



124 North Market Street



202 2<sup>nd</sup> Avenue East



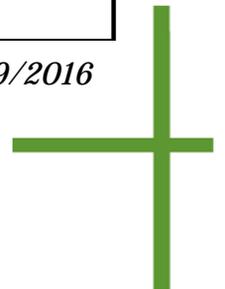
208 1<sup>st</sup> Avenue East



# Brownfields Project Progress

Prop #	Property Address	Property Owner	Outreach to Owner	Site Status				
				Current Status	Site Eligibility	Access Agreement	Phase I ESA	Phase II Sampling Plan
90	124 North Market Street	Oskaloosa Area Chamber & Development Group Inc	Completed	Phase I	EPA Approved	Signed	Complete - Additional Action Recommended	In Process
128	202 2nd Avenue East	B P O E Elks	Completed	Phase I	EPA Approved	Signed	Complete - Additional Action Recommended	In Process
129	208 A Avenue West	4G Properties LLC	Completed	Eligible	EPA Approved	Signed	In Process	
133	202 1st Avenue East	Lael Corporation	Completed	Eligible	EPA Approved	Sent to Owner		
134	208 1st Avenue East	Swim, Douglas J/Kathy R	Completed	Phase I	EPA Approved	Signed	Complete - Additional Action Recommended	In Process
135	212 1st Avenue East	Siefering Farms Inc		Eligible	EPA Approved	Sent to Owner		
136	401 South M Street	Oskaloosa Community School	Completed	Eligible	EPA Approved	Signed		
137	521 South M Street	Oskaloosa Community School	Completed	Eligible	EPA Approved	Signed		
138	1430 3rd Avenue West	Oskaloosa Community School	Completed	Eligible	EPA Approved	Signed		
139		Mahaska Community Development Group Inc	Completed	Submitted Site Eligibility Request	In Process	Signed		
140		Mahaska Community Development Group Inc	Completed	Submitted Site Eligibility Request	In Process	Signed		
141		Mahaska Community Development Group Inc	Completed	Submitted Site Eligibility Request	In Process	Signed		

*Progress as of 2/29/2016*



# Web Mapping Portal and File Directory

City of Oskaloosa Brownfield Redevelopment Web Mapping Portal

**Legend**

- Identified
- Submitted Site Eligibility Request
- Eligible
- Ineligible
- Access Denied
- Phase I
- Limited Phase I
- Update Phase I
- Phase II Sampling Plan
- Phase II
- Limited Phase II
- Supplemental Phase II

**Subject Property**

Property Name: 124 North Market Street

Property Number: 90

Parcel PIN: 1013477001

Property Address: 124 North Market Street

Property Description: Two-story downtown commercial building (Chamber of Commerce)

Property: Oskaloosa Area

Zoom to

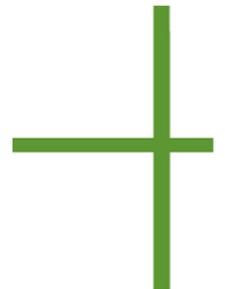
Map labels: 34, 35, 56, 57, 58, 59, 60, 61, 62, 63, 64, 65, 66, 90, 91, 92, 93, 94, 95, 96, 97, 98, 99, 100, 101, 102

Google Drive

Oskaloosa > ... > Petroleum 2 items

124 North Market S...

200 1st Ave. East, ...

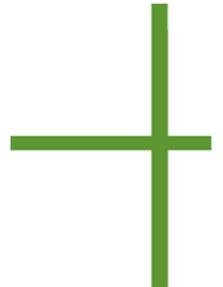


---

# Next Steps?

---

- Continue to secure site eligibility determinations from EPA/IDNR
- Continue to secure signed Access Agreements
- Continue to conduct Phase I and II ESA activities
- Identify key parcels for redevelopment planning
- Cleanup Grants?
- Site development design and engineering?



---

## PM Contact Information

---

Scott R. Mattes, PE, CIH  
**HR Green, Inc.**

E-Mail: [smattes@hrgreen.com](mailto:smattes@hrgreen.com)

Web: <http://www.hrgreen.com/>

Phone: (515) 657-5277 (o)

Phone: (515) 473-0978 (c)

Fax: (515) 278-1846





## City Council Communication

Meeting Date: March 7, 2016

Requested By: City Clerk/Finance

**Item Title: PUBLIC HEARING**

Consider a resolution amending and certifying the Fiscal Year 2016 Budget Amendment. (PUBLIC HEARING)

**Explanation:**

This is the time for the public hearing on amending and certifying the Fiscal Year 2016 Budget Amendment. This resolution amends the total revenue to \$29,699,115 which is an increase of \$1,069,106 and expenses to \$30,107,319 which is a decrease of \$689,135. The ending balance has now increased \$4,660,993 to \$11,406,551. The changes are due to local option sales tax projects, grant funding, bond proceeds, timing of projects and the 28E agreement for sewer management.

Staff recommends opening the public hearing, receive oral and written comments, close hearing and approve resolution.

**Budget Consideration:**

As outlined above.

**Attachments:**

Resolution  
Fund Balances

# 62-590

## CITY BUDGET AMENDMENT AND CERTIFICATION RESOLUTION - FY 2016 - AMENDMENT #1

To the Auditor of MAHASKA County, Iowa:

The City Council of Oskaloosa in said County/Counties met on 3/7/2016, at the place and hour set in the notice, a copy of which accompanies this certificate and is certified as to publication. Upon taking up the proposed amendment, it was considered and taxpayers were heard for and against the amendment.

The Council, after hearing all taxpayers wishing to be heard and considering the statements made by them, gave final consideration to the proposed amendment(s) to the budget and modifications proposed at the hearing, if any. thereupon, the following resolution was introduced.

RESOLUTION No. \_\_\_\_\_

### A RESOLUTION AMENDING THE CURRENT BUDGET FOR THE FISCAL YEAR ENDING JUNE 30 2016

(AS AMENDED LAST ON March 2, 2015.)

Be it Resolved by the Council of the City of Oskaloosa

Section 1. Following notice published February 18, 2016

and the public hearing held, 3/7/2016 the current budget (as previously amended) is amended as set out herein and in the detail by fund type and activity that supports this resolution which was considered at that hearing:

	Total Budget as certified or last amended	Current Amendment	Total Budget after Current Amendment
<b>Revenues &amp; Other Financing Sources</b>			
Taxes Levied on Property 1	4,535,767	-1	4,535,766
Less: Uncollected Property Taxes-Levy Year 2	0	0	0
<b>Net Current Property Taxes 3</b>	<b>4,535,767</b>	<b>-1</b>	<b>4,535,766</b>
Delinquent Property Taxes 4	0	0	0
TIF Revenues 5	13,011	0	13,011
Other City Taxes 6	1,237,135	113,746	1,350,881
Licenses & Permits 7	682,200	-16,456	665,744
Use of Money and Property 8	306,324	-8,839	297,485
Intergovernmental 9	2,693,681	-285,108	2,408,573
Charges for Services 10	4,468,730	44,120	4,512,850
Special Assessments 11	0	11,130	11,130
Miscellaneous 12	1,101,645	378,237	1,479,882
Other Financing Sources 13	4,152,000	173,430	4,325,430
Transfers In 14	9,439,516	658,847	10,098,363
<b>Total Revenues and Other Sources 15</b>	<b>28,630,009</b>	<b>1,069,106</b>	<b>29,699,115</b>
<b>Expenditures &amp; Other Financing Uses</b>			
Public Safety 16	3,144,693	-187,917	2,956,776
Public Works 17	1,685,514	-11,942	1,673,572
Health and Social Services 18	0	0	0
Culture and Recreation 19	1,180,443	141,984	1,322,427
Community and Economic Development 20	1,181,550	330,383	1,511,933
General Government 21	1,015,801	-31,533	984,268
Debt Service 22	1,449,427	1,508	1,450,935
Capital Projects 23	5,316,141	-1,352,695	3,963,446
Total Government Activities Expenditures 24	14,973,569	-1,110,212	13,863,357
Business Type / Enterprises 25	6,383,369	-237,770	6,145,599
<b>Total Gov Activities &amp; Business Expenditures 26</b>	<b>21,356,938</b>	<b>-1,347,982</b>	<b>20,008,956</b>
Transfers Out 27	9,439,516	658,847	10,098,363
<b>Total Expenditures/Transfers Out 28</b>	<b>30,796,454</b>	<b>-689,135</b>	<b>30,107,319</b>
<b>Excess Revenues &amp; Other Sources Over (Under) Expenditures/Transfers Out Fiscal Year 29</b>	<b>-2,166,445</b>	<b>1,758,241</b>	<b>-408,204</b>
Beginning Fund Balance July 1 30	8,912,003	2,902,752	11,814,755
<b>Ending Fund Balance June 30 31</b>	<b>6,745,558</b>	<b>4,660,993</b>	<b>11,406,551</b>

Passed this 7th day of March 2016  
(Day) (Month/Year)

\_\_\_\_\_  
Signature  
City Clerk/Finance Officer

\_\_\_\_\_  
Signature  
Mayor

PROJECTED FUND BALANCES



**General Fund 001-008**

FUND NO.	FUND	ACTUAL FUND BALANCE 6/30/2015	AMENDED REVENUE 15-16	AMENDED EXPENSE 15-16	PROJECTED BALANCE 6/30/2016	PROJECTED REVENUE 16-17	PROJECTED EXPENSE 16-17	PROJECTED BALANCE 6/30/2017
001	General	\$2,009,786	\$5,016,702	\$4,996,865	\$2,029,623	\$4,842,008	\$5,191,773	\$1,679,858
002	General Fund Insurance	\$2,990	\$119,285	\$117,784	\$4,491	\$119,183	\$123,674	\$0
003	General Fund Equipment	\$175,984	\$100	\$163,556	\$12,528	\$0	\$12,528	\$0
004	General Fund Library Copier	\$9,303	\$7,008	\$8,300	\$8,011	\$6,500	\$5,300	\$9,211
005	General Fund Band	\$5,212	\$19,284	\$19,753	\$4,743	\$17,775	\$22,518	(\$0)
006	General Fund-LOST	\$542,813	\$965,493	\$1,191,419	\$316,887	\$901,800	\$693,200	\$525,487
007	General Fund-Utility Franchise Fee	\$258,952	\$410,900	\$341,211	\$328,641	\$410,900	\$224,561	\$514,980
008	General Fund-Transit	\$0	\$0	\$0	\$0	\$18,720	\$18,720	\$0

**Special Revenue Funds 110-199**

110	Road Use Tax Fund	\$646,191	\$1,354,188	\$1,451,199	\$549,180	\$1,359,950	\$1,402,736	\$506,394
112	Employee Benefit Fund	\$145,203	\$992,497	\$1,056,835	\$80,865	\$999,839	\$1,080,704	\$0
119	Emergency Fund	\$0	\$94,699	\$94,699	\$0	\$91,228	\$91,228	\$0
121	Local Option Sales Tax Fund	\$0	\$1,088,660	\$1,088,660	\$0	\$1,027,059	\$1,027,059	\$0
122	Hotel/Motel Tax Revenue Fund	\$0	\$125,000	\$125,000	\$0	\$125,000	\$125,000	\$0
128	TIF Administration Fund	\$613	\$13,011	\$13,430	\$194	\$5,799	\$5,993	\$0
135	Streetscape Project TIF	\$0	\$0	\$0	\$0	\$44,620	\$44,620	\$0
136	Downtown Building Renovation	\$0	\$0	\$0	\$0	\$250,000	\$250,000	\$0
138	Housing Donated Funds	\$34,741	\$0	\$17,371	\$17,370	\$0	\$17,370	(\$0)
140	Housing Funds	\$214,909	\$48,263	\$144,116	\$119,056	\$39,206	\$131,100	\$27,162
144	Grant & Lincoln School Dev.	\$0	\$0	\$0	\$0	\$0	\$0	\$0
165	Riefe Memorial Fund	\$16,321	\$30	\$5,500	\$10,851	\$0	\$0	\$10,851
167	Library Memorial Fund	\$560,535	\$51,592	\$82,650	\$529,477	\$48,725	\$79,650	\$498,552
169	Miscellaneous Gift Fund	\$26,494	\$1,851	\$28,345	\$0	\$0	\$0	\$0
172	Wood Playground Maintenance	\$3,282	\$2	\$1,642	\$1,642	\$0	\$1,642	\$0
177	Police Forfeiture Fund	\$2,410	\$1	\$1,739	\$672	\$0	\$0	\$672
178	Library Maintenance Fund	\$1,205,892	\$40,000	\$45,500	\$1,200,392	\$40,000	\$42,500	\$1,197,892
179	Fire Dept FEMA Grant Fund	\$0	\$0	\$0	\$0	\$135,900	\$135,900	\$0
180	Miscellaneous Grants Fund	\$32,895	\$33,243	\$60,138	\$6,000	\$20,000	\$26,000	\$0
181	Brownfield Sites Assessment Grant	\$0	\$223,673	\$223,673	\$0	\$140,000	\$140,000	\$0
182	Facade Grant	\$0	\$223,317	\$202,211	\$21,106	\$484,423	\$505,529	\$0
199	WFP Rise Payment Fund	\$0	\$16,214	\$16,214	\$0	\$0	\$0	\$0

**Debt Service Fund 200**

200		\$119,357	\$1,466,991	\$1,450,935	\$135,413	\$764,003	\$763,203	\$136,213
-----	--	-----------	-------------	-------------	-----------	-----------	-----------	-----------

PROJECTED FUND BALANCES



FUND NO.	FUND	ACTUAL FUND BALANCE 6/30/2015	AMENDED REVENUE 15-16	AMENDED EXPENSE 15-16	PROJECTED BALANCE 6/30/2016	PROJECTED REVENUE 16-17	PROJECTED EXPENSE 16-17	PROJECTED BALANCE 6/30/2017
----------	------	----------------------------------	--------------------------	--------------------------	--------------------------------	----------------------------	----------------------------	--------------------------------

**Capital Projects Funds 301-343**

301	Park Shelter	\$19,354	\$3,416	\$840	\$21,930	\$3,400	\$15,840	\$9,490
302	City Hall Window Fund	\$21,645	\$2,019	\$14,966	\$8,698	\$2,000	\$175	\$10,523
304	Fire Station Addition & Remodel	\$0	\$3,198,839	\$1,057,049	\$2,141,790	\$0	\$2,141,790	\$0
321	NE Bridge Replacement Project	\$0	\$280,000	\$100,000	\$180,000	\$320,000	\$400,000	\$100,000
322	Burlington Road Reconstruction	\$0	\$4,000	\$4,000	\$0	\$50,000	\$50,000	\$0
323	South D Street Reconstruction	\$0	\$0	\$0	\$0	\$150,000	\$150,000	\$0
324	Corridor Improvements	\$0	\$0	\$0	\$0	\$80,000	\$80,000	\$0
325	Pavement Management	\$1,013,528	\$1,274,541	\$2,288,069	\$0	\$520,000	\$520,000	\$0
326	Sidewalk Improvement	\$5,668	\$159,678	\$159,678	\$5,668	\$156,000	\$156,000	\$5,668
328	Parking Lot Improve Phase II	\$38,693	\$0	\$38,693	(\$0)	\$0	\$0	(\$0)
343	2015 GO Bond	\$0	\$4,322,259	\$4,322,259	\$0	\$0	\$0	\$0

**Enterprise & Utility Funds 600-760**

600	Water O&M Fund	\$1,159,875	\$2,535,977	\$2,825,075	\$870,777	\$3,236,746	\$3,210,106	\$897,417
601	Water Consumer Deposit	\$88,230	\$0	\$0	\$88,230	\$0	\$0	\$88,230
603	Water Sinking Fund	\$34,895	\$418,787	\$418,738	\$34,944	\$419,320	\$419,320	\$34,944
604	Water Reserve Fund	\$43,151	\$102,000	\$100,000	\$45,151	\$102,000	\$100,000	\$47,151
610	Sanitary Sewer O&M Fund	\$0	\$2,037,046	\$2,037,046	\$0	\$2,649,099	\$2,649,099	\$0
611	Sanitary Sewer Revenue	\$1,933,904	\$1,890,005	\$2,480,950	\$1,342,959	\$2,270,300	\$3,095,677	\$517,582
612	Sanitary Sewer Sinking Fund	\$0	\$432,504	\$432,504	\$0	\$435,178	\$435,178	\$0
614	Sanitary Sewer Improvement	\$96,815	\$11,400	\$0	\$108,215	\$11,400	\$0	\$119,615
618	IDOT Sewer Extension Project	\$0	\$0	\$0	\$0	\$0	\$0	\$0
660	Airport Fund	\$318,276	\$215,987	\$223,298	\$310,965	\$206,387	\$231,574	\$285,778
661	Airport Layout Plan	\$0	\$246,836	\$246,836	\$0	\$0	\$0	\$0
664	Airport Culvert Rehabilitation	\$0	\$10,000	\$10,000	\$0	\$76,207	\$76,207	\$0
740	Storm Water Utility Fund	\$955,255	\$231,000	\$352,919	\$833,336	\$230,000	\$611,974	\$451,362
750	Edmundson Golf Course	\$52,333	\$8,842	\$34,054	\$27,121	\$8,800	\$29,591	\$6,330
760	RACI Main Street Loan Fund	\$19,250	\$1,975	\$11,600	\$9,625	\$1,975	\$11,600	\$0

<b>TOTALS</b>		<b>\$11,814,755</b>	<b>\$29,699,115</b>	<b>\$30,107,319</b>	<b>\$11,406,551</b>	<b>\$22,821,450</b>	<b>\$26,546,639</b>	<b>\$7,681,362</b>
---------------	--	---------------------	---------------------	---------------------	---------------------	---------------------	---------------------	--------------------

January 29, 2016



## City Council Communication

Meeting Date: March 7, 2016

Requested By: City Clerk/Finance

### **Item Title: PUBLIC HEARING**

Consider a resolution adopting the annual budget for Fiscal Year 2017 and Levying Tax. (PUBLIC HEARING)

### **Explanation:**

This is the time for the public hearing on adopting the Fiscal Year 2017 Budget and Levying Tax. This resolution sets the tax levy at \$14.04248. The total revenues are \$22,821,450 and total expenses are \$26,546,639. The ending balance decreases \$3,725,189 to \$7,681,362. A spreadsheet showing the revenues, expenses and ending balances by fund is included in the agenda packet. The General Fund Balance is decreasing \$349,765; Road Use Tax decreasing \$42,786; Water Department is increasing \$26,640; Sanitary Sewer is decreasing \$825,377 and Storm Water is decreasing \$381,974.

Staff recommends opening the public hearing, receive oral and written comments; close hearing. Staff recommends approval of the resolution subject to reducing the proposed FY 2017 tax levy from \$14.04248 to \$13.98707 by eliminating the Transit levy of \$0.05541. This change will reduce revenue and expenditures by \$18,720 for total revenues of \$22,802,730 and total expenses of \$26,527,919. If council wants to continue the fixed transit route it will need to be funded in the \$8.10 Regular General levy.

### **Budget Consideration:**

As outlined above.

### **Attachments:**

Resolution  
Certification of City Taxes  
Budget Summary  
Revenue Spreadsheet  
Expenditure Spreadsheet  
Fund Balances

RESOLUTION NO. \_\_\_\_\_

RESOLUTION ADOPTING THE ANNUAL BUDGET FOR  
FISCAL YEAR ENDING JUNE 30, 2017

BE IT RESOLVED by the Council of the City of Oskaloosa, Iowa:

The annual budget for fiscal year ending June 30, 2017 as set forth in the Adoption of Budget and Certification of Taxes, Budget Summary, Revenues Detail and Expenditures Schedule, in support thereof, showing the taxes levied, revenue estimates and appropriated expenditures and allocations to functions for said fiscal year is adopted and the City Clerk is directed to make the filings required by law and to establish the accounting records in accordance with the summary, detail and schedule as adopted.

PASSED AND APPROVED this 7th day of March, 2016.

\_\_\_\_\_  
David Krutzfeldt, Mayor

ATTEST:

\_\_\_\_\_  
Amy Miller, City Clerk

# 62-590

## Adoption of Budget and Certification of City Taxes

FISCAL YEAR BEGINNING JULY 1, 2016 - ENDING JUNE 30, 2017

Resolution No.: \_\_\_\_\_

The City of: Oskaloosa

County Name: MAHASKA

Date Budget Adopted: \_\_\_\_\_  
(Date) xx/xx/xx

The below-signed certifies that the City Council, on the date stated above, lawfully approved the named resolution adopting a budget for next fiscal year, as summarized on this and the supporting pages. Attached is Long Term Debt Schedule Form 703 which lists any and all of the debt service obligations of the City.

	Telephone Number	Signature
County Auditor Date Stamp	<b>January 1, 2015 Property Valuations</b>	
	With Gas & Electric	Without Gas & Electric
Regular	2a <u>327,548,798</u>	2b <u>318,230,616</u>
<b>DEBT SERVICE</b>	3a <u>328,482,413</u>	3b <u>319,164,231</u>
Ag Land	4a <u>1,263,047</u>	
		Last Official Census <u>11,463</u>

Code Sec.	Dollar Limit	Purpose	(A)		(B)		(C)
			Request with Utility Replacement	Property Taxes Levied	Rate		
384.1	8.10000	Regular General levy	5	2,653,145	2,577,668	43	8.10000
(384)		Non-Voted Other Permissible Levies					
12(8)	0.67500	Contract for use of Bridge	6		0	44	0
12(10)	0.95000	Opr & Maint publicly owned Transit	7	18,148	17,633	45	0.05541
12(11)	Amt Nec	Rent, Ins. Maint of Civic Center	8		0	46	0
12(12)	0.13500	Opr & Maint of City owned Civic Center	9		0	47	0
12(13)	0.06750	Planning a Sanitary Disposal Project	10		0	48	0
12(14)	0.27000	Aviation Authority (under sec.330A.15)	11		0	49	0
12(15)	0.06750	Levee Impr. fund in special charter city	13		0	51	0
12(17)	Amt Nec	Liability, property & self insurance costs	14	115,538	112,253	52	0.35274
12(21)	Amt Nec	Support of a Local Emerg.Mgmt.Comm.	462		0	465	0
(384)		Voted Other Permissible Levies					
12(1)	0.13500	Instrumental/Vocal Music Groups	15	17,231	16,742	53	0.05261
12(2)	0.81000	Memorial Building	16		0	54	0
12(3)	0.13500	Symphony Orchestra	17		0	55	0
12(4)	0.27000	Cultural & Scientific Facilities	18		0	56	0
12(5)	As Voted	County Bridge	19		0	57	0
12(6)	1.35000	Missi or Missouri River Bridge Const.	20		0	58	0
12(9)	0.03375	Aid to a Transit Company	21		0	59	0
12(16)	0.20500	Maintain Institution received by gift/devise	22		0	60	0
12(18)	1.00000	City Emergency Medical District	463		0	466	0
12(20)	0.27000	Support Public Library	23		0	61	0
28E.22	1.50000	Unified Law Enforcement	24		0	62	0
		<b>Total General Fund Regular Levies (5 thru 24)</b>	25	<b>2,804,062</b>	<b>2,724,296</b>		
384.1	3.00375	Ag Land	26	3,794	3,794	63	3.00375
		<b>Total General Fund Tax Levies (25 + 26)</b>	27	<b>2,807,856</b>	<b>2,728,090</b>		<b>Do Not Add</b>
		Special Revenue Levies					
384.8	0.27000	Emergency (if general fund at levy limit)	28	88,438	85,922	64	0.27000
384.6	Amt Nec	Police & Fire Retirement	29	367,329	356,880		1.12145
	Amt Nec	FICA & IPERS (if general fund at levy limit)	30	138,883	134,933		0.42401
Rules	Amt Nec	Other Employee Benefits	31	463,052	449,879		1.41369
		<b>Total Employee Benefit Levies (29,30,31)</b>	32	<b>969,264</b>	<b>941,692</b>	65	<b>2.95915</b>
		<b>Sub Total Special Revenue Levies (28+32)</b>	33	<b>1,057,702</b>	<b>1,027,614</b>		
		Valuation					
386	As Req	With Gas & Elec					
		Without Gas & Elec					
		SSMID 1 (A)	(B)	34	0	66	0
		SSMID 2 (A)	(B)	35	0	67	0
		SSMID 3 (A)	(B)	36	0	68	0
		SSMID 4 (A)	(B)	37	0	69	0
		SSMID 5 (A)	(B)	555	0	565	0
		SSMID 6 (A)	(B)	556	0	566	0
		SSMID 7 (A)	(B)	1177	0		0
		<b>Total SSMID</b>		38	0		<b>Do Not Add</b>
		<b>Total Special Revenue Levies</b>	39	<b>1,057,702</b>	<b>1,027,614</b>		
384.4	Amt Nec	Debt Service Levy 76.10(6)	40	739,929	718,940	70	2.25257
384.7	0.67500	Capital Projects (Capital Improv. Reserve)	41		0	71	0
		<b>Total Property Taxes (27+39+40+41)</b>	42	<b>4,605,487</b>	<b>4,474,644</b>	72	<b>14.04248</b>

**COUNTY AUDITOR - I certify the budget is in compliance with ALL the following:**  
Budgets that **DO NOT** meet ALL the criteria below are not statutorily compliant & must be returned to the city for correction.

- 1) The prescribed Notice of Public Hearing Budget Estimate (Form 631.1) was lawfully published, or posted if applicable, and notarized, filed proof was evidenced.
- 2) Budget hearing notices were published or posted not less than 10 days, nor more than 20 days, prior to the budget hearing.
- 3) Adopted property taxes do not exceed published or posted amounts.
- 4) Adopted expenditures do not exceed published or posted amounts in each of the nine program areas, or in total.
- 5) Number of the resolution adopting the budget has been included at the top of this form.
- 6) The budget file uploaded to the SUBMIT Area matched the paper copy certified by the city to this office.
- 7) The long term debt schedule (Form 703) shows sufficient payment amounts to pay the G.O. debt certified by the city to this office.

(County Auditor)

CITY OF

Oskaloosa

ADOPTED BUDGET SUMMARY

YEAR ENDED JUNE 30, 2017

Fiscal Years

(A)	(B)	GENERAL (C)	SPECIAL REVENUES (D)	TIF SPECIAL REVENUES (E)	DEBT SERVICE (F)	CAPITAL PROJECTS (G)	PERMANENT (H)	PROPRIETARY (I)	BUDGET 2017 (J)	RE-ESTIMATED 2016 (K)	ACTUAL 2015 (L)
<b>Revenues &amp; Other Financing Sources</b>											
Taxes Levied on Property	1	2,728,090	1,027,614		718,940	0			4,474,644	4,535,766	4,474,174
Less: Uncollected Property Taxes-Levy Year	2	0	0		0	0			0	0	0
Net Current Property Taxes	3	2,728,090	1,027,614		718,940	0			4,474,644	4,535,766	4,474,174
Delinquent Property Taxes	4	0	0		0	0			0	0	1,077
TIF Revenues	5			300,419					300,419	13,011	122,419
Other City Taxes	6	81,266	1,182,147		20,989	0			1,284,402	1,350,881	1,295,723
Licenses & Permits	7	665,744	0					0	665,744	665,744	672,981
Use of Money and Property	8	6,650	50,675	0	800	3,400	0	232,884	294,409	297,485	322,308
Intergovernmental	9	369,161	1,912,420	0	23,274	532,800		68,586	2,906,241	2,408,573	1,558,331
Charges for Fees & Service	10	132,200	1,700		0	0	0	5,314,088	5,447,988	4,512,850	4,331,596
Special Assessments	11	0	0		0	0		0	0	11,130	26,445
Miscellaneous	12	984,550	285,509		0	0		407,236	1,677,295	1,479,882	1,389,092
Sub-Total Revenues	13	4,967,661	4,460,065	300,419	764,003	536,200	0	6,022,794	17,051,142	15,275,322	14,194,146
<b>Other Financing Sources:</b>											
Total Transfers In	14	1,349,225	51,265	0	0	743,200	0	3,624,618	5,768,308	10,098,363	5,508,138
Proceeds of Debt	15	0	0	0	0	0		0	0	4,322,259	0
Proceeds of Capital Asset Sales	16	0	0	0	0	2,000	0	0	2,000	3,171	45,830
Total Revenues and Other Sources	17	6,316,886	4,511,330	300,419	764,003	1,281,400	0	9,647,412	22,821,450	29,699,115	19,748,114
<b>Expenditures &amp; Other Financing Uses</b>											
Public Safety	18	2,852,133	135,900	0			0		2,988,033	2,956,776	2,881,146
Public Works	19	217,420	1,542,736	0			0		1,760,156	1,673,572	1,397,839
Health and Social Services	20	0	0	0			0		0	0	0
Culture and Recreation	21	1,139,560	274,792	0			0		1,414,352	1,322,427	1,160,698
Community and Economic Development	22	138,891	1,681,058	250,000			0		2,069,949	1,511,933	1,196,113
General Government	23	1,023,125	0	0			0		1,023,125	984,268	923,788
Debt Service	24	0	0	0	763,203		0		763,203	1,450,935	862,470
Capital Projects	25	0	0	0		3,513,805	0		3,513,805	3,963,446	681,303
Total Government Activities Expenditures	26	5,371,129	3,634,486	250,000	763,203	3,513,805	0		13,532,623	13,863,357	9,103,357
Business Type Proprietary: Enterprise & ISF	27							7,245,708	7,245,708	6,145,599	4,499,618
Total Gov & Bus Type Expenditures	28	5,371,129	3,634,486	250,000	763,203	3,513,805	0	7,245,708	20,778,331	20,008,956	13,602,975
Total Transfers Out	29	921,145	1,171,932	50,613	0	0	0	3,624,618	5,768,308	10,098,363	5,508,138
Total ALL Expenditures/Fund Transfers Out	30	6,292,274	4,806,418	300,613	763,203	3,513,805	0	10,870,326	26,546,639	30,107,319	19,111,113
Excess Revenues & Other Sources Over (Under) Expenditures/Transfers Out	31 32	24,612	-295,088	-194	800	-2,232,405	0	-1,222,914	-3,725,189	-408,204	637,001
Beginning Fund Balance July 1	33	2,704,924	2,536,611	194	135,413	2,358,086	0	3,671,323	11,406,551	11,814,755	11,177,754
Ending Fund Balance June 30	34	2,729,536	2,241,523	0	136,213	125,681	0	2,448,409	7,681,362	11,406,551	11,814,755

The last two columns will fill in once the Re-Est forms are completed

REVENUES DETAIL  
Fiscal Year Ending 2017

Fiscal Years

(A)	(B)	GENERAL (C)	SPECIAL REVENUES (D)	TIF SPECIAL REVENUES (E)	DEBT SERVICE (F)	CAPITAL PROJECTS (G)	PERMANENT (H)	PROPRIETARY (I)	BUDGET 2017 (J)	RE-ESTIMATED 2016 (K)	ACTUAL 2015 (L)
<b>REVENUES &amp; OTHER FINANCING SOURCES</b>											
Taxes Levied on Property	1	2,728,090	1,027,614		718,940	0			4,474,644	4,535,766	4,474,174
Less: Uncollected Property Taxes - Levy Year	2								0	0	0
Net Current Property Taxes (line 1 minus line 2)	3	2,728,090	1,027,614		718,940	0			4,474,644	4,535,766	4,474,174
Delinquent Property Taxes	4								0	0	1,077
TIF Revenues	5			300,419					300,419	13,011	122,419
Other City Taxes:											
Utility Tax Replacement Excise Taxes	6	79,766	30,088		20,989	0			130,843	135,721	133,215
Utility franchise tax (Iowa Code Chapter 364.2)	7								0	0	0
Parimutuel wager tax	8								0	0	0
Gaming wager tax	9								0	0	0
Mobile Home Taxes	10	1,500							1,500	1,500	3,623
Hotel/Motel Taxes	11		125,000						125,000	125,000	117,297
Other Local Option Taxes	12		1,027,059						1,027,059	1,088,660	1,041,588
Subtotal - Other City Taxes (lines 6 thru 12)	13	81,266	1,182,147		20,989	0			1,284,402	1,350,881	1,295,723
Licenses & Permits	14	665,744							665,744	665,744	672,981
Use of Money & Property	15	6,650	50,675		800	3,400		232,884	294,409	297,485	322,308
Intergovernmental:											
Federal Grants & Reimbursements	16		519,105			532,800		68,586	1,120,491	649,465	51,635
Road Use Taxes	17		1,359,950						1,359,950	1,354,188	1,198,398
Other State Grants & Reimbursements	18	95,653	33,365	0	23,274	0		0	152,292	197,545	100,992
Local Grants & Reimbursements	19	273,508							273,508	207,375	207,306
Subtotal - Intergovernmental (lines 16 thru 19)	20	369,161	1,912,420	0	23,274	532,800		68,586	2,906,241	2,408,573	1,558,331
Charges for Fees & Service:											
Water Utility	21							2,816,788	2,816,788	2,263,630	2,227,991
Sewer Utility	22							2,267,300	2,267,300	1,883,300	1,752,416
Electric Utility	23							0	0	0	0
Gas Utility	24							0	0	0	0
Parking	25							0	0	0	0
Airport	26							0	0	0	1,287
Landfill/Garbage	27							0	0	0	0
Hospital	28							0	0	0	0
Transit	29							0	0	0	0
Cable TV, Internet & Telephone	30							0	0	0	0
Housing Authority	31							0	0	0	0
Storm Water Utility	32							230,000	230,000	230,000	231,158
Other Fees & Charges for Service	33	132,200	1,700						133,900	135,920	118,744
Subtotal - Charges for Service (lines 21 thru 33)	34	132,200	1,700		0	0	0	5,314,088	5,447,988	4,512,850	4,331,596
Special Assessments	35								0	11,130	26,445
Miscellaneous	36	984,550	285,509					407,236	1,677,295	1,479,882	1,389,092
Other Financing Sources:											
Regular Operating Transfers In	37	1,298,612	51,265			743,200		3,624,618	5,717,695	10,084,933	5,384,446
Internal TIF Loan Transfers In	38	50,613							50,613	13,430	123,692
Subtotal ALL Operating Transfers In	39	1,349,225	51,265	0	0	743,200	0	3,624,618	5,768,308	10,098,363	5,508,138
Proceeds of Debt (Excluding TIF Internal Borrowing)	40								0	4,322,259	0
Proceeds of Capital Asset Sales	41					2,000			2,000	3,171	45,830
Subtotal-Other Financing Sources (lines 38 thru 40)	42	1,349,225	51,265	0	0	745,200	0	3,624,618	5,770,308	14,423,793	5,553,968
Total Revenues except for beginning fund balance (lines 3, 4, 5, 13, 14, 15, 20, 34, 35, 36, & 41)	43	6,316,886	4,511,330	300,419	764,003	1,281,400	0	9,647,412	22,821,450	29,699,115	19,748,114
Beginning Fund Balance July 1	44	2,704,924	2,536,611	194	135,413	2,358,086	0	3,671,323	11,406,551	11,814,755	11,177,754
TOTAL REVENUES & BEGIN BALANCE (lines 42+43)	45	9,021,810	7,047,941	300,613	899,416	3,639,486	0	13,318,735	34,228,001	41,513,870	30,925,868

EXPENDITURES SCHEDULE PAGE 1

Fiscal Year Ending 2017

Fiscal Years

GOVERNMENT ACTIVITIES		GENERAL	SPECIAL REVENUES	TIF SPECIAL REVENUES	DEBT SERVICE	CAPITAL PROJECTS	PERMANENT	PROPRIETARY	BUDGET 2017	RE-ESTIMATED 2016	ACTUAL 2015
(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)	(K)	(L)
<b>PUBLIC SAFETY</b>											
Police Department/Crime Prevention	1	1,788,705							1,788,705	1,754,702	1,686,384
Jail	2								0	0	0
Emergency Management	3								0	1,300	2,279
Flood Control	4								0	0	0
Fire Department	5	781,495	135,900						917,395	863,965	856,546
Ambulance	6								0	0	0
Building Inspections	7	147,433							147,433	136,289	135,969
Miscellaneous Protective Services	8								0	157,520	156,968
Animal Control	9	134,500							134,500	43,000	43,000
Other Public Safety	10								0	0	0
TOTAL (lines 1 - 10)	11	2,852,133	135,900				0		2,988,033	2,956,776	2,881,146
<b>PUBLIC WORKS</b>											
Roads, Bridges, & Sidewalks	12	55,000	1,202,676						1,257,676	1,106,338	1,111,268
Parking - Meter and Off-Street	13								0	0	0
Street Lighting	14	93,700	45,150						138,850	138,850	129,035
Traffic Control and Safety	15		33,252						33,252	33,212	20,820
Snow Removal	16		80,016						80,016	79,923	63,545
Highway Engineering	17								0	0	0
Street Cleaning	18		41,642						41,642	41,576	27,459
Airport (if not Enterprise)	19	50,000							50,000	50,000	14,385
Garbage (if not Enterprise)	20								0	0	0
Other Public Works	21	18,720	140,000						158,720	223,673	31,327
TOTAL (lines 12 - 21)	22	217,420	1,542,736				0		1,760,156	1,673,572	1,397,839
<b>HEALTH &amp; SOCIAL SERVICES</b>											
Welfare Assistance	23								0	0	0
City Hospital	24								0	0	0
Payments to Private Hospitals	25								0	0	0
Health Regulation and Inspection	26								0	0	0
Water, Air, and Mosquito Control	27								0	0	0
Community Mental Health	28								0	0	0
Other Health and Social Services	29								0	0	0
TOTAL (lines 23 - 29)	30	0	0				0		0	0	0
<b>CULTURE &amp; RECREATION</b>											
Library Services	31	601,534	122,150						723,684	727,007	604,431
Museum, Band and Theater	32	22,518							22,518	25,298	20,703
Parks	33	217,897	21,642						239,539	184,518	180,359
Recreation	34	197,611	131,000						328,611	285,604	255,205
Cemetery	35	100,000							100,000	100,000	100,000
Community Center, Zoo, & Marina	36								0	0	0
Other Culture and Recreation	37								0	0	0
TOTAL (lines 31 - 37)	38	1,139,560	274,792				0		1,414,352	1,322,427	1,160,698

EXPENDITURES SCHEDULE PAGE 2

Fiscal Year Ending 2017

Fiscal Years

GOVERNMENT ACTIVITIES CONT.	(A)	(B)	GENERAL (C)	SPECIAL REVENUES (D)	TIF SPECIAL REVENUES (E)	DEBT SERVICE (F)	CAPITAL PROJECTS (G)	PERMANENT (H)	PROPRIETARY (I)	BUDGET 2017 (J)	RE-ESTIMATED 2016 (K)	ACTUAL 2015 (L)
<b>COMMUNITY &amp; ECONOMIC DEVELOPMENT</b>												
Community Beautification	39			505,529						505,529	202,211	0
Economic Development	40		42,500	1,027,059						1,069,559	1,144,874	1,095,992
Housing and Urban Renewal	41		95,091	148,470						243,561	163,548	98,317
Planning & Zoning	42		1,300							1,300	1,300	1,804
Other Com & Econ Development	43				250,000					250,000	0	0
TOTAL (lines 39 - 44)	45		138,891	1,681,058	250,000			0		2,069,949	1,511,933	1,196,113
<b>GENERAL GOVERNMENT</b>												
Mayor, Council, & City Manager	46		400,771							400,771	394,316	367,656
Clerk, Treasurer, & Finance Adm.	47		303,622							303,622	288,461	277,392
Elections	48									0	14,000	0
Legal Services & City Attorney	49		79,600							79,600	79,600	96,489
City Hall & General Buildings	50		147,047							147,047	120,191	100,463
Tort Liability	51		92,085							92,085	87,700	81,106
Other General Government	52									0	0	682
TOTAL (lines 46 - 52)	53		1,023,125	0	0			0		1,023,125	984,268	923,788
<b>DEBT SERVICE</b>	54					763,203				763,203	1,450,935	862,470
Gov Capital Projects	55						3,513,805			3,513,805	3,963,446	681,303
TIF Capital Projects	56									0	0	0
<b>TOTAL CAPITAL PROJECTS</b>	57		0	0	0		3,513,805	0		3,513,805	3,963,446	681,303
<b>TOTAL Government Activities Expenditures</b> (lines 11+22+30+38+45+53+54+57)	58		5,371,129	3,634,486	250,000	763,203	3,513,805	0		13,532,623	13,863,357	9,103,357
<b>BUSINESS TYPE ACTIVITIES</b>												
<b>Proprietary: Enterprise &amp; Budgeted ISF</b>												
Water Utility	59								2,688,786	2,688,786	2,304,288	1,750,495
Sewer Utility	60								2,649,099	2,649,099	2,037,046	1,098,175
Electric Utility	61								0	0	0	0
Gas Utility	62								0	0	0	0
Airport	63								223,953	223,953	197,614	208,943
Landfill/Garbage	64								0	0	0	0
Transit	65								0	0	0	0
Cable TV, Internet & Telephone	66								0	0	0	0
Housing Authority	67								0	0	0	0
Storm Water Utility	68								611,974	611,974	352,919	376,048
Other Business Type (city hosp., ISF, parking, etc.)	69								41,191	41,191	45,654	19,710
Enterprise DEBT SERVICE	70								854,498	854,498	851,242	901,469
Enterprise CAPITAL PROJECTS	71								176,207	176,207	356,836	144,778
Enterprise TIF CAPITAL PROJECTS	72								0	0	0	0
<b>TOTAL Business Type Expenditures (lines 59 - 73)</b>	73								7,245,708	7,245,708	6,145,599	4,499,618
<b>TOTAL ALL EXPENDITURES (lines 58+74)</b>	74		5,371,129	3,634,486	250,000	763,203	3,513,805	0	7,245,708	20,778,331	20,008,956	13,602,975
Regular Transfers Out	75		921,145	1,171,932						3,624,618	5,717,695	5,384,446
Internal TIF Loan / Repayment Transfers Out	76				50,613					50,613	13,430	123,692
<b>Total ALL Transfers Out</b>	77		921,145	1,171,932	50,613	0	0	0	3,624,618	5,768,308	10,098,363	5,508,138
<b>Total Expenditures &amp; Fund Transfers Out (lines 75+76)</b>	78		6,292,274	4,806,418	300,613	763,203	3,513,805	0	10,870,326	26,546,639	30,107,319	19,111,113
<b>Ending Fund Balance June 30</b>	79		2,729,536	2,241,523	0	136,213	125,681	0	2,448,409	7,681,362	11,406,551	11,814,755

\* A continuing appropriation is the unexpended budgeted amount from a prior year's capital project. The entry is made on the Con Approps page that must accompany the budget forms if used. SEE INSTRUCTIONS FOR USE.

PROJECTED FUND BALANCES



**General Fund 001-008**

FUND NO.	FUND	ACTUAL FUND BALANCE 6/30/2015	AMENDED REVENUE 15-16	AMENDED EXPENSE 15-16	PROJECTED BALANCE 6/30/2016	PROJECTED REVENUE 16-17	PROJECTED EXPENSE 16-17	PROJECTED BALANCE 6/30/2017
001	General	\$2,009,786	\$5,016,702	\$4,996,865	\$2,029,623	\$4,842,008	\$5,191,773	\$1,679,858
002	General Fund Insurance	\$2,990	\$119,285	\$117,784	\$4,491	\$119,183	\$123,674	\$0
003	General Fund Equipment	\$175,984	\$100	\$163,556	\$12,528	\$0	\$12,528	\$0
004	General Fund Library Copier	\$9,303	\$7,008	\$8,300	\$8,011	\$6,500	\$5,300	\$9,211
005	General Fund Band	\$5,212	\$19,284	\$19,753	\$4,743	\$17,775	\$22,518	(\$0)
006	General Fund-LOST	\$542,813	\$965,493	\$1,191,419	\$316,887	\$901,800	\$693,200	\$525,487
007	General Fund-Utility Franchise Fc	\$258,952	\$410,900	\$341,211	\$328,641	\$410,900	\$224,561	\$514,980
008	General Fund-Transit	\$0	\$0	\$0	\$0	\$18,720	\$18,720	\$0

**Special Revenue Funds 110-199**

110	Road Use Tax Fund	\$646,191	\$1,354,188	\$1,451,199	\$549,180	\$1,359,950	\$1,402,736	\$506,394
112	Employee Benefit Fund	\$145,203	\$992,497	\$1,056,835	\$80,865	\$999,839	\$1,080,704	\$0
119	Emergency Fund	\$0	\$94,699	\$94,699	\$0	\$91,228	\$91,228	\$0
121	Local Option Sales Tax Fund	\$0	\$1,088,660	\$1,088,660	\$0	\$1,027,059	\$1,027,059	\$0
122	Hotel/Motel Tax Revenue Fund	\$0	\$125,000	\$125,000	\$0	\$125,000	\$125,000	\$0
128	TIF Administration Fund	\$613	\$13,011	\$13,430	\$194	\$5,799	\$5,993	\$0
135	Streetscape Project TIF	\$0	\$0	\$0	\$0	\$44,620	\$44,620	\$0
136	Downtown Building Renovation	\$0	\$0	\$0	\$0	\$250,000	\$250,000	\$0
138	Housing Donated Funds	\$34,741	\$0	\$17,371	\$17,370	\$0	\$17,370	(\$0)
140	Housing Funds	\$214,909	\$48,263	\$144,116	\$119,056	\$39,206	\$131,100	\$27,162
144	Grant & Lincoln School Dev.	\$0	\$0	\$0	\$0	\$0	\$0	\$0
165	Riefe Memorial Fund	\$16,321	\$30	\$5,500	\$10,851	\$0	\$0	\$10,851
167	Library Memorial Fund	\$560,535	\$51,592	\$82,650	\$529,477	\$48,725	\$79,650	\$498,552
169	Miscellaneous Gift Fund	\$26,494	\$1,851	\$28,345	\$0	\$0	\$0	\$0
172	Wood Playground Maintenance	\$3,282	\$2	\$1,642	\$1,642	\$0	\$1,642	\$0
177	Police Forfeiture Fund	\$2,410	\$1	\$1,739	\$672	\$0	\$0	\$672
178	Library Maintenance Fund	\$1,205,892	\$40,000	\$45,500	\$1,200,392	\$40,000	\$42,500	\$1,197,892
179	Fire Dept FEMA Grant Fund	\$0	\$0	\$0	\$0	\$135,900	\$135,900	\$0
180	Miscellaneous Grants Fund	\$32,895	\$33,243	\$60,138	\$6,000	\$20,000	\$26,000	\$0
181	Brownfield Sites Assessment Gra	\$0	\$223,673	\$223,673	\$0	\$140,000	\$140,000	\$0
182	Façade Grant	\$0	\$223,317	\$202,211	\$21,106	\$484,423	\$505,529	\$0
199	WFP Rise Payment Fund	\$0	\$16,214	\$16,214	\$0	\$0	\$0	\$0

**Debt Service Fund 200**

200		\$119,357	\$1,466,991	\$1,450,935	\$135,413	\$764,003	\$763,203	\$136,213
-----	--	-----------	-------------	-------------	-----------	-----------	-----------	-----------

PROJECTED FUND BALANCES



FUND NO.	FUND	ACTUAL FUND BALANCE 6/30/2015	AMENDED REVENUE 15-16	AMENDED EXPENSE 15-16	PROJECTED BALANCE 6/30/2016	PROJECTED REVENUE 16-17	PROJECTED EXPENSE 16-17	PROJECTED BALANCE 6/30/2017
----------	------	----------------------------------	--------------------------	--------------------------	--------------------------------	----------------------------	----------------------------	--------------------------------

**Capital Projects Funds 301-343**

301	Park Shelter	\$19,354	\$3,416	\$840	\$21,930	\$3,400	\$15,840	\$9,490
302	City Hall Window Fund	\$21,645	\$2,019	\$14,966	\$8,698	\$2,000	\$175	\$10,523
304	Fire Station Addition & Remodel	\$0	\$3,198,839	\$1,057,049	\$2,141,790	\$0	\$2,141,790	\$0
321	NE Bridge Replacement Project	\$0	\$280,000	\$100,000	\$180,000	\$320,000	\$400,000	\$100,000
322	Burlington Road Reconstruction	\$0	\$4,000	\$4,000	\$0	\$50,000	\$50,000	\$0
323	South D Street Reconstruction	\$0	\$0	\$0	\$0	\$150,000	\$150,000	\$0
324	Corridor Improvements	\$0	\$0	\$0	\$0	\$80,000	\$80,000	\$0
325	Pavement Management	\$1,013,528	\$1,274,541	\$2,288,069	\$0	\$520,000	\$520,000	\$0
326	Sidewalk Improvement	\$5,668	\$159,678	\$159,678	\$5,668	\$156,000	\$156,000	\$5,668
328	Parking Lot Improve Phase II	\$38,693	\$0	\$38,693	(\$0)	\$0	\$0	(\$0)
343	2015 GO Bond	\$0	\$4,322,259	\$4,322,259	\$0	\$0	\$0	\$0

**Enterprise & Utility Funds 600-760**

600	Water O&M Fund	\$1,159,875	\$2,535,977	\$2,825,075	\$870,777	\$3,236,746	\$3,210,106	\$897,417
601	Water Consumer Deposit	\$88,230	\$0	\$0	\$88,230	\$0	\$0	\$88,230
603	Water Sinking Fund	\$34,895	\$418,787	\$418,738	\$34,944	\$419,320	\$419,320	\$34,944
604	Water Reserve Fund	\$43,151	\$102,000	\$100,000	\$45,151	\$102,000	\$100,000	\$47,151
610	Sanitary Sewer O&M Fund	\$0	\$2,037,046	\$2,037,046	\$0	\$2,649,099	\$2,649,099	\$0
611	Sanitary Sewer Revenue	\$1,933,904	\$1,890,005	\$2,480,950	\$1,342,959	\$2,270,300	\$3,095,677	\$517,582
612	Sanitary Sewer Sinking Fund	\$0	\$432,504	\$432,504	\$0	\$435,178	\$435,178	\$0
614	Sanitary Sewer Improvement	\$96,815	\$11,400	\$0	\$108,215	\$11,400	\$0	\$119,615
618	IDOT Sewer Extension Project	\$0	\$0	\$0	\$0	\$0	\$0	\$0
660	Airport Fund	\$318,276	\$215,987	\$223,298	\$310,965	\$206,387	\$231,574	\$285,778
661	Airport Layout Plan	\$0	\$246,836	\$246,836	\$0	\$0	\$0	\$0
664	Airport Culvert Rehabilitation	\$0	\$10,000	\$10,000	\$0	\$76,207	\$76,207	\$0
740	Storm Water Utility Fund	\$955,255	\$231,000	\$352,919	\$833,336	\$230,000	\$611,974	\$451,362
750	Edmundson Golf Course	\$52,333	\$8,842	\$34,054	\$27,121	\$8,800	\$29,591	\$6,330
760	RACI Main Street Loan Fund	\$19,250	\$1,975	\$11,600	\$9,625	\$1,975	\$11,600	\$0

<b>TOTALS</b>		<b>\$11,814,755</b>	<b>\$29,699,115</b>	<b>\$30,107,319</b>	<b>\$11,406,551</b>	<b>\$22,821,450</b>	<b>\$26,546,639</b>	<b>\$7,681,362</b>
---------------	--	---------------------	---------------------	---------------------	---------------------	---------------------	---------------------	--------------------

January 29, 2016

March 7, 2016

The Honorable Mayor and City Council Members  
City of Oskaloosa  
220 South Market Street  
Oskaloosa, Iowa 52577



**RE: FY2017 Budget and Tax Rate**

Honorable Mayor and City Council Members:

The city's administration is pleased to present the fiscal year 2017 (FY2017) budget for the city of Oskaloosa. The budget provides the financial spending plan for all city funds and activities for the fiscal year beginning July 1, 2016 and ending June 30, 2017. The adoption of the budget is the single most important action taken by the city's elected officials each year. The budget authorizes resources and establishes direction for our services for the coming fiscal year. A budget highlight for FY2017 is provided for you below and is based upon four city council priorities: A.) maintain a safe community with small town feel and charm; B.) improve critical road and utility infrastructure to meet existing and future needs C.) improve the quality and availability of housing in the community and D.) improve community gateways and corridors to be more visually appealing and welcoming. The information below notes a few examples of how the FY2017 budget addresses the city council's key priority areas:

**Maintain a safe community with small town feel and charm.**

- a. Public safety services are fully funded at existing levels more than \$2.85 million
- b. Construction of the fire station expansion and remodel project is budgeted for completion
- c. Seed funding is budgeted to initiate a rental inspection program (if approved by council)
- d. Continuation of the EPA Brownfields Grant for the purpose identifying sites in need of testing, monitoring and/or clean up.

**Improve critical road and utility infrastructure to meet existing and future needs.**

- a. Roads/sidewalks: More than \$2.7 million budgeted for the care, maintenance and construction of our road and sidewalk networks; replacement of dump truck and a heavy pick-up truck
- b. Wastewater: More than \$1.4 million budgeted in project and equipment improvements; the addition of Engineer Technician position to help manage/inspect the wave of mandated projects; GIS mapping of the entire sewer system
- c. Stormwater: Nearly \$0.5 million budgeted in necessary stormwater projects and maintenance; GIS mapping of the entire system

**Improve the quality and availability of housing in the community.**

- a. New Community Development Coordinator position added for the purpose of implementing the Oskaloosa Housing Action Plan
- b. Funding earmarked to complete an update to the 2012 Housing Needs Assessment

**Improve community gateways and corridors to be more visually appealing and welcoming.**

- a. \$80,000 budgeted for completion of the wayfinding improvement project
- b. \$25,000 budgeted to fund nuisance abatement or property acquisition/demolition



**Tax Rate Information**

The FY2017 budget across all funds totals \$26,527,919, a decrease of \$3,579,380 or approximately 12% from the FY2016 amended budget. The city’s General Fund operating budget (FUND 001 on the Projected Fund Balances report), accounts for \$5,191,773 of the total budget. The FY2017 budget sets the city’s tax rate at \$13.98707 per \$1,000 of taxable valuation. This amount represents an increase of \$0.14225 compared to the FY2016 rate of \$13.84482. As a result of the proposed increase to the tax rate, residential property owners can expect an increase in the amount of city property taxes paid.

An additional factor that influences property taxes paid each year is the State’s Assessment Limitation Order, or “rollback” rate. This year the rollback rate is set to slightly decrease this year from 55.7335% to 55.6259%. The combination of the tax rate with the rollback rate means a residential property owner in Oskaloosa with a home assessed at a value of \$100,000 can expect to pay approximately \$6.50 in additional city property taxes over last year.

If the city’s property tax rate is adopted at the rate of \$13.98707 and it is assumed that assessed values for properties are constant, the average commercial property owner (assessed value of \$260,000) can expect to see their city property taxes increase by approximately \$33.00 compared to the past year. The average industrial property owner (assessed value of \$1,025,000) can expect to see their city property taxes to increase by approximately \$131.00 over last year. This information is detailed below:

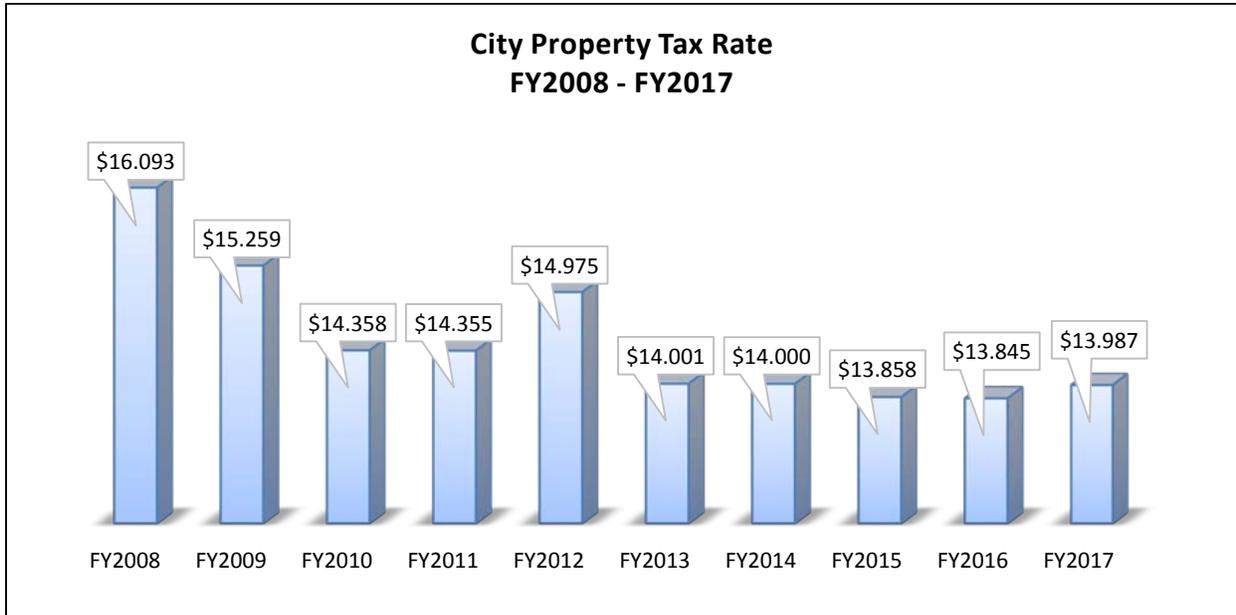
City of Oskaloosa Property Tax Levy Residential Property Assessed Value - \$100,000							
Fiscal Year	Rollback	Actual Valuation	Taxable Valuation	City Tax Rate	City Tax Amount	Yearly Change	Percentage Change
2013	50.75%	\$100,000	\$50,750	\$14.00600	\$711	-\$15.95	-2.19%
2014	52.82%	\$100,000	\$52,820	\$14.00000	\$739	\$28.68	4.03%
2015	54.40%	\$100,000	\$54,400	\$13.85816	\$754	\$14.40	1.95%
2016	55.73%	\$100,000	\$55,734	\$13.84482	\$772	\$17.74	2.35%
2017	55.63%	\$100,000	\$55,626	\$13.98707	\$778	\$6.42	0.83%

City of Oskaloosa Property Tax Levy Commercial Property Assessed Value - \$260,000							
Fiscal Year	Rollback	Actual Valuation	Taxable Valuation	City Tax Rate	City Tax Amount	Yearly Change	Percentage Change
2013	100.00%	\$260,000	\$260,000	\$14.00600	\$3,642	-\$252.03	-6.47%
2014	100.00%	\$260,000	\$260,000	\$14.00000	\$3,640	-\$1.56	-0.04%
2015	95.00%	\$260,000	\$247,000	\$13.85816	\$3,423	-\$217.03	-5.96%
2016	90.00%	\$260,000	\$234,000	\$13.84482	\$3,240	-\$183.28	-5.35%
2017	90.00%	\$260,000	\$234,000	\$13.98707	\$3,273	\$33.29	1.03%

City of Oskaloosa Property Tax Levy Industrial Property Assessed Value - \$1,025,000							
Fiscal Year	Rollback	Actual Valuation	Taxable Valuation	City Tax Rate	City Tax Amount	Yearly Change	Percentage Change
2013	100.00%	\$1,025,000	\$1,025,000	\$14.00600	\$14,356	-\$993.56	-6.47%
2014	100.00%	\$1,025,000	\$1,025,000	\$14.00000	\$14,350	-\$6.15	-0.04%
2015	95.00%	\$1,025,000	\$973,750	\$13.85816	\$13,494	-\$855.62	-5.96%
2016	90.00%	\$1,025,000	\$922,500	\$13.84482	\$12,772	-\$722.54	-5.35%
2017	90.00%	\$1,025,000	\$992,500	\$13.98707	\$12,903	\$131.23	1.03%



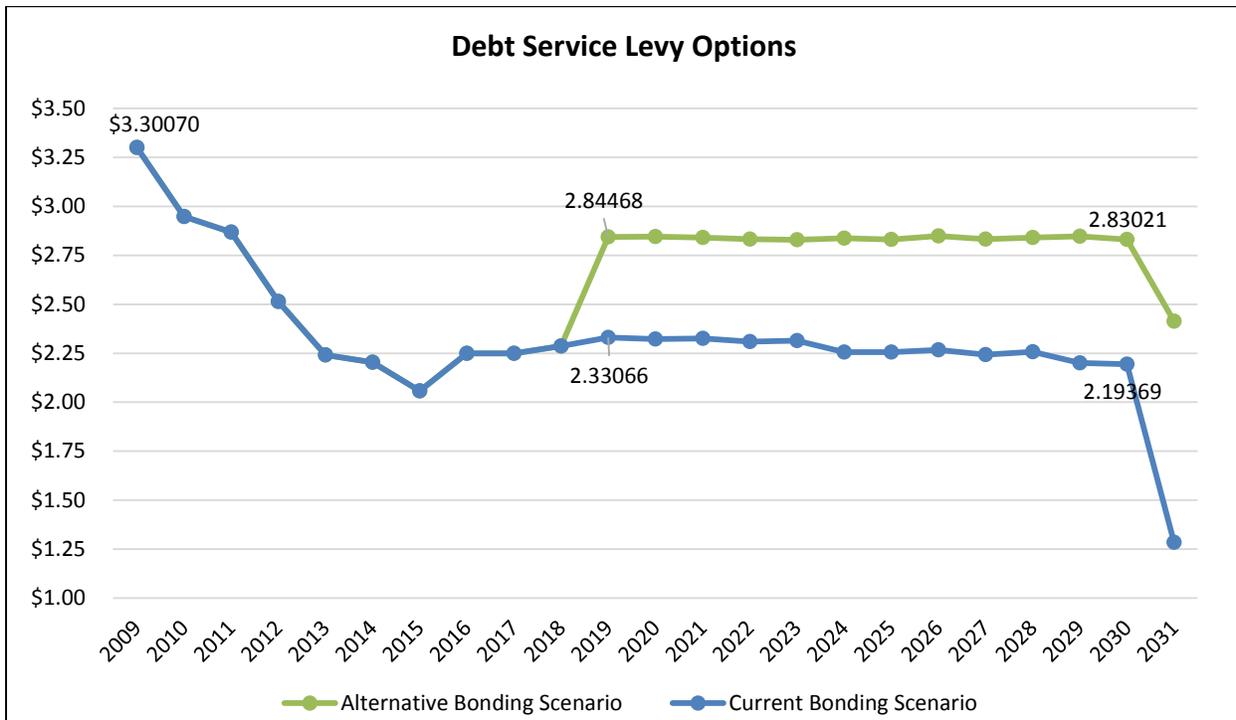
The FY2017 tax rate has increased due to the city's assessed value decreasing 2.85%. That decrease in value requires the employee benefit tax levy rates be increased in order to generate adequate revenue to cover necessary expenses.



The city's debt service levy increased slightly over last year from \$2.25000 to \$2.25257 due primarily to the decrease in taxable valuation. The city's amount of outstanding General Obligation Debt, which is paid back through property taxes, continues to remain low. At the present time, the city is utilizing approximately 25% of the legally authorized debt capacity, or about \$6,487,459 of outstanding debt. The current debt management plan as set in motion during FY2016, includes issuing General Obligation Bonds in FY2018 - \$1.5 million issuance for road improvement projects and essential equipment; FY2023 - \$2.0 million issuance for road improvements projects and essential equipment; and FY2028 - \$2.0 million issuance for road improvements projects and essential equipment. An alternative bonding scenario is included in the "debt service" tab of this packet for discussion purposes. Under the alternative scenario, a larger amount of debt would be borrowed as follows, FY2018 - \$3.0 million; FY2023 - \$3.0 million; and FY2028 - \$3.0 million. The impact of issuing more debt will increase the debt service levy rate by approximately \$0.50 per \$1,000 of taxable value.

The outcome of the May 3, 2015 special election on the extension of the city's one cent Local Option Sales Tax will drive the city council's future conversations about bonding for infrastructure and other necessary equipment and improvements. Council has agreed to reconvene to specifically address the matter of debt issuance for projects after that voters have exercised their rights on the sales tax matter.





Although the Local Option Sales Tax does not affect the property tax rate, that revenue source has helped complete a number of critical infrastructure projects in lieu of issuing debt paid by property taxes. Presently the Local Option Sales Tax will expire January 1, 2017 and staff is making an assumption that renewal will not occur when putting together the FY2017 budget. As a result, staff recommends city council stay the course with the current bonding plan until the outcome on the May 3, 2016 renewal election is known. After that vote, staff and city council should reconvene to discuss available funds, priority projects and the potential impact to taxpayers to complete projects identified for completion in future fiscal years.

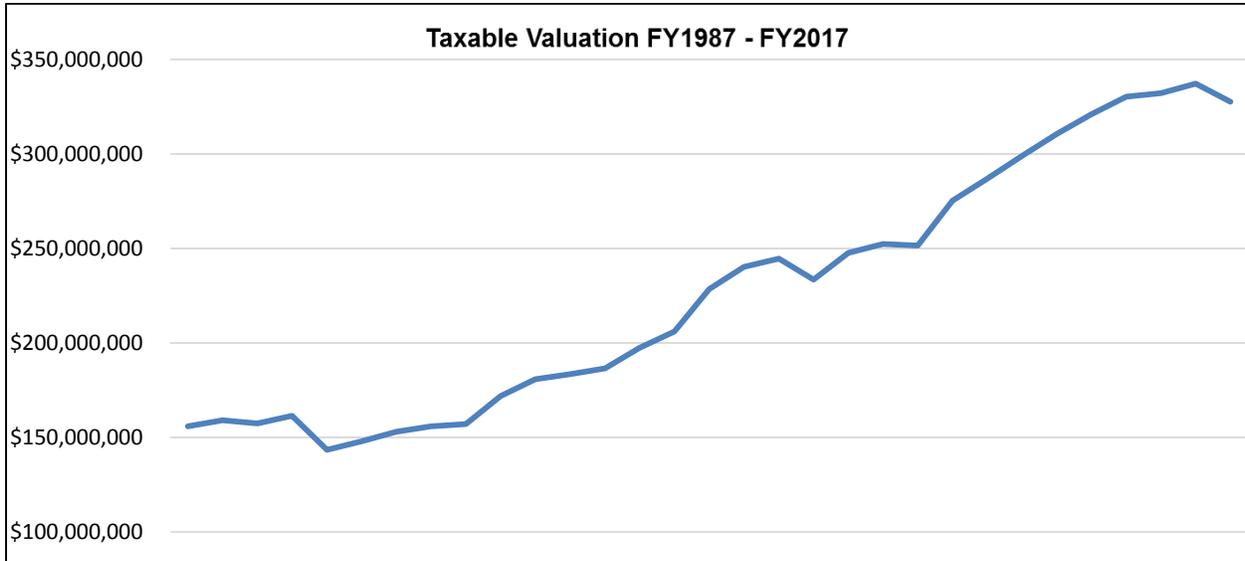
### Taxable Valuation

Last year's budget message included a note about troublesome trends in taxable valuation for the city - the city experienced marginal growth over a two year period, but since FY2009 the increases in growth were becoming smaller and smaller until they were eventually flat. Unfortunately, for the first time since FY2008, taxable valuation decreased a total of 2.85% or \$9.6 million. This is the largest decrease since FY2005 when a 4.5% or \$11 million decrease in taxable value was experienced by the city. The reduced taxable value is reflected in the commercial and industrial sectors of the community. FY2017 is also the first year the city must absorb additional impacts from the property tax reform legislation - SF295, specifically the new multi-residential classification for properties. The new classification will result in properties with three or more separate living quarters (apartments, retirement homes, etc.) being taxed at a reduced rate compared to previous years until those properties are taxed the same as residential properties.

The reduced taxable value coupled with the impacts associated with property tax reform legislation continue to limit available resources within the city's General Fund operating budget to pay for services such as police, fire, library, street lighting, parks maintenance, pool, Forest Cemetery, animal shelter and other general administrative functions of the city. There is little, to no leeway remaining in the operating budget (FUND 001) before additional revenue will need to be identified and used, or cuts to staff and services



to the public will be required. In fact, FY2017 is the first year that utility franchise fees are included to offset operational expenses rather than paying for traditional infrastructure projects. This recommended change in the use of utility franchise fees requires the city council to approve a modification to the Franchise Fee Revenue Purpose statement to include “economic development.”

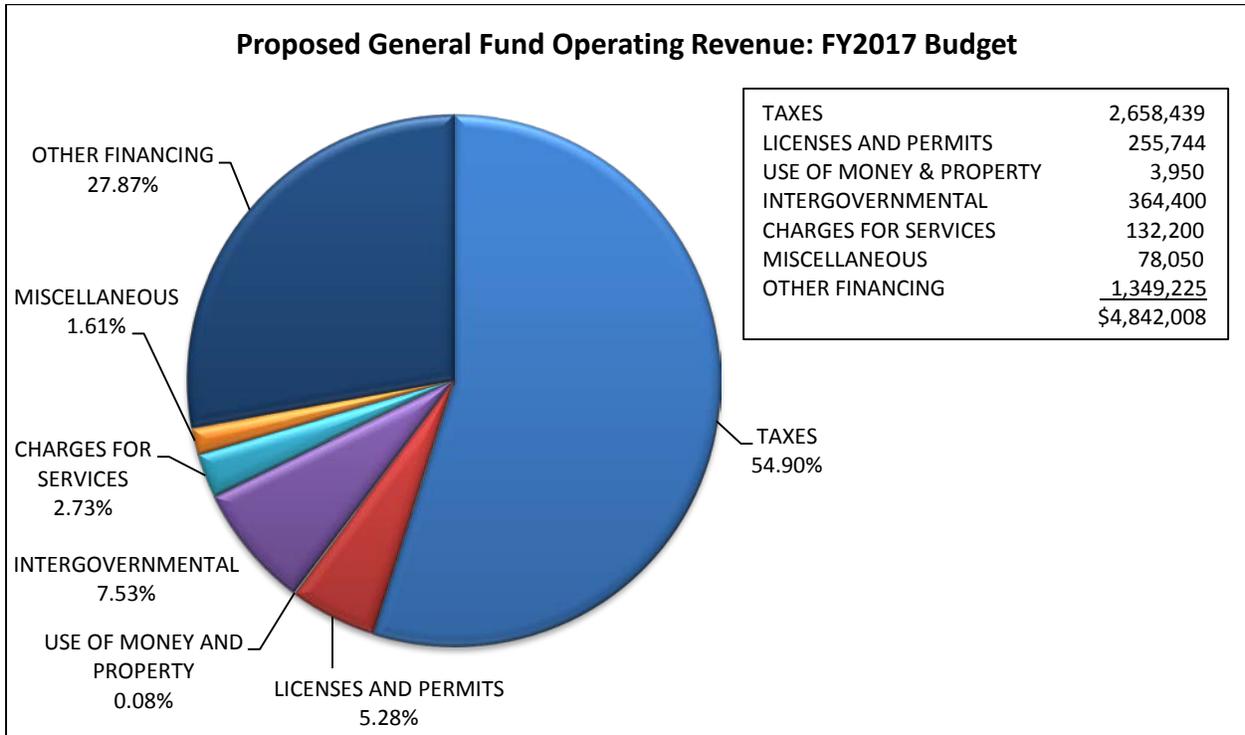


**Budget in Brief - FY2017 General Fund Revenues**

The FY2017 budget includes a total of \$4,842,008 General Fund operating revenues (FUND 001). This represents an approximate 3.48% decrease or \$174,694 less in revenues compared to the FY2016 amended budget. The primary reasons for the decreased revenue includes lower property taxes collected from reduced taxable valuation and the FY2017 budget does not include a one-time transfer of funds that was included in FY2016.

As expected, property taxes continue to be the primary source of General Fund revenue in FY2017 and as a percentage of the whole, this fluctuates very little year over year. Having said that, the introduction of the new multi-residential property tax classification will carry a significant long term impact on property taxes collected by the city. In addition, a number of cities are concerned about the State of Iowa continuing to fulfill their commitment to provide backfill as part of the SF295 legislation passed in 2013. The FY2017 budget includes approximately \$84,000 of backfill funds noted as part of “intergovernmental” revenue in the table below. If the backfill is not provided by the State, the city will need to offset that loss of revenue within existing available resources in the General Fund.





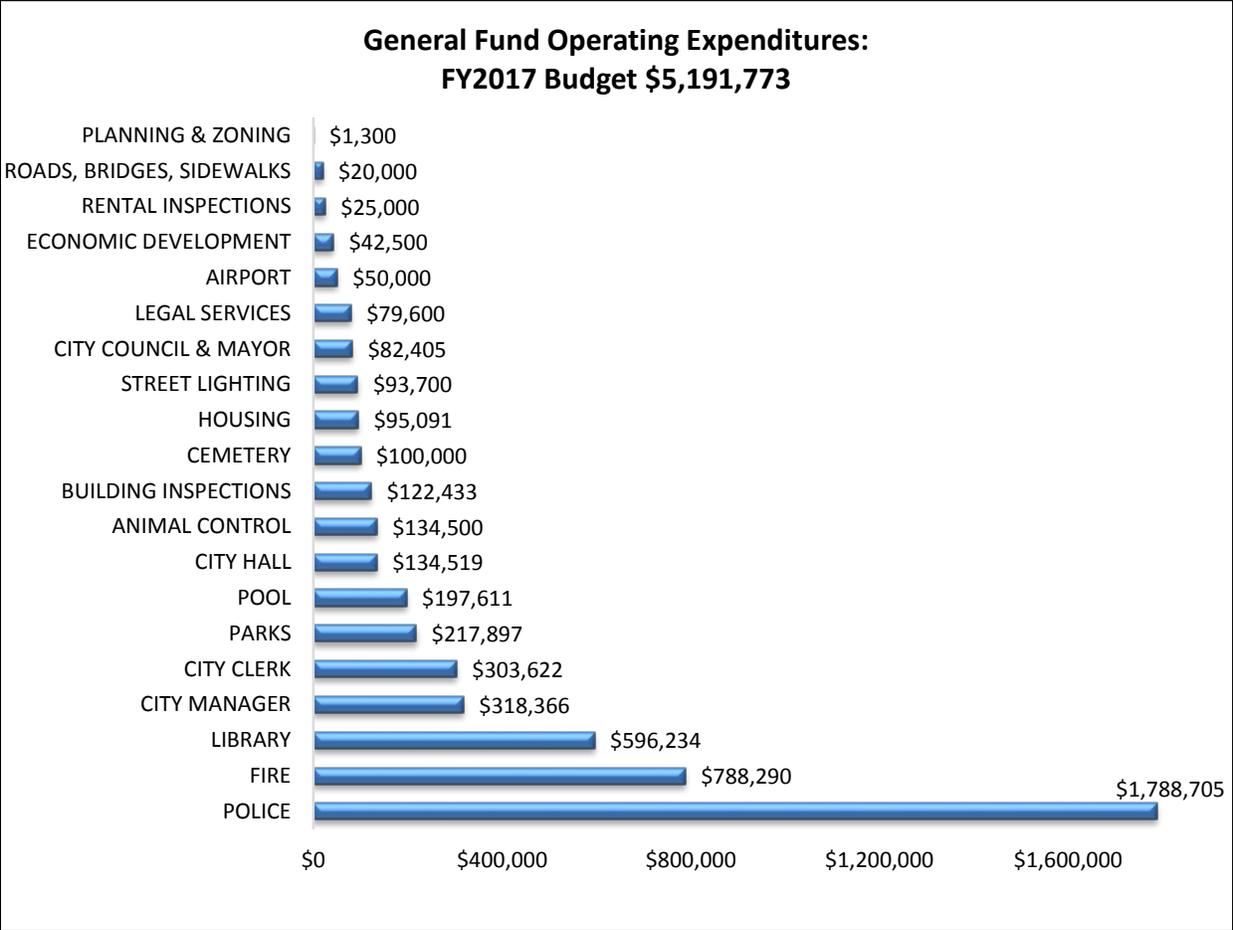
**Budget in Brief - FY2017 General Fund Expenditures**

The city’s FY2017 General Fund operating expenditures (FUND 001) are planned to total \$5,191,773 and represent an increase of 3.90%, or \$194,908 more than the FY2016 amended budget. The increase in expenditures is the result of an additional pay payroll due to leap year (\$81,000), the addition of the Community Development Coordinator position (\$95,000 wages and benefits), and the additional .25% wage increase for employees plus any “step” increases within the pay scale.

The FY2017 General Fund operating budget continues to be dominated by expenses related to providing a variety of public safety services to the community. Public safety expenditures including police, fire, building inspection, code enforcement and animal control account for approximately 55% of all planned expenditures within the General Fund, totaling \$2,858,928. This amount is expected to climb in the future as employee costs rise and equipment replacements are scheduled to occur. The remaining 45% of the General Fund is spread across other services such as administration 12%, library 11%, parks/pool 8%, economic development 5%, building maintenance 3%, Forest Cemetery 2%, council administration/initiatives 2% and several other general service areas. It should be noted that the total amount of General Fund expenditures for public safety does not include the bond funds being used for the fire station project or the replacement fire apparatus.

Other notable expenditures in the General Fund budget include: one patrol vehicle for the police department \$32,000; pool maintenance and repairs at Edmundson Park \$65,000; water fountains at Edmundson Park \$9,600; parks turf truckster and turf sweeper replacement \$36,000; technology replacements within council chambers, building official, fire department and website redesign \$49,200; and outside funding contributions for Forest Cemetery \$100,000 and the animal shelter \$134,500.





**Fund Balance – General Fund**

Consistent with past recommendations from the City Council, the FY2017 budget includes reserves that meet and exceed the minimum 25% operating balances. General Fund operating balances protect the city of Oskaloosa’s financial integrity in the event of an emergency or unexpected changes in revenues/expenditures that may occur in any given year. The total General Fund operating revenues are expected to be \$4,842,008 and total expenditures are expected to be \$5,191,773 (FUND 001). Staff projects that the city’s General Fund balance on June 30, 2017 will be approximately \$1,679,858 or 32% of annual General Fund operating expenditures. This amount is sufficient for meeting unexpected shortfalls in revenues or demands on future fund resources – such as a continued decrease in property values. Maintaining strong reserve levels is also important as the city plans to issue more General Obligation Bonds for projects and equipment, and the potential that the State of Iowa will no longer fund its commitment of property tax backfill year to year. Rating agencies closely evaluate fund balance levels as they consider assigning a bond rating to the community.

**Employee Wages and Benefits (paid by all Funds)**

The FY2017 budget includes the addition of two full time positions, a Community Development Coordinator and an Engineering Technician. Adding these two positions brings the total number of full time employees to 57, part time staff 6, and there are 16-25 paid on call fire reserves at any one time. Throughout the year, the city may have more than 100 seasonal staff on the books, but the largest share of those seasonal employees are due to the pool and the municipal band.



The FY2017 budget includes a continuation of existing employee compensation and benefit programs as agreed upon by the City Council and the three collective bargaining units. Beginning July 1, 2016 all union employees are scheduled to receive a 3.0% wage increase as well as merit or “step” increases with the number of steps being dependent upon performance and employee classification. The 3.0% wage increase represents the third and final year of a three year agreement with the Police, Mixed Unit and Fire collective bargaining units. The budget includes providing the city’s non-union employees the same increases provided to the three collective bargaining units.

Employees will continue to pay 5.00% of their premium costs if they elect “family” health insurance, while “single” coverage continues to be fully paid for by the city. This equates to an approximate contribution of \$60 per month for employees electing “family” health insurance coverage with the city. All but one employee of the city elects to take advantage of the city’s insurance coverage that is offered. A 98% enrollment rate speaks highly of this benefit provided to the employees by the city.

The FY2017 budget reflects a decrease in the contribution rate for the Municipal Fire and Police Retirement System of Iowa (MFPRSI) or “411 retirement” provided to the city’s police officers and fire fighters. The city’s contribution rate of covered wages for FY2017 will be 25.92% as compared to 27.77% in FY2016. The decreased costs for the system will be realized by the city while the employee’s contribution stays capped at 9.40% of annual wages earned.

The budget reflects no change in the contribution rate for employees covered under the Iowa Public Employees Retirement System (IPERS). The City’s contribution rate also remains unchanged for last fiscal year. Any increased costs associated with IPERS is split 60/40 with employees.

### **Capital Improvement Plan and Projects**

There are two basic approaches to funding capital projects. These are pay-as-you-go and pay-as-you-use. Pay-as-you-go means paying for the capital project out of current revenues at the time of expenditure. Pay-as-you-use means borrowing to finance the expenditure with debt service payments being made from revenues generated throughout the useful life of the project. The city of Oskaloosa uses a mix of financing approaches to fund capital projects. Capital projects are financed through bonds, reserves, grants, developer contributions and/or other governmental sources. The FY2017 budget does not presently include the issuance of new bonds, however staff is evaluating a potential refunding opportunity of existing debt that could result in a savings to taxpayers.

Notably, the city is in a position to utilize a number of grant opportunities to fund projects at an 80/20 level during FY2017. The budget includes the Burlington Road project, the NE Bridge Reconstruction project, Safe Routes to School Sidewalks and the South D Reconstruction project as examples where the city is only required to provide 20% of the project cost.

As previously noted in this memo, a major assumption within the FY2017 budget is the loss of Local Option Sales Tax funding. This approach is conservative, but does not necessarily impede the city from completing important projects at this time. Using this conservative approach, staff has ensured that projects presently funded with the sales tax have enough funds set aside to see them through to completion.

As one would expect, the city’s list of capital projects included in the FY2017 budget are heavily oriented towards the improvement of the community’s infrastructure. This information can be reviewed in detail within the “Capital Improvements Program” and “Debt” tabs of the budget book.



### Priorities in Summary: Road and Sidewalk Improvements

The city council remains committed to addressing aging infrastructure throughout Oskaloosa. The FY2017 budget includes approximately \$2.76 million dollars for new road construction, reconstruction, sidewalk improvements and other road maintenance needs - including operational expenses. This figure does not include the additional funds being spent in the sewer and stormwater utility funds (please refer to the Capital Improvement Program information for more detail). A blend of funding sources continues to be used to accomplish the planned road work for FY2017. The funding sources include the city's Local Option Sales Tax (LOST), contributions from the Oskaloosa School District's SAVE tax (also tied to the LOST 28E Agreement with the District), the city's Franchise Fee tax on natural gas and electric usage, funding from the Road Use Tax Fund (RUTF), property taxes and Federal Surface Transportation Program (STP) funds, which provide 80% grant funding with only a 20% local match required.

Road Improvement Projects and Maintenance Expenses	FY2016	FY2017
3rd Avenue East (road reconstruction costs only - excludes sewer, stormwater and water)	\$1,277,300	-
E Avenue and North 12 <sup>th</sup> Street (road reconstruction costs only - excludes sewer, stormwater and water)	\$390,000	-
South 11th Street (road reconstruction costs only - excludes sewer, stormwater and water)	\$430,769	-
B Avenue East (road reconstruction costs only)	\$150,000	-
Sheriff Avenue Design	\$40,000	-
A Avenue Sidewalk Improvements	\$33,678	-
Northeast Bridge Reconstruction (80/20 grant funded project with DOT)	\$100,000	\$400,000
Burlington Road (80/20 STP funded project)	\$4,000	\$50,000
South D Street Reconstruction (80/20 STP funded project)	-	\$150,000
South D Street Traffic Signals	-	\$20,000
Corridor Improvements - Wayfinding	-	\$80,000
City Owned Parking Lot Rehab - Hy-Vee Location	-	\$300,000
Annual Street Maintenance (not chip seal)	-	\$100,000
Traffic Signal Study - Citywide	-	\$50,000
Active Transportation Plan - Sidewalks	-	\$50,000
Safe Routes to School Sidewalk Improvements	\$116,000	\$116,000
Annual Sidewalk Inspections/Assessments	\$10,000	\$15,000
Green Street Sidewalk Improvement	-	\$25,000
Street Maintenance Supplies - Chip Seal, Crack Seal, Concrete Repairs, Pothole Material	\$150,000	\$150,000
Other Road Maintenance Related Activities (Public Works Department - all functions)	\$1,301,199	\$1,252,736
<b>Total</b>	<b>\$4,002,946</b>	<b>\$2,758,736</b>

### Priorities in Summary: Road and Sidewalk Improvements (paid by Road Use Tax Fund)

The city of Oskaloosa will receive approximately \$1,360,000 dollars in Road Use Tax Funds in FY2017, this includes an additional \$219,000 from the increased gas tax. The gas tax money is planned to be spent as the city's 20% match for a grant to fix the bridge serving the North Sewer Treatment Plant, animal shelter and recreation trail. Approximately \$1,400,000 dollars in Road Use Tax Funds, including fund balance from previous years is planned to be utilized for street department expenditures including day-to-day operations and the replacement of equipment that is essential to the year-round operations of the department. Approximately \$45,000 of the Road Use Tax Funds is expected to cover a portion of the overall expenses for street lighting. The balance of that expense will be covered by the city's General Fund in the amount of \$94,000. The major equipment to be replaced using Road Use Tax Fund revenue in FY2017 includes an earth moving dump truck (\$150,000) and a 1-ton truck (\$50,000); both critical to daily operations of the Public Works Department.



The FY2017 spending plan for the Road Use Tax Fund will use all of the revenue received from the State of Iowa, plus a portion of fund balance from previous years to fulfill the requests received by the department. This spending plan, which assumes all of the funds will be spent, will slightly reduce the operating reserve from 37% to 36%. The target fund balance level is 25%, but a higher level of reserves is recommended due to the city's approach of funding capital equipment purchases on a pay-as-you-go method (cash on-hand). In addition, the reserves are kept to cover emergencies or any unforeseen expenditures that may arise throughout the fiscal year (i.e. unusual snow removal costs, road repairs and equipment maintenance). Typically the budget associated with the Road Use Tax Fund does not get fully exhausted, with 5-10% of the approved budget remaining each year.

**Priorities in Summary: Sewer Improvements (paid by Sanitary Sewer Fund)**

The sanitary sewer fund, or the wastewater department is an essential service provided by the city of Oskaloosa. This service is run as an enterprise/utility fund and as such, the revenues generated through rates must be spent on the utility. Until FY2016, this utility had maintained a relatively flat expenditure history with minimal increases in operations and a steady, but small number of capital projects undertaken each year. This approach led to low rates for many years but also meant much needed improvements and maintenance were being deferred. As a result, staff now routinely responds to widespread failures and emergency repairs within the system more so than previously observed in the past. Reactive response to the care and maintenance of the system is costly and inefficient – staff is committed to changing that approach so more proactive planning and system maintenance becomes embedded in day-to-day operations and long range project planning.

The FY2017 budget will be the first full year with the Oskaloosa Municipal Water Department running the day-to-day operations of the system. This management arrangement results in Water Department employees working with the three existing city employees in the treatment plant and collection system. The transition from city management to Water Department management has come with higher costs to the utility, but the desired long-term impact is to have a more effectively managed system where employees are cross trained and working more collaboratively than in previous years.

The management agreement with the Water Department does not impact the city council's responsibility to approve rates and set the operating and capital budgets for the utility each year. The FY2017 budget for this utility stays the course previously adopted by the city council in FY2016 – more intensive investment in the infrastructure system and planning for mandated improvements by the Iowa Department of Natural Resources and the Environmental Protection Agency. The requirement to address system mandates results in a recommended 25% rate increase on April 1, 2016 and a 20% increase on April 1, 2017. These rates do not include further mandated work that will need to take place in the immediate future for reducing Inflow and Infiltration (I&I), disinfection at one or both plants, and nutrient removal upgrades at one or both plants. The additional mandated improvements are anticipated to cost rate payers millions more than is already planned to be spent over the next 3-7 years on the system and will require further rate increases.

Due to the large number of mandated projects on the horizon, the FY2017 budget includes the addition of an Engineer Technician position funded by the sewer fund, but managed by the Public Works Director. This position will help offset expensive inspection fees charged to the city by engineering firms during the course of project construction. By completing some project inspections in-house, this position is expected to have a relatively quick payback when one or two projects a year are inspected.

Lastly, the sanitary sewer fund derives its revenues from the ratepayers by utilizing a base rate fee and a usage fee. The base rate continues to be a reliable source of revenue however staff suspects the usage



fee is not being accurately reported throughout the community due to meters that are approaching or surpassing their useful life and the ongoing problem with water loss in the system. The problem could be a combination of both of these issues. The result is less revenue for the sewer fund and the further exacerbation to increase rates until billable usage and reportable water loss levels versus water produced are more in line with industry standards.

The FY2017 budget includes a financing and operating plan for the sanitary sewer system that requires an increase to the base and usage rates that impacts the average residential ratepayer by an additional \$6.48 per month, or \$77.76 annually. The average residential customer uses 4.12 units of water per month, and is charged the sewer base rate per month regardless of usage.

**Impact of the April 1, 2016 rate increase on average residential sewer customer**

Average monthly residential sewer bill - today	\$25.91 per month
Average monthly residential sewer bill - April 1, 2016	\$32.39 per month
Increase per month	\$6.48 per month

The increase effective April 1, 2016 is the second year of a multi-year increase plan that is recommended for the sanitary sewer fund. The proposed increases are presented in the table below. Please refer to the "Sewer Cash Flow" tab for additional information on the projects to be completed under this rate structure.

Sanitary Sewer Rate Changes				
Increase Date	Minimum Charge Per Month	Change	Per 100 Cubic Feet	Change
5/1/2008	\$6.42	-	\$3.07	-
4/1/2009	\$6.65	\$0.23	\$3.18	\$0.11
4/1/2010	\$6.65	\$0.00	\$3.18	\$0.00
3/1/2011	\$7.08	\$0.43	\$3.39	\$0.21
<b>3/1/2012</b>	<b>\$7.33</b>	<b>\$0.25</b>	<b>\$3.51</b>	<b>\$0.12</b>
3/1/2013	\$7.59	\$0.26	\$3.63	\$0.12
3/1/2014	\$7.59	\$0.00	\$3.63	\$0.00
3/1/2015*	\$8.73	\$1.14	\$4.17	\$0.54
3/1/2016*	\$10.04	\$1.31	\$4.80	\$0.63

3/1/2017\*

3/1/2018*	\$11.59	\$0.55	\$5.54	\$0.26
3/1/2019*	\$12.17	\$0.58	\$5.82	\$0.28
3/1/2020*	\$12.78	\$0.61	\$6.11	\$0.29
3/1/2021*	\$13.42	\$0.64	\$6.42	\$0.31
3/1/2022*	\$14.09	\$0.67	\$6.74	\$0.32

\* Proposed rate increases to be considered at a future date based upon funding the operational and capital plan as presented

**Conclusion**



This FY2017 budget represents a concerted effort by staff and management to continue providing quality services to the community despite increasing fiscal constraints. The budget continues to focus on maintaining existing core services levels and completing the goals outlined by the mayor and city council.

Respectfully submitted,

A handwritten signature in blue ink that reads "Michael Schrock Jr." with a stylized flourish at the end.

Michael Schrock Jr.  
Oskaloosa City Manager



# Budget Update: Fiscal Year 2016 and 2017

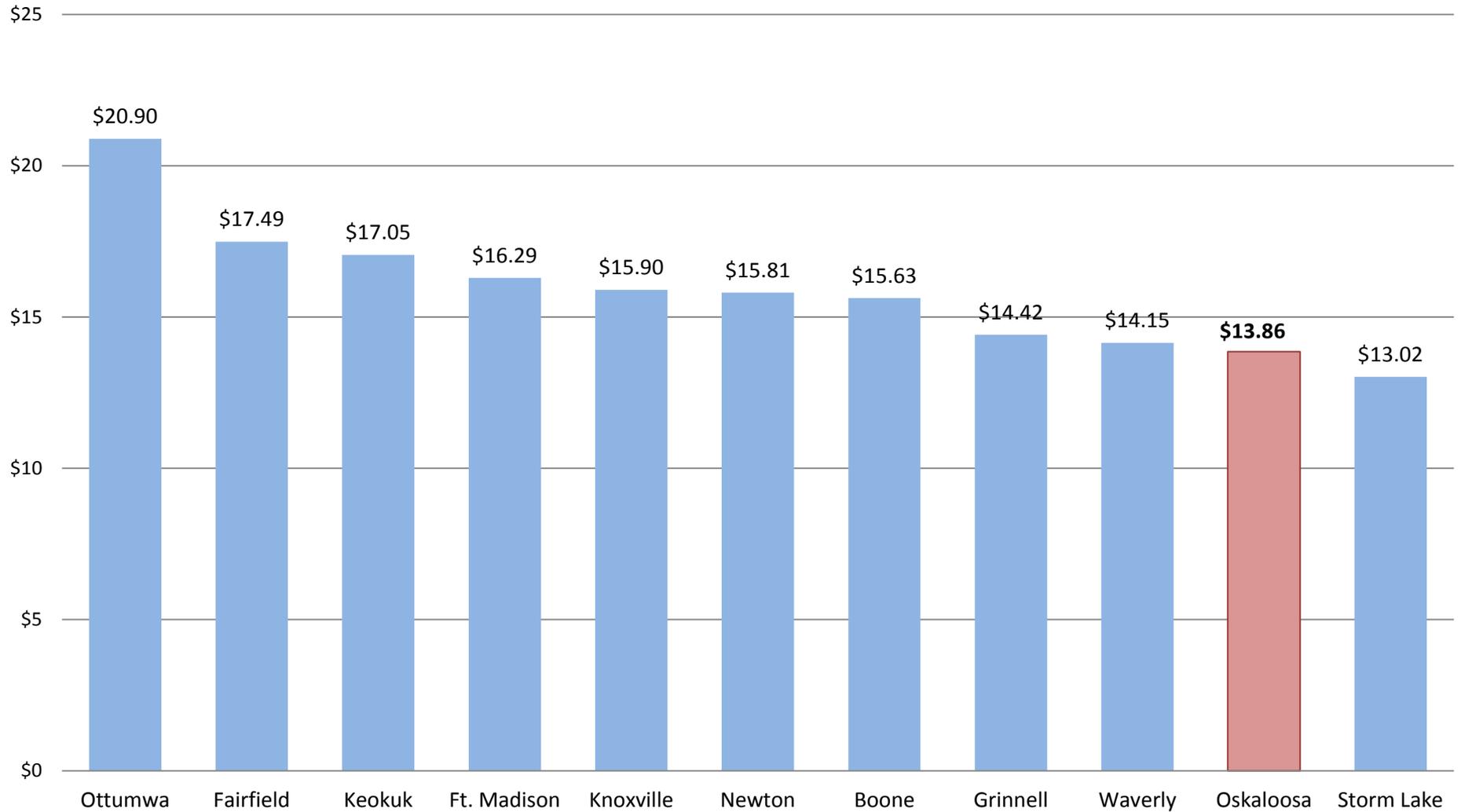
City of Oskaloosa Council Meeting  
March 07, 2016

# Budget Calendar

- 09/30/2015 - Five year CIP requests due to management
- 12/18/2015 - Department budget requests due to Clerk
- 01/25/2016 - City Council budget study session held
- 02/01/2016 - Proposed budget to Council (public hearing set)
- 02/18/2016 - Budget made available to public
- 03/07/2016 - Budget hearing (final budget adopted)
- 03/15/2016 - Certified budget to County Auditor
- 05/31/2016 - Printed budget books available publicly
- 07/01/2016 - Fiscal year 2016 begins

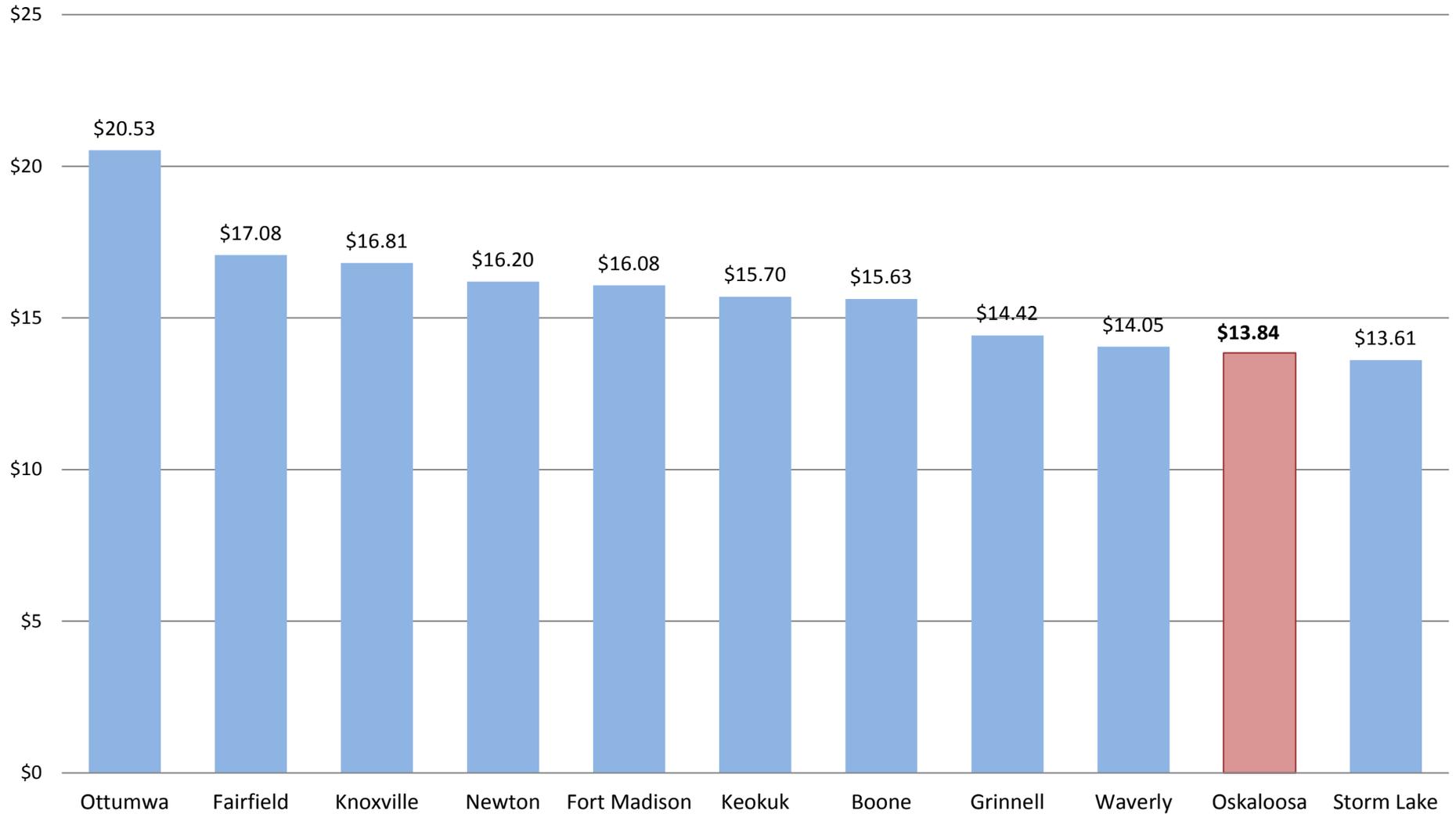
# Comparable Cities - FY2015 City Rate High to Low

## By Nonconsolidated Property Tax Rates per \$1,000 AV

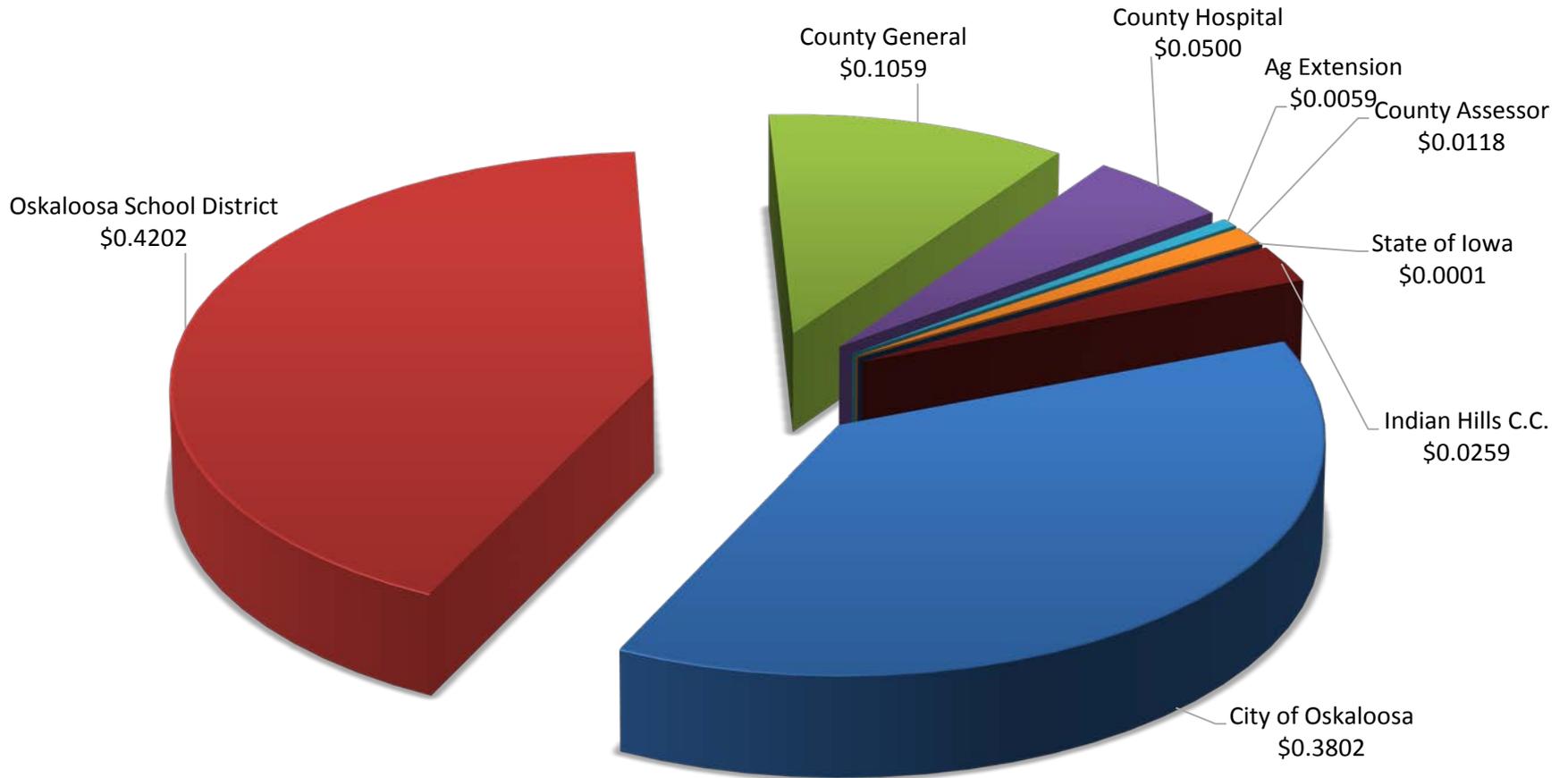


# Comparable Cities - FY2016 City Rate High to Low

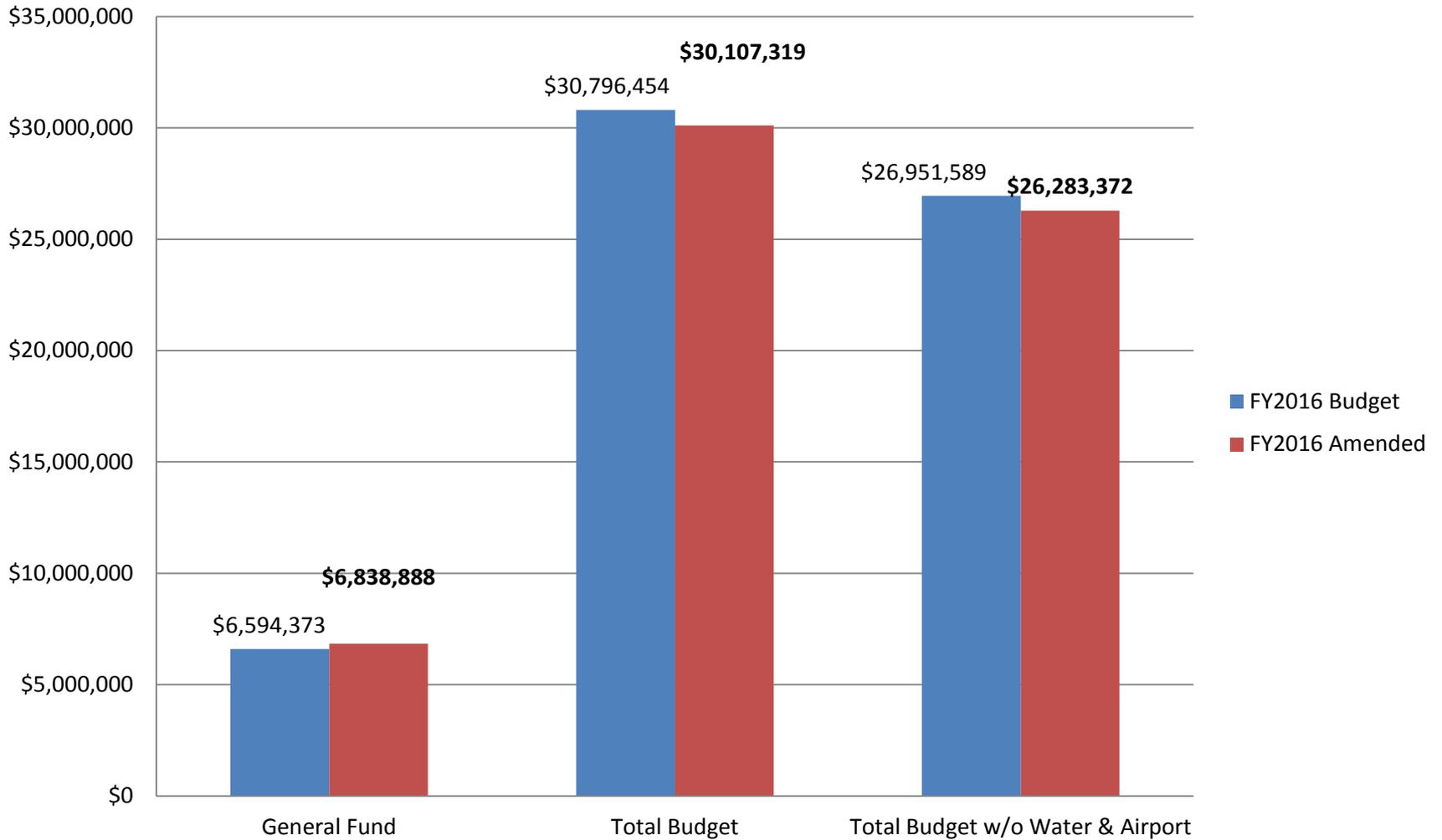
## By Nonconsolidated Property Tax Rates per \$1,000 AV



# How a \$1.00 of Property Tax in Oskaloosa is Divided by Entity - FY2016



# FY2016 Budget vs. FY2016 Amended Budget



FY2016 Amended Budget  
Recommended to be Approved on  
March 7, 2016:

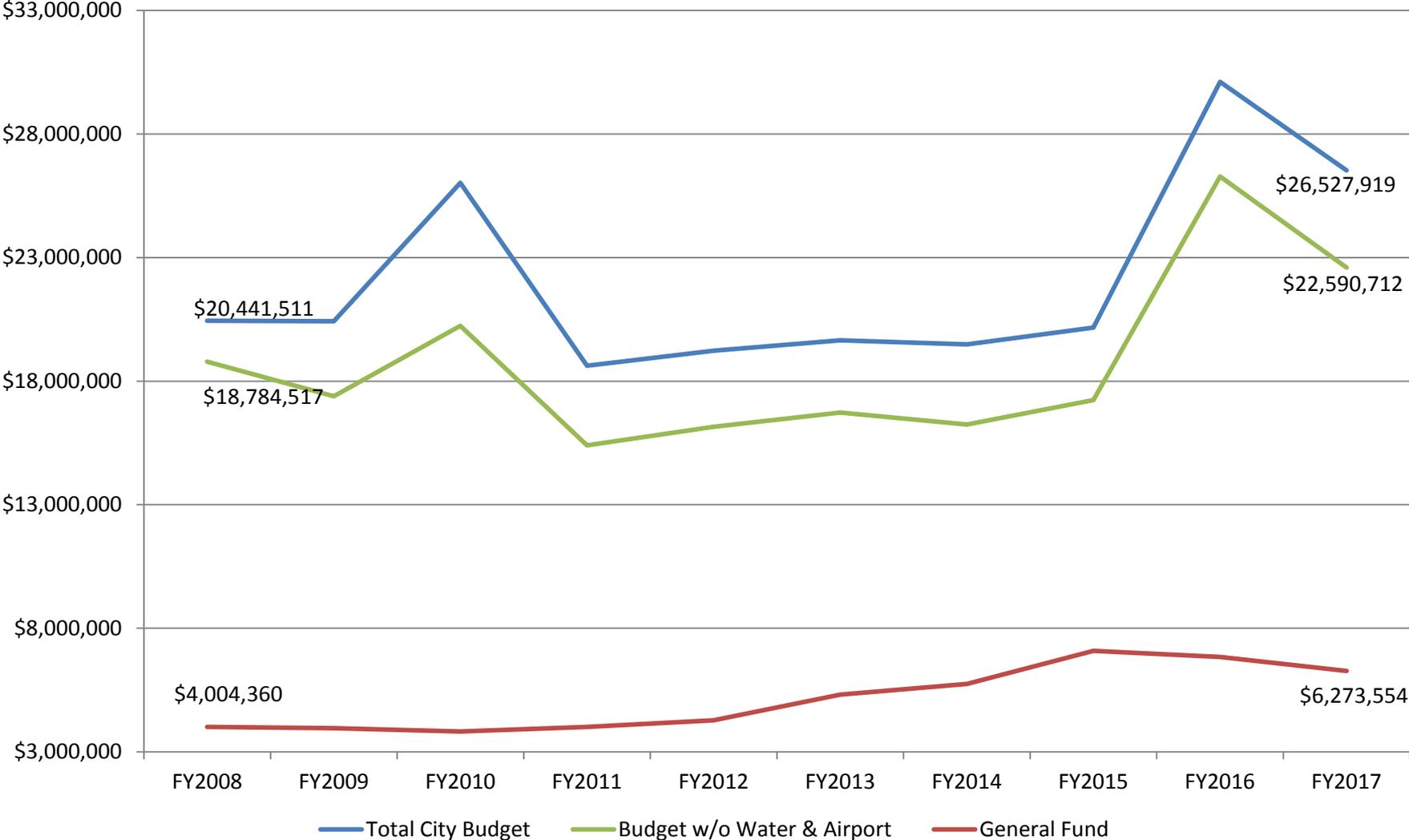
**\$30,107,319**

Questions from the City Council?

FY2017 Recommended Budget:

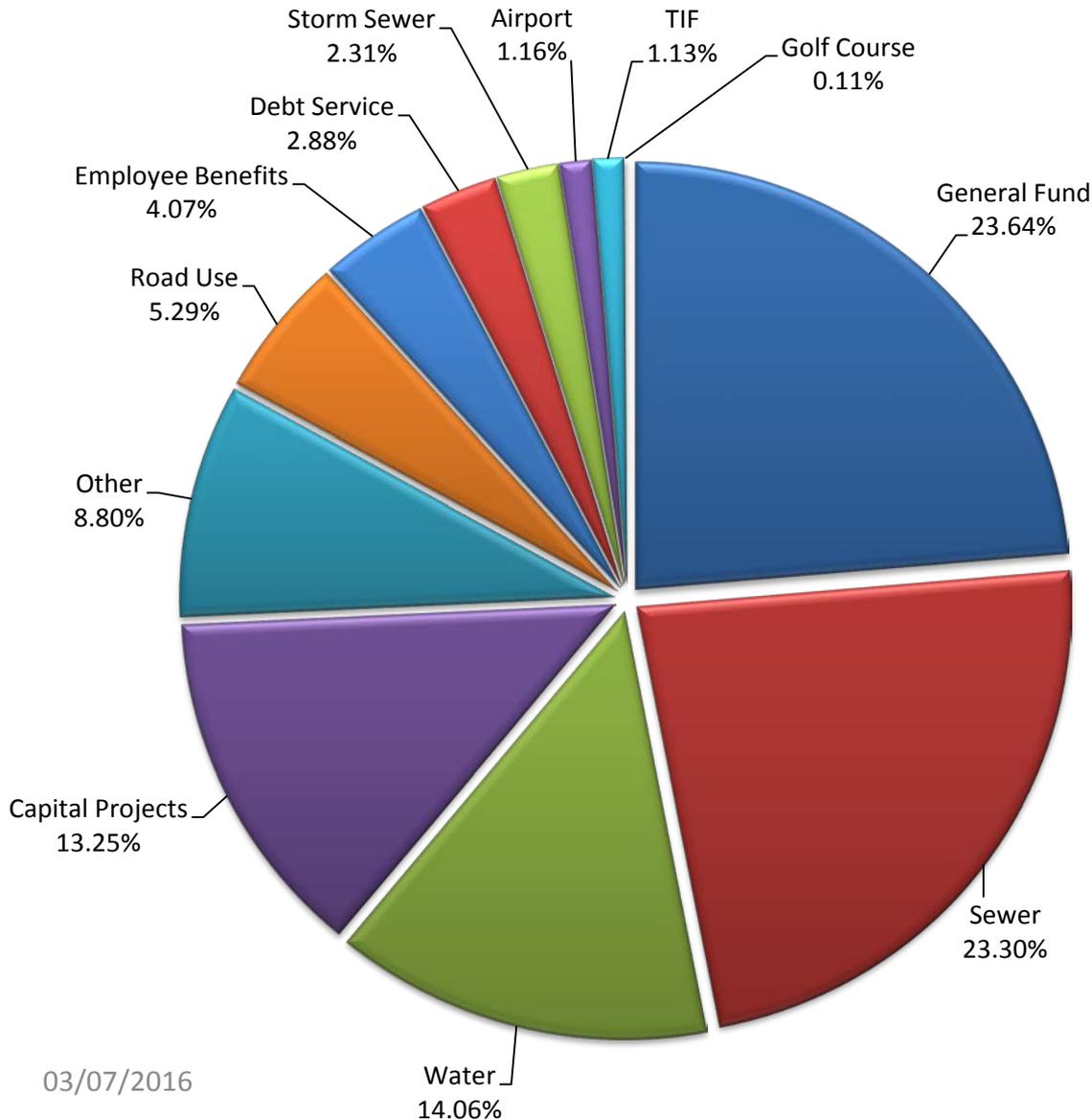
**\$26,527,919**

# City Budget by Fiscal Year



# Proposed Expenditures

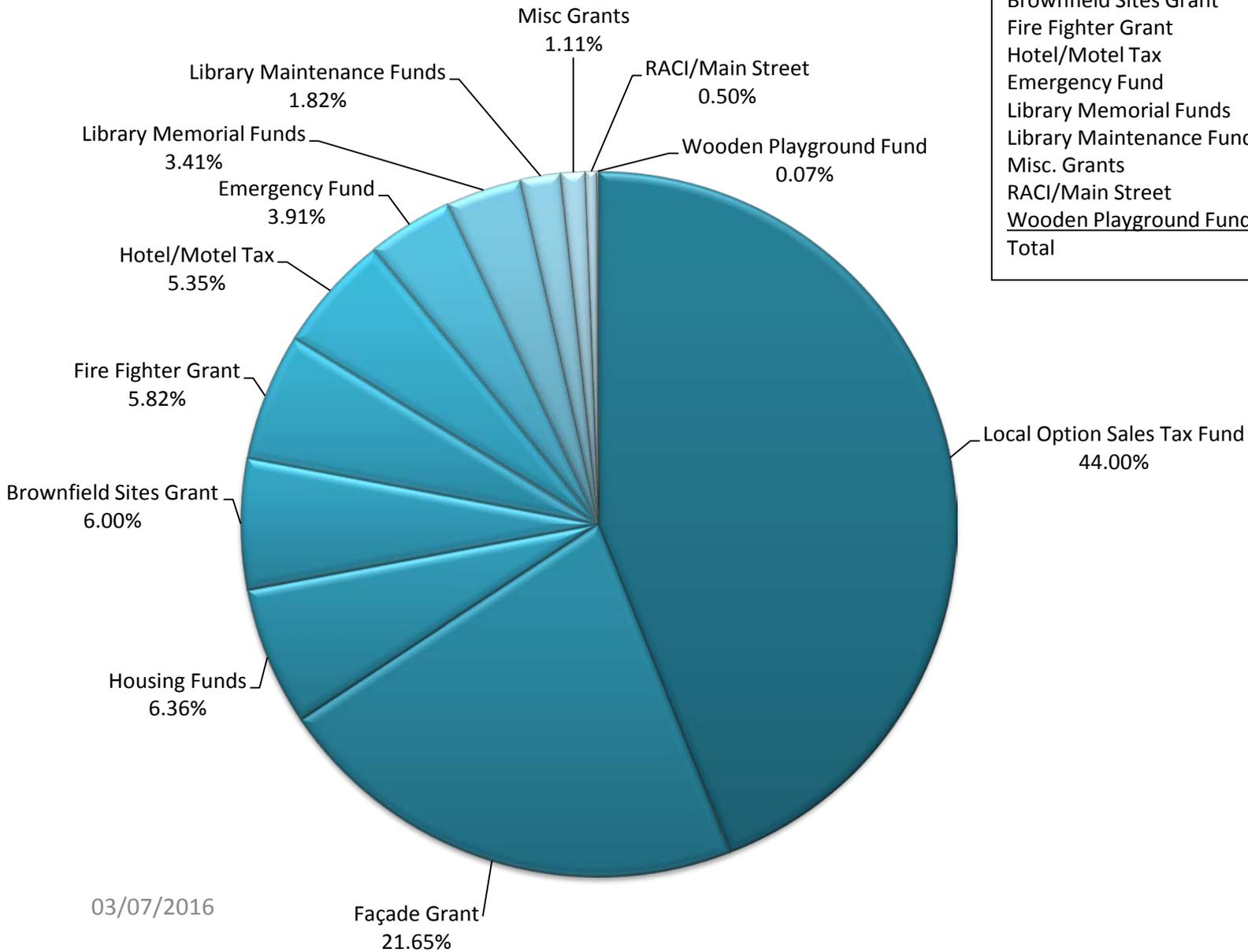
## All Funds FY2017 (including Transfers)



General Fund	\$ 6,273,554
Sewer	\$ 6,179,954
Water	\$ 3,729,426
Capital Projects	\$ 3,513,805
Other	\$ 2,334,578
Road Use	\$ 1,402,736
Employee Benefits	\$ 1,080,704
Debt Service	\$ 763,203
Storm Sewer	\$ 611,974
Airport	\$ 307,781
TIF	\$ 300,613
Golf Course	\$ 29,591
<b>Total</b>	<b>\$ 26,527,919</b>

# Proposed "Other" Expenditures FY2017

Local Option Sales Tax	\$ 1,027,059
Facade Grant	\$ 505,529
Housing Funds	\$ 148,470
Brownfield Sites Grant	\$ 140,000
Fire Fighter Grant	\$ 135,900
Hotel/Motel Tax	\$ 125,000
Emergency Fund	\$ 91,228
Library Memorial Funds	\$ 79,650
Library Maintenance Fund	\$ 42,500
Misc. Grants	\$ 26,000
RACI/Main Street	\$ 11,600
<u>Wooden Playground Fund</u>	<u>\$ 1,642</u>
<b>Total</b>	<b>\$ 2,334,578</b>



# Property Tax Rate Review

## FY2016 Property Tax Rates:

General	\$8.10000
Insurance	\$0.34010
Band	\$0.05498
Emergency	\$0.27000
Trust /Agency	\$2.82974
<u>Debt Service</u>	<u>\$2.25000</u>

**Total Rate \$13.84482**

## FY2017 Property Tax Rates:

General	\$8.10000
Insurance	\$0.35274
Band	\$0.05261
Emergency	\$0.27000
Trust /Agency*	\$2.95915
<u>Debt Service</u>	<u>\$2.25257</u>

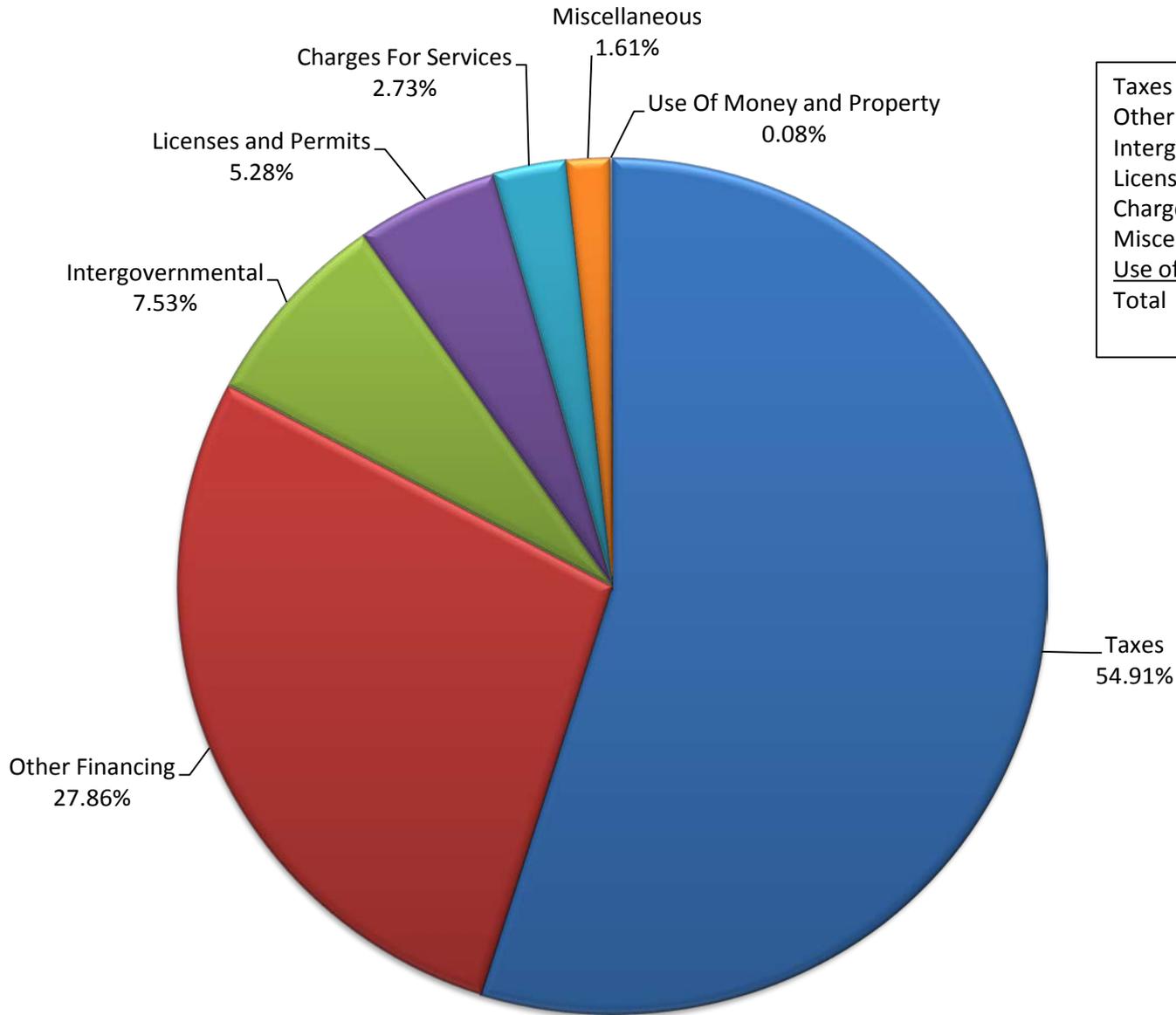
**Total Rate \$13.98707**

\*Trust /Agency could vary slightly upon final approval of the budget.

# Oskaloosa Non-Consolidated Property Tax Rate FY2008 - FY2017

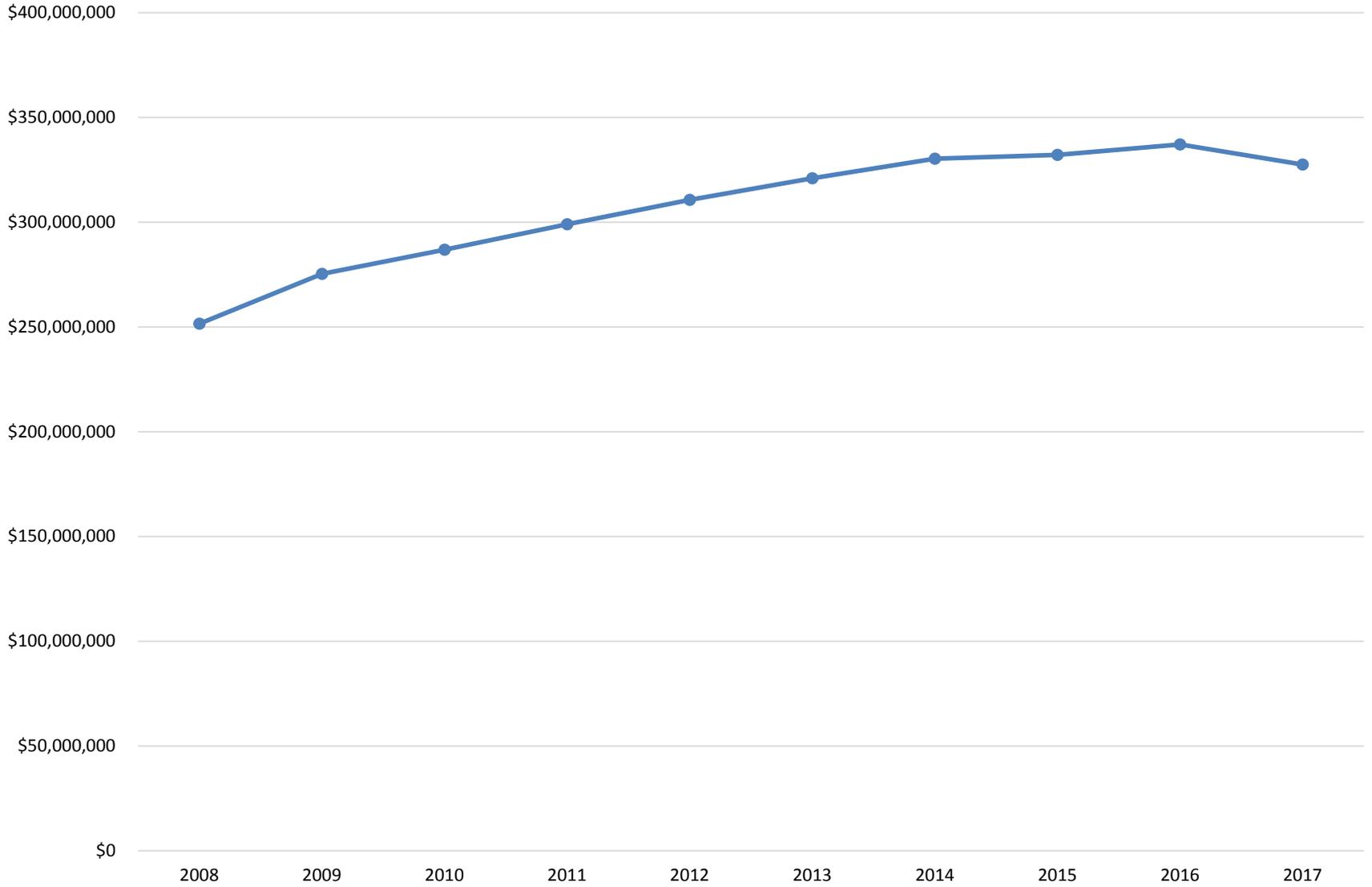


# General Fund Revenue FY2017



Taxes	\$ 2,658,439
Other Financing	\$ 1,349,225
Intergovernmental	\$ 364,400
Licenses and Permits	\$ 255,744
Charges For Services	\$ 132,200
Miscellaneous	\$ 78,050
<u>Use of Money and Property</u>	<u>\$ 3,950</u>
<b>Total</b>	<b>\$ 4,842,008</b>

# City Taxable Valuation FY2008 - FY2017



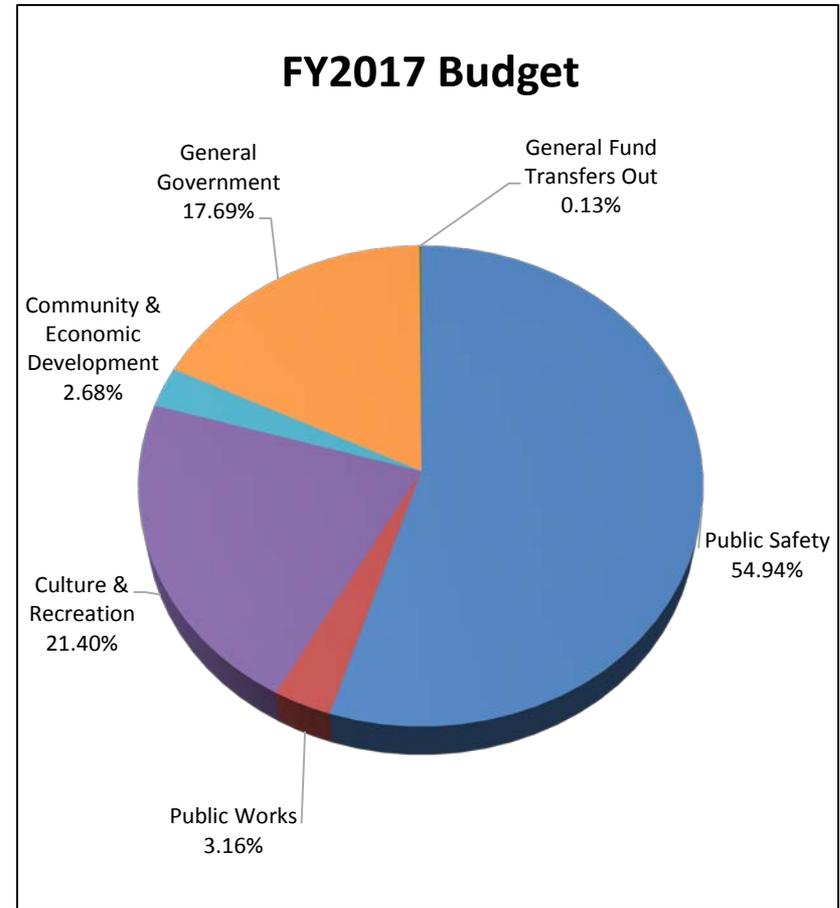
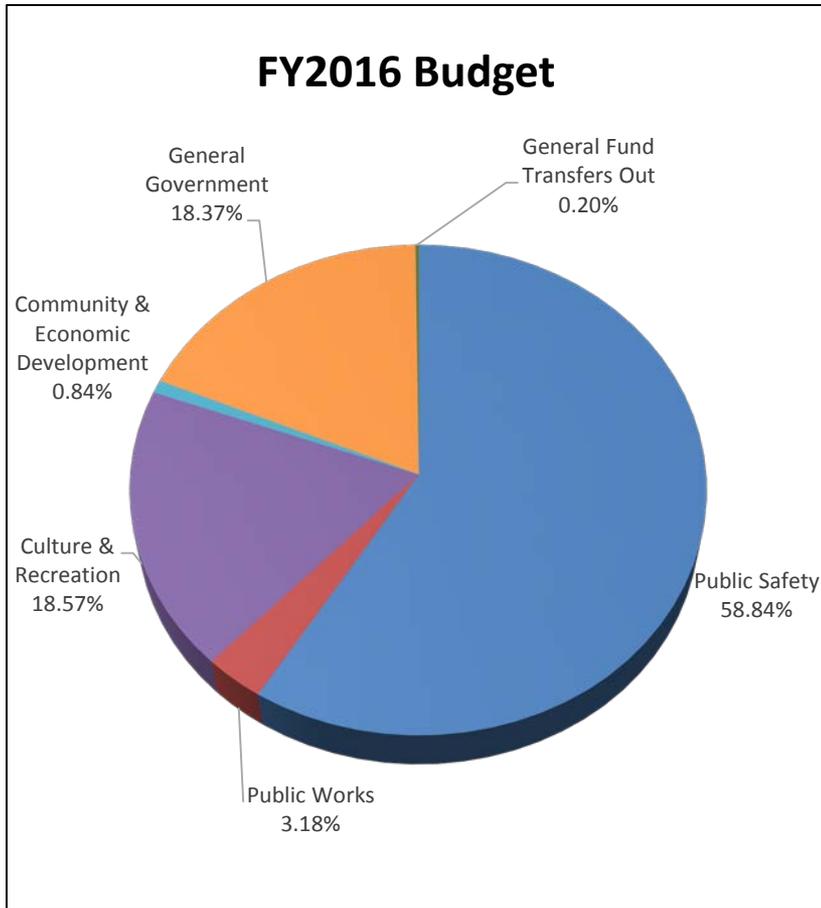
# Summary of FY2017 Proposed Budget

- Tax rate up \$0.14225 per \$1,000 A/V
  - Residential rollback is down from 55.7335% to 55.6259%
    - Avg. homeowner (\$100,000 A/V) \$6.50 tax increase compared to current year
  - Commercial/Industrial rollback steady at 90%
    - Avg. commercial owner (\$260,000) \$33.00 tax increase
    - Avg. industrial owner (\$1,025,000) \$131.00 tax increase
  - New Multi-family classification rollback at 86.25%
    - Adversely impacts revenue; result of SF295
    - 10 year reduced rollback until equal to Residential Rollback
      - » 100% AV to less than 63.75% AV

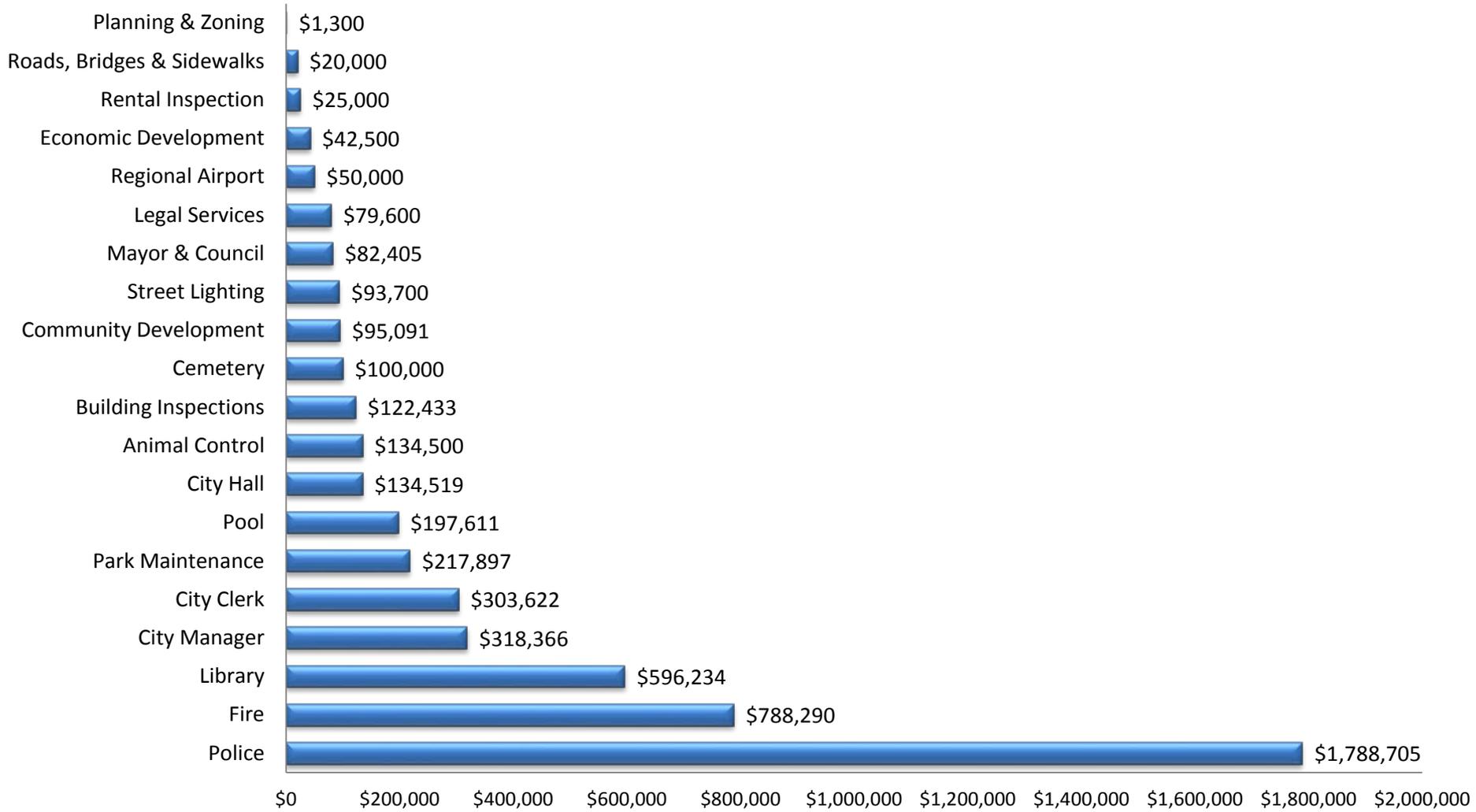
# Summary of FY2017 Budget

- General Fund
  - Addition of Community Development Coordinator
    - Anticipated to be funded 100% by Franchise Fees
    - \$25,000 budgeted for nuisance abatement
  - Replacing critical equipment
    - Police and Fire (patrol vehicles/fire equipment)
  - Fire Station No. 1 project construction
  - Payments to outside agencies
    - Forest Cemetery \$100,000 subsidy
    - Animal Shelter \$71,500 operations; \$3,000 capital program
      - Additional \$60,000 set aside for building project
    - Chamber of Commerce \$40,000

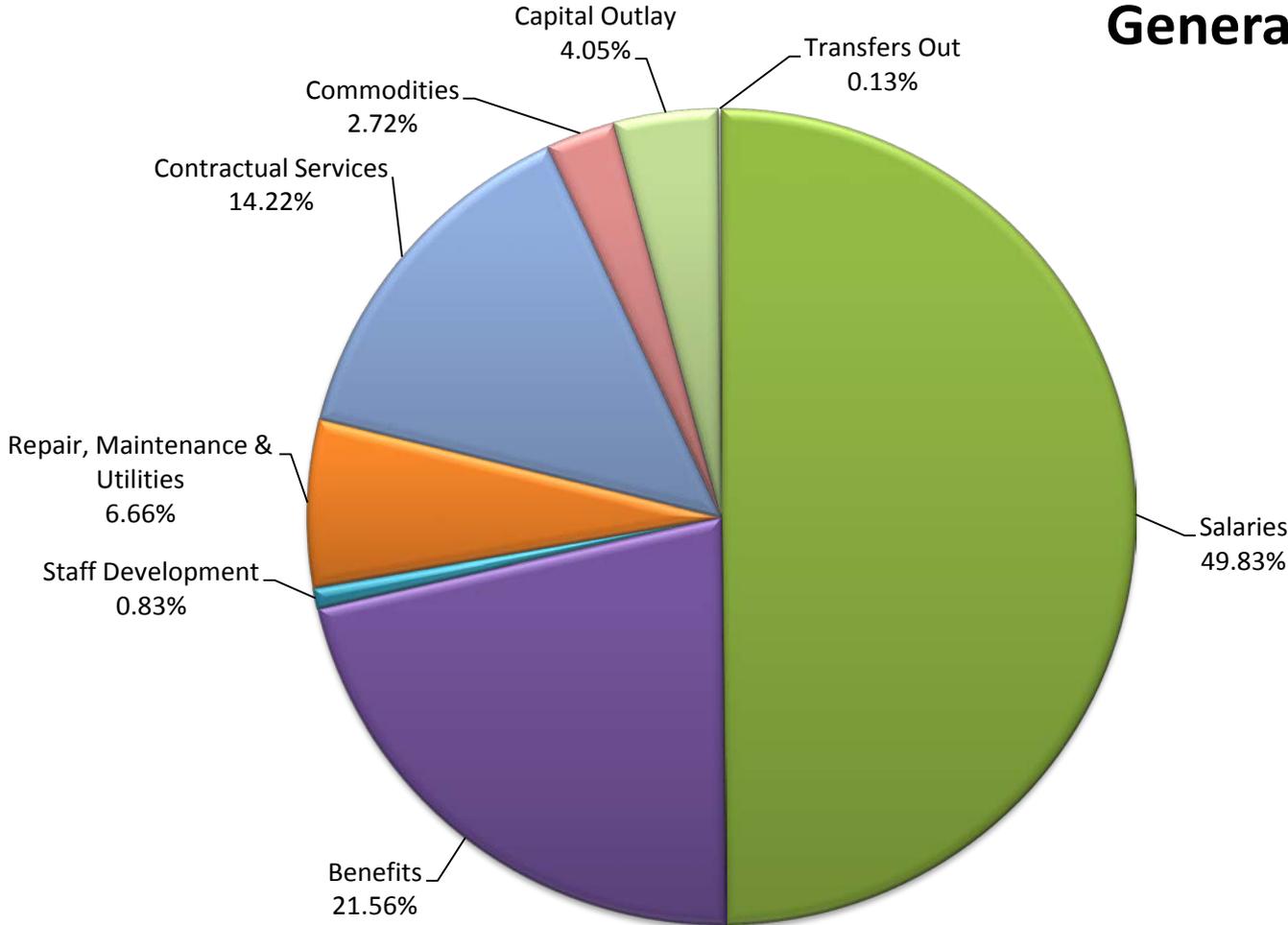
# General Fund Expenditures by Program FY2016 and FY2017 Budgets



# General Fund by "Activity" FY2017



# Proposed Expenditures General Fund Only FY2017

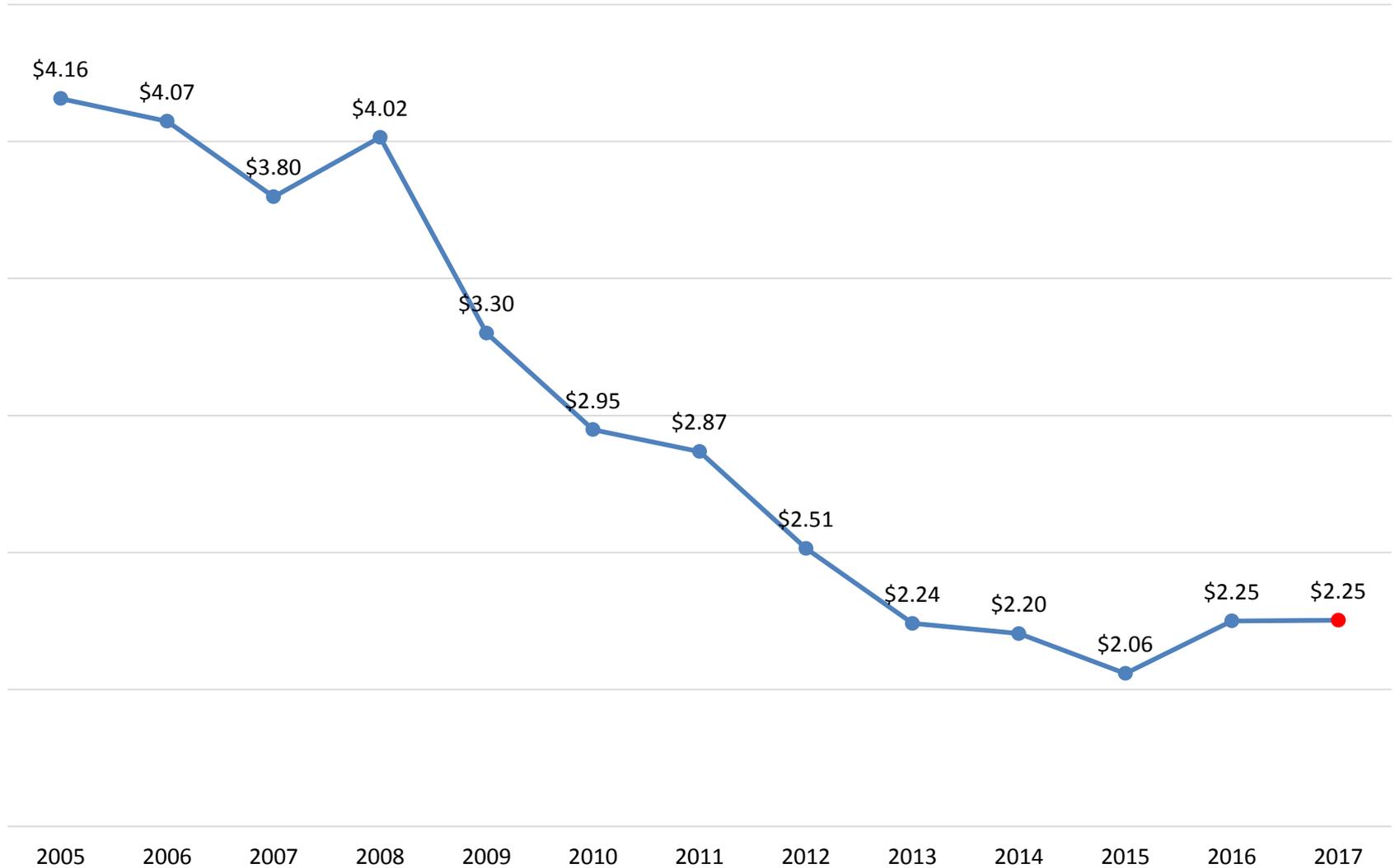


Salaries:	<i>All wages</i>	Commodities:	<i>Supplies, copies, postage</i>
Benefits:	<i>All benefits, including uniforms, cell phones</i>	Capital outlay:	<i>Furniture, equipment, fixtures</i>
Staff development:	<i>Training, meetings</i>	Transfers out:	<i>Allocations to other funds</i>
Repair, maintenance, utilities:	<i>Vehicle-equipment repairs &amp; utilities</i>		
Contractual services:	<i>Insurance, printing-publication, prof. services</i>		

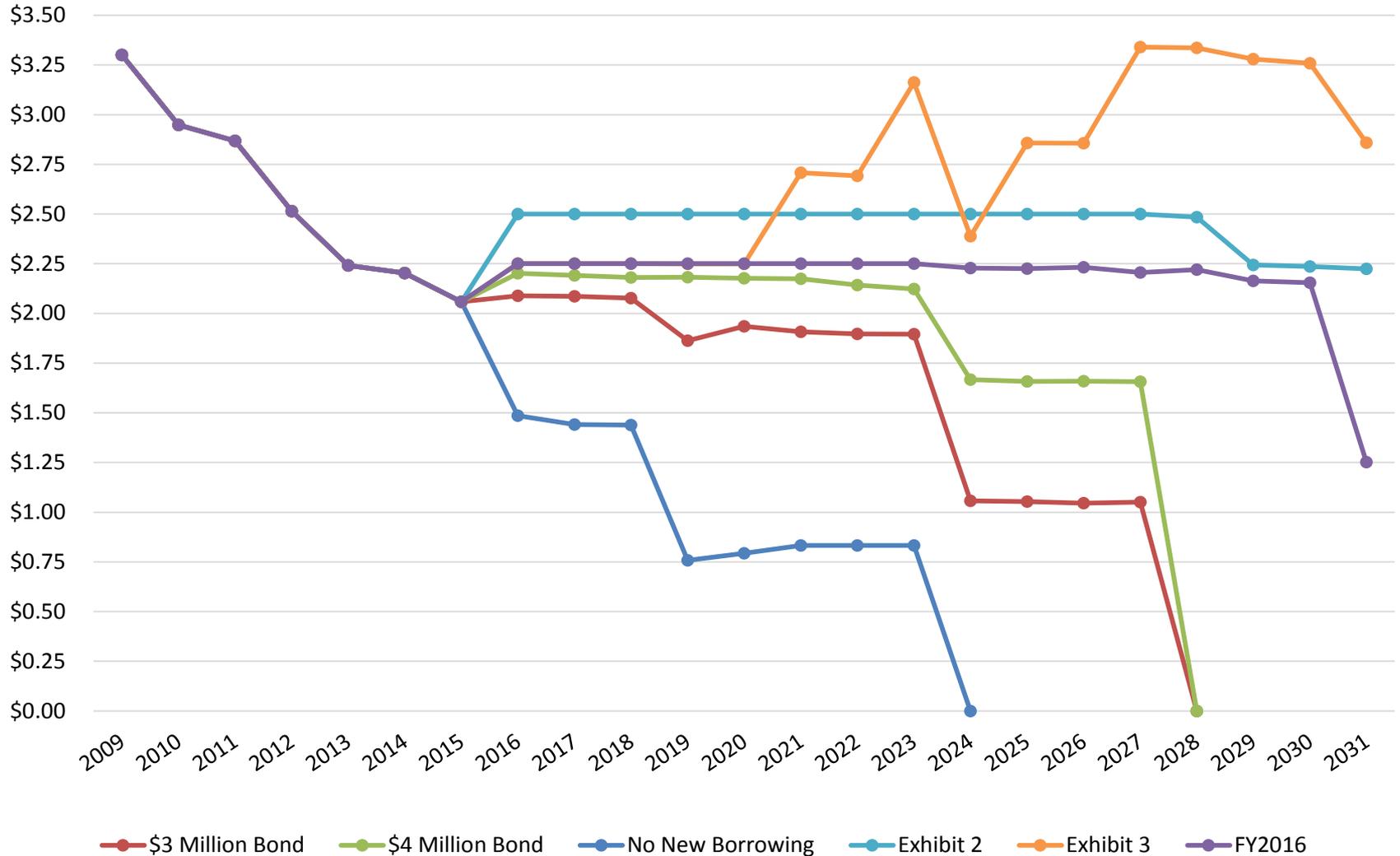
# Summary of FY2017 Budget

- Debt and Borrowing
  - Rate set at \$2.25257 per \$1,000 A/V
  - Council evaluating long term debt plan to complete community improvement projects
- Proposed \$3,000,000 in G.O. debt in FY2018, FY2023 and FY2028
  - Maximum tax levy rate is \$2.84
- Impact of May 3, 2016 election

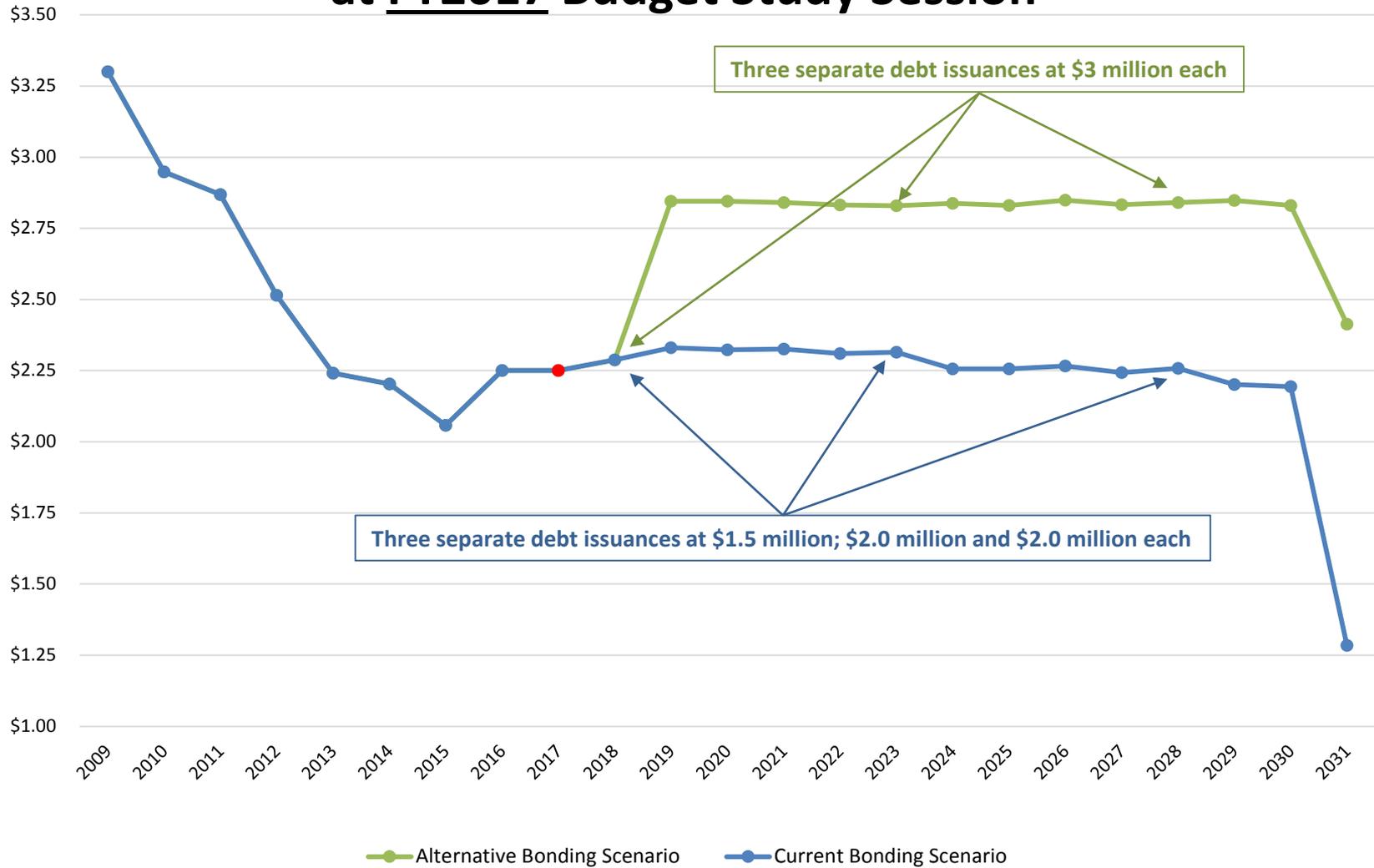
# Historical Property Tax Rate Associated with Debt



# Debt Service Rate Options Discussed at FY2016 Budget Study Session



# Debt Service Rate Options Discussed at FY2017 Budget Study Session



# Summary of FY2017 Budget

- Road Maintenance and New Construction
  - Approximately \$2.76 million budgeted for this purpose
  - Funding sources:
    - Road Use Tax Fund (RUTF)
    - Local Option Tax and Franchise Fees
    - Surface Transportation Program (STP) funds

# Road Improvement Projects and Maint. Expenses

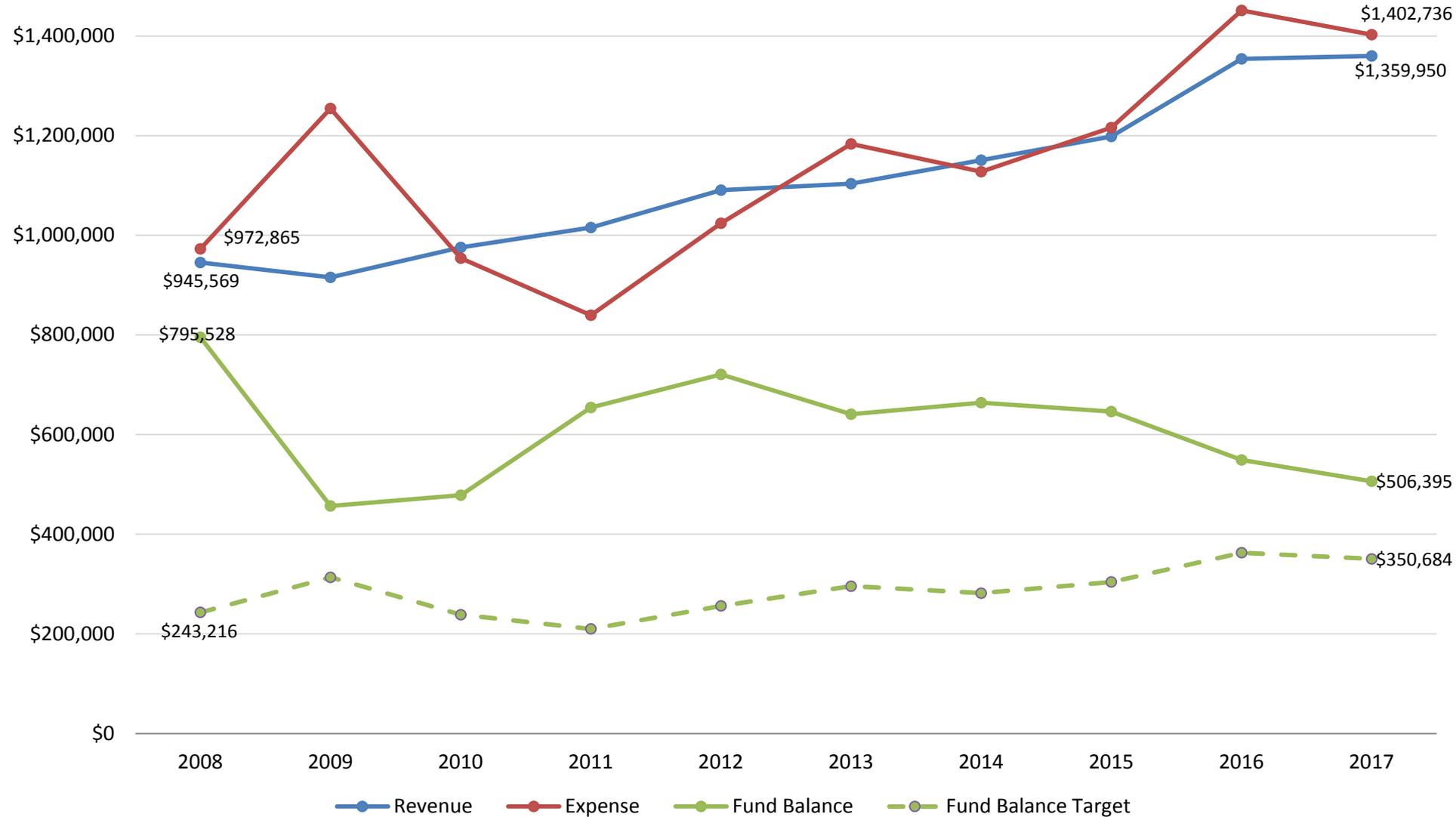
Project Location	FY2016	FY2017
3rd Avenue East	\$1,277,300	-
E Avenue and North 12 <sup>th</sup> Street	\$390,000	-
South 11th Street	\$430,769	-
B Avenue East	\$150,000	-
Sheriff Avenue Design	\$40,000	-
A Avenue Sidewalk Improvements	\$33,678	-
Northeast Bridge Reconstruction (80/20 grant funded project with DOT)	\$100,000	\$400,000
Burlington Road (80/20 STP funded project)	\$4,000	\$50,000
South D Street Reconstruction (80/20 STP funded project)	-	\$150,000
South D Street Traffic Signals	-	\$20,000
Corridor Improvements (Wayfinding signs)	-	\$80,000
City Owned Parking Lot Rehab (Hy-Vee Location)	-	\$300,000
Annual Street Maintenance (not chip seal)	-	\$100,000
Traffic Signal Study (Citywide)	-	\$50,000
Active Transportation Plan (Sidewalks)	-	\$50,000
Safe Routes to School Sidewalk Improvements (80/20 TAP funded project)	\$116,000	\$116,000
Annual Sidewalk Inspections/Assessments	\$10,000	\$15,000
Green Street Sidewalk Improvement	-	\$25,000
Street Maintenance Supplies (Chip Seal, Crack Seal, Concrete Repairs, Pothole Material)	\$150,000	\$150,000
Other Road Maintenance Related Activities (Public Works Department - all functions)	\$1,301,199	\$1,252,736
	<b>\$4,002,946</b>	<b>\$2,758,736</b>

# Road Improvement and Maintenance

## – Road Use Tax Fund

- Pays for street maintenance and day-to-day operations
- Approximately \$1.3 million directed to maint. & operations
  - 50+ blocks of chip seal
  - Crack seal maintenance
  - Spot mill and overlays
  - Snow removal
  - Street cleaning
  - Heavy equipment purchases

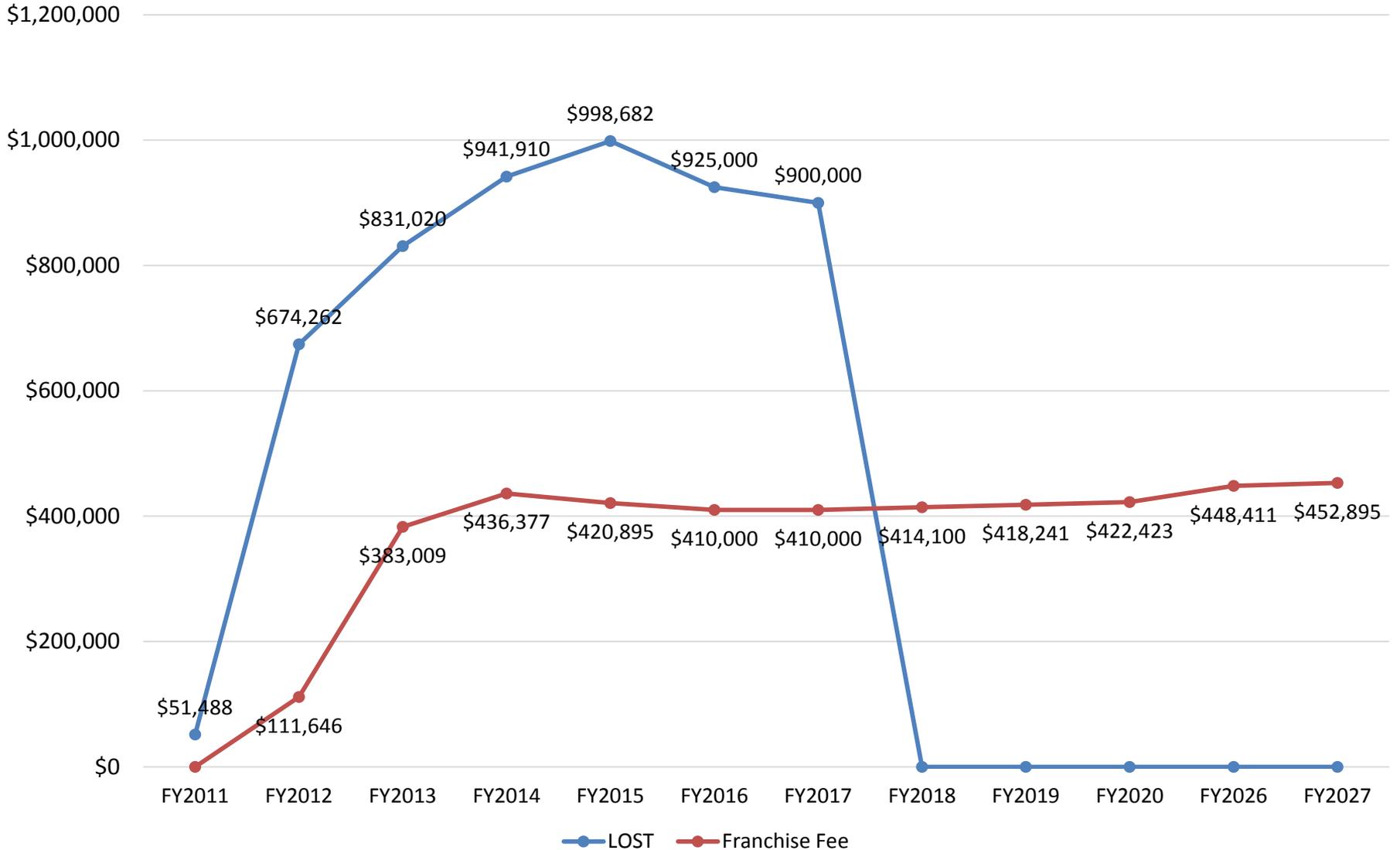
# Road Use Tax Fund FY2008 - FY2017



# Road Improvement and Maintenance

- Local Option Tax and Franchise Fees
  - LOST Expires December 31, 2016
    - One cent sales tax; cannot be charged to MidAm bills
  - Franchise Fees remain at current rates
    - 3.0% Residential/Commercial
    - 1.5% Industrial
  - Sources continue to fund road and infrastructure
    - Approximately \$.92 million budgeted such purposes
    - Leveraging funds with four grant projects

# Local Option Tax & Franchise Fee Revenue



# Road Improvement and Maintenance

- Surface Transportation Program (STP) Funds
  - Provided by the Feds to the State, to the RPAs
    - RPA 15 disburses STP funds to local entities
    - RPA 15 utilizes a per capita distribution system
    - Requires 20% local match
    - Regional type projects only
      - Burlington Road
      - South D Street

Fiscal Year	STP Projected Balance	Projects Programmed
FY2016	\$846,068	\$148,000
FY2017	\$943,012	\$128,000
FY2018	(\$223,996)	\$1,392,000
FY2019	\$996	\$0
FY2020	\$225,988	\$0

# Summary of FY2017 Budget

- Sanitary Sewer Fund
  - Current financial plan forecasts increases annually
    - Investment in system improvements increased:
      - Prior years \$300,000-\$400,000 annually
      - proposed plan include more than \$1,400,000 annually
    - DNR mandates will lead to additional projects
    - New Engineer Technician included in budget
    - Experiencing system wide failures

Increase Date	Minimum Charge Per Month	Change	Per 100 Cubic Feet	Change
4/1/2009	\$6.65	\$0.23	\$3.18	\$0.11
4/1/2010	\$6.65	\$0.00	\$3.18	\$0.00
3/1/2011	\$7.08	\$0.43	\$3.39	\$0.21
3/1/2012	\$7.33	\$0.25	\$3.51	\$0.12
3/1/2013	\$7.59	\$0.26	\$3.63	\$0.12
3/1/2014	\$7.59	\$0.00	\$3.63	\$0.00
4/1/2015	\$8.73	\$1.14	\$4.17	\$0.54
4/1/2016*	\$10.91	\$2.18	\$5.21	\$1.04
4/1/2017*	\$13.10	\$2.18	\$6.26	\$1.04
4/1/2018*	\$15.06	\$1.96	\$7.19	\$0.94
4/1/2019*	\$15.81	\$0.75	\$7.55	\$0.36
4/1/2020*	\$16.60	\$0.79	\$7.93	\$0.38
4/1/2021*	\$17.43	\$0.83	\$8.33	\$0.40
4/1/2022*	\$18.30	\$0.87	\$8.74	\$0.42

\* Proposed rate increases to be considered at a future date; based upon funding the operational and capital plans as presented

FY2017 Recommended Budget to be  
Approved on March 7, 2016:

**\$26,527,919**

Questions from City Council?



# City Council Communication

Meeting Date: March 7, 2016

Requested By: City Manager's Office

**Item Title:**

Consider an ordinance amending Oskaloosa Municipal Code, Chapter 13.08, Section 13.08.570(A) - User charge, for the purpose of providing necessary funding associated with the operation and maintenance of the city's wastewater treatment works. (third reading)

**Explanation:**

The sanitary sewer fund, or the wastewater department is an essential service provided by the city of Oskaloosa. This service is run as an enterprise/utility fund and as such, the revenues generated through rates must be spent on the utility. The FY2016 and FY2017 budgets for this utility continues to emphasize the need for intensive investment in the infrastructure system to accommodate maintenance and to comply with DNR mandated improvements within the treatment and collection systems.

The FY2016 and FY2017 budgets include a financing and operating plan for the sanitary sewer system that requires an increase to the base and usage rates that impacts the average residential ratepayer by an additional \$6.48 per month, or \$77.76 annually. The average residential customer uses 4.12 units of water per month, and is charged the sewer base rate per month regardless of usage.

**Impact of the proposed rate increase on average residential sewer customer effective April 1, 2016.**

Average monthly residential sewer bill – today	\$25.91 per month
Average monthly residential sewer bill – proposed	\$32.39 per month
Increase per month	\$6.48 per month

Sanitary Sewer Rate Changes				
Increase Date	Minimum Charge Per Month	Change	Per 100 Cubic Feet Used	Change
3/1/2012	\$7.33	+\$0.25	\$3.51	+\$0.12
3/1/2013	\$7.59	+\$0.26	\$3.63	+\$0.12
3/1/2014	\$7.59	+\$0.00	\$3.63	+\$0.00
4/1/2015	\$8.73	+\$1.14	\$4.17	+\$0.54
<b>4/1/2016*</b>	<b>\$10.91</b>	<b>+\$2.18</b>	<b>\$5.21</b>	<b>+\$1.04</b>
4/1/2017*	\$13.10	+\$2.19	\$6.26	+\$1.05
4/1/2018*	\$15.06	+\$1.96	\$7.19	+\$0.93
4/1/2019*	\$15.81	+\$0.75	\$7.55	+\$0.36
4/1/2020*	\$16.60	+\$0.79	\$7.93	+\$0.38

\* Proposed rate increases to be considered at a future date based upon funding the operational and capital plan as presented

**Budget Consideration:**

The proposed April 1, 2016 increase is the second year of a multi-year increase plan that is recommended for the sanitary sewer fund. Increasing rates as outlined in this agenda allows the city to meet current financial obligations associated with the operations of the city's wastewater treatment works, however the current rate structure does not include DNR mandated improvements such as inflow and infiltration, facility master plan results, and disinfection.

**Attachments:**

1. Ordinance
2. Cash flow analysis – Sanitary Sewer Fund

ORDINANCE NO. \_\_\_\_\_

**AN ORDINANCE REVISING USER CHARGES IN THE CITY OF OSKALOOSA, IOWA, TO PROVIDE FUNDS NEEDED TO PAY FOR EXPENSES ASSOCIATED WITH THE CITY'S WASTEWATER TREATMENT WORKS**

Be it enacted by the City Council of the City of Oskaloosa, Iowa:

SECTION 1: Chapter 13.08.570 User Charge (A) of the City Code of the City of Oskaloosa is hereby repealed and replaced as follows:

A. Effective April 1, 2016 user charges shall be as follows:

The minimum charge for all contributors shall be \$32.73 per calendar quarter, or \$10.91 per month. In addition each contributor shall pay a user charge rate for operation and maintenance including replacement and for debt retirement of \$5.21 per one hundred cubic feet of water.

SECTION 2: REPEALER. All ordinances or parts thereof in conflict with the provisions of this ordinance are hereby repealed.

SECTION 3: SEVERABILITY CLAUSE. If any section, provision, or part of this ordinance shall be adjudged invalid or unconstitutional such adjudication shall not affect the validity of this ordinance as a whole or any section, provision, or party thereof not adjudged invalid or unconstitutional.

SECTION 4: WHEN EFFECTIVE. This ordinance shall be in effect from and after its final passage, approval and publication as provided by law.

Passed and approved by this Council on the \_\_\_\_ day of \_\_\_\_\_, 2016.

**[SIGNATURES TO FOLLOW]**

ATTEST:

\_\_\_\_\_  
David Krutzfeldt, Mayor

\_\_\_\_\_  
Amy Miller, City Clerk

I certify that the foregoing was published as Ordinance No. \_\_\_\_\_ on the \_\_\_\_\_ day of \_\_\_\_\_ 2016.

\_\_\_\_\_  
Amy Miller, City Clerk

**CITY OF OSKALOOSA, IOWA**

**Sewer Enterprise Fund**

<i>Growth Assumptions</i>	
Growth in Usage	0.00%
Operating Expenses	See Below
Interest on Balances	0.25%

<i>PROPOSED REVENUE INCREASES</i>					
1-Apr-11	6.50%	1-Apr-15	15.00%	1-Apr-19	5.00%
1-Mar-12	3.50%	1-Apr-16	25.00%	1-Apr-20	5.00%
1-Mar-13	3.50%	1-Apr-17	20.00%	1-Apr-21	5.00%
1-Mar-14	0.00%	1-Apr-18	15.00%	1-Apr-22	5.00%

- Audited Financial Statements -				Re-Est.	Budget	Projected	Projected	Projected	Projected	Projected	Projected	
	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	
	3/1/2013		4/1/2015									
Actual Rate per 100 Cubic Feet	1	\$3.63	\$3.63	\$4.17	\$5.21	\$6.25	\$7.19	\$7.55	\$7.93	\$8.33	\$8.75	\$9.19
Monthly Sewer Availability Charge	2	\$7.59	\$7.59	\$8.73	\$10.91	\$13.09	\$15.05	\$15.80	\$16.59	\$17.42	\$18.29	\$19.20
Average Number of Customers	3	4,579	4,561	4,569	4,569	4,569	4,569	4,569	4,569	4,569	4,569	4,569
<b>SEWER SALES (100 Cubic Feet)</b>		2.2%	(1.0%)	(2.1%)	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Sewer Usage	4	328,533	325,872	315,553	315,553	315,553	315,553	315,553	315,553	315,553	315,553	315,553
Oskaloosa Food Usage	5	19,068	18,212	21,159	21,159	21,159	21,159	21,159	21,159	21,159	21,159	21,159
Total Sewer Usage	6	347,601	344,083	336,712	336,712	336,712	336,712	336,712	336,712	336,712	336,712	336,712
<b>Avg. Revenue/100 Cubic Feet</b>	7	\$3.66	\$3.80	\$3.79	\$4.45	\$5.51	\$6.54	\$7.36	\$7.73	\$8.11	\$8.52	\$8.94
<b>OPERATING REVENUES</b>		6.0%	1.1%	(0.8%)	7.6%	20.7%	20.8%	15.2%	8.5%	5.0%	5.0%	5.0%
Sewer Usage Revenues	8	\$1,273,927	\$1,308,754	\$1,275,507	\$1,349,911	\$1,617,369	\$1,970,583	\$2,294,184	\$2,519,014	\$2,644,964	\$2,777,213	\$2,916,073
Sewer Availability Charge Revenues	9	406,340	415,416	436,979	508,530	628,055	744,564	835,442	877,111	920,973	967,029	1,015,277
Delinquent Revenues	10	0	0	0	0	0	0	0	0	0	0	0
Oskaloosa Foods Monthly Base Fee	11	4,590	0	0	0	0	0	0	0	0	0	0
Oskaloosa Foods Sludge Fee	12	36,101	19,814	5,581	5,581	5,581	5,581	5,581	5,581	5,581	5,581	5,581
Oskaloosa Foods Hauling Fee	13	8,550	4,350	2,600	2,600	2,600	2,600	2,600	2,600	2,600	2,600	2,600
Connection Fee	14	0	0	14,000	0	0	0	0	0	0	0	0
Other Revenue	15	32,454	32,120	17,566	17,300	17,300	17,300	17,300	17,300	17,300	17,300	17,300
<b>TOTAL OPERATING REVENUES</b>	16	<b>\$1,761,962</b>	<b>\$1,780,454</b>	<b>\$1,752,233</b>	<b>\$1,883,922</b>	<b>\$2,270,905</b>	<b>\$2,740,628</b>	<b>\$3,155,106</b>	<b>\$3,421,606</b>	<b>\$3,591,419</b>	<b>\$3,769,723</b>	<b>\$3,956,832</b>
<b>OPERATING EXPENSES</b>		(3.6%)	4.4%	47.1%	21.7%	16.3%	7.5%	7.6%	4.8%	4.8%	4.8%	4.8%
Personal Services	17	5% \$471,926	\$438,627	\$356,118	\$260,012	\$296,200	\$319,896	\$345,488	\$362,762	\$380,900	\$399,945	\$419,942
Contractual Services	18	5% 248,076	301,129	442,818	721,546	856,489	925,008	999,009	1,048,959	1,101,407	1,156,478	1,214,301
Commodities	19	0% 42,503	56,394	64,467	69,410	69,410	69,410	69,410	69,410	69,410	69,410	69,410
<b>TOTAL OPERATING EXPENSES</b>	20	<b>\$762,505</b>	<b>\$796,150</b>	<b>\$863,403</b>	<b>\$1,050,968</b>	<b>\$1,222,099</b>	<b>\$1,314,314</b>	<b>\$1,413,906</b>	<b>\$1,481,131</b>	<b>\$1,551,717</b>	<b>\$1,625,833</b>	<b>\$1,703,654</b>
<b>NET OPERATING INCOME</b>	21	\$999,457	\$984,304	\$888,830	\$832,954	\$1,048,806	\$1,426,314	\$1,741,200	\$1,940,474	\$2,039,701	\$2,143,890	\$2,253,178
Interest on Reserves	22	3,030	2,948	3,369	5,077	3,635	1,610	746	1,013	1,045	2,234	3,193
Special Assessments	23	4,805	9,188	11,417	2,557	0	0	0	0	0	0	0
Miscellaneous Revenue	24	508	865	4,348	1,148	0	0	0	0	0	0	0
<b>Revenue Available for D/S</b>	25	\$1,007,800	\$997,305	\$907,964	\$841,736	\$1,052,441	\$1,427,925	\$1,741,946	\$1,941,487	\$2,040,746	\$2,146,124	\$2,256,372

CITY OF OSKALOOSA, IOWA

Sewer Enterprise Fund

Growth Assumptions	
Growth in Usage	0.00%
Operating Expenses	See Below
Interest on Balances	0.25%

PROPOSED REVENUE INCREASES					
1-Apr-11	6.50%	1-Apr-15	15.00%	1-Apr-19	5.00%
1-Mar-12	3.50%	1-Apr-16	25.00%	1-Apr-20	5.00%
1-Mar-13	3.50%	1-Apr-17	20.00%	1-Apr-21	5.00%
1-Mar-14	0.00%	1-Apr-18	15.00%	1-Apr-22	5.00%

- Audited Financial Statements -				Re-Est.	Budget	Projected	Projected	Projected	Projected	Projected	Projected	
	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	
<b>Revenue Available for D/S</b>	26	\$1,007,800	\$997,305	\$907,964	\$841,736	\$1,052,441	\$1,427,925	\$1,741,946	\$1,941,487	\$2,040,746	\$2,146,124	\$2,256,372
<b>BOND DEBT SERVICE</b>	27											
Series 1994A Sewer Revenue SRF	28	\$52,606	\$51,854	\$53,954	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Series 1996 Sewer Revenue SRF	29	188,200	179,546	181,540	183,444	184,258	0	0	0	0	0	0
Series 2002 Sewer Refunding Bonds	30	0	0	0	0	0	0	0	0	0	0	0
Series 2002 Sewer Revenue SRF	31	0	244,980	247,080	249,060	250,920	253,660	255,260	257,740	260,080	262,280	265,340
<b>Total Revenue Debt Service</b>	32	\$240,805	\$476,380	\$482,574	\$432,504	\$435,178	\$253,660	\$255,260	\$257,740	\$260,080	\$262,280	\$265,340
Series 2002 SRF-Subordinate	33	276,360	0	0	0	0	0	0	0	0	0	0
Reserved	34	0	0	0	0	0	0	0	0	0	0	0
Reserved	35	0	0	0	0	0	0	0	0	0	0	0
<b>TOTAL DEBT SERVICE</b>	35	\$517,165	\$476,380	\$482,574	\$432,504	\$435,178	\$253,660	\$255,260	\$257,740	\$260,080	\$262,280	\$265,340
<b>Debt Coverage Ratios</b>		<i>Bond Documents state User Test will be at least 1.10x Coverage</i>										
<b>Net Cashflow/Revenue Debt</b>	36	4.19	2.09	1.88	1.95	2.42	5.63	6.82	7.53	7.85	8.18	8.50
<b>Net Cashflow/ All Debt</b>	37	1.95	2.09	1.88	1.95	2.42	5.63	6.82	7.53	7.85	8.18	8.50
<b>Net Cashflow after Debt</b>	38	\$490,635	\$520,925	\$425,390	\$409,232	\$617,263	\$1,174,265	\$1,486,686	\$1,683,747	\$1,780,666	\$1,883,844	\$1,991,032
+ / (-) Construction Fund	39	0	0	0	0	0	0	0	0	0	0	0
Other Sources / (Uses)	40	0	315,926	0	0	0	0	0	0	0	0	0
Bond Fees Adjustment	41	0	0	0	0	0	0	0	0	0	0	0
Bond/Warrant Proceeds	42	0	0	0	0	0	0	0	0	0	0	0
Grant Funds	43	0	0	0	0	0	0	0	0	0	0	0
Transfer (to)/from Improvement Fund	44	(11,400)	(11,400)	(11,400)	(11,400)	(11,400)	(11,400)	(11,400)	(11,400)	(11,400)	(11,400)	(11,400)
Other Transfers In / (Out)	45	0	0	150,500	0	0	0	0	0	0	0	0
Transfer (to)/from DSRF	46	451,934	0	0	0	0	0	0	0	0	0	0
Capital Outlays	47	(127,615)	(952,472)	(260,705)	(986,023)	(1,427,000)	(1,520,000)	(1,380,000)	(1,671,000)	(1,305,000)	(1,500,000)	(1,500,000)
Annual Surplus / (Deficit)	48	\$803,554	(\$127,021)	\$303,785	(\$588,191)	(\$821,137)	(\$357,135)	\$95,286	\$1,347	\$464,266	\$372,444	\$479,632
Unrestricted Beg Cash Balance	49	\$953,586	\$1,757,140	\$1,630,119	\$1,933,904	\$1,345,713	\$524,575	\$167,440	\$262,726	\$264,074	\$728,340	\$1,100,784
Unrestricted End Cash Balance	50	\$1,757,140	\$1,630,119	\$1,933,904	\$1,345,713	\$524,575	\$167,440	\$262,726	\$264,074	\$728,340	\$1,100,784	\$1,580,415
<b>Cash Balance as % O &amp; M</b>	51	230%	205%	224%	128%	43%	13%	19%	18%	47%	68%	93%
<b>Restricted &amp; Designated Reserves:</b>												
Improvement Fund-614	52	\$74,015	\$85,415	\$96,815	\$108,215	\$119,615	\$131,015	\$142,415	\$153,815	\$165,215	\$176,615	\$188,015
Debt Service Reserve Fund	53	0	0	0	0	0	0	0	0	0	0	0
<b>Total Cash</b>	54	\$1,831,155	\$1,715,534	\$2,030,719	\$1,453,928	\$644,190	\$298,455	\$405,141	\$417,889	\$893,555	\$1,277,399	\$1,768,430

Sewer Enterprise Fund

Growth Assumptions	
Growth in Usage	0.00%
Operating Expenses	See Below
Interest on Balances	0.25%

PROPOSED REVENUE INCREASES					
1-Apr-11	6.50%	1-Apr-15	15.00%	1-Apr-19	5.00%
1-Mar-12	3.50%	1-Apr-16	25.00%	1-Apr-20	5.00%
1-Mar-13	3.50%	1-Apr-17	20.00%	1-Apr-21	5.00%
1-Mar-14	0.00%	1-Apr-18	15.00%	1-Apr-22	5.00%

- Audited Financial Statements -				Re-Est.	Budget	Projected	Projected	Projected	Projected	Projected	Projected
FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	
<b>CAPITAL OUTLAYS</b>											
			\$0	\$0	\$0	\$110,000	\$350,000	\$80,000	\$0	\$0	
			0	0	30,000	40,000	0	35,000	0	0	
			0	37,000	15,000	20,000	0	15,000	100,000	100,000	
			0	0	0	0	0	0	0	0	
			158,912	0	0	0	0	0	0	0	
			6,669	0	0	0	6,000	0	0	0	
			0	25,000	5,000	0	0	0	0	0	
			0	30,000	0	95,000	0	0	0	0	
			30,000	285,000	30,000	0	0	35,000	0	0	
			150,000	225,000	40,000	175,000	100,000	0	0	0	
			0	40,000	80,000	230,000	40,000	0	0	0	
			56,000	0	400,000	280,000	0	0	1,250,000	1,250,000	
			0	50,000	50,000	50,000	50,000	50,000	50,000	50,000	
			0	100,000	100,000	100,000	100,000	100,000	100,000	100,000	
			50,000	75,000	0	0	0	0	0	0	
			105,000	0	0	0	0	0	0	0	
			0	75,000	0	0	0	0	0	0	
			0	0	0	0	0	150,000	0	0	
			386,000	460,000	0	0	0	0	0	0	
			0	0	45,000	0	0	0	0	0	
			0	0	0	0	0	160,000	0	0	
			0	0	20,000	0	0	0	0	0	
			0	0	20,000	0	0	0	0	0	
			43,442	0	0	0	0	0	0	0	
			0	0	20,000	0	180,000	0	0	0	
			0	0	300,000	0	0	0	0	0	
			0	0	25,000	0	175,000	0	0	0	
			0	0	0	20,000	0	200,000	0	0	
			0	10,000	90,000	0	0	0	0	0	
			0	0	0	60,000	540,000	0	0	0	
			0	0	0	0	30,000	280,000	0	0	
			0	0	100,000	0	0	0	0	0	
			0	0	0	200,000	0	0	0	0	
			0	0	0	0	100,000	0	0	0	
			0	0	0	0	0	200,000	0	0	
			0	15,000	150,000	0	0	0	0	0	
			<b>\$ 165,581</b>	<b>\$ 62,000</b>	<b>\$ 50,000</b>	<b>\$ 170,000</b>	<b>\$ 356,000</b>	<b>\$ 130,000</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>	
			<b>\$ 820,442</b>	<b>\$ 1,365,000</b>	<b>\$ 1,470,000</b>	<b>\$ 1,210,000</b>	<b>\$ 1,315,000</b>	<b>\$ 1,175,000</b>	<b>\$ 1,400,000</b>	<b>\$ 1,400,000</b>	
			<b>\$ 986,023</b>	<b>\$ 1,427,000</b>	<b>\$ 1,520,000</b>	<b>\$ 1,380,000</b>	<b>\$ 1,671,000</b>	<b>\$ 1,305,000</b>	<b>\$ 1,500,000</b>	<b>\$ 1,500,000</b>	

# 2015 Sewer Rate Report

Iowa Cities  
10,000 Population or higher  
Prepared by City of Ames  
Ames, Iowa



**2015 DOMESTIC SEWER RATE COMPARISON  
MONTHLY CHARGE FOR VOLUME USED IN CUBIC FEET**

Prepared by the City of Ames, Iowa

City	Rate Effective	200	300	400	600	800	1,000	10,000	50,000	100,000
Altoona	Jul. 2011	11.71	20.10	25.13	35.20	45.26	55.33	508.25	2,521	5,038
Ames	Jul. 2015	16.19	18.93	21.67	27.15	32.63	38.11	284.71	1,381	2,721
Ankeny	Jul. 2015	29.18	35.11	40.42	51.04	61.66	72.28	574.09	2,786	5,592
Bettendorf	Apr. 2015	14.96	17.44	19.92	24.88	29.84	34.80	258.00	1,250	2,490
Boone	Jul. 2010	18.94	26.91	34.88	50.82	66.76	82.70	800.00	3,988	7,973
Burlington	Jul. 2015	16.19	19.22	22.25	28.31	34.37	40.43	313.13	1,525	3,040
Carroll	Jul. 2014	15.23	19.12	23.01	30.21	37.41	44.61	396.45	1,952	3,897
Cedar Falls	Jul. 2015	14.30*	16.86	19.42	24.54	29.66	34.78	265.18	1,289	2,569
Cedar Rapids	Jul. 2014	12.15*	13.79	15.42	18.69	21.97	25.24	172.52	827	1,645
Clinton	Jul. 2013	17.92	26.88	35.84	53.76	71.68	89.60	896.00	4,480	8,960
Clive	May 2015	14.22	18.02	21.81	29.40	36.99	44.58	386.13	1,904	3,802
Coralville	Jul. 2015	8.85	11.77	14.69	20.57	26.37	32.25	295.01	1,463	2,923
Council Bluffs	Jul. 2015	7.44*	7.44*	9.92	14.82	19.72	24.62	186.80	891	1,771
Davenport	Jul. 2015	22.59	26.36	30.13	37.67	45.21	52.75	391.39	1,899	3,784
Des Moines	Jul. 2015	13.82	18.53	23.24	32.66	42.08	51.50	475.40	2,359	4,714
Dubuque	Jul. 2015	9.22*	13.83	18.44	27.66	36.88	46.10	461.00	2,305	4,610
Fort Dodge	Jul. 2015	15.80*	15.80*	15.80*	20.39	24.98	29.57	236.12	1,154	2,302
Fort Madison	Jul. 2015	25.67	29.26	32.84	40.01	47.18	54.35	377.00	1,811	3,604
Indianola	Sept. 2013	12.53	18.18	26.10	39.68	53.25	66.83	677.70	3,393	6,786
Iowa City	Jul. 2008	12.14	16.13	20.12	28.10	36.08	44.06	403.16	1,999	3,994
Iowa Great Lakes Sanitary District	Jul. 2008	7.02	8.04	9.05	11.08	13.10	15.13	106.25	511	1,018
Johnston	Jul. 2015	13.31	17.17	21.03	28.76	36.48	44.21	391.83	1,937	3,868
Keokuk	Aug. 2015	26.25*	27.70	32.04	40.73	49.41	58.10	448.92	2,186	4,357
Marion	Oct. 2014	14.90	16.85	18.80	22.70	26.60	30.50	206.00	986	1,961
Marshalltown	Jan. 2015	21.17	23.35	25.53	29.89	34.25	38.61	234.89	1,107	2,197
Mason City	Jul. 2010	9.80*	12.00	14.37	19.11	23.85	28.59	242.07	1,191	2,377
Muscatine†	Jul. 2015	26.90*	26.90*	29.47	34.60	39.70	44.84	276.19	1,304	2,589
Newton	Aug. 2015	10.81*	14.28	17.75	24.69	31.63	38.57	354.34	1,742	3,477
North Liberty	Aug. 2015	29.69	33.37	37.04	44.39	51.74	59.09	389.84	1,860	3,697
Oskaloosa	Mar. 2015	17.07	21.24	25.41	33.75	42.09	50.73	425.73	2,094	4,179
Ottumwa	Jul. 2013	24.00	28.75	33.50	43.00	52.50	62.00	489.50	2,390	4,765
Pella	Jul. 2013	23.38	26.56	29.75	36.13	42.50	48.88	335.75	1,611	3,205
Sioux City	Jul. 2011	10.63*	14.62	18.61	26.58	34.55	42.52	407.34	2,024	4,043
Spencer ‡	Jul. 2015	21.28	24.40	27.50	33.74	39.96	46.19	296.81	1,188	2,302
Storm Lake	Jul. 2015	25.27	28.09	30.92	36.58	42.23	47.89	302.36	1,433	2,847
Urbandale	Jul. 2012	7.76	10.21	12.65	17.53	22.40	27.28	246.65	1,222	2,440
Waterloo	Mar. 2015	14.25*	14.25*	16.55	21.15	25.75	30.35	237.35	1,157	2,307
Waukee	Jul. 2015	16.25	22.93	29.61	42.98	56.34	69.71	671.13	3,344	6,685
Waverly	Jun. 2015	11.59*	14.19	18.92	28.38	37.84	47.30	473.00	2,365	4,730
West Des Moines	Jul. 2015	11.45	15.58	19.70	27.95	36.20	44.45	415.70	2,065	4,128

\*Minimum Bill/200 CF

†Muscatine's sewer rate includes a monthly Collection & Drainage charge of \$11.70 per month

‡Spencer's sewer rate includes a monthly CSI Surcharge of \$11.25 per month

**2015 Sewer Rate Comparison- All Cities (Population 10,000 +)**

**Additional Rate Information**

Prepared by the City of Ames, Iowa

City	Population	Rate Effective	Range in Rate Steps	Minimum Usage/ \$/Month (CF)	Allowance on Min. Bill CF/Month	Base/User/A dmin Fee‡\$
Altoona	15,409	Jul. 2011	6.71 flat per 134 CF	6.71	134	5.00
Ames	60,634	Jul. 2015	2.74 flat per 100 CF	2.74	100	10.71
Ankeny	49,080	Jul. 2015	7.08 flat per 134 CF	7.08	134	19.18
Bettendorf	34,255	Apr. 2015	2.48 flat per 100 CF	2.48	100	10.00
Boone	12,546	Jul. 2010	7.97 flat per 100 CF	7.97	100	3.00
Burlington	25,665	Jul. 2014	3.85 flat per 134 CF	3.85	134	9.65
Carroll	10,017	Jul. 2014	3.89 flat per 100 CF	3.89	100	7.45
Cedar Falls	39,993	Jul. 2015	2.56 flat per 100 CF	14.30	200	--
Cedar Rapids	128,119	Jul. 2014	1.64 flat per 100 CF	12.15	200	--
Clinton	26,647	Jul. 2013	8.96 flat per 100 CF	8.96	100	--
Clive	16,220	May-15	5.06 flat per 134 CF	5.06	134	6.63
Coralville	19,692	Jul. 2015	2.92 flat per 100 CF	8.85	200	--
Council Bluffs	62,115	Jul. 2015	2.48 to 1.76 to .97 per 100 CF	2.48	300	--
Davenport	102,157	Jul. 2013	3.77 flat per 100 CF	3.77	100	15.05
Des Moines	206,688	Jul. 2015	6.28 flat per 134 CF	6.28	134	4.40
Dubuque	58,155	Jul. 2015	4.61 flat per 100 CF	9.22	200	--
Fort Dodge	24,751	Jul. 2015	3.06 flat per 134 CF	15.80	400	--
Fort Madison	11,019	Jun. 2015	4.78 flat per 134 CF	4.78	134	18.50
Indianola	14,947	Sept. 2013	9.05 flat per 134 CF	8.00	134	--
Iowa City	70,133	Jul. 2008	3.99 flat per 100 CF	8.15	100	--
IA Great Lakes	15,000	Jul. 2008	1.35 flat per 134 CF	1.35	134	5.00
Johnston	18,728	Jul. 2015	5.15 flat per 134 CF	5.15	134	5.58
Keokuk	10,780	Jul. 2015	5.79 flat per 134 CF	26.25	268	--
Marion	35,843	Oct. 2014	1.95 flat per 100 CF	1.95	100	11.00
Marshalltown	67,683	Jan. 2015	2.18 flat per 100 CF	2.18	100	16.89
Mason City	28,079	Jul. 2010	2.64 flat per 100 CF	2.64	100	9.80
Muscatine	22,988	Jul. 2015	2.57 flat per 100 CF	15.20	300	11.70
Newton	15,108	Aug. 2015	3.47 flat per 100 CF	10.81	200	--
North Liberty	13,374	Aug. 2015	4.90 flat per 134 CF	27.24	134	--
Oskaloosa	11,555	Arp. 2015	4.17 flat per 100 CF	4.17	100	8.73
Ottumwa	24,806	Jul. 2013	4.75 flat per 100 CF	4.75	100	14.50
Pella	10,352	Aug. 2013	4.25 flat per 100 CF	17.00	134	--
Sioux City	82,719	Jul. 2011	3.99 flat per 100 CF	10.63	200	--
Spencer	11,192	Jul. 2015	7.96 to 2.97 per 134 CF	7.96	134	11.25
Storm Lake	10,775	Jul. 2015	3.77 flat per 134 CF	19.61	134	--
Urbandale	41,020	Jul. 2012	3.25 flat per 134 CF	3.25	134	2.90
Waterloo	28,297	Mar. 2015	2.30 flat per 100 CF	14.25	300	--
Waukee	15,931	Jul. 2015	8.91 flat per 134 CF	11.79	134	--
Waverly	10,035	Jun. 2015	4.73 flat per 100 CF	11.59	245	--
West Des Moines	59,296	Jul. 2015	5.50 flat per 134 CF	5.50	134	3.20

‡Based on 5/8" meter  
§No usage included

2015 Residential Sewer Rate Survey  
Iowa Cities Over 10,000 Population  
All Wastewater Plants

Prepared by the City of Ames, Iowa

Minimum or 200 CF	600 CF	1,000 CF	10,000 CF	50,000 CF	100,000 CF
North Liberty 29.69	Clinton 53.76	Clinton 89.60	Clinton 896.00	Clinton 4,480	Clinton 8,960
Ankeny 29.18	Ankeny 51.04	Boone 82.70	Boone 800.00	Boone 3,988	Boone 7,973
Muscatine 26.90	Boone 50.82	Ankeny 72.28	Indianola 677.00	Indianola 3,393	Indianola 6,786
Keokuk 26.25	North Liberty 44.39	Waukeke 69.71	Waukeke 671.13	Waukeke 3,344	Waukeke 6,685
Fort Madison 25.67	North Liberty 43.00	Indianola 66.83	Ankeny 574.09	Ankeny 2,786	Ankeny 5,592
Storm Lake 25.27	Ottumwa 42.98	Ottumwa 62.00	Altoona 508.25	Altoona 2,521	Altoona 5,038
Ottumwa 24.00	Waukeke 40.73	North Liberty 59.09	Ottumwa 489.50	Ottumwa 2,390	Ottumwa 4,765
Pella 23.38	Fort Madison 40.01	Keokuk 58.10	Des Moines 475.40	Waverly 2,365	Waverly 4,730
Davenport 22.59	Indianola 39.68	Altoona 55.33	Waverly 473.00	Des Moines 2,359	Des Moines 4,714
Spencer 21.28	Davenport 37.67	Fort Madison 54.35	Dubuque 461.00	Dubuque 2,305	Dubuque 4,610
Marshalltown 21.17	Storm Lake 36.58	Davenport 52.75	Keokuk 48.92	Keokuk 2,186	Keokuk 4,357
Boone 18.94	Pella 36.13	Des Moines 51.50	Oskaloosa 425.73	Oskaloosa 2,094	Oskaloosa 4,179
Clinton 17.92	Altoona 35.20	West Des Moines 50.73	West Des Moines 415.70	West Des Moines 2,065	West Des Moines 4,128
Oskaloosa 17.07	Muscatine 34.60	Pella 48.88	Sioux City 407.34	Sioux City 2,024	Sioux City 4,043
Waukeke 16.25	Oskaloosa 33.75	Storm Lake 47.89	Iowa City 403.16	Iowa City 1,999	Iowa City 3,994
Ames 16.19	Spencer 33.74	Waverly 47.30	Carroll 396.45	Carroll 1,952	Carroll 3,897
Burlington 16.19	Des Moines 32.66	Spencer 46.19	Davenport 391.39	Johnston 1,937	Johnston 3,868
Fort Dodge 15.80	Carroll 30.21	Dubuque 46.10	North Liberty 389.84	Clive 1,904	Clive 3,802
Carroll 15.23	Marshalltown 29.89	Muscatine 44.84	North Liberty 389.84	Davenport 1,899	Davenport 3,784
Bettendorf 14.96	Clive 29.40	Carroll 44.61	Clive 336.13	North Liberty 1,860	North Liberty 3,697
Marion 14.90	Johnston 28.76	Clive 44.58	Fort Madison 377.00	Fort Madison 1,811	Fort Madison 3,604
Cedar Falls 14.30	Waverly 28.38	West Des Moines 44.45	Newton 354.34	Newton 1,742	Newton 3,477
Waterloo 14.25	Burlington 28.31	Johnston 44.21	Pella 335.75	Pella 1,611	Pella 3,205
Clive 14.22	Iowa City 28.10	Iowa City 44.06	Burlington 313.13	Burlington 1,525	Burlington 3,040
Des Moines 13.82	West Des Moines 27.95	Sioux City 42.52	Storm Lake 302.36	Coralville 1,463	Coralville 2,923
Johnston 13.31	Dubuque 27.66	Burlington 40.43	Spencer 296.81	Storm Lake 1,433	Storm Lake 2,847
Indianola 12.53	Ames 27.15	Marshalltown 38.61	Ames 295.01	Ames 1,381	Ames 2,721
Cedar Rapids 12.15	Sioux City 26.58	Newton 38.57	Ames 284.71	Muscatine 1,304	Muscatine 2,589
Iowa City 12.14	Bettendorf 24.88	Ames 38.11	Muscatine 276.19	Cedar Falls 1,289	Cedar Falls 2,569
Altoona 11.71	Newton 24.69	Bettendorf 34.80	Cedar Falls 265.18	Bettendorf 1,250	Bettendorf 2,490
Waverly 11.59	Cedar Falls 24.54	Cedar Falls 34.78	Bettendorf 258.00	Urbandale 1,222	Urbandale 2,440
West Des Moines 11.45	Marion 22.70	Coralville 32.25	Urbandale 246.65	Urbandale 1,191	Urbandale 2,377
Newton 10.81	Waterloo 21.15	Marion 30.50	Mason City 242.07	Mason City 1,188	Mason City 2,307
Sioux City 10.63	Coralville 20.67	Waterloo 30.35	Waterloo 237.35	Spencer 1,157	Waterloo 2,302
Mason City 9.80	Fort Dodge 20.39	Fort Dodge 29.57	Fort Dodge 236.12	Waterloo 1,154	Spencer 2,302
Dubuque 9.22	Mason City 19.11	Mason City 28.59	Marshalltown 234.89	Fort Dodge 1,107	Fort Dodge 2,197
Coralville 8.85	Cedar Rapids 18.69	Urbandale 27.28	Marion 206.00	Marshalltown 986	Marshalltown 1,961
Urbandale 7.76	Urbandale 17.53	Cedar Rapids 25.24	Council Bluffs 186.80	Marion 986	Marion 1,961
Council Bluffs 7.44	Council Bluffs 14.82	Council Bluffs 24.62	Cedar Rapids 172.52	Council Bluffs 891	Council Bluffs 1,771
Iowa Great Lakes 7.02	Iowa Great Lakes 11.08	Iowa Great Lakes 15.13	Cedar Rapids 106.25	Cedar Rapids 827	Cedar Rapids 1,645
Iowa Great Lakes 7.02	Iowa Great Lakes 11.08	Iowa Great Lakes 15.13	Iowa Great Lakes 106.25	Iowa Great Lakes 511.06	Iowa Great Lakes 1,018.06

High	8,960.00
Median	3,650.42
Low	1,018.06

High	4,480.00
Median	1,835.42
Low	511.06

High	896.00
Median	381.57
Low	106.25

High	89.60
Median	44.60
Low	15.13

High	53.76
Median	29.08
Low	11.08

High	29.69
Median	14.93
Low	7.02



## City Council Communication

Meeting Date: March 7, 2016

Requested By: City Clerk/Finance

**Item Title:**

Consider a resolution establishing fiscal year 2017 salary schedule for nonunion employees.

**Explanation:**

City Council is required to establish the salary for all employees. Union employee salaries are approved through their contracts. Nonunion employee salaries are set by resolution of City Council. The salaries on this schedule include a 3% increase from Fiscal Year 2016 including part time except the part time seasonal wages. The part time seasonal wages remain the same except for pool manager receiving a \$1,000 increase and lifeguard positions receiving a \$0.25 per hour increase. All the salaries are effective July 1, 2016 except part time seasonal which is effective April 1, 2016.

All employees will be paid a bi-weekly amount to be determined by dividing the annual salary by twenty-six (26). In FY 2017 this will actually yield an additional bi-weekly pay due to this computation method.

Staff recommends approval.

**Budget Consideration:**

Increases are included in the FY 2017 Budget.

**Attachments:**

Resolution  
Salary Schedule

RESOLUTION NO. \_\_\_\_\_

RESOLUTION ESTABLISHING FISCAL YEAR 2017 SALARY  
SCHEDULE FOR NONUNION EMPLOYEES

BE IT RESOLVED by the City Council of the City of Oskaloosa:

Section 1. The City Council shall adopt salaries for nonunion employees for FY 2017 as shown on the attached schedule for work paid July 1, 2016 through June 30, 2017.

Section 2. Nonunion employees shall be paid per the attached nonunion salary schedule and union employees shall be paid in accordance with the salary schedules included in their union contracts. All Employees will be paid a bi-weekly amount to be determined by dividing the annual salary by twenty-six (26)\*.

Section 3. Part-time employees shall receive a 3.00% increase beginning July 1, 2016 except those part-time employees under Library Board jurisdiction. Part-time employees for Parks Department, Edmundson Swimming Pool, Street Department, and Waste Water Department shall be paid as proposed on the attached schedule.

Section 4. The City Clerk is authorized to issue checks, less legally required or authorized deductions from the amounts set out bi-weekly and make contributions to IPERS, Chapter 411 Police and Fire Retirement, Social Security and Medicare or other purposes as required by law or authorized by the City Council.

PASSED AND APPROVED this 7th day of March, 2016.

\_\_\_\_\_  
David Krutzfeldt, Mayor

ATTEST:

\_\_\_\_\_  
Amy Miller, City Clerk

\*In FY 2017 this will actually yield an additional bi-weekly pay due to this computation method.

**CITY OF OSKALOOSA, IOWA  
ASSIGNED PAY GRADES**

Effective July 1, 2016 for FY July 1, 2016 - June 30, 2017 (3.00%)

CLASS TITLE	STEPS										
	A	B	C	D	E	F	G	H	I	J	K
Secretary I	\$26,865	\$27,519	\$28,212	\$28,909	\$29,649	\$30,391	\$31,132	\$31,912	\$32,698	\$33,525	\$35,727
Secretary II	\$29,649	\$30,391	\$31,132	\$31,912	\$32,698	\$33,525	\$34,354	\$35,223	\$36,093	\$37,007	\$39,444
Lab Technician	\$31,387	\$32,156	\$32,923	\$33,739	\$34,546	\$35,402	\$36,255	\$37,150	\$38,051	\$38,989	\$41,489
Code Enforcement	\$32,238	\$33,043	\$33,869	\$34,716	\$35,584	\$36,474	\$37,386	\$38,321	\$39,279	\$40,262	\$42,878
WWTP Operator I	\$34,546	\$35,403	\$36,255	\$37,152	\$38,051	\$38,989	\$39,927	\$40,909	\$41,896	\$42,916	\$45,707
Payroll/HR clerk	\$35,909	\$36,823	\$37,742	\$38,692	\$39,655	\$40,675	\$41,658	\$42,698	\$43,787	\$44,878	\$47,859
WWTP Operator II	\$38,051	\$38,989	\$39,927	\$40,910	\$41,896	\$42,916	\$43,984	\$45,051	\$46,162	\$47,311	\$50,373
Deputy city clerk	\$39,488	\$40,433	\$41,410	\$42,425	\$43,444	\$44,498	\$45,592	\$46,685	\$47,815	\$48,984	\$52,140
WWTP Operator III	\$41,896	\$42,916	\$43,984	\$45,051	\$46,162	\$47,311	\$48,467	\$49,661	\$50,900	\$52,210	\$55,522
Fire captain	\$43,983	\$45,032	\$46,125	\$47,255	\$48,390	\$49,564	\$50,782	\$51,994	\$53,256	\$54,559	\$58,074
Street supervisor	\$43,983	\$45,032	\$46,125	\$47,255	\$48,390	\$49,564	\$50,782	\$51,994	\$53,256	\$54,559	\$58,074
Management Analyst	\$43,983	\$45,032	\$46,125	\$47,255	\$48,390	\$49,564	\$50,782	\$51,994	\$53,256	\$54,559	\$58,074
Building/Comm Imp Official	\$46,125	\$47,254	\$48,390	\$49,565	\$50,782	\$51,994	\$53,256	\$54,560	\$55,902	\$57,246	\$60,912
Parks Superintendent	\$46,125	\$47,254	\$48,390	\$49,565	\$50,782	\$51,994	\$53,256	\$54,560	\$55,902	\$57,246	\$60,912
Golf course superintendent	\$46,125	\$47,254	\$48,390	\$49,565	\$50,782	\$51,994	\$53,256	\$54,560	\$55,902	\$57,246	\$60,912
Police lieutenant	\$47,833	\$48,890	\$49,989	\$51,125	\$52,270	\$53,450	\$54,678	\$55,903	\$57,171	\$58,482	\$62,019
WWTP superintendent	\$52,017	\$53,259	\$54,550	\$55,884	\$57,261	\$58,634	\$60,049	\$61,512	\$63,016	\$64,565	\$68,737

**DEPARTMENT HEADS**

Library Director	\$57,494	(Subject to Library Board approval.)
Public Works Director	\$85,490	
City Clerk/Finance Director	\$72,538	
Fire Chief	\$69,080	
Police Chief	\$79,972	
City Manager	\$125,000	(Established by Council approved contract, base salary set as of June 15, 2015)

**Pool Employee Wages**

(Effective April 1, 2016)

Manager	\$6,500	For 2016 Summer Season
Admissions	\$7.25	per hour
Concessions	\$7.40	per hour
Lifeguards 1st year	\$8.00	per hour
Lifeguards Returning	\$8.25	per hour
Assistant Manager	\$8.75	per hour

**Seasonal/Part Time Parks, Street, Waste Water Wages** (Effective April 1, 2016)

Shall be paid based upon classification by experience

Beginning	\$7.25	per hour
Intermediate	\$7.75	per hour
High	\$8.25	per hour
Advanced	\$10.38	per hour



## City Council Communication

Meeting Date: March 7, 2016

Requested By: Public Works Department

### Item Title:

Consider a resolution scheduling a public hearing on the vacation and sale of the public right-of-way island located at the intersection of North Park Avenue and South Park Avenue, and referring this request to the Planning & Zoning Commission.

### Explanation:

Jason Van Zetten, owner of 1901 South Park Avenue, on behalf of Cheryl Van Zetten, owner of 423 North Park Avenue, has requested the vacation and sale of the public street right-of-way (ROW) island lying at the intersection of North Park Avenue and South Park Avenue. The reason for this request is to acquire ownership in order to improve the attractiveness of the island by landscaping the area. This area is zoned R-1, Single Family Residential District, and the total area of the island is approximately 2,000 square feet.

Although a number of utilities have not yet responded to our locate request, staff has verified that storm sewer and water main do exist across the island. Therefore, an easement over the entire area would need to be granted. The utility and adjacent property owner surveys will be completed upon approval of the resolution to hold a public hearing on this request.

In addition, if the vacation and sale is approved, a 10-15 foot wide area behind the back of the island curb would need to remain city ROW. This ROW area is necessary along all city streets for future curb and gutter repairs, signage, sidewalk installation, utilities, etc. After allowing for the additional 10-15 feet of ROW along the perimeter of the island, less than 500 square feet of area would be available.

Finally, the vacation and sale of this ROW island area would eliminate the best option for a future realignment of North Park Avenue.

### Recommendation:

Based on the existing utilities, overall feasibility, and possible future developments, City staff recommends that the Council deny this request for a public hearing on the vacation and sale of the above mentioned public street right-of-way island, and recommends the \$100 application fee be refunded. Also, the Oskaloosa Municipal Code does not prohibit the landscaping of public ROW as long as such landscaping is completed under an approved ROW

permit and meets traffic sight visibility and clearance requirements.

**Budget Consideration:**

City street ROW is sold for \$1.00 per square foot.

**Attachments:**

Resolution, Location Map, Storm Sewer Map, Available ROW Map, Recommended Realignment Map, Street Vacate Application

RESOLUTION NO. \_\_\_\_\_

RESOLUTION SETTING THE DATE FOR A PUBLIC HEARING TO VACATE THE PUBLIC RIGHT-OF-WAY ISLAND LOCATED AT THE INTERSECTION OF NORTH PARK AVENUE AND SOUTH PARK AVENUE, AND REFERRING THE PROPOSAL TO THE PLANNING AND ZONING COMMISSION

WHEREAS, a request has been made and the City wishes to vacate the public right-of-way island in the intersection of North Park Avenue and South Park Avenue; and

WHEREAS, section 12.24.020 of the Oskaloosa Municipal Code and Iowa Code 362.3 require that said requests be referred to the Planning and Zoning Commission for further consideration; and,

WHEREAS, section 12.24.030 of the Oskaloosa Municipal Code requires a public hearing on such vacations.

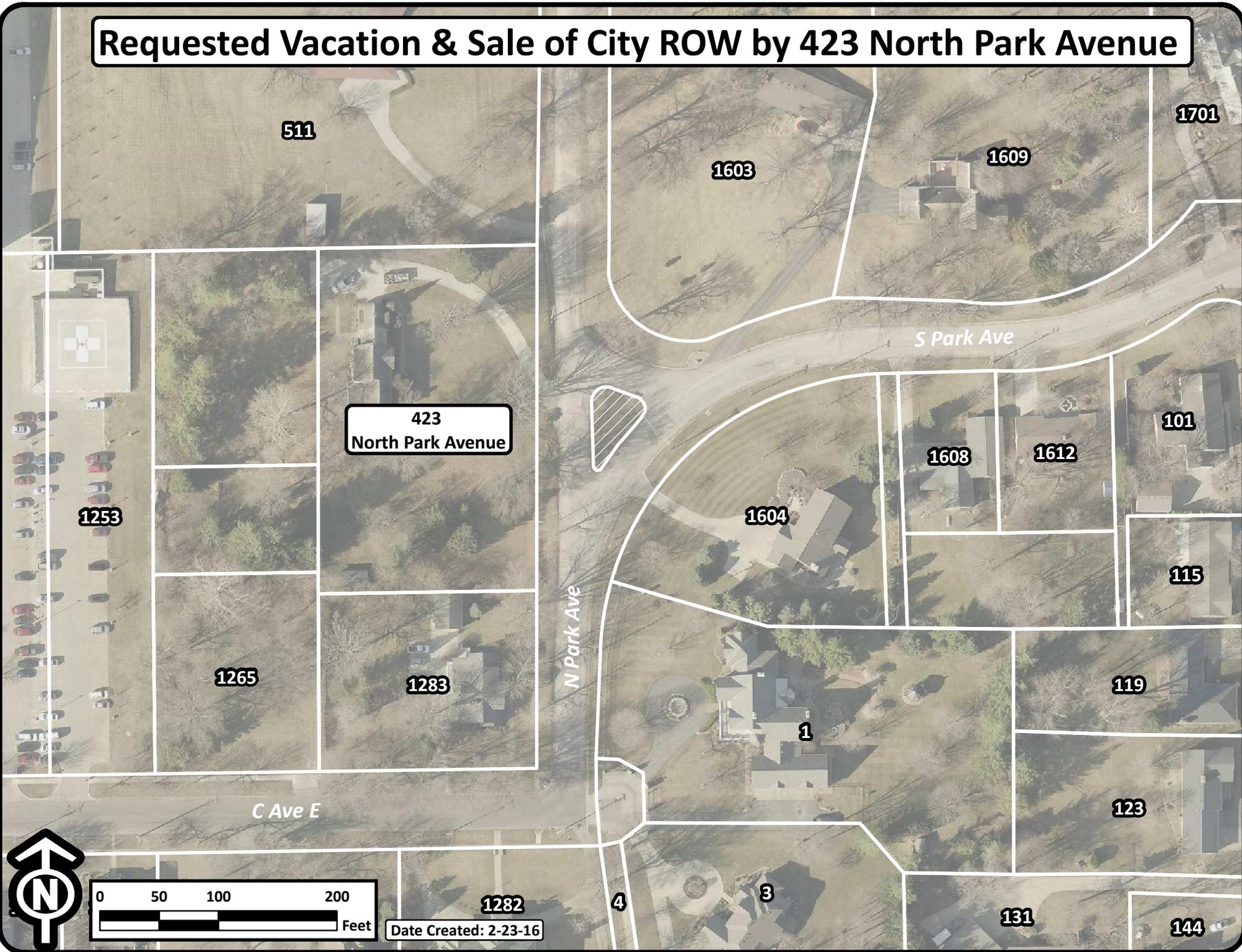
NOW, THEREFORE, BE IT RESOLVED by the City Council of Oskaloosa, Iowa, that a public hearing shall be conducted on March 21, 2016 at 6:00 p.m. in the City Council Chambers, City Hall, Oskaloosa, Iowa, at which time persons may appear and speak for or against the vacation as legally described in the preamble hereof.

PASSED AND APPROVED this \_\_\_\_\_ day of March, 2016.

\_\_\_\_\_  
David Krutzfeldt, Mayor

ATTEST: \_\_\_\_\_  
Amy Miller, City Clerk

# Requested Vacation & Sale of City ROW by 423 North Park Avenue



Scale 1"=200'

### EXISTING STORM SEWER MAP



BASIN No. XIV

23

SNYDER & ASSOCIATES

# City Island ROW Available

511

1603

1609

APPROXIMATE AREA  
REMAINING AFTER REQUIRED  
RIGHT-OF-WAY IS ALLOCATED

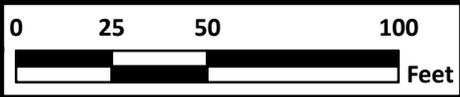
S Park Ave

423

N Park Ave

1608

1604



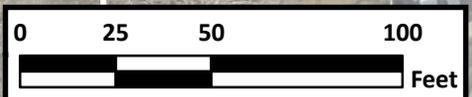
Date Created: 2-25-16

1

# Recommended North Park Avenue Realignment



AREA AVAILABLE FOR VACATION  
AND SALE AFTER REALIGNMENT



Date Created: 2-23-16

ALLEY VACATION REQUEST  
City of Oskaloosa, Iowa

Policy for sale of streets:

Policy Adopted: 2/18/2003

1. The property owner requesting the vacation of the street will pay the \$100.00 application fee at the time of the request. This fee reimburses the City for publication and processing cost is not refundable under any circumstances. Other property owners adjacent to the street that wish to purchase their half will have 30 days after the third reading of the ordinance to purchase their portion. After the 30 days it could be sold to other adjoining property owners.
2. The selling price of the street right-of-way will be established by the City Council.

Date of Request: 2-16-16

Property Owner Name: Jason Van Zetten

Address: 423 N Park  
Oskaloosa, IA 52577

Phone: \_\_\_\_\_

Description of street requested for vacation: See Attached

Reason for requesting street vacation: Improved Attractiveness

Signature: 

OFFICE USE:

Application Fee Paid \_\_\_\_\_

Amount Paid For Street: \$ \_\_\_\_\_ (Price to be set by City Council)

Vacation Approved \_\_\_\_\_ Denied \_\_\_\_\_





## City Council Communication

Meeting Date: March 7, 2016

Requested By: Public Works Department

### Item Title:

Consider a resolution scheduling a public hearing on the vacation and sale of unused sections of public right-of-way lying between 1216 and 1302 Green Street, between 816 and 902 South 12<sup>th</sup> Street, and adjacent to 600 6<sup>th</sup> Avenue East and referring these requests to the Planning & Zoning Commission.

### Explanation:

Recently, a number of property owners have approached the city with requests to acquire unused portions of public right-of-way (ROW) abutting their properties. After city staff investigation, it was verified that the following public ROW areas are not needed for public use and should be considered for disposal:

1. The 50 ft. X 120 ft. public ROW area lying between 1216 and 1302 Green Street (This area is zoned R-3, Multiple Family Residential, and no utilities are present)
2. The 60 ft. X 140 ft. public ROW area lying between 816 and 902 South 12<sup>th</sup> Street (This area is zoned R-2, Urban Family Residential, and an easement for an electric pole guywire and MCG line may be needed in the southwest corner)
3. A 50 ft. X 66 ft. section of South 5<sup>th</sup> Street lying adjacent to 600 6<sup>th</sup> Avenue East (This area is zoned R-2, Urban Family Residential, and no utilities are present)

The adjacent property owners expressed that they do not want to purchase these areas, but they are willing to acquire ownership. According to Oskaloosa Municipal Code Section 12.24.060, vacated streets or alleys cannot be disposed of by gift. Therefore, the recommendation is to sell these areas for \$1.00 plus any filing and recording costs.

In each case, the adjacent property owners were contacted and offered their share of the unused ROW. If vacation and sale are approved, the areas will be divided as shown on the attached location maps. Vacation of these areas will not limit access to other properties.

### Recommended Action:

Staff recommends the City Council refer these requests to the Planning & Zoning Commission and schedule a public hearing on the vacation and sale of the above mentioned sections of unused public ROW for March 21, 2016.

**Budget Consideration:**

The adjacent property owners do not wish to purchase these unused public ROW areas. Therefore, minimal revenue of \$1.00 per property owner plus any filing and recording costs will be collected. Typically, alleys are sold for \$0.50 per square foot and streets are sold for \$1.00 per square foot.

**Attachments:**

Location Maps, Resolution, Adjacent property owner's responses

RESOLUTION NO. \_\_\_\_\_

RESOLUTION SETTING THE DATE FOR A PUBLIC HEARING TO VACATE THE PUBLIC RIGHT-OF-WAY LYING BETWEEN 1216 AND 1302 GREEN STREET, BETWEEN 816 AND 902 SOUTH 12<sup>TH</sup> STREET, AND ADJACENT TO 600 6<sup>TH</sup> AVENUE EAST IN OSKALOOSA, AND REFERRING THE PROPOSAL TO THE PLANNING AND ZONING COMMISSION

WHEREAS, a request has been made and the City wishes to vacate the public right-of-ways at the following locations and legally described as follows:

1. Between 1216 and 1302 Green Street:  
*Lot B of North Fair Plat 2 of the City of Oskaloosa, Mahaska County, Iowa*
2. Between 816 and 902 South 12<sup>th</sup> Street:  
*The 140 foot by 60 foot section of 8<sup>th</sup> Avenue East lying between Lot 22 and Lot 23 of Burnside's Addition of the City of Oskaloosa, Mahaska County, Iowa*
3. Adjacent to 600 6<sup>th</sup> Avenue East:  
*The South 50 feet of Lot 34 of Houtz's 2<sup>nd</sup> Addition of the City of Oskaloosa, Mahaska County, Iowa*

WHEREAS, section 12.24.020 of the Oskaloosa Municipal Code and Iowa Code 362.3 require that said requests be referred to the Planning and Zoning Commission for further consideration; and,

WHEREAS, section 12.24.030 of the Oskaloosa Municipal Code requires a public hearing on such vacations,

NOW, THEREFORE, BE IT RESOLVED by the City Council of Oskaloosa, Iowa, that a public hearing shall be conducted on March 21, 2016 at 6:00 p.m. in the City Council Chambers, City Hall, Oskaloosa, Iowa, at which time persons may appear and speak for or against the vacations as legally described in the preamble hereof.

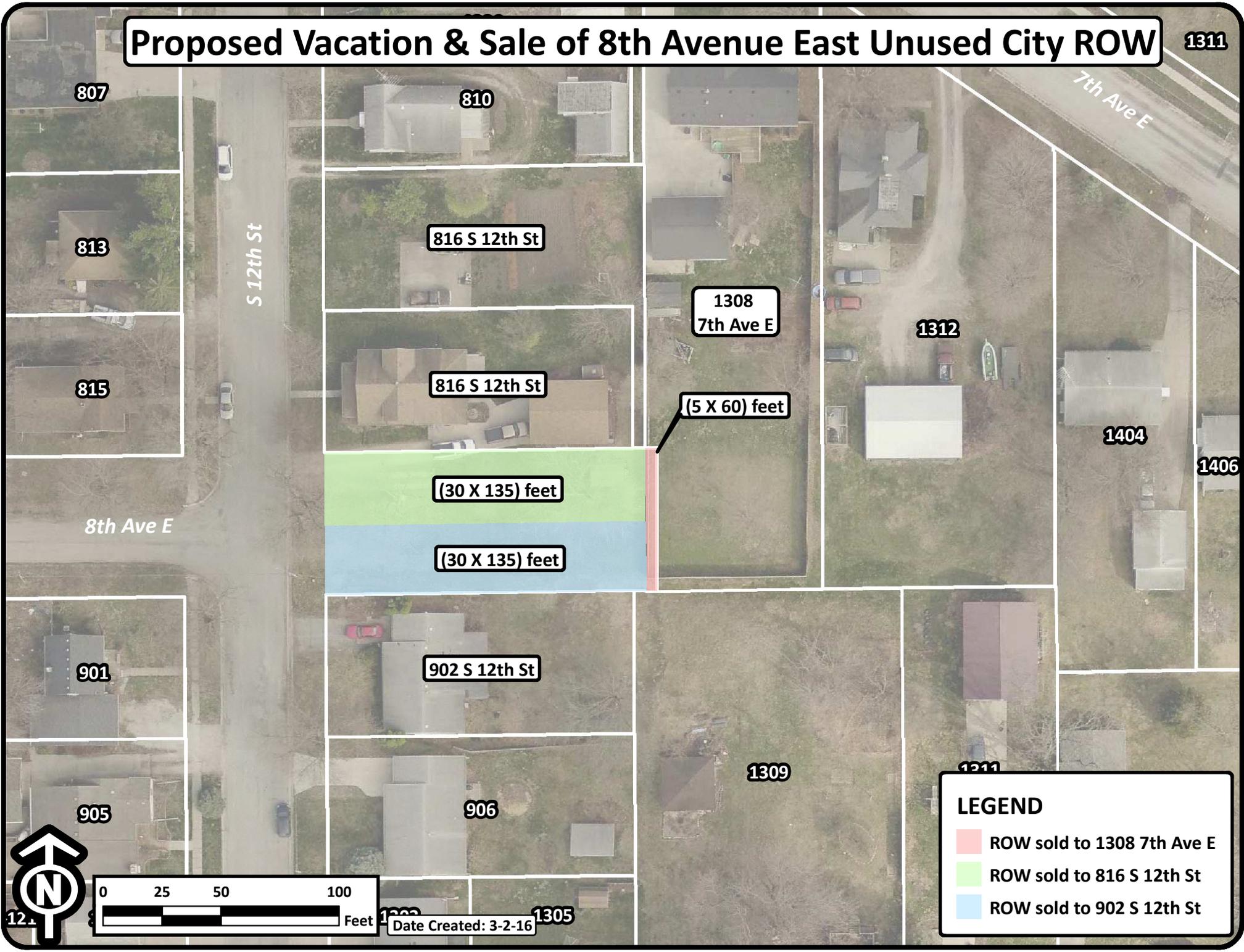
PASSED AND APPROVED this \_\_\_\_\_ day of March, 2016.

\_\_\_\_\_  
David Krutzfeldt, Mayor

ATTEST: \_\_\_\_\_  
Amy Miller, City Clerk

# Proposed Vacation & Sale of 8th Avenue East Unused City ROW

1311



**LEGEND**

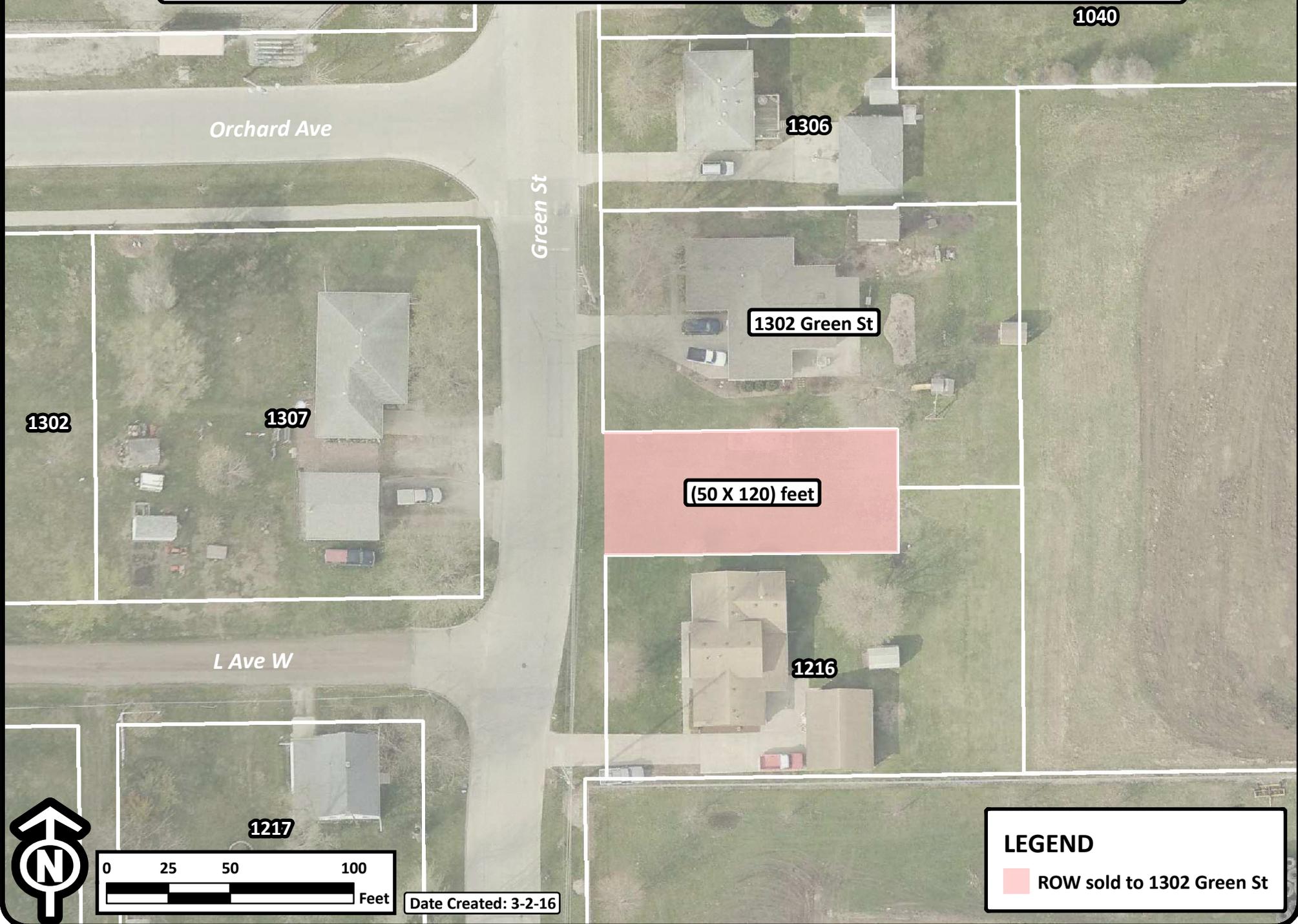
- ROW sold to 1308 7th Ave E
- ROW sold to 816 S 12th St
- ROW sold to 902 S 12th St

0 25 50 100 Feet

↑ N

Date Created: 3-2-16

# Proposed Vacation & Sale of Green Street Unused City ROW



1040

Orchard Ave

Green St

1306

1302 Green St

1302

1307

(50 X 120) feet

L Ave W

1216

1217

## LEGEND

ROW sold to 1302 Green St

0 25 50 100 Feet

Date Created: 3-2-16

501

# Proposed Vacation & Sale of South 5th Street Unused City ROW

609

6th Ave E

S 5th St

701

715

600  
6th Ave E

608

610

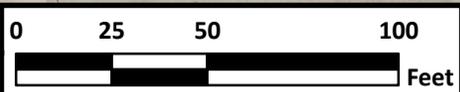
616

(50 X 66) feet

502

508

510



Date Created: 3-2-16

## LEGEND

 ROW sold to 600 6th Ave E

**UNUSED 8TH AVENUE EAST RIGHT-OF-WAY**

<b>Adjacent Property Owner:</b>	<b>Address:</b>	<b>Response:</b>
Barbara & Roger Sarver	816 South 12th Street	Would like all or half of the property if available
Amy Slobe	902 South 12th Street	Would like all or half of the property if available
Josh & Angie Stevens	1308 7th Avenue East	Would like their adjacent (5 X 60) foot section

**UNUSED PUBLIC RIGHT-OF-WAY ON GREEN STREET**

<b>Adjacent Property Owner:</b>	<b>Address:</b>	<b>Response:</b>
Sandra Hughes	1302 Green Street	Would like all of the property if available
Jerry & Joyce Allen	1216 Green Street	Not interested in the property

**UNUSED SOUTH 5TH STREET RIGHT-OF-WAY**

<b>Adjacent Property Owner:</b>	<b>Address:</b>	<b>Response:</b>
William & Terri Day	600 6th Avenue East	Would like all of the property if available
Clow Valve Company	902 South 2nd Street	Not interested in the property



## City Council Communication

Meeting Date: March 7, 2016

Requested By: Public Works Department

### Item Title:

Consider a motion to approve an amendment to the Professional Services Agreement with Garden and Associates, LTD for the 2016 Sanitary and Storm Sewer Project.

### Explanation:

On October 5, 2015, the City Council approved an agreement with Garden and Associates in the amount of \$60,000 for professional services for the design of sanitary and storm sewer improvements at the following locations:

1. Sanitary sewer replacement in the alley south of M Avenue West between North H St and North I Street from manholes N74 to N74.3.
2. Sanitary sewer replacement on 5<sup>th</sup> Avenue between South 1<sup>st</sup> Street and South B Street from manholes S30 to S94.
3. Sanitary sewer replacement on Terrace Drive in the vicinity of manhole E61.
4. Sanitary sewer replacement from the intersection of South D Street & 5<sup>th</sup> Avenue West to the intersection of South F Street & 4<sup>th</sup> Avenue West from manholes M41 to M44.
5. Storm sewer replacement on F Avenue West between North A Street and North B Street.

An amendment to the existing agreement will include sanitary sewer replacement on North 6<sup>th</sup> Street between A Avenue and High Avenue from manholes N120 to N122. The proposed amendment to the original agreement will increase the total cost of design services from \$60,000 to \$67,000.

### Recommendation:

Staff recommends approval of this item as presented.

### Budget Consideration:

Funds are available to complete the design of the above mentioned projects in the FY 2016 and FY2017 Budget. More specifically, the funds are available in the following CIP projects:

- CIP Project # 8016-111 in the amount of \$56,000 (FY2016),
- CIP Project # 8016-64 in the amount of \$10,000 (FY 2017),
- CIP Project # 8065-31 in the amount of \$9,000 (FY2016)

As mentioned in the letter from Garden & Associates, the portion of work listed in the amended part of the contract will not be billed until next fiscal year.

**Attachments:**

Revised agreement and letter from Garden & Associates.



This is **EXHIBIT K**, consisting of **2** pages, referred to in and part of the **Agreement between Owner and Engineer for Professional Services** dated **October 5, 2015**.

**AMENDMENT TO OWNER-ENGINEER AGREEMENT  
Amendment No. 1**

**The Effective Date of this Amendment is: February 11, 2016.**

Background Data

Effective Date of Owner-Engineer Agreement: October 5, 2015

Owner: City of Oskaloosa, Iowa

Engineer: Garden & Associates, Ltd.

Project: 2016 Sanitary and Storm Sewer Project

Nature of Amendment: [Check those that are applicable and delete those that are inapplicable.]

- Additional Services to be performed by Engineer
- Modifications to services of Engineer
- Modifications to responsibilities of Owner
- Modifications of payment to Engineer
- Modifications to time(s) for rendering services
- Modifications to other terms and conditions of the Agreement

Description of Modifications:

Add replacement of the sanitary sewer line from Manhole N120 to N122 on North 6<sup>th</sup> Street from A Avenue East to High Avenue East to the Project.

Agreement Summary:

Original agreement amount:	\$ <u>60,000.00</u>
Net change for prior amendments:	\$ <u>0.00</u>
This amendment amount:	\$ <u>7,000.00</u>
Adjusted Agreement amount:	\$ <u>67,000.00</u>

Change in time for services (days or date, as applicable): NA

The foregoing Agreement Summary is for reference only and does not alter the terms of the Agreement, including those set forth in Exhibit C.

Owner and Engineer hereby agree to modify the above-referenced Agreement as set forth in this Amendment. All provisions of the Agreement not modified by this or previous Amendments remain in effect.

OWNER:

ENGINEER:

City of Oskaloosa, Iowa

Garden & Associates, Ltd.

By:

By:

Print

Print

name: David Krutzfeldt

name: Robert A. Nielsen, P.E.

Title: Mayor

Title: President

Date Signed:

Date Signed:

2/11/16



## City Council Communication

Meeting Date: March 7, 2016

Requested By: Public Works Department

### Item Title:

Consider a request for a sixty (60) day extension for an approved site plan for the Crystal Heights Care Center located at 1514 High Avenue West.

### Explanation:

On September 21, 2015, the City Council approved a site plan for a dedicated short term care rehabilitation addition for the Crystal Heights Care Center located at 1514 High Avenue West. The Crystal Heights Care Center has applied for a building permit but they have not yet paid the building permit fees. It is staff's understanding that the competitive construction bids they received in the fall of 2015 were not within their budget. The site plan expires on March 19, 2016, which is within 180 days of council approval. Hence, they are requesting for a 60 day extension of their approved site plan.

### Recommendation:

Staff recommends approval of this extension as presented.

### Note:

Oskaloosa Municipal Code section 17.34.020 (G) states: "Approval and Expiration. All site plan approvals shall expire and terminate one hundred eighty days after the date of council approval unless a building permit has been issued for the construction provided for in the site plan. The city council may, upon written request by the developer, extend the time for the issuance of a building permit for sixty days. In the event the building permit for the construction provided for in a site plan expires or is canceled, then such site plan approval shall thereupon terminate."

### Budget Consideration:

None.

### Attachments:

Request letter from the Crystal Heights Care Center.

  
**CRYSTAL HEIGHTS**  
CARE CENTER  
*A Mind to Work • A Heart to Serve*

March 1, 2016

City of Oskaloosa  
Engineering/Building Department  
804 South D Street  
Oskaloosa, Iowa 52577

Re: Crystal Heights Care Center Addition Project

To Whom It May Concern:

I am aware that the 180 day expiration date for the approved site plan for the Crystal Heights Addition project at 1514 High Avenue is March 19<sup>th</sup>, 2016. The purpose of this letter is to request a 60 day extension to that Site Plan approval.

In the fall of 2015 we had requested construction bids for all areas of the work from many local subcontractors. Given the amount of construction activity during that period we were not able to secure as many competitive bids as desired. In light of that, we have delayed the start of our addition to this spring and are currently in a new phase of soliciting construction bids. We expect this round of bidding to be complete by March 3<sup>rd</sup>, 2016 and plan to start construction around the middle of April 2016.

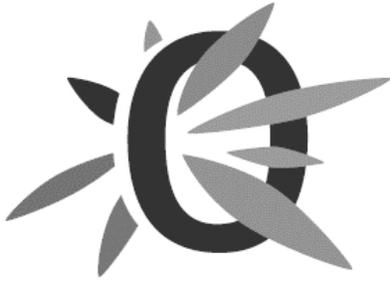
The 60 day extension of our Site Plan approval will allow us time to adequately compile and review all bids before we commence construction activity.

Thank you for your consideration of our request. If you have any questions or require additional information or clarification, do not hesitate to contact me at (641) 673-7032.

Respectfully,



Jay Wills, Administrator  
Crystal Heights Care Center



## City Council Communication

Meeting Date: March 7, 2016

Requested By: Fire Department

**Item Title:**

Consider a resolution approving a new 28E Agreement for fire protection services between the city and Adams Township.

**Explanation:**

The City is currently a party to a 28E Agreement with Adams Township for fire protection services by the Oskaloosa Fire Department. The current agreement places a maximum taxable valuation rate of \$0.5075 per \$1,000 assessed value. The parties have negotiated a tentative agreement for a new 28E Agreement to clarify the rights and obligations of the parties relative to such services and to adjust the amounts payable. The new agreement increases the taxable valuation rate effective July 1, 2016 to \$0.5575 and effective July 1, 2017 to \$0.6075 per \$1,000 assessed value.

**Budget Consideration:**

Increased contribution of an estimated \$660.00 over the next two fiscal years to the city's general fund.

**Attachments:**

Township Expense and Revenue Spreadsheet  
Resolution approving a 28E agreement with Adams Township  
28E Agreement between the City of Oskaloosa and Adams Township

Oskaloosa Fire Department  
Revenue/ Expense Breakdown

Note: FY16 figures are from the amended budget found in the budget workbook not yet approved.

Figures on this page are for operations only. Percentage of calls is based on a five year average from January 2010 through December 2015.

<b>FY16</b>		
<b>Total Amended Budget Expenses</b>		\$854,040.00
<b>Fire Station bond funding reimbursement to General Fund</b>		\$124,444.00
<b>General Fund Revenues</b>		<b>% of calls</b>
City of Oskaloosa	\$589,415.04	79.14
City of University Park	\$16,821.00	1.18
City of Beacon	\$11,848.00	1.28
City of Keomah Village	\$6,837.00	0.21
Adams Township	\$3,382.21	0.56
Garfield Township	\$22,484.09	5.91
Harrison Township	\$5,957.05	1.08
Jefferson Township	\$3,900.00	0.62
Lincoln Township	\$13,133.35	1.34
Madison Township	\$8,512.26	1.08
Scott Township	\$14,324.20	1.08
Spring Creek	\$32,981.80	6.52
<b>Total Revenues</b>		<b>\$729,596.00</b>

<b>FY17 Proposed</b>		
<b>Total Budget Expenses</b>		\$788,290.00
<b>General Fund Revenues</b>		
City of Oskaloosa	\$632,838.69	
City of University Park	\$18,376.00	
City of Beacon	\$13,108.00	
City of Keomah Village	\$7,548.00	
Adams Township	\$3,707.28	
Garfield Township	\$25,168.74	
Harrison Township	\$6,631.28	
Jefferson Township	\$4,349.30	.5575 levy
Lincoln Township	\$14,443.12	
Madison Township	\$9,589.02	
Scott Township	\$16,082.98	
Spring Creek	\$36,447.59	
<b>Total Revenues</b>		<b>\$788,290.00</b>

Oskaloosa Fire Department  
Revenue/ Expense Breakdown

The FY17 column reflects the additional \$.05 and an increase in assessed values . FY18 are estimated numbers and were calculated using the FY 17 assessed values for the townships. FY18 actual numbers may vary.

<b>FY18 Estimated</b>			
<b>Total Estimated Budget Expenses</b>		TBD	
<b>General Fund Revenues</b>			
City of Oskaloosa	TBD		
City of University Park	TBD		
City of Beacon	TBD		
City of Keomah Village	TBD		
Adams Township	\$4,042.00	<div style="border: 1px solid black; width: 100%; height: 100%; display: flex; align-items: center; justify-content: center;"> <div style="border-right: 1px solid black; width: 80%;"></div> <div style="width: 20%; text-align: center; padding: 0 10px;">.6075 levy</div> </div>	
Garfield Township	\$27,426.00		
Harrison Township	\$7,266.00		
Jefferson Township	\$4,739.00		
Lincoln Township	\$15,738.00		
Madison Township	\$10,449.00		
Scott Township	\$17,525.00		
Spring Creek	\$39,716.00		
<b>Total Revenues</b>	<b>\$126,901.00</b>		TBD

**Township Levy Rates**

FY16		FY17	FY18
Current 28E Agreement with funding at \$.5075 per \$1000 assessed value		28E Agreement with funding at \$.5575 per \$1000 assessed value	28E Agreement with funding at \$.6075 per \$1000 assessed value
Adams Township	\$3,382.21	\$3,709.00	\$4,042.00
Garfield Township	\$22,484.09	\$25,169.00	\$27,426.00
Harrison Township	\$5,957.05	\$6,631.00	\$7,266.00
Jefferson Township	\$3,900.00	\$4,349.00	\$4,739.00
Lincoln Township	\$13,133.35	\$14,443.00	\$15,738.00
Madison Township	\$8,512.26	\$9,589.00	\$10,449.00
Scott Township	\$14,324.20	\$16,082.00	\$17,525.00
Spring Creek	\$32,981.80	\$36,447.00	\$39,716.00
<b>Totals</b>	<b>\$104,674.96</b>	<b>\$116,419.00</b>	<b>\$126,901.00</b>

RESOLUTION NO. \_\_\_\_\_

RESOLUTION APPROVING A 28E AGREEMENT FOR FIRE PROTECTION SERVICES BETWEEN THE CITY OF OSKALOOSA, IOWA AND ADAMS TOWNSHIP

WHEREAS the City of Oskaloosa, Iowa has previously been a party to a 28E Agreement with Adams Township in Mahaska County Iowa for the provision of fire protection services by the Oskaloosa Fire Department;

AND WHEREAS the parties have negotiated a new 28E Agreement to clarify the rights and obligations of the parties thereunder and adjusted amounts payable for the services provided;

AND WHEREAS the new 28E Agreement and execution thereof require approval of the Oskaloosa City Council.

NOW THEREFORE, BE IT RESOLVED by the City Council of Oskaloosa, Iowa that the City enter into a new 28E Agreement for fire protection services with Adams Township as shown in the proposed 28E Agreement attached hereto.

PASSED AND APPROVED this \_\_\_\_\_ day of \_\_\_\_\_ 2016.

\_\_\_\_\_  
David Krutzfeldt, Mayor

Attest: \_\_\_\_\_  
Amy Miller, City Clerk

**28E AGREEMENT BETWEEN THE CITY OF OSKALOOA, IOWA AND ADAMS TOWNSHIP, MAHASKA COUNTY. IOWA REGARDING PROVISIONS OF FIRE PROTECTION SERVICES**

THIS AGREEMENT is entered into this \_\_\_\_\_ day of \_\_\_\_\_ 2016, by and between the City of Oskaloosa, Iowa, a municipal corporation ("City"), and Adams Township, Mahaska County, Iowa ("Township"), pursuant to Iowa Code Chapter 28E for the purposes of setting forth the future obligations of the parties regarding fire protection services provided by the City to the Township.

IT IS HEREBY AGREED as follows:

1. Provisions of Fire Protection Services. The City hereby agrees to provide Sections 34 through 36 and South 1 & 2 of the Township with adequate and reasonable fire protection services. As such, the City agrees to respond to calls from these sections of the Township as quickly as is reasonably practicable and provide services considered in the sole discretion of the City to be necessary and appropriate for the particular call given the City's resources, personnel, equipment and training.
2. Collection of Fees. In consideration of such services, the Township agrees to pay to the City the amount generated by 55.75¢ per \$1,000 of assessed valuation of the sections of the township listed under item 1 above for the year beginning July 1, 2016, and 60.75¢ per \$1,000 of assessed valuation of the sections of the township listed under item 1 above for all periods after July 1, 2017. One quarter of the total due shall be due and payable on September 15<sup>th</sup>, December 15<sup>th</sup>, March 15<sup>th</sup> and June 15<sup>th</sup> each year the agreement remains in effect.
3. The parties agree that in the event of any changes in the allowable amounts otherwise set forth in section 359.43 of the Code of Iowa, that either party may upon sixty day written notice terminate this agreement, and that in the event of the failure to so terminate the agreement the amounts set forth in paragraph two shall be increased in accordance with any changes in the Code of Iowa as determined annually by the City, up to the maximum amount allowable.
4. No Separate Legal Entity. No separate legal entity shall be created by this Agreement.
5. Duration. This Agreement shall remain in force from year-to-year until cancelled by either party by notice to the other party no less than 60 days before the end of the last fiscal year in which the agreement is to remain in force.
6. Administration. The provisions of this Agreement shall be administered jointly by the City's City Manager and the Township's Clerk, if any, or designated Trustee.
7. No Acquisition of Property. No acquisition of real property is authorized by this Agreement.
8. Amendments. This written Agreement constitutes the entire Agreement between the parties. No amendments to this Agreement shall be allowed unless approved by both the City Council of the City and the Township Board of Trustees.
9. Effective Date. This Agreement shall become effective upon proper execution by the City officials of the City of Oskaloosa and the Township Board of Trustees of the Township and upon the filing of the Agreement with the Secretary of State of the State of Iowa and the Mahaska County

Recorder as required by Iowa Code Chapter 28E and upon time as the Agreement is approved by any statutory officer from whom approval is necessary under Iowa Code Chapter 28E.

10. Default. Should the Township default upon payment as set forth herein, the Township shall be entitled to ten (10) days written notice of said default. Should the default not be cured within that ten day period, this Agreement shall automatically terminate and the City shall no longer provide fire protection.

11. Notice. Where this Agreement requires notices of any type, it is understood that notice may be made to the following individuals:

g) For the City: City Clerk, City Hall, 220 South Market Street, Oskaloosa, IA 52577

h) For the Township, Township Clerk, \_\_\_\_\_

Dated: \_\_\_\_\_

CITY OF OSKALOOSA, IOWA

(SEAL)

\_\_\_\_\_

David Krutzfeldt, Mayor

ATTEST:

\_\_\_\_\_

Amy Miller, City Clerk

Adams Township

Dated: \_\_\_\_\_

\_\_\_\_\_

By: Trustee

\_\_\_\_\_

By: Trustee

\_\_\_\_\_

By: Trustee

STATE OF IOWA )

COUNTY OF MAHASKA ) ss:

On this \_\_\_\_ day of \_\_\_\_\_, 2016, before me, the undersigned, a Notary Public in and for the State of Iowa, personally appeared \_\_\_\_\_ and \_\_\_\_\_ to me personally known, who being by me duly sworn, did say that they are the Mayor and City Clerk,

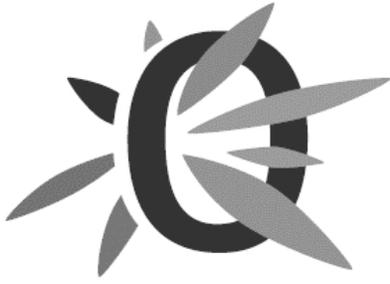
respectively of the City of Oskaloosa, Iowa, a Municipal Corporation, created and existing under the laws of the State of Iowa, and that the seal affixed to the foregoing instrument is the seal of said Municipal Corporation, and that said instrument was signed and sealed on behalf of said Municipal Corporation by authority and resolution of the City Council and said Mayor and City Clerk acknowledged said instrument to be the free act and deed of said Municipal Corporation by it and by voluntarily executed.

\_\_\_\_\_  
Notary Public in and for the State of Iowa

STATE OF IOWA                    )  
COUNTY OF MAHASKA        ) ss:

One this \_\_\_ day of \_\_\_\_\_, 2016, before me, the undersigned, a Notary Public in and for the said county, in said State, personally appeared \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_, to me personally known, and who, being by me duly sworn, did say that they are Trustees of the Township of \_\_\_\_\_, Mahaska County, Iowa; and that the instrument was signed on behalf of the Township by the authority of its Board of Trustees and that \_\_\_\_\_, \_\_\_\_\_ and \_\_\_\_\_ acknowledged the execution of the instrument to be their voluntary act and deed and the voluntary act and deed of the Township, by it voluntarily executed.

\_\_\_\_\_  
Notary Public in and for the State of Iowa



## City Council Communication

Meeting Date: March 7, 2016

Requested By: Fire Department

**Item Title:**

Consider a resolution approving a new 28E agreement for fire protection services between the city and Garfield Township.

**Explanation:**

The City is currently a party to a 28E Agreement with Garfield Township for fire protection services by the Oskaloosa Fire Department. The current agreement places a maximum taxable valuation rate of \$0.5075 per \$1,000 assessed value. The parties have negotiated a tentative agreement for a new 28E Agreement to clarify the rights and obligations of the parties relative to such services and to adjust the amounts payable. The new agreement increases the taxable valuation rate effective July 1, 2016 to \$0.5575 and effective July 1, 2017 to \$0.6075 per \$1,000 assessed value.

**Budget Consideration:**

Increased contribution of an estimated \$4,942.00 over the next two fiscal years to the city's general fund.

**Attachments:**

Township Expense and Revenue Spreadsheet  
28E Agreement between the City of Oskaloosa and Garfield Township.  
Resolution approving a 28E agreement with Garfield Township.

Oskaloosa Fire Department  
Revenue/ Expense Breakdown

Note: FY16 figures are from the amended budget found in the budget workbook not yet approved.

Figures on this page are for operations only. Percentage of calls is based on a five year average from January 2010 through December 2015.

<b>FY16</b>		
<b>Total Amended Budget Expenses</b>		\$854,040.00
<b>Fire Station bond funding reimbursement to General Fund</b>		\$124,444.00
<b>General Fund Revenues</b>		<b>% of calls</b>
City of Oskaloosa	\$589,415.04	79.14
City of University Park	\$16,821.00	1.18
City of Beacon	\$11,848.00	1.28
City of Keomah Village	\$6,837.00	0.21
Adams Township	\$3,382.21	0.56
Garfield Township	\$22,484.09	5.91
Harrison Township	\$5,957.05	1.08
Jefferson Township	\$3,900.00	0.62
Lincoln Township	\$13,133.35	1.34
Madison Township	\$8,512.26	1.08
Scott Township	\$14,324.20	1.08
Spring Creek	\$32,981.80	6.52
<b>Total Revenues</b>		<b>\$729,596.00</b>

<b>FY17 Proposed</b>		
<b>Total Budget Expenses</b>		\$788,290.00
<b>General Fund Revenues</b>		
City of Oskaloosa	\$632,838.69	
City of University Park	\$18,376.00	
City of Beacon	\$13,108.00	
City of Keomah Village	\$7,548.00	
Adams Township	\$3,707.28	
Garfield Township	\$25,168.74	
Harrison Township	\$6,631.28	
Jefferson Township	\$4,349.30	.5575 levy
Lincoln Township	\$14,443.12	
Madison Township	\$9,589.02	
Scott Township	\$16,082.98	
Spring Creek	\$36,447.59	
<b>Total Revenues</b>		<b>\$788,290.00</b>

Oskaloosa Fire Department  
Revenue/ Expense Breakdown

The FY17 column reflects the additional \$.05 and an increase in assessed values . FY18 are estimated numbers and were calculated using the FY 17 assessed values for the townships. FY18 actual numbers may vary.

<b>FY18 Estimated</b>			
<b>Total Estimated Budget Expenses</b>		TBD	
<b>General Fund Revenues</b>			
City of Oskaloosa	TBD		
City of University Park	TBD		
City of Beacon	TBD		
City of Keomah Village	TBD		
Adams Township	\$4,042.00	.6075 levy	
Garfield Township	\$27,426.00		
Harrison Township	\$7,266.00		
Jefferson Township	\$4,739.00		
Lincoln Township	\$15,738.00		
Madison Township	\$10,449.00		
Scott Township	\$17,525.00		
Spring Creek	\$39,716.00		
<b>Total Revenues</b>	<b>\$126,901.00</b>		TBD

**Township Levy Rates**

FY16		FY17	FY18
Current 28E Agreement with funding at \$.5075 per \$1000 assessed value		28E Agreement with funding at \$.5575 per \$1000 assessed value	28E Agreement with funding at \$.6075 per \$1000 assessed value
Adams Township	\$3,382.21	\$3,709.00	\$4,042.00
Garfield Township	\$22,484.09	\$25,169.00	\$27,426.00
Harrison Township	\$5,957.05	\$6,631.00	\$7,266.00
Jefferson Township	\$3,900.00	\$4,349.00	\$4,739.00
Lincoln Township	\$13,133.35	\$14,443.00	\$15,738.00
Madison Township	\$8,512.26	\$9,589.00	\$10,449.00
Scott Township	\$14,324.20	\$16,082.00	\$17,525.00
Spring Creek	\$32,981.80	\$36,447.00	\$39,716.00
<b>Totals</b>	<b>\$104,674.96</b>	<b>\$116,419.00</b>	<b>\$126,901.00</b>

RESOLUTION NO. \_\_\_\_\_

RESOLUTION APPROVING A 28E AGREEMENT FOR FIRE PROTECTION SERVICES BETWEEN THE CITY OF OSKALOOSA, IOWA AND GARFIELD TOWNSHIP

WHEREAS the City of Oskaloosa, Iowa has previously been a party to a 28E Agreement with Garfield Township in Mahaska County Iowa for the provision of fire protection services by the Oskaloosa Fire Department;

AND WHEREAS the parties have negotiated a new 28E Agreement to clarify the rights and obligations of the parties thereunder and adjusted amounts payable for the services provided;

AND WHEREAS the new 28E Agreement and execution thereof require approval of the Oskaloosa City Council.

NOW THEREFORE, BE IT RESOLVED by the City Council of Oskaloosa, Iowa that the City enter into a new 28E Agreement for fire protection services with Garfield Township as shown in the proposed 28E Agreement attached hereto.

PASSED AND APPROVED this \_\_\_\_\_ day of \_\_\_\_\_ 2016.

\_\_\_\_\_  
David Krutzfeldt, Mayor

Attest: \_\_\_\_\_  
Amy Miller, City Clerk

**28E AGREEMENT BETWEEN THE CITY OF OSKALOOA, IOWA AND GARFIELD TOWNSHIP, MAHASKA COUNTY. IOWA REGARDING PROVISIONS OF FIRE PROTECTION SERVICES**

THIS AGREEMENT is entered into this \_\_\_\_ day of \_\_\_\_\_ 2016, by and between the City of Oskaloosa, Iowa, a municipal corporation ("City"), and Garfield Township, Mahaska County, Iowa ("Township"), pursuant to Iowa Code Chapter 28E for the purposes of setting forth the future obligations of the parties regarding fire protection services provided by the City to the Township.

IT IS HEREBY AGREED as follows:

1. Provisions of Fire Protection Services. The City hereby agrees to provide the Township with adequate and reasonable fire protection services. As such, the City agrees to respond to calls from these sections of the Township as quickly as is reasonably practicable and provide services considered in the sole discretion of the City to be necessary and appropriate for the particular call given the City's resources, personnel, equipment and training.
2. Collection of Fees. In consideration of such services, the Township agrees to pay to the City the amount generated by 55.75¢ per \$1,000 of assessed valuation of the sections of the township listed under item 1 above for the year beginning July 1, 2016, and 60.75¢ per \$1,000 of assessed valuation of the sections of the township listed under item 1 above for all periods after July 1, 2017. One quarter of the total due shall be due and payable September 15<sup>th</sup>, December 15<sup>th</sup>, March 15<sup>th</sup> and June 15<sup>th</sup> each year the agreement remains in effect.
3. The parties agree that in the event of any changes in the allowable amounts otherwise set forth in section 359.43 of the Code of Iowa, that either party may upon sixty day written notice terminate this agreement, and that in the event of the failure to so terminate the agreement the amounts set forth in paragraph two shall be increased in accordance with any changes in the Code of Iowa as determined annually by the City, up to the maximum amount allowable.
4. No Separate Legal Entity. No separate legal entity shall be created by this Agreement.
5. Duration. This Agreement shall remain in force from year-to-year until cancelled by either party by notice to the other party no less than 60 days before the end of the last fiscal year in which the agreement is to remain in force.
6. Administration. The provisions of this Agreement shall be administered jointly by the City's City Fire Chief and the Township's Clerk, if any, or designated Trustee.
7. No Acquisition of Property. No acquisition of real property is authorized by this Agreement.
8. Amendments. This written Agreement constitutes the entire Agreement between the parties. No amendments to this Agreement shall be allowed unless approved by both the City Council of the City and the Township Board of Trustees.
9. Effective Date. This Agreement shall become effective upon proper execution by the City officials of the City of Oskaloosa and the Township Board of Trustees of the Township and upon the filing of the Agreement with the Secretary of State of the State of Iowa and the Mahaska County

Recorder as required by Iowa Code Chapter 28E and upon time as the Agreement is approved by any statutory officer from whom approval is necessary under Iowa Code Chapter 28E.

10. Default. Should the Township default upon payment as set forth herein, the Township shall be entitled to ten (10) days written notice of said default. Should the default not be cured within that ten day period, this Agreement shall automatically terminate and the City shall no longer provide fire protection.

11. Notice. Where this Agreement requires notices of any type, it is understood that notice may be made to the following individuals:

c) For the City: City Clerk, City Hall, 220 South Market Street, Oskaloosa, IA 52577

d) For the Township, Township Clerk, \_\_\_\_\_

Dated: \_\_\_\_\_

CITY OF OSKALOOSA, IOWA

(SEAL)

\_\_\_\_\_

David Krutzfeldt, Mayor

ATTEST:

\_\_\_\_\_

Amy Miller, City Clerk

Garfield Township

Dated: \_\_\_\_\_

\_\_\_\_\_

By: Trustee

\_\_\_\_\_

By: Trustee

\_\_\_\_\_

By: Trustee

STATE OF IOWA )

COUNTY OF MAHASKA ) ss:

On this \_\_\_\_ day of \_\_\_\_\_, 2016, before me, the undersigned, a Notary Public in and for the State of Iowa, personally appeared \_\_\_\_\_ and \_\_\_\_\_ to me personally known, who being by me duly sworn, did say that they are the Mayor and City Clerk,

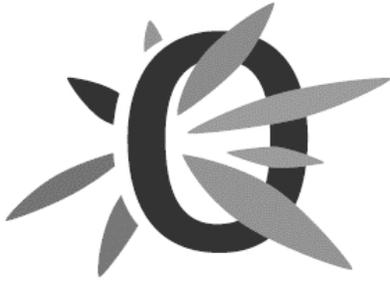
respectively of the City of Oskaloosa, Iowa, a Municipal Corporation, created and existing under the laws of the State of Iowa, and that the seal affixed to the foregoing instrument is the seal of said Municipal Corporation, and that said instrument was signed and sealed on behalf of said Municipal Corporation by authority and resolution of the City Council and said Mayor and City Clerk acknowledged said instrument to be the free act and deed of said Municipal Corporation by it and by voluntarily executed.

\_\_\_\_\_  
Notary Public in and for the State of Iowa

STATE OF IOWA                    )  
COUNTY OF MAHASKA        ) ss:

One this \_\_\_ day of \_\_\_\_\_, 2016, before me, the undersigned, a Notary Public in and for the said county, in said State, personally appeared \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_, to me personally known, and who, being by me duly sworn, did say that they are Trustees of the Township of \_\_\_\_\_, Mahaska County, Iowa; and that the instrument was signed on behalf of the Township by the authority of its Board of Trustees and that \_\_\_\_\_ and \_\_\_\_\_ acknowledged the execution of the instrument to be their voluntary act and deed and the voluntary act and deed of the Township, by it voluntarily executed.

\_\_\_\_\_  
Notary Public in and for the State of Iowa



## City Council Communication

Meeting Date: March 7, 2016

Requested By: Fire Department

**Item Title:**

Consider a resolution approving a new 28E agreement for fire protection services between the city and Harrison Township.

**Explanation:**

The City is currently a party to a 28E Agreement with Harrison Township for fire protection services by the Oskaloosa Fire Department. The current agreement places a maximum taxable valuation rate of \$0.5075 per \$1,000 assessed value. The parties have negotiated a tentative agreement for a new 28E Agreement to clarify the rights and obligations of the parties relative to such services and to adjust the amounts payable. This new agreement increases the taxable valuation rate effective July 1, 2016 to \$0.5575 and effective July 1, 2017 to \$0.6075 per \$1,000 assessed value.

**Budget Consideration:**

Increased contribution of an estimated \$1,309.00 over the next two fiscal years to the city's general fund.

**Attachments:**

Township Expense and Revenue Spreadsheet  
28E Agreement between the City of Oskaloosa and Harrison Township.  
Resolution approving a 28E agreement with Harrison Township.

Oskaloosa Fire Department  
Revenue/ Expense Breakdown

Note: FY16 figures are from the amended budget found in the budget workbook not yet approved.

Figures on this page are for operations only. Percentage of calls is based on a five year average from January 2010 through December 2015.

FY16		
<b>Total Amended Budget Expenses</b>		\$854,040.00
<b>Fire Station bond funding reimbursement to General Fund</b>		\$124,444.00
<b>General Fund Revenues</b>		<b>% of calls</b>
City of Oskaloosa	\$589,415.04	79.14
City of University Park	\$16,821.00	1.18
City of Beacon	\$11,848.00	1.28
City of Keomah Village	\$6,837.00	0.21
Adams Township	\$3,382.21	0.56
Garfield Township	\$22,484.09	5.91
Harrison Township	\$5,957.05	1.08
Jefferson Township	\$3,900.00	0.62
Lincoln Township	\$13,133.35	1.34
Madison Township	\$8,512.26	1.08
Scott Township	\$14,324.20	1.08
Spring Creek	\$32,981.80	6.52
<b>Total Revenues</b>		<b>\$729,596.00</b>

FY17 Proposed		
<b>Total Budget Expenses</b>		\$788,290.00
<b>General Fund Revenues</b>		
City of Oskaloosa	\$632,838.69	
City of University Park	\$18,376.00	
City of Beacon	\$13,108.00	
City of Keomah Village	\$7,548.00	
Adams Township	\$3,707.28	
Garfield Township	\$25,168.74	
Harrison Township	\$6,631.28	
Jefferson Township	\$4,349.30	.5575 levy
Lincoln Township	\$14,443.12	
Madison Township	\$9,589.02	
Scott Township	\$16,082.98	
Spring Creek	\$36,447.59	
<b>Total Revenues</b>		<b>\$788,290.00</b>

Oskaloosa Fire Department  
Revenue/ Expense Breakdown

The FY17 column reflects the additional \$.05 and an increase in assessed values . FY18 are estimated numbers and were calculated using the FY 17 assessed values for the townships. FY18 actual numbers may vary.

<b>FY18 Estimated</b>			
<b>Total Estimated Budget Expenses</b>		TBD	
<b>General Fund Revenues</b>			
City of Oskaloosa	TBD		
City of University Park	TBD		
City of Beacon	TBD		
City of Keomah Village	TBD		
Adams Township	\$4,042.00	.6075 levy	
Garfield Township	\$27,426.00		
Harrison Township	\$7,266.00		
Jefferson Township	\$4,739.00		
Lincoln Township	\$15,738.00		
Madison Township	\$10,449.00		
Scott Township	\$17,525.00		
Spring Creek	\$39,716.00		
<b>Total Revenues</b>	<b>\$126,901.00</b>		TBD

**Township Levy Rates**

FY16		FY17	FY18
Current 28E Agreement with funding at \$.5075 per \$1000 assessed value		28E Agreement with funding at \$.5575 per \$1000 assessed value	28E Agreement with funding at \$.6075 per \$1000 assessed value
Adams Township	\$3,382.21	\$3,709.00	\$4,042.00
Garfield Township	\$22,484.09	\$25,169.00	\$27,426.00
Harrison Township	\$5,957.05	\$6,631.00	\$7,266.00
Jefferson Township	\$3,900.00	\$4,349.00	\$4,739.00
Lincoln Township	\$13,133.35	\$14,443.00	\$15,738.00
Madison Township	\$8,512.26	\$9,589.00	\$10,449.00
Scott Township	\$14,324.20	\$16,082.00	\$17,525.00
Spring Creek	\$32,981.80	\$36,447.00	\$39,716.00
<b>Totals</b>	<b>\$104,674.96</b>	<b>\$116,419.00</b>	<b>\$126,901.00</b>

RESOLUTION NO. \_\_\_\_\_

RESOLUTION APPROVING A 28E AGREEMENT FOR FIRE PROTECTION SERVICES BETWEEN THE CITY OF OSKALOOSA, IOWA AND HARRISON TOWNSHIP

WHEREAS the City of Oskaloosa, Iowa has previously been a party to a 28E Agreement with Harrison Township in Mahaska County Iowa for the provision of fire protection services by the Oskaloosa Fire Department;

AND WHEREAS the parties have negotiated a new 28E Agreement to clarify the rights and obligations of the parties thereunder and adjusted amounts payable for the services provided;

AND WHEREAS the new 28E Agreement and execution thereof require approval of the Oskaloosa City Council.

NOW THEREFORE, BE IT RESOLVED by the City Council of Oskaloosa, Iowa that the City enter into a new 28E Agreement for fire protection services with Harrison Township as shown in the proposed 28E Agreement attached hereto.

PASSED AND APPROVED this \_\_\_\_\_ day of \_\_\_\_\_ 2016.

\_\_\_\_\_  
David Krutzfeldt, Mayor

Attest: \_\_\_\_\_  
Amy Miller, City Clerk

**28E AGREEMENT BETWEEN THE CITY OF OSKALOOA, IOWA AND HARRISON TOWNSHIP, MAHASKA COUNTY. IOWA REGARDING PROVISIONS OF FIRE PROTECTION SERVICES**

THIS AGREEMENT is entered into this \_\_\_\_ day of \_\_\_\_\_ 2016, by and between the City of Oskaloosa, Iowa, a municipal corporation ("City"), and Harrison Township, Mahaska County, Iowa ("Township"), pursuant to Iowa Code Chapter 28E for the purposes of setting forth the future obligations of the parties regarding fire protection services provided by the City to the Township.

IT IS HEREBY AGREED as follows:

1. **Provisions of Fire Protection Services.** The City hereby agrees to provide Sections 4 through 9 and Sections 16 through 18 of the Township with adequate and reasonable fire protection services. As such, the City agrees to respond to calls from these sections of the Township as quickly as is reasonably practicable and provide services considered in the sole discretion of the City to be necessary and appropriate for the particular call given the City's resources, personnel, equipment and training.
2. **Collection of Fees.** In consideration of such services, the Township agrees to pay to the City the amount generated by 55.75¢ per \$1,000 of assessed valuation of the sections of the township listed under item 1 above for the year beginning July 1, 2016, and 60.75¢ per \$1,000 of assessed valuation of the sections of the township listed under item 1 above for all periods after July 1, 2017. One quarter of the total due shall be due and payable September 15<sup>th</sup>, December 15<sup>th</sup>, March 15<sup>th</sup> and June 15<sup>th</sup> each year the agreement remains in effect.
3. The parties agree that in the event of any changes in the allowable amounts otherwise set forth in section 359.43 of the Code of Iowa, that either party may upon sixty day written notice terminate this agreement, and that in the event of the failure to so terminate the agreement the amounts set forth in paragraph two shall be increased in accordance with any changes in the Code of Iowa as determined annually by the City, up to the maximum amount allowable.
4. **No Separate Legal Entity.** No separate legal entity shall be created by this Agreement.
5. **Duration.** This Agreement shall remain in force from year-to-year until cancelled by either party by notice to the other party no less than 60 days before the end of the last fiscal year in which the agreement is to remain in force.
6. **Administration.** The provisions of this Agreement shall be administered jointly by the City's Fire Chief and the Township's Clerk, if any, or designated Trustee.
7. **No Acquisition of Property.** No acquisition of real property is authorized by this Agreement.
8. **Amendments.** This written Agreement constitutes the entire Agreement between the parties. No amendments to this Agreement shall be allowed unless approved by both the City Council of the City and the Township Board of Trustees.
9. **Effective Date.** This Agreement shall become effective upon proper execution by the City officials of the City of Oskaloosa and the Township Board of Trustees of the Township and upon the filing of the Agreement with the Secretary of State of the State of Iowa and the Mahaska County

Recorder as required by Iowa Code Chapter 28E and upon time as the Agreement is approved by any statutory officer from whom approval is necessary under Iowa Code Chapter 28E.

10. Default. Should the Township default upon payment as set forth herein, the Township shall be entitled to ten (10) days written notice of said default. Should the default not be cured within that ten day period, this Agreement shall automatically terminate and the City shall no longer provide fire protection.

11. Notice. Where this Agreement requires notices of any type, it is understood that notice may be made to the following individuals:

- i) For the City: City Clerk, City Hall, 220 South Market Street, Oskaloosa, IA 52577
- j) For the Township, Township Clerk, \_\_\_\_\_

Dated: \_\_\_\_\_

CITY OF OSKALOOSA, IOWA

(SEAL)

\_\_\_\_\_

David Krutzfeldt, Mayor

ATTEST:

\_\_\_\_\_

Amy Miller, City Clerk

Harrison Township

Dated: \_\_\_\_\_

\_\_\_\_\_

By: Trustee

\_\_\_\_\_

By: Trustee

\_\_\_\_\_

By: Trustee

STATE OF IOWA )

COUNTY OF MAHASKA ) ss:

On this \_\_\_\_ day of \_\_\_\_\_, 2016, before me, the undersigned, a Notary Public in and for the State of Iowa, personally appeared \_\_\_\_\_ and \_\_\_\_\_ to me personally known, who being by me duly sworn, did say that they are the Mayor and City Clerk,

respectively of the City of Oskaloosa, Iowa, a Municipal Corporation, created and existing under the laws of the State of Iowa, and that the seal affixed to the foregoing instrument is the seal of said Municipal Corporation, and that said instrument was signed and sealed on behalf of said Municipal Corporation by authority and resolution of the City Council and said Mayor and City Clerk acknowledged said instrument to be the free act and deed of said Municipal Corporation by it and by voluntarily executed.

---

Notary Public in and for the State of Iowa

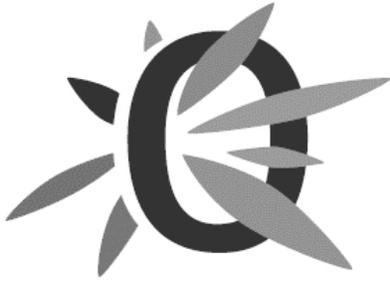
STATE OF IOWA                    )  
COUNTY OF MAHASKA        ) ss:

One this \_\_\_ day of \_\_\_\_\_, 2016, before me, the undersigned, a Notary Public in and for the said county, in said State, personally appeared \_\_\_\_\_

\_\_\_\_\_ and \_\_\_\_\_, to me personally known, and who, being by me duly sworn, did say that they are Trustees of the Township of \_\_\_\_\_, Mahaska County, Iowa; and that the instrument was signed on behalf of the Township by the authority of its Board of Trustees and that \_\_\_\_\_ and \_\_\_\_\_ acknowledged the execution of the instrument to be their voluntary act and deed and the voluntary act and deed of the Township, by it voluntarily executed.

---

Notary Public in and for the State of Iowa



## City Council Communication

Meeting Date: March 7, 2016

Requested By: Fire Department

**Item Title:**

Consider a resolution approving a new 28E agreement for fire protection services between the city and Jefferson Township.

**Explanation:**

The City is currently a party to a 28E Agreement with Jefferson Township for fire protection services by the Oskaloosa Fire Department. The current agreement places a maximum taxable valuation rate of \$0.5075 per \$1,000 assessed value. The parties have negotiated a tentative agreement for a new 28E Agreement to clarify the rights and obligations of the parties relative to such services and to adjust the amounts payable. The new agreement increases the taxable valuation rate effective July 1, 2016 to \$0.5575 and effective July 1, 2017 to \$0.6075 per \$1,000 assessed value.

**Budget Consideration:**

Increased contribution of an estimated \$839.00 over the next two fiscal years to the city's general fund.

**Attachments:**

Township Expense and Revenue Spreadsheet  
28E Agreement between the City of Oskaloosa and Jefferson Township.  
Resolution approving a 28E agreement with Jefferson Township.

Oskaloosa Fire Department  
Revenue/ Expense Breakdown

Note: FY16 figures are from the amended budget found in the budget workbook not yet approved.

Figures on this page are for operations only. Percentage of calls is based on a five year average from January 2010 through December 2015.

FY16		
<b>Total Amended Budget Expenses</b>		\$854,040.00
<b>Fire Station bond funding reimbursement to General Fund</b>		\$124,444.00
<b>General Fund Revenues</b>		<b>% of calls</b>
City of Oskaloosa	\$589,415.04	79.14
City of University Park	\$16,821.00	1.18
City of Beacon	\$11,848.00	1.28
City of Keomah Village	\$6,837.00	0.21
Adams Township	\$3,382.21	0.56
Garfield Township	\$22,484.09	5.91
Harrison Township	\$5,957.05	1.08
Jefferson Township	\$3,900.00	0.62
Lincoln Township	\$13,133.35	1.34
Madison Township	\$8,512.26	1.08
Scott Township	\$14,324.20	1.08
Spring Creek	\$32,981.80	6.52
<b>Total Revenues</b>		<b>\$729,596.00</b>

FY17 Proposed		
<b>Total Budget Expenses</b>		\$788,290.00
<b>General Fund Revenues</b>		
City of Oskaloosa	\$632,838.69	
City of University Park	\$18,376.00	
City of Beacon	\$13,108.00	
City of Keomah Village	\$7,548.00	
Adams Township	\$3,707.28	
Garfield Township	\$25,168.74	
Harrison Township	\$6,631.28	
Jefferson Township	\$4,349.30	.5575 levy
Lincoln Township	\$14,443.12	
Madison Township	\$9,589.02	
Scott Township	\$16,082.98	
Spring Creek	\$36,447.59	
<b>Total Revenues</b>		<b>\$788,290.00</b>

Oskaloosa Fire Department  
Revenue/ Expense Breakdown

The FY17 column reflects the additional \$.05 and an increase in assessed values . FY18 are estimated numbers and were calculated using the FY 17 assessed values for the townships. FY18 actual numbers may vary.

FY18 Estimated			
<b>Total Estimated Budget Expenses</b>		TBD	
<b>General Fund Revenues</b>			
City of Oskaloosa	TBD		
City of University Park	TBD		
City of Beacon	TBD		
City of Keomah Village	TBD		
Adams Township	\$4,042.00	.6075 levy	
Garfield Township	\$27,426.00		
Harrison Township	\$7,266.00		
Jefferson Township	\$4,739.00		
Lincoln Township	\$15,738.00		
Madison Township	\$10,449.00		
Scott Township	\$17,525.00		
Spring Creek	\$39,716.00		
<b>Total Revenues</b>	\$126,901.00		TBD

**Township Levy Rates**

FY16		FY17	FY18
Current 28E Agreement with funding at \$.5075 per \$1000 assessed value		28E Agreement with funding at \$.5575 per \$1000 assessed value	28E Agreement with funding at \$.6075 per \$1000 assessed value
Adams Township	\$3,382.21	\$3,709.00	\$4,042.00
Garfield Township	\$22,484.09	\$25,169.00	\$27,426.00
Harrison Township	\$5,957.05	\$6,631.00	\$7,266.00
Jefferson Township	\$3,900.00	\$4,349.00	\$4,739.00
Lincoln Township	\$13,133.35	\$14,443.00	\$15,738.00
Madison Township	\$8,512.26	\$9,589.00	\$10,449.00
Scott Township	\$14,324.20	\$16,082.00	\$17,525.00
Spring Creek	\$32,981.80	\$36,447.00	\$39,716.00
<b>Totals</b>	\$104,674.96	\$116,419.00	\$126,901.00

RESOLUTION NO. \_\_\_\_\_

RESOLUTION APPROVING A 28E AGREEMENT FOR FIRE PROTECTION SERVICES BETWEEN THE CITY OF OSKALOOSA, IOWA AND JEFFERSON TOWNSHIP

WHEREAS the City of Oskaloosa, Iowa has previously been a party to a 28E Agreement with Jefferson Township in Mahaska County Iowa for the provision of fire protection services by the Oskaloosa Fire Department;

AND WHEREAS the parties have negotiated a new 28E Agreement to clarify the rights and obligations of the parties thereunder and adjusted amounts payable for the services provided;

AND WHEREAS the new 28E Agreement and execution thereof require approval of the Oskaloosa City Council.

NOW THEREFORE, BE IT RESOLVED by the City Council of Oskaloosa, Iowa that the City enter into a new 28E Agreement for fire protection services with Jefferson Township as shown in the proposed 28E Agreement attached hereto.

PASSED AND APPROVED this \_\_\_\_\_ day of \_\_\_\_\_ 2016.

\_\_\_\_\_  
David Krutzfeldt, Mayor

Attest: \_\_\_\_\_  
Amy Miller, City Clerk

**28E AGREEMENT BETWEEN THE CITY OF OSKALOOSA, IOWA AND JEFFERSON TOWNSHIP, MAHASKA COUNTY. IOWA REGARDING PROVISIONS OF FIRE PROTECTION SERVICES**

THIS AGREEMENT is entered into this \_\_\_\_\_ day of \_\_\_\_\_ 2016, by and between the City of Oskaloosa, Iowa, a municipal corporation ("City"), and Jefferson Township, Mahaska County, Iowa ("Township"), pursuant to Iowa Code Chapter 28E for the purposes of setting forth the future obligations of the parties regarding fire protection services provided by the City to the Township.

IT IS HEREBY AGREED as follows:

1. Provisions of Fire Protection Services. The City hereby agrees to provide Sections 1 through 3, 10 through 14, north 34 and North 35 of the Township with adequate and reasonable fire protection services. As such, the City agrees to respond to calls from these sections of the Township as quickly as is reasonably practicable and provide services considered in the sole discretion of the City to be necessary and appropriate for the particular call given the City's resources, personnel, equipment and training.
2. Collection of Fees. In consideration of such services, the Township agrees to pay to the City the amount generated by 55.75¢ per \$1,000 of assessed valuation of the sections of the township listed under item 1 above for the year beginning July 1, 2016, and 60.75¢ per \$1,000 of assessed valuation of the sections of the township listed under item 1 above for all periods after July 1, 2017. One quarter of the total due shall be due and payable September 15<sup>th</sup>, December 15<sup>th</sup>, March 15<sup>th</sup> and June 15<sup>th</sup> each year the agreement remains in effect.
3. The parties agree that in the event of any changes in the allowable amounts otherwise set forth in section 359.43 of the Code of Iowa, that either party may upon sixty day written notice terminate this agreement, and that in the event of the failure to so terminate the agreement the amounts set forth in paragraph two shall be increased in accordance with any changes in the Code of Iowa as determined annually by the City, up to the maximum amount allowable.
4. No Separate Legal Entity. No separate legal entity shall be created by this Agreement.
5. Duration. This Agreement shall remain in force from year-to-year until cancelled by either party by notice to the other party no less than 60 days before the end of the last fiscal year in which the agreement is to remain in force.
6. Administration. The provisions of this Agreement shall be administered jointly by the City's Fire Chief and the Township's Clerk, if any, or designated Trustee.
7. No Acquisition of Property. No acquisition of real property is authorized by this Agreement.
8. Amendments. This written Agreement constitutes the entire Agreement between the parties. No amendments to this Agreement shall be allowed unless approved by both the City Council of the City and the Township Board of Trustees.
9. Effective Date. This Agreement shall become effective upon proper execution by the City officials of the City of Oskaloosa and the Township Board of Trustees of the Township and upon the filing of the Agreement with the Secretary of State of the State of Iowa and the Mahaska County

Recorder as required by Iowa Code Chapter 28E and upon time as the Agreement is approved by any statutory officer from whom approval is necessary under Iowa Code Chapter 28E.

10. Default. Should the Township default upon payment as set forth herein, the Township shall be entitled to ten (10) days written notice of said default. Should the default not be cured within that ten day period, this Agreement shall automatically terminate and the City shall no longer provide fire protection.

11. Notice. Where this Agreement requires notices of any type, it is understood that notice may be made to the following individuals:

a) For the City: City Clerk, City Hall, 220 South Market Street, Oskaloosa, IA 52577

b) For the Township, Township Clerk, \_\_\_\_\_

Dated: \_\_\_\_\_

CITY OF OSKALOOSA, IOWA

(SEAL)

\_\_\_\_\_

David Krutzfeldt, Mayor

ATTEST:

\_\_\_\_\_

Amy Miller, City Clerk

Jefferson Township

Dated: \_\_\_\_\_

\_\_\_\_\_

By: Trustee

\_\_\_\_\_

By: Trustee

\_\_\_\_\_

By: Trustee

STATE OF IOWA )

COUNTY OF MAHASKA ) ss:

On this \_\_\_\_ day of \_\_\_\_\_, 2016, before me, the undersigned, a Notary Public in and for the State of Iowa, personally appeared \_\_\_\_\_ and \_\_\_\_\_ to me personally known, who being by me duly sworn, did say that they are the Mayor and City Clerk,

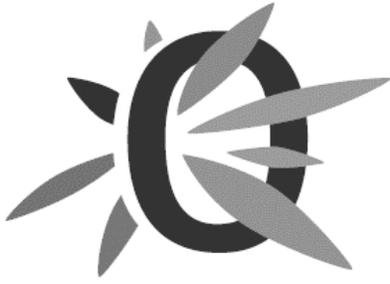
respectively of the City of Oskaloosa, Iowa, a Municipal Corporation, created and existing under the laws of the State of Iowa, and that the seal affixed to the foregoing instrument is the seal of said Municipal Corporation, and that said instrument was signed and sealed on behalf of said Municipal Corporation by authority and resolution of the City Council and said Mayor and City Clerk acknowledged said instrument to be the free act and deed of said Municipal Corporation by it and by voluntarily executed.

\_\_\_\_\_  
Notary Public in and for the State of Iowa

STATE OF IOWA                    )  
COUNTY OF MAHASKA         ) ss:

One this \_\_\_ day of \_\_\_\_\_, 2016, before me, the undersigned, a Notary Public in and for the said county, in said State, personally appeared \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_, to me personally known, and who, being by me duly sworn, did say that they are Trustees of the Township of \_\_\_\_\_, Mahaska County, Iowa; and that the instrument was signed on behalf of the Township by the authority of its Board of Trustees and that \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_ acknowledged the execution of the instrument to be their voluntary act and deed and the voluntary act and deed of the Township, by it voluntarily executed.

\_\_\_\_\_  
Notary Public in and for the State of Iowa



## City Council Communication

Meeting Date: March 7, 2016

Requested By: Fire Department

**Item Title:**

Consider a resolution approving a new 28E agreement for fire protection services between the city and Lincoln Township.

**Explanation:**

The City is currently a party to a 28E Agreement with Lincoln Township for fire protection services by the Oskaloosa Fire Department. The current agreement places a maximum taxable valuation rate of \$0.5075 per \$1,000 assessed value. The parties have negotiated a tentative agreement for a new 28E Agreement to clarify the rights and obligations of the parties relative to such services and to adjust the amounts payable. The new agreement increases the taxable valuation rate effective July 1, 2016 to \$0.5575 and effective July 1, 2017 to \$0.6075 per \$1,000 assessed value.

**Budget Consideration:**

Increased contribution of an estimated \$2,605.00 over the next two fiscal years to the city's general fund.

**Attachments:**

Township Expense and Revenue Spreadsheet  
28E Agreement between the City of Oskaloosa and Lincoln Township.  
Resolution approving a 28E agreement with Lincoln Township.

Oskaloosa Fire Department  
Revenue/ Expense Breakdown

Note: FY16 figures are from the amended budget found in the budget workbook not yet approved.

Figures on this page are for operations only. Percentage of calls is based on a five year average from January 2010 through December 2015.

<b>FY16</b>		
<b>Total Amended Budget Expenses</b>		\$854,040.00
<b>Fire Station bond funding reimbursement to General Fund</b>		\$124,444.00
<b>General Fund Revenues</b>		<b>% of calls</b>
City of Oskaloosa	\$589,415.04	79.14
City of University Park	\$16,821.00	1.18
City of Beacon	\$11,848.00	1.28
City of Keomah Village	\$6,837.00	0.21
Adams Township	\$3,382.21	0.56
Garfield Township	\$22,484.09	5.91
Harrison Township	\$5,957.05	1.08
Jefferson Township	\$3,900.00	0.62
Lincoln Township	\$13,133.35	1.34
Madison Township	\$8,512.26	1.08
Scott Township	\$14,324.20	1.08
Spring Creek	\$32,981.80	6.52
<b>Total Revenues</b>		<b>\$729,596.00</b>

<b>FY17 Proposed</b>		
<b>Total Budget Expenses</b>		\$788,290.00
<b>General Fund Revenues</b>		
City of Oskaloosa	\$632,838.69	
City of University Park	\$18,376.00	
City of Beacon	\$13,108.00	
City of Keomah Village	\$7,548.00	
Adams Township	\$3,707.28	
Garfield Township	\$25,168.74	
Harrison Township	\$6,631.28	
Jefferson Township	\$4,349.30	.5575 levy
Lincoln Township	\$14,443.12	
Madison Township	\$9,589.02	
Scott Township	\$16,082.98	
Spring Creek	\$36,447.59	
<b>Total Revenues</b>		<b>\$788,290.00</b>

Oskaloosa Fire Department  
Revenue/ Expense Breakdown

The FY17 column reflects the additional \$.05 and an increase in assessed values . FY18 are estimated numbers and were calculated using the FY 17 assessed values for the townships. FY18 actual numbers may vary.

<b>FY18 Estimated</b>			
<b>Total Estimated Budget Expenses</b>		TBD	
<b>General Fund Revenues</b>			
City of Oskaloosa	TBD		
City of University Park	TBD		
City of Beacon	TBD		
City of Keomah Village	TBD		
Adams Township	\$4,042.00	<div style="border: 1px solid black; width: 100%; height: 100%; display: flex; align-items: center; justify-content: center;"> <div style="border-right: 1px solid black; width: 80%;"></div> <div style="width: 20%; text-align: center; padding: 0 10px;">.6075 levy</div> </div>	
Garfield Township	\$27,426.00		
Harrison Township	\$7,266.00		
Jefferson Township	\$4,739.00		
Lincoln Township	\$15,738.00		
Madison Township	\$10,449.00		
Scott Township	\$17,525.00		
Spring Creek	\$39,716.00		
<b>Total Revenues</b>	<b>\$126,901.00</b>		TBD

**Township Levy Rates**

FY16		FY17	FY18
Current 28E Agreement with funding at \$.5075 per \$1000 assessed value		28E Agreement with funding at \$.5575 per \$1000 assessed value	28E Agreement with funding at \$.6075 per \$1000 assessed value
Adams Township	\$3,382.21	\$3,709.00	\$4,042.00
Garfield Township	\$22,484.09	\$25,169.00	\$27,426.00
Harrison Township	\$5,957.05	\$6,631.00	\$7,266.00
Jefferson Township	\$3,900.00	\$4,349.00	\$4,739.00
Lincoln Township	\$13,133.35	\$14,443.00	\$15,738.00
Madison Township	\$8,512.26	\$9,589.00	\$10,449.00
Scott Township	\$14,324.20	\$16,082.00	\$17,525.00
Spring Creek	\$32,981.80	\$36,447.00	\$39,716.00
<b>Totals</b>	<b>\$104,674.96</b>	<b>\$116,419.00</b>	<b>\$126,901.00</b>

RESOLUTION NO. \_\_\_\_\_

RESOLUTION APPROVING A 28E AGREEMENT FOR FIRE PROTECTION SERVICES BETWEEN THE CITY OF OSKALOOSA, IOWA AND LINCOLN TOWNSHIP

WHEREAS the City of Oskaloosa, Iowa has previously been a party to a 28E Agreement with Lincoln Township in Mahaska County Iowa for the provision of fire protection services by the Oskaloosa Fire Department;

AND WHEREAS the parties have negotiated a new 28E Agreement to clarify the rights and obligations of the parties thereunder and adjusted amounts payable for the services provided;

AND WHEREAS the new 28E Agreement and execution thereof require approval of the Oskaloosa City Council.

NOW THEREFORE, BE IT RESOLVED by the City Council of Oskaloosa, Iowa that the City enter into a new 28E Agreement for fire protection services with Lincoln Township as shown in the proposed 28E Agreement attached hereto.

PASSED AND APPROVED this \_\_\_\_\_ day of \_\_\_\_\_ 2016.

\_\_\_\_\_  
David Krutzfeldt, Mayor

Attest: \_\_\_\_\_  
Amy Miller, City Clerk

**28E AGREEMENT BETWEEN THE CITY OF OSKALOOA, IOWA AND LINCOLN TOWNSHIP, MAHASKA COUNTY. IOWA REGARDING PROVISIONS OF FIRE PROTECTION SERVICES**

THIS AGREEMENT is entered into this \_\_\_\_ day of \_\_\_\_\_ 2016, by and between the City of Oskaloosa, Iowa, a municipal corporation ("City"), and Lincoln Township, Mahaska County, Iowa ("Township"), pursuant to Iowa Code Chapter 28E for the purposes of setting forth the future obligations of the parties regarding fire protection services provided by the City to the Township.

IT IS HEREBY AGREED as follows:

1. Provisions of Fire Protection Services. The City hereby agrees to provide the Township with adequate and reasonable fire protection services. As such, the City agrees to respond to calls from these sections of the Township as quickly as is reasonably practicable and provide services considered in the sole discretion of the City to be necessary and appropriate for the particular call given the City's resources, personnel, equipment and training.
2. Collection of Fees. In consideration of such services, the Township agrees to pay to the City the amount generated by 55.75¢ per \$1,000 of assessed valuation of the sections of the township listed under item 1 above for the year beginning July 1, 2016, and 60.75¢ per \$1,000 of assessed valuation of the sections of the township listed under item 1 above for all periods after July 1, 2017. One quarter of the total due shall be due and payable semiannually September 15<sup>th</sup>, December 15<sup>th</sup>, March 15<sup>th</sup> and June 15<sup>th</sup> year the agreement remains in effect.
3. The parties agree that in the event of any changes in the allowable amounts otherwise set forth in section 359.43 of the Code of Iowa, that either party may upon sixty day written notice terminate this agreement, and that in the event of the failure to so terminate the agreement the amounts set forth in paragraph two shall be increased in accordance with any changes in the Code of Iowa as determined annually by the City, up to the maximum amount allowable.
4. No Separate Legal Entity. No separate legal entity shall be created by this Agreement.
5. Duration. This Agreement shall remain in force from year-to-year until cancelled by either party by notice to the other party no less than 60 days before the end of the last fiscal year in which the agreement is to remain in force.
6. Administration. The provisions of this Agreement shall be administered jointly by the City's Fire Chief and the Township's Clerk, if any, or designated Trustee.
7. No Acquisition of Property. No acquisition of real property is authorized by this Agreement.
8. Amendments. This written Agreement constitutes the entire Agreement between the parties. No amendments to this Agreement shall be allowed unless approved by both the City Council of the City and the Township Board of Trustees.
9. Effective Date. This Agreement shall become effective upon proper execution by the City officials of the City of Oskaloosa and the Township Board of Trustees of the Township and upon the filing of the Agreement with the Secretary of State of the State of Iowa and the Mahaska County

Recorder as required by Iowa Code Chapter 28E and upon time as the Agreement is approved by any statutory officer from whom approval is necessary under Iowa Code Chapter 28E.

10. Default. Should the Township default upon payment as set forth herein, the Township shall be entitled to ten (10) days written notice of said default. Should the default not be cured within that ten day period, this Agreement shall automatically terminate and the City shall no longer provide fire protection.

11. Notice. Where this Agreement requires notices of any type, it is understood that notice may be made to the following individuals:

k) For the City: City Clerk, City Hall, 220 South Market Street, Oskaloosa, IA 52577

l) For the Township, Township Clerk, \_\_\_\_\_

Dated: \_\_\_\_\_

CITY OF OSKALOOSA, IOWA

(SEAL)

\_\_\_\_\_

David Krutzfeldt, Mayor

ATTEST:

\_\_\_\_\_

Amy Miller, City Clerk

Lincoln Township

Dated: \_\_\_\_\_

\_\_\_\_\_

By: Trustee

\_\_\_\_\_

By: Trustee

\_\_\_\_\_

By: Trustee

STATE OF IOWA )

COUNTY OF MAHASKA ) ss:

On this \_\_\_\_ day of \_\_\_\_\_, 2016, before me, the undersigned, a Notary Public in and for the State of Iowa, personally appeared \_\_\_\_\_ and \_\_\_\_\_ to me personally known, who being by me duly sworn, did say that they are the Mayor and City Clerk,

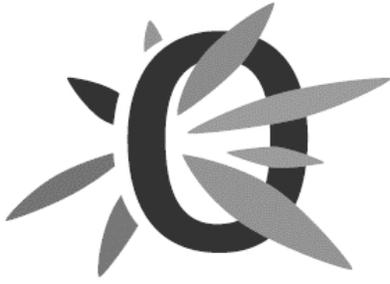
respectively of the City of Oskaloosa, Iowa, a Municipal Corporation, created and existing under the laws of the State of Iowa, and that the seal affixed to the foregoing instrument is the seal of said Municipal Corporation, and that said instrument was signed and sealed on behalf of said Municipal Corporation by authority and resolution of the City Council and said Mayor and City Clerk acknowledged said instrument to be the free act and deed of said Municipal Corporation by it and by voluntarily executed.

\_\_\_\_\_  
Notary Public in and for the State of Iowa

STATE OF IOWA                    )  
COUNTY OF MAHASKA        ) ss:

One this \_\_\_ day of \_\_\_\_\_, 2016, before me, the undersigned, a Notary Public in and for the said county, in said State, personally appeared \_\_\_\_\_,  
\_\_\_\_\_, and \_\_\_\_\_, to me personally known, and who, being by me duly sworn, did say that they are Trustees of the Township of \_\_\_\_\_, Mahaska County, Iowa; and that the instrument was signed on behalf of the Township by the authority of its Board of Trustees and that \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_ acknowledged the execution of the instrument to be their voluntary act and deed and the voluntary act and deed of the Township, by it voluntarily executed.

\_\_\_\_\_  
Notary Public in and for the State of Iowa



## City Council Communication

Meeting Date: March 7, 2016

Requested By: Fire Department

**Item Title:**

Consider a resolution approving a new 28E Agreement for fire protection services between the city and Madison Township.

**Explanation:**

The City is currently a party to a 28E Agreement with Madison Township for fire protection services by the Oskaloosa Fire Department. The current agreement places a maximum taxable valuation rate of \$0.5075 per \$1,000 assessed value. The parties have negotiated a tentative agreement for a new 28E Agreement to clarify the rights and obligations of the parties relative to such services and to adjust the amounts payable. The new agreement increases the taxable valuation rate effective July 1, 2016 to \$0.5575 and effective July 1, 2017 to \$0.6075 per \$1,000 assessed value.

**Budget Consideration:**

Increased contribution of an estimated \$1,937.00 over the next two fiscal years to the city's general fund.

**Attachments:**

Township expense and revenue spreadsheet  
Resolution approving a 28E agreement with Madison Township  
28E Agreement between the City of Oskaloosa and Madison Township

Oskaloosa Fire Department  
Revenue/ Expense Breakdown

Note: FY16 figures are from the amended budget found in the budget workbook not yet approved.

Figures on this page are for operations only. Percentage of calls is based on a five year average from January 2010 through December 2015.

<b>FY16</b>		
<b>Total Amended Budget Expenses</b>		\$854,040.00
<b>Fire Station bond funding reimbursement to General Fund</b>		\$124,444.00
<b>General Fund Revenues</b>		<b>% of calls</b>
City of Oskaloosa	\$589,415.04	79.14
City of University Park	\$16,821.00	1.18
City of Beacon	\$11,848.00	1.28
City of Keomah Village	\$6,837.00	0.21
Adams Township	\$3,382.21	0.56
Garfield Township	\$22,484.09	5.91
Harrison Township	\$5,957.05	1.08
Jefferson Township	\$3,900.00	0.62
Lincoln Township	\$13,133.35	1.34
Madison Township	\$8,512.26	1.08
Scott Township	\$14,324.20	1.08
Spring Creek	\$32,981.80	6.52
<b>Total Revenues</b>		<b>\$729,596.00</b>

<b>FY17 Proposed</b>		
<b>Total Budget Expenses</b>		\$788,290.00
<b>General Fund Revenues</b>		
City of Oskaloosa	\$632,838.69	
City of University Park	\$18,376.00	
City of Beacon	\$13,108.00	
City of Keomah Village	\$7,548.00	
Adams Township	\$3,707.28	
Garfield Township	\$25,168.74	
Harrison Township	\$6,631.28	
Jefferson Township	\$4,349.30	.5575 levy
Lincoln Township	\$14,443.12	
Madison Township	\$9,589.02	
Scott Township	\$16,082.98	
Spring Creek	\$36,447.59	
<b>Total Revenues</b>		<b>\$788,290.00</b>

Oskaloosa Fire Department  
Revenue/ Expense Breakdown

The FY17 column reflects the additional \$.05 and an increase in assessed values . FY18 are estimated numbers and were calculated using the FY 17 assessed values for the townships. FY18 actual numbers may vary.

<b>FY18 Estimated</b>			
<b>Total Estimated Budget Expenses</b>		TBD	
<b>General Fund Revenues</b>			
City of Oskaloosa	TBD		
City of University Park	TBD		
City of Beacon	TBD		
City of Keomah Village	TBD		
Adams Township	\$4,042.00	.6075 levy	
Garfield Township	\$27,426.00		
Harrison Township	\$7,266.00		
Jefferson Township	\$4,739.00		
Lincoln Township	\$15,738.00		
Madison Township	\$10,449.00		
Scott Township	\$17,525.00		
Spring Creek	\$39,716.00		
<b>Total Revenues</b>	<b>\$126,901.00</b>		TBD

**Township Levy Rates**

FY16		FY17	FY18
Current 28E Agreement with funding at \$.5075 per \$1000 assessed value		28E Agreement with funding at \$.5575 per \$1000 assessed value	28E Agreement with funding at \$.6075 per \$1000 assessed value
Adams Township	\$3,382.21	\$3,709.00	\$4,042.00
Garfield Township	\$22,484.09	\$25,169.00	\$27,426.00
Harrison Township	\$5,957.05	\$6,631.00	\$7,266.00
Jefferson Township	\$3,900.00	\$4,349.00	\$4,739.00
Lincoln Township	\$13,133.35	\$14,443.00	\$15,738.00
Madison Township	\$8,512.26	\$9,589.00	\$10,449.00
Scott Township	\$14,324.20	\$16,082.00	\$17,525.00
Spring Creek	\$32,981.80	\$36,447.00	\$39,716.00
<b>Totals</b>	<b>\$104,674.96</b>	<b>\$116,419.00</b>	<b>\$126,901.00</b>

RESOLUTION NO. \_\_\_\_\_

A RESOLUTION APPROVING THE ENTRY INTO A 28E AGREEMENT BETWEEN THE CITY OF OSKALOOSA IOWA AND MADISON TOWNSHIP FOR FIRE PROTECTION SERVICES

WHEREAS the City of Oskaloosa Iowa has previously been a party to a 28E Agreement with Madison Township in Mahaska County Iowa for the providing of fire protection services by the Oskaloosa Fire Department;

AND WHEREAS the parties have renegotiated the said 28E Agreement to clarify the rights and obligations of the parties thereunder and adjust amounts payable for the services provided;

AND WHEREAS the form of the new 28E Agreement and execution thereof require approval by the Oskaloosa City Council.

NOW THEREFORE, BE IT RESOLVED by the City Council of Oskaloosa Iowa that the City enter into a new 28E Agreement with Madison Township for fire protection services as shown in the proposed 28E Agreement attached hereto.

PASSED AND APPROVED this \_\_\_\_\_ day of \_\_\_\_\_ 2016.

\_\_\_\_\_  
David Krutzfeldt, Mayor

Attest: \_\_\_\_\_

Amy Miller, City Clerk

Prepared by: David D. Dixon, 118 N. Market, Oskaloosa, IA 52577

Return to: David D. Dixon, 118 N. Market, Oskaloosa, IA 52577

**28E AGREEMENT BETWEEN THE CITY OF OSKALOOA, IOWA AND MADISON TOWNSHIP, MAHASKA COUNTY. IOWA REGARDING PROVISIONS OF FIRE PROTECTION SERVICES**

THIS AGREEMENT is entered into this \_\_\_\_ day of \_\_\_\_\_ 2016, by and between the City of Oskaloosa, Iowa, a municipal corporation ("City"), and Madison Township, Mahaska County, Iowa ("Township"), pursuant to Iowa Code Chapter 28E for the purposes of setting forth the future obligations of the parties regarding fire protection services provided by the City to the Township.

IT IS HEREBY AGREED as follows:

1. Provisions of Fire Protection Services. The City hereby agrees to provide all of Madison Township south of the river including all or part of Sections 18 through 23 and Sections 25 through 36 with adequate and reasonable fire protection services. The Township with adequate and reasonable fire protection services. As such, the City agrees to respond to calls from these sections of the Township as quickly as is reasonably practicable and provide services considered in the sole discretion of the City to be necessary and appropriate for the particular call given the City's resources, personnel, equipment and training.
2. Collection of Fees. In consideration of such services, the Township agrees to pay to the City the amount generated by 55.75¢ per \$1,000 of assessed valuation of the sections of the township listed under item 1 above for the year beginning July 1, 2016, and 60.75¢ per \$1,000 of assessed valuation of the sections of the township listed under item 1 above for all periods after July 1, 2017. One quarter of the total due shall be due and payable semiannually September 15<sup>th</sup>, December 15<sup>th</sup>, March 15<sup>th</sup> and June 15<sup>th</sup> year the agreement remains in effect.
3. The parties agree that in the event of any changes in the allowable amounts otherwise set forth in section 359.43 of the Code of Iowa, that either party may upon sixty-day written notice terminate this agreement, and that in the event of the failure to so terminate the agreement the amounts set forth in paragraph two shall be increased in accordance with any changes in the Code of Iowa as determined annually by the City, up to the maximum amount allowable.
4. No Separate Legal Entity. No separate legal entity shall be created by this Agreement.
5. Duration. This Agreement shall remain in force from year-to-year until cancelled by either party by notice to the other party no less than 60 days before the end of the last fiscal year in which the agreement is to remain in force.
6. Administration. The provisions of this Agreement shall be administered jointly by the City's Fire Chief and the Township's Clerk, if any, or designated Trustee.
7. No Acquisition of Property. No acquisition of real property is authorized by this Agreement.
8. Amendments. This written Agreement constitutes the entire Agreement between the parties. No amendments to this Agreement shall be allowed unless approved by both the City Council of the City and the Township Board of Trustees.
9. Effective Date. This Agreement shall become effective upon proper execution by the City officials of the City of Oskaloosa and the Township Board of Trustees of the Township and upon the filling

of the Agreement with the Secretary of State of the State of Iowa and the Mahaska County Recorder as required by Iowa Code Chapter 28E and upon time as the Agreement is approved by any statutory officer from whom approval is necessary under Iowa Code Chapter 28E.

10. Default. Should the Township default upon payment as set forth herein, the Township shall be entitled to ten (10) days written notice of said default. Should the default not be cured within that ten-day period, this Agreement shall automatically terminate and the City shall no longer provide fire protection.

11. Notice. Where this Agreement requires notices of any type, it is understood that notice may be made to the following individuals:

m) For the City: City Clerk, City Hall, 220 South Market Street, Oskaloosa, IA 52577

n) For the Township, Township Clerk, \_\_\_\_\_

Dated: \_\_\_\_\_

CITY OF OSKALOOSA, IOWA

(SEAL)

\_\_\_\_\_

David Krutzfeldt, Mayor

ATTEST:

\_\_\_\_\_

Amy Miller, City Clerk

Madison Township

Dated: \_\_\_\_\_

\_\_\_\_\_

By: Trustee

\_\_\_\_\_

By: Trustee

\_\_\_\_\_

By: Trustee

STATE OF IOWA )

COUNTY OF MAHASKA ) ss:

On this \_\_\_\_ day of \_\_\_\_\_, 2016, before me, the undersigned, a Notary Public in and for the State of Iowa, personally appeared \_\_\_\_\_ and \_\_\_\_\_ to me personally known, who being by me duly sworn, did say that they are the Mayor and City Clerk,

respectively of the City of Oskaloosa, Iowa, a Municipal Corporation, created and existing under the laws of the State of Iowa, and that the seal affixed to the foregoing instrument is the seal of said Municipal Corporation, and that said instrument was signed and sealed on behalf of said Municipal Corporation by authority and resolution of the City Council and said Mayor and City Clerk acknowledged said instrument to be the free act and deed of said Municipal Corporation by it and by voluntarily executed.

\_\_\_\_\_  
Notary Public in and for the State of Iowa

STATE OF IOWA                    )  
COUNTY OF MAHASKA         ) ss:

One this \_\_\_ day of \_\_\_\_\_, 2016, before me, the undersigned, a Notary Public in and for the said county, in said State, personally appeared \_\_\_\_\_

\_\_\_\_\_, and \_\_\_\_\_, to me personally known, and who, being by me duly sworn, did say that they are Trustees of the Township of \_\_\_\_\_, Mahaska County, Iowa; and that the instrument was signed on behalf of the Township by the authority of its Board of Trustees and that \_\_\_\_\_, \_\_\_\_\_ and \_\_\_\_\_ acknowledged the execution of the instrument to be their voluntary act and deed and the voluntary act and deed of the Township, by it voluntarily executed.

\_\_\_\_\_  
Notary Public in and for the State of Iowa



## City Council Communication

Meeting Date: March 7, 2016

Requested By: Fire Department

**Item Title:**

Consider a resolution approving a new 28E agreement for fire protection services between the city and Scott Township.

**Explanation:**

The City is currently a party to a 28E Agreement with Scott Township for fire protection services by the Oskaloosa Fire Department. The current agreement places a maximum taxable valuation rate of \$0.5075 per \$1,000 assessed value. The parties have negotiated a tentative agreement for a new 28E Agreement to clarify the rights and obligations of the parties relative to such services and to adjust the amounts payable. The new agreement increases the taxable valuation rate effective July 1, 2016 to \$0.5575 and effective July 1, 2017 to \$0.6075 per \$1,000 assessed value.

**Budget Consideration:**

Increased contribution of an estimated \$3,201.00 over the next two fiscal years to the city's general fund.

**Attachments:**

Township Expense and Revenue Spreadsheet  
28E Agreement between the City of Oskaloosa and Scott Township.  
Resolution approving a 28E agreement with Scott Township.

Oskaloosa Fire Department  
Revenue/ Expense Breakdown

Note: FY16 figures are from the amended budget found in the budget workbook not yet approved.

Figures on this page are for operations only. Percentage of calls is based on a five year average from January 2010 through December 2015.

<b>FY16</b>		
<b>Total Amended Budget Expenses</b>		\$854,040.00
<b>Fire Station bond funding reimbursement to General Fund</b>		\$124,444.00
<b>General Fund Revenues</b>		<b>% of calls</b>
City of Oskaloosa	\$589,415.04	79.14
City of University Park	\$16,821.00	1.18
City of Beacon	\$11,848.00	1.28
City of Keomah Village	\$6,837.00	0.21
Adams Township	\$3,382.21	0.56
Garfield Township	\$22,484.09	5.91
Harrison Township	\$5,957.05	1.08
Jefferson Township	\$3,900.00	0.62
Lincoln Township	\$13,133.35	1.34
Madison Township	\$8,512.26	1.08
Scott Township	\$14,324.20	1.08
Spring Creek	\$32,981.80	6.52
<b>Total Revenues</b>		<b>\$729,596.00</b>

<b>FY17 Proposed</b>		
<b>Total Budget Expenses</b>		\$788,290.00
<b>General Fund Revenues</b>		
City of Oskaloosa	\$632,838.69	
City of University Park	\$18,376.00	
City of Beacon	\$13,108.00	
City of Keomah Village	\$7,548.00	
Adams Township	\$3,707.28	
Garfield Township	\$25,168.74	
Harrison Township	\$6,631.28	
Jefferson Township	\$4,349.30	.5575 levy
Lincoln Township	\$14,443.12	
Madison Township	\$9,589.02	
Scott Township	\$16,082.98	
Spring Creek	\$36,447.59	
<b>Total Revenues</b>		<b>\$788,290.00</b>

Oskaloosa Fire Department  
Revenue/ Expense Breakdown

The FY17 column reflects the additional \$.05 and an increase in assessed values . FY18 are estimated numbers and were calculated using the FY 17 assessed values for the townships. FY18 actual numbers may vary.

<b>FY18 Estimated</b>				
<b>Total Estimated Budget Expenses</b>			TBD	
<b>General Fund Revenues</b>				
City of Oskaloosa		TBD		
City of University Park		TBD		
City of Beacon		TBD		
City of Keomah Village		TBD		
Adams Township	\$4,042.00	<div style="display: flex; align-items: center; justify-content: center;"> <div style="border-right: 1px solid black; width: 100%; height: 100%;"></div> <div style="margin-left: 10px;"> <p style="margin: 0;">.6075 levy</p> <hr style="width: 50%; margin: 0;"/> </div> </div>		
Garfield Township	\$27,426.00			
Harrison Township	\$7,266.00			
Jefferson Township	\$4,739.00			
Lincoln Township	\$15,738.00			
Madison Township	\$10,449.00			
Scott Township	\$17,525.00			
Spring Creek	\$39,716.00			
<b>Total Revenues</b>	<b>\$126,901.00</b>			TBD

**Township Levy Rates**

FY16		FY17		FY18
Current 28E Agreement with funding at \$.5075 per \$1000 assessed value		28E Agreement with funding at \$.5575 per \$1000 assessed value		28E Agreement with funding at \$.6075 per \$1000 assessed value
Adams Township	\$3,382.21		\$3,709.00	\$4,042.00
Garfield Township	\$22,484.09		\$25,169.00	\$27,426.00
Harrison Township	\$5,957.05		\$6,631.00	\$7,266.00
Jefferson Township	\$3,900.00		\$4,349.00	\$4,739.00
Lincoln Township	\$13,133.35		\$14,443.00	\$15,738.00
Madison Township	\$8,512.26		\$9,589.00	\$10,449.00
Scott Township	\$14,324.20		\$16,082.00	\$17,525.00
Spring Creek	\$32,981.80		\$36,447.00	\$39,716.00
<b>Totals</b>	<b>\$104,674.96</b>		<b>\$116,419.00</b>	<b>\$126,901.00</b>

RESOLUTION NO. \_\_\_\_\_

RESOLUTION APPROVING A 28E AGREEMENT FOR FIRE PROTECTION SERVICES BETWEEN THE CITY OF OSKALOOSA, IOWA AND SCOTT TOWNSHIP

WHEREAS the City of Oskaloosa, Iowa has previously been a party to a 28E Agreement with Scott Township in Mahaska County Iowa for the provision of fire protection services by the Oskaloosa Fire Department;

AND WHEREAS the parties have negotiated a new 28E Agreement to clarify the rights and obligations of the parties thereunder and adjusted amounts payable for the services provided;

AND WHEREAS the new 28E Agreement and execution thereof require approval of the Oskaloosa City Council.

NOW THEREFORE, BE IT RESOLVED by the City Council of Oskaloosa, Iowa that the City enter into a new 28E Agreement for fire protection services with Scott Township as shown in the proposed 28E Agreement attached hereto.

PASSED AND APPROVED this \_\_\_\_\_ day of \_\_\_\_\_ 2016.

\_\_\_\_\_  
David Krutzfeldt, Mayor

Attest: \_\_\_\_\_  
Amy Miller, City Clerk

**28E AGREEMENT BETWEEN THE CITY OF OSKALOOA, IOWA AND SCOTT TOWNSHIP, MAHASKA COUNTY. IOWA REGARDING PROVISIONS OF FIRE PROTECTION SERVICES**

THIS AGREEMENT is entered into this \_\_\_\_ day of \_\_\_\_\_ 2016, by and between the City of Oskaloosa, Iowa, a municipal corporation ("City"), and Scott Township, Mahaska County, Iowa ("Township"), pursuant to Iowa Code Chapter 28E for the purposes of setting forth the future obligations of the parties regarding fire protection services provided by the City to the Township.

IT IS HEREBY AGREED as follows:

1. Provisions of Fire Protection Services. The City hereby agrees to provide the Township with adequate and reasonable fire protection services. As such, the City agrees to respond to calls from these sections of the Township as quickly as is reasonably practicable and provide services considered in the sole discretion of the City to be necessary and appropriate for the particular call given the City's resources, personnel, equipment and training.
2. Collection of Fees. In consideration of such services, the Township agrees to pay to the City the amount generated by 55.75¢ per \$1,000 of assessed valuation of the sections of the township listed under item 1 above for the year beginning July 1, 2016, and 60.75¢ per \$1,000 of assessed valuation of the sections of the township listed under item 1 above for all periods after July 1, 2017. One quarter of the total due shall be due and payable September 15<sup>th</sup>, December 15<sup>th</sup>, March 15<sup>th</sup> and June 15<sup>th</sup> each year the agreement remains in effect.
3. The parties agree that in the event of any changes in the allowable amounts otherwise set forth in section 359.43 of the Code of Iowa, that either party may upon sixty day written notice terminate this agreement, and that in the event of the failure to so terminate the agreement the amounts set forth in paragraph two shall be increased in accordance with any changes in the Code of Iowa as determined annually by the City, up to the maximum amount allowable.
4. No Separate Legal Entity. No separate legal entity shall be created by this Agreement.
5. Duration. This Agreement shall remain in force from year-to-year until cancelled by either party by notice to the other party no less than 60 days before the end of the last fiscal year in which the agreement is to remain in force.
6. Administration. The provisions of this Agreement shall be administered jointly by the City's Fire Chief and the Township's Clerk, if any, or designated Trustee.
7. No Acquisition of Property. No acquisition of real property is authorized by this Agreement.
8. Amendments. This written Agreement constitutes the entire Agreement between the parties. No amendments to this Agreement shall be allowed unless approved by both the City Council of the City and the Township Board of Trustees.
9. Effective Date. This Agreement shall become effective upon proper execution by the City officials of the City of Oskaloosa and the Township Board of Trustees of the Township and upon the filing of the Agreement with the Secretary of State of the State of Iowa and the Mahaska County

Recorder as required by Iowa Code Chapter 28E and upon time as the Agreement is approved by any statutory officer from whom approval is necessary under Iowa Code Chapter 28E.

10. Default. Should the Township default upon payment as set forth herein, the Township shall be entitled to ten (10) days written notice of said default. Should the default not be cured within that ten day period, this Agreement shall automatically terminate and the City shall no longer provide fire protection.

11. Notice. Where this Agreement requires notices of any type, it is understood that notice may be made to the following individuals:

e) For the City: City Clerk, City Hall, 220 South Market Street, Oskaloosa, IA 52577

f) For the Township, Township Clerk, \_\_\_\_\_

Dated: \_\_\_\_\_

CITY OF OSKALOOSA, IOWA

(SEAL)

\_\_\_\_\_

David Krutzfeldt, Mayor

ATTEST:

\_\_\_\_\_

Amy Miller, City Clerk

Scott Township

Dated: \_\_\_\_\_

\_\_\_\_\_

By: Trustee

\_\_\_\_\_

By: Trustee

\_\_\_\_\_

By: Trustee

STATE OF IOWA )

COUNTY OF MAHASKA ) ss:

On this \_\_\_\_ day of \_\_\_\_\_, 2016, before me, the undersigned, a Notary Public in and for the State of Iowa, personally appeared \_\_\_\_\_ and \_\_\_\_\_ to me personally known, who being by me duly sworn, did say that they are the Mayor and City Clerk,

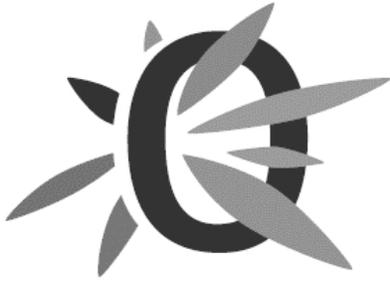
respectively of the City of Oskaloosa, Iowa, a Municipal Corporation, created and existing under the laws of the State of Iowa, and that the seal affixed to the foregoing instrument is the seal of said Municipal Corporation, and that said instrument was signed and sealed on behalf of said Municipal Corporation by authority and resolution of the City Council and said Mayor and City Clerk acknowledged said instrument to be the free act and deed of said Municipal Corporation by it and by voluntarily executed.

\_\_\_\_\_  
Notary Public in and for the State of Iowa

STATE OF IOWA                    )  
COUNTY OF MAHASKA        ) ss:

One this \_\_\_ day of \_\_\_\_\_, 2016, before me, the undersigned, a Notary Public in and for the said county, in said State, personally appeared \_\_\_\_\_,  
\_\_\_\_\_, and \_\_\_\_\_, to me personally known, and who, being by me duly sworn, did say that they are Trustees of the Township of \_\_\_\_\_, Mahaska County, Iowa; and that the instrument was signed on behalf of the Township by the authority of its Board of Trustees and that \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_ acknowledged the execution of the instrument to be their voluntary act and deed and the voluntary act and deed of the Township, by it voluntarily executed.

\_\_\_\_\_  
Notary Public in and for the State of Iowa



## City Council Communication

Meeting Date: March 7, 2016

Requested By: Fire Department

**Item Title:**

Consider a resolution approving a new 28E Agreement for fire protection services between the city and Spring Creek Township.

**Explanation:**

The City is currently a party to a 28E Agreement with Spring Creek Township for fire protection services by the Oskaloosa Fire Department. The current agreement places a maximum taxable valuation rate of \$0.5075 per \$1,000 assessed value. The parties have negotiated a tentative agreement for a new 28E Agreement to clarify the rights and obligations of the parties relative to such services and to adjust the amounts payable. The new agreement increases the taxable valuation rate effective July 1, 2016 to \$0.5575 and effective July 1, 2017 to \$0.6075 per \$1,000 assessed value.

**Budget Consideration:**

Increased contribution of an estimated \$6,735.00 over the next two fiscal years to the city's general fund.

**Attachments:**

Township Expense and Revenue Spreadsheet  
Resolution approving a 28E agreement with Spring Creek Township  
28E Agreement between the City of Oskaloosa and Spring Creek Township

Oskaloosa Fire Department  
Revenue/ Expense Breakdown

Note: FY16 figures are from the amended budget found in the budget workbook not yet approved.

Figures on this page are for operations only. Percentage of calls is based on a five year average from January 2010 through December 2015.

FY16		
<b>Total Amended Budget Expenses</b>		\$854,040.00
<b>Fire Station bond funding reimbursement to General Fund</b>		\$124,444.00
<b>General Fund Revenues</b>		<b>% of calls</b>
City of Oskaloosa	\$589,415.04	79.14
City of University Park	\$16,821.00	1.18
City of Beacon	\$11,848.00	1.28
City of Keomah Village	\$6,837.00	0.21
Adams Township	\$3,382.21	0.56
Garfield Township	\$22,484.09	5.91
Harrison Township	\$5,957.05	1.08
Jefferson Township	\$3,900.00	0.62
Lincoln Township	\$13,133.35	1.34
Madison Township	\$8,512.26	1.08
Scott Township	\$14,324.20	1.08
Spring Creek	\$32,981.80	6.52
<b>Total Revenues</b>		<b>\$729,596.00</b>

FY17 Proposed		
<b>Total Budget Expenses</b>		\$788,290.00
<b>General Fund Revenues</b>		
City of Oskaloosa	\$632,838.69	
City of University Park	\$18,376.00	
City of Beacon	\$13,108.00	
City of Keomah Village	\$7,548.00	
Adams Township	\$3,707.28	
Garfield Township	\$25,168.74	
Harrison Township	\$6,631.28	
Jefferson Township	\$4,349.30	.5575 levy
Lincoln Township	\$14,443.12	
Madison Township	\$9,589.02	
Scott Township	\$16,082.98	
Spring Creek	\$36,447.59	
<b>Total Revenues</b>		<b>\$788,290.00</b>

Oskaloosa Fire Department  
Revenue/ Expense Breakdown

The FY17 column reflects the additional \$.05 and an increase in assessed values . FY18 are estimated numbers and were calculated using the FY 17 assessed values for the townships. FY18 actual numbers may vary.

<b>FY18 Estimated</b>				
<b>Total Estimated Budget Expenses</b>			TBD	
<b>General Fund Revenues</b>				
City of Oskaloosa		TBD		
City of University Park		TBD		
City of Beacon		TBD		
City of Keomah Village		TBD		
Adams Township	\$4,042.00	<div style="display: flex; align-items: center; justify-content: center;"> <div style="border-right: 1px solid black; width: 100%; height: 100%;"></div> <div style="margin-left: 10px;"> <p style="margin: 0;">.6075 levy</p> <hr style="width: 50%; margin: 0;"/> </div> </div>		
Garfield Township	\$27,426.00			
Harrison Township	\$7,266.00			
Jefferson Township	\$4,739.00			
Lincoln Township	\$15,738.00			
Madison Township	\$10,449.00			
Scott Township	\$17,525.00			
Spring Creek	\$39,716.00			
<b>Total Revenues</b>	<b>\$126,901.00</b>			TBD

**Township Levy Rates**

FY16		FY17		FY18
Current 28E Agreement with funding at \$.5075 per \$1000 assessed value		28E Agreement with funding at \$.5575 per \$1000 assessed value		28E Agreement with funding at \$.6075 per \$1000 assessed value
Adams Township	\$3,382.21		\$3,709.00	\$4,042.00
Garfield Township	\$22,484.09		\$25,169.00	\$27,426.00
Harrison Township	\$5,957.05		\$6,631.00	\$7,266.00
Jefferson Township	\$3,900.00		\$4,349.00	\$4,739.00
Lincoln Township	\$13,133.35		\$14,443.00	\$15,738.00
Madison Township	\$8,512.26		\$9,589.00	\$10,449.00
Scott Township	\$14,324.20		\$16,082.00	\$17,525.00
Spring Creek	\$32,981.80		\$36,447.00	\$39,716.00
<b>Totals</b>	<b>\$104,674.96</b>		<b>\$116,419.00</b>	<b>\$126,901.00</b>

RESOLUTION NO. \_\_\_\_\_

RESOLUTION APPROVING A 28E AGREEMENT FOR FIRE PROTECTION SERVICES BETWEEN THE CITY OF OSKALOOSA, IOWA AND SPRING CREEK TOWNSHIP

WHEREAS the City of Oskaloosa, Iowa has previously been a party to a 28E Agreement with Spring Creek Township in Mahaska County Iowa for the provision of fire protection services by the Oskaloosa Fire Department;

AND WHEREAS the parties have negotiated a new 28E Agreement to clarify the rights and obligations of the parties thereunder and adjusted amounts payable for the services provided;

AND WHEREAS the new 28E Agreement and execution thereof require approval of the Oskaloosa City Council.

NOW THEREFORE, BE IT RESOLVED by the City Council of Oskaloosa, Iowa that the City enter into a new 28E Agreement for fire protection services with Spring Creek Township as shown in the proposed 28E Agreement attached hereto.

PASSED AND APPROVED this \_\_\_\_\_ day of \_\_\_\_\_ 2016.

\_\_\_\_\_  
David Krutzfeldt, Mayor

Attest: \_\_\_\_\_  
Amy Miller, City Clerk

**28E AGREEMENT BETWEEN THE CITY OF OSKALOOA, IOWA AND SPRING CREEK TOWNSHIP, MAHASKA COUNTY. IOWA REGARDING PROVISIONS OF FIRE PROTECTION SERVICES**

THIS AGREEMENT is entered into this \_\_\_\_\_ day of \_\_\_\_\_ 2016, by and between the City of Oskaloosa, Iowa, a municipal corporation ("City"), and Spring Creek Township, Mahaska County, Iowa ("Township"), pursuant to Iowa Code Chapter 28E for the purposes of setting forth the future obligations of the parties regarding fire protection services provided by the City to the Township.

IT IS HEREBY AGREED as follows:

1. Provisions of Fire Protection Services. The City hereby agrees to provide the Township with adequate and reasonable fire protection services. As such, the City agrees to respond to calls from these sections of the Township as quickly as is reasonably practicable and provide services considered in the sole discretion of the City to be necessary and appropriate for the particular call given the City's resources, personnel, equipment and training.
2. Collection of Fees. In consideration of such services, the Township agrees to pay to the City the amount generated by 55.75¢ per \$1,000 of assessed valuation of the sections of the township listed under item 1 above for the year beginning July 1, 2016, and 60.75¢ per \$1,000 of assessed valuation of the sections of the township listed under item 1 above for all periods after July 1, 2017. One quarter of the total due shall be due and payable semiannually September 15<sup>th</sup>, December 15<sup>th</sup>, March 15<sup>th</sup> and June 15<sup>th</sup> year the agreement remains in effect.
3. The parties agree that in the event of any changes in the allowable amounts otherwise set forth in section 359.43 of the Code of Iowa, that either party may upon sixty-day written notice terminate this agreement, and that in the event of the failure to so terminate the agreement the amounts set forth in paragraph two shall be increased in accordance with any changes in the Code of Iowa as determined annually by the City, up to the maximum amount allowable.
4. No Separate Legal Entity. No separate legal entity shall be created by this Agreement.
5. Duration. This Agreement shall remain in force from year-to-year until cancelled by either party by notice to the other party no less than 60 days before the end of the last fiscal year in which the agreement is to remain in force.
6. Administration. The provisions of this Agreement shall be administered jointly by the City's Fire Chief and the Township's Clerk, if any, or designated Trustee.
7. No Acquisition of Property. No acquisition of real property is authorized by this Agreement.
8. Amendments. This written Agreement constitutes the entire Agreement between the parties. No amendments to this Agreement shall be allowed unless approved by both the City Council of the City and the Township Board of Trustees.
9. Effective Date. This Agreement shall become effective upon proper execution by the City officials of the City of Oskaloosa and the Township Board of Trustees of the Township and upon the filing of the Agreement with the Secretary of State of the State of Iowa and the Mahaska County

Recorder as required by Iowa Code Chapter 28E and upon time as the Agreement is approved by any statutory officer from whom approval is necessary under Iowa Code Chapter 28E.

10. Default. Should the Township default upon payment as set forth herein, the Township shall be entitled to ten (10) days written notice of said default. Should the default not be cured within that ten-day period, this Agreement shall automatically terminate and the City shall no longer provide fire protection.

11. Notice. Where this Agreement requires notices of any type, it is understood that notice may be made to the following individuals:

o) For the City: City Clerk, City Hall, 220 South Market Street, Oskaloosa, IA 52577

p) For the Township, Township Clerk, \_\_\_\_\_

Dated: \_\_\_\_\_

CITY OF OSKALOOSA, IOWA

(SEAL)

\_\_\_\_\_

David Krutzfeldt, Mayor

ATTEST:

\_\_\_\_\_

Amy Miller, City Clerk

Spring Creek Township

Dated: \_\_\_\_\_

\_\_\_\_\_

By: Trustee

\_\_\_\_\_

By: Trustee

\_\_\_\_\_

By: Trustee

STATE OF IOWA )

COUNTY OF MAHASKA ) ss:

On this \_\_\_\_ day of \_\_\_\_\_, 2016, before me, the undersigned, a Notary Public in and for the State of Iowa, personally appeared \_\_\_\_\_ and \_\_\_\_\_ to me personally known, who being by me duly sworn, did say that they are the Mayor and City Clerk, respectively of the City of Oskaloosa, Iowa, a Municipal Corporation, created and existing under the laws

of the State of Iowa, and that the seal affixed to the foregoing instrument is the seal of said Municipal Corporation, and that said instrument was signed and sealed on behalf of said Municipal Corporation by authority and resolution of the City Council and said Mayor and City Clerk acknowledged said instrument to be the free act and deed of said Municipal Corporation by it and by voluntarily executed.

---

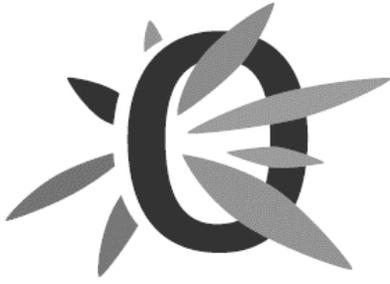
Notary Public in and for the State of Iowa

STATE OF IOWA                    )  
COUNTY OF MAHASKA        ) ss:

One this \_\_\_ day of \_\_\_\_\_, 2016, before me, the undersigned, a Notary Public in and for the said county, in said State, personally appeared \_\_\_\_\_,  
\_\_\_\_\_, and \_\_\_\_\_, to me personally known, and who, being by me duly sworn, did say that they are Trustees of the Township of \_\_\_\_\_ Mahaska County, Iowa; and that the instrument was signed on behalf of the Township by the authority of its Board of Trustees and that \_\_\_\_\_, \_\_\_\_\_ and \_\_\_\_\_ acknowledged the execution of the instrument to be their voluntary act and deed and the voluntary act and deed of the Township, by it voluntarily executed.

---

Notary Public in and for the State of Iowa



City Council Communication  
Meeting Date: March 7, 2016  
Requested By: Council Appointed Staff

**Item Title: Report on Items from City Staff**

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

**Explanation:**

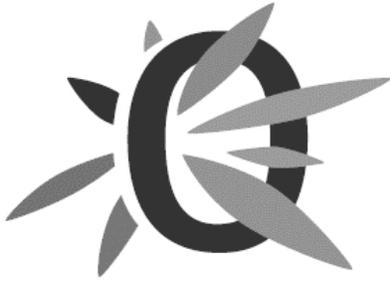
This item is reserved to receive reports from the City Manager, City Clerk, and/or the City Attorney.

**Budget Consideration:**

Not applicable, report(s) only.

**Attachments:**

None.



City Council Communication  
Meeting Date: March 7, 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.