

**CITY OF OSKALOOSA CITY COUNCIL MEETING
REGULAR SESSION**

**COUNCIL CHAMBERS – CITY HALL, 220 S. MARKET STREET
JANUARY 7, 2013 – 6:00 P.M.**

AGENDA

CALL TO ORDER – 6:00 P.M.

ITEM 1. INVOCATION: Pastor Alvern G. Boetsma, Good News Chapel

ITEM 2. PLEDGE OF ALLEGIANCE.

ITEM 3. ROLL CALL.

ITEM 4. COMMUNITY COMMENTS.

ITEM 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.

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

1. December 17, 2012 Regular City Council Meeting Minutes
2. December 18, 2012 Special City Council Meeting Minutes
3. January 7, 2013 Agenda

b) Receive and file minutes of Boards and Commissions (ANY RECOMMENDATIONS CONTAINED IN MINUTES BECOME EFFECTIVE ONLY UPON SEPARATE COUNCIL ACTION).

1. December 10, 2012 Water Board Minutes
2. December 3, 2012 Airport Commission Minutes
3. October 16, 2012 Housing Trust Fund Committee Work Session Minutes
4. November 14, 2012 Housing Trust Fund Committee Work Session Minutes
5. December 28, 2012 Housing Trust Fund Committee Minutes

c) Claims

1. Claims for December 2012.

d) Permit Motions and Resolutions as Recommended by the City Clerk.

New:

1. Consider approval of an application for a five day Class C Liquor License for Sodexo Management, Inc. dba William Penn University, located at Penn Central Mall, 200 High Ave West.
2. Application for Class C Liquor License for Albert Newman dba Buck's Place, 607 High Avenue West.

Renewal/Transfer:

1. Renewal application for Class C Liquor License for O.G. Restaurant, LLC dba O.G. Restaurant, LLC, 2214 South 11th Street.
2. Renewal application for Class A Liquor License from Oskaloosa Lodge #340 B.P.O. of Elks, 202 Second Avenue East.

Resolutions & Motions:

None.

Ordinances:

None.

----- **END OF CONSENT AGENDA** -----

ITEM 6. ANNOUNCEMENT OF VACANCIES. APPLICANTS MUST RESIDE IN OSKALOOSA AND BE 18 YEARS OF AGE UNLESS SPECIFIC QUALIFICATIONS ARE STATED.

- a) Building Code Board of Appeals – One vacancy to fill upon appointment and to serve at the pleasure of the Mayor. This is a five member board that meets as needed. (4 males and 0 females currently serve).
- b) Housing Trust Fund Committee – One at-large vacancy to fill approved and appointed for a term that ends January 31, 2015. There are five at-large members approved and appointed by the City Council. (1 male and 3 females currently serve at-large).
- c) Board of Adjustment - One vacancy to fill approved and appointed by the City Council for an unexpired term that ends December 31, 2016. This is a five member board that meets as needed. (4 males currently serve).
- d) Municipal Housing Agency – Two vacancies to fill approved and appointed by the Mayor with City Council approval for two year terms that end February 28, 2015. This is a five member board that meets quarterly. (3 males and 2 females currently serve.)

IN COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT AND OTHER APPLICABLE FEDERAL AND STATE LAWS, ALL PUBLIC HEARINGS AND MEETINGS HELD OR SPONSORED BY THE CITY OF OSKALOOSA, IOWA WILL BE ACCESSIBLE TO INDIVIDUALS WITH DISABILITIES. PERSONS REQUIRING SERVICE SHOULD CONTACT OSKALOOSA CITY HALL AT (641) 673-9431 FIVE (5) DAYS PRIOR TO THE HEARING OR MEETING TO INFORM THE CITY OF THEIR ANTICIPATED ATTENDANCE.

ITEM 7. MAYORAL AND COUNCIL APPOINTMENTS. APPLICANTS MUST RESIDE IN OSKALOOSA AND BE 18 YEARS OF AGE UNLESS SPECIFIC QUALIFICATIONS ARE STATED

- a) Historic Preservation Commission – One vacancy to fill an unexpired term that ends December 31, 2013, approved and appointed by the City Council. This is a seven member board (2 males and 4 females currently serve).

REGULAR AGENDA – PUBLIC HEARING ITEMS:

ITEM 8. CONSIDER A RESOLUTION APPROVING THE DEED AND AUTHORIZING THE SALE OF CITY-OWNED PROPERTY LOCATED AT 603 NORTH D STREET IN OSKALOOSA, IOWA. (PUBLIC HEARING)

REGULAR AGENDA – RESOLUTIONS & MOTIONS:

ITEM 9. CONSIDER A MOTION AUTHORIZING STAFF TO SOLICIT BIDS FOR REPLACEMENT OF THE DUAL GAS MEMBRANES, CONTROL PANEL AND FLAME TRAP VALVES ON THE SECONDARY DIGESTER AT THE SOUTHWEST WASTEWATER TREATMENT PLANT.

ITEM 10. CONSIDER A MOTION APPROVING CHANGE ORDER NO. 1 – FINAL ADJUSTMENT OF QUANTITIES FOR A NET DECREASE OF \$26,055.06 TO CORNERSTONE EXCAVATING, INC. FOR WORK COMPLETED ON THE NORTH GREEN STREET PAVING PROJECT.

ITEM 11. CONSIDER A MOTION APPROVING PAY REQUEST NO. 5 IN THE AMOUNT OF \$24,422.62 TO CORNERSTONE EXCAVATING, INC. FOR WORK COMPLETED ON THE NORTH GREEN STREET PAVING PROJECT.

ITEM 12. REPORT ON ITEMS FROM CITY STAFF.

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

ITEM 13. CITY COUNCIL INFORMATION.

ADJOURNMENT

OSKALOOSA
IOWA



CITY COUNCIL COMMUNICATION

MEETING DATE: January 7, 2013

REQUESTED BY: Michael Schrock,
City Manager

ITEM TITLE: CALL TO ORDER AND ROLL CALL – 6:00 p.m.

1. Invocation: Pastor Alvern G. Boetsma, Good News Chapel
2. Pledge of Allegiance
3. Roll Call: _____ Mayor David Krutzfeldt, Council Members:

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

_____ Ver Steeg, _____ Walling, _____ Yates.

Explanation:

Not applicable.

BUDGET CONSIDERATION:

Not applicable.

ATTACHMENTS: None



CITY COUNCIL COMMUNICATION

MEETING DATE: January 7, 2013

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. 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:

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

- Item 1. Minutes and reports from city council meetings, boards and commissions:**
- Staff recommends council receive and file these documents.
- Item 2. Consider payment of claims for December 2012.**
- Item 3. Consider approval of an application for a five day Class C Liquor License for Sodexo Management, Inc. dba William Penn University, located at Penn Central Mall, 200 High Ave West.**
- No complaints received.
- Item 4. Consider approval of an application for Class C Liquor License for Albert Newman dba Buck's Place, 607 High Avenue West.**
- No complaints received.
- Item 5. Consider approval of a renewal application for a Class C Liquor License for O.G. Restaurant, LLC dba O.G. Restaurant, LLC, 2214 South 11th Street.**
- No complaints received.
- Item 6. Consider approval of a renewal application for a Class A Liquor License from Oskaloosa Lodge #340 B.P.O. of Elks, 202 Second Avenue East.**
- No complaints received.



CITY COUNCIL COMMUNICATION

MEETING DATE: January 7, 2013

REQUESTED BY: Michael Schrock,
City Manager

ITEM TITLE: CONSENT AGENDA – ITEM 1

EXPLANATION:

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

- A. Approval of Council Minutes and Actions, subject to corrections, as recommended by the City Clerk.
 - 1. December 17, 2012 Regular City Council Meeting Minutes
 - 2. December 18, 2012 Special City Council Meeting Minutes
 - 3. January 7, 2013 Agenda

- B. Receive and file the following reports and communications from advisory and operating boards and commissions:
 - 1. December 10, 2012 Water Board Minutes
 - 2. December 3, 2012 Airport Commission Minutes
 - 3. October 16, 2012 Housing Trust Fund Committee Work Session Minutes
 - 4. November 14, 2012 Housing Trust Fund Committee Work Session Minutes
 - 5. December 28, 2012 Housing Trust Fund Committee Minutes

ATTACHMENTS:

December 17, 2012 Regular City Council Meeting Minutes
December 18, 2012 Special City Council Meeting Minutes
December 10, 2012 Water Board Minutes
December 3, 2012 Airport Commission Minutes
October 16, 2012 Housing Trust Fund Committee Work Session Minutes
November 14, 2012 Housing Trust Fund Committee Work Session Minutes
December 28, 2012 Housing Trust Fund Committee Minutes

OSKALOOSA CITY COUNCIL
REGULAR MEETING
December 17, 2012

The Oskaloosa City Council met in regular session on Monday, December 17, 2012, at 6:00 p.m. with Mayor Krutzfeldt presiding and the following members answering roll call: Caligiuri, Jimenez, Moore, Van Zetten, Ver Steeg, Walling and Yates.

Michael Dotson, 1008 1st Avenue East, addressed City Council regarding placement of a nativity in the city square park.

It was moved by Ver Steeg, seconded by Walling to approve the following consent agenda items:

1. December 3, 2012 Regular City Council Meeting Minutes
2. December 12, 2012 Special City Council Meeting Minutes
3. December 17, 2012 Agenda
4. Receive and file the November 19, 2012 Library Board Minutes

The roll was called and the vote was:

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

Whereupon the Mayor declared said motion approved.

Ver Steeg introduced Resolution No. 12-12-100 entitled "A RESOLUTION SETTING THE DATE FOR A PUBLIC HEARING ON A PROPOSAL TO SELL REAL ESTATE LOCATED AT 603 NORTH D STREET IN OSKALOOSA, IOWA" and moved its approval. Walling seconded the motion. The roll was called and the vote was:

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

Whereupon the Mayor declared said resolution duly adopted.

It was moved by Jimenez, seconded by Moore to approve the Mayor's appointment of Chris Harbour to the Library Board to complete an unexpired term that ends June 30, 2015. The roll was called and the vote was:

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

Whereupon the Mayor declared said motion approved.

It was moved by Moore, seconded by Ver Steeg to appoint Wanda Gardner, Jeff Sisul and Kerri Boender to the Historic Preservation Commission for terms ending December 31, 2015, and Charlie Comfort to the Historic Preservation Commission to fill an unexpired term that ends December 31, 2013. The roll was called and the vote was:

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

NAYS: None

Whereupon the Mayor declared said motion approved.

It was moved by Ver Steeg, seconded by Moore to appoint Steve Brown to the Airport Commission to a term that ends December 31, 2018. The roll was called and the vote was:

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

NAYS: None

Whereupon the Mayor declared said motion approved.

It was moved by Ver Steeg, seconded by Moore that the meeting adjourn. Motion carried unanimously. The meeting adjourned at 6:09 p.m.

David Krutzfeldt, Mayor

ATTEST:

Amy Miller, City Clerk

OSKALOOSA CITY COUNCIL
SPECIAL MEETING
DECEMBER 18, 2012

The Oskaloosa City Council met in special session on Tuesday, December 18, 2012, at 5:00 p.m. with Mayor Krutzfeldt presiding and the following members answering roll call: Caligiuri, Moore, Ver Steeg, Walling and Yates. Council member Jimenez entered the meeting at 5:05 p.m. Absent: Van Zetten.

It was moved by Ver Steeg, seconded by Moore to approve the December 18, 2012 City Council Agenda. The roll was called and the vote was:

AYES: Caligiuri, Moore, Ver Steeg, Walling and Yates.

NAYS: None

Whereupon the Mayor declared said motion approved.

It was moved by Moore, seconded by Ver Steeg that the meeting adjourn to closed session under Iowa Code Section 21.5.1.c. to discuss strategy with counsel on a matter presently in litigation or in which litigation is imminent where disclosure would be likely to prejudice or disadvantage the city's position. The roll was called and the vote was:

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

NAYS: None

Whereupon the Mayor declared said motion approved.

Council member Jimenez entered the meeting.

The meeting adjourned to closed session at 5:05 p.m. and reconvened to open session at 8:12 p.m.

It was moved by Ver Steeg, seconded by Moore that the meeting adjourn. Motion carried unanimously. The meeting adjourned at 8:13 p.m.

David Krutzfeldt, Mayor

ATTEST:

Amy Miller, City Clerk

OSKALOOSA WATER BOARD
REGULAR MEETING
12/10/12

Members Present:

Errin Keltner
Pete Settimi (via phone)
Joe Ryan

Others Present:

Chad Coon
Sheryl Tomlinson
Jason Van Zetten
Scottie Moore
Tom Walling
Doug Hunt
Charlie Comfort
Ken Alsup
Dave Krutzfeldt
Elwood Hanna

A motion was made by Errin Keltner and 2nd by Joe Ryan to approve the agenda as presented. The motion carried with all members voting yes.

The next item on the agenda was Discussion and Possible Action on Location of New Office. There was discussion between the Board members about which location to move to. The costs associated with each location were also discussed. The cost to temporarily move across the street to 214 South 1st was approximately \$3000, while the cost to move out to the modular home at 1208 South 7th Street was \$2000-\$2500. Motion by Pete Settimi to move the office to 1208 South 7th Street, in the modular home behind the new shop. Errin Keltner seconded the motion. Ayes all, motion passed.

Minutes of the 11/13/12 regular meeting were read. A motion was made by Errin Keltner to approve the minutes. The motion was 2nd by Pete Settimi. The motion carried with all members voting yes.

The attached vouchers totaling \$318,631.02 were presented for approval. A motion was made by Errin Keltner to approve the vouchers for payment. The motion was 2nd by Pete Settimi. The motion carried with all members voting yes. The Balance Statements were also reviewed. Motion by Errin Keltner and seconded by Pete Settimi to approve balance statements. Motion carried with all members voting yes.

1. The first item on the agenda was Customer Forum. Chad informed the Board that he had not received anything for discussion this month.

2. Next on the agenda was Approve Acceptance of the Annual Financial Report for Fiscal Year 2011/2012 as Prepared by Hunt & Associates, P.C. Doug Hunt was on hand to present his findings to the Board. Doug went through different areas of the audit, and concluded noting that with regard to the internal control deficiencies, and instances of non-compliance, that there were no issues to report. Errin Keltner made a motion to approve acceptance of the Annual Financial Report for Fiscal Year 2011/2012. Pete Settimi seconded the motion. Ayes all, motion passed.
3. The next item on the agenda was Discussion and Possible Action on New Service Fee for Delinquent Accounts. Chad presented this issue to the Board and explained that he felt it was a means to be able to collect a higher amount of money owed to both the Water Department and also the City for delinquent accounts. The Water Department would start working with the State of Iowa Income Offset Program and there was a \$7 administrative fee charged by the State. Chad explained that he would like to see the Department pass the cost of that fee along to the delinquent customer. Chad explained that Sheryl had been in contact with the city clerks from both Oskaloosa and Prairie City who currently use this program and that there were good reports for its use. Joe Ryan asked Chad if the Water Department should inquire with the City to see if they were in favor of this fee or opposed. Pete Settimi made a motion to approve the administrative fee of \$7 for delinquent accounts pending the approval of the City. Errin Keltner seconded the motion. Ayes all, motion passed.
4. General Manager's Update was next on the agenda. Chad presented a proposal for web design work from Smart Guys Design. Joe asked Chad to get a list of references from this company and to talk to the City about who they used for their redesign. Chad informed the Board that the new GIS/GPS unit had been delivered and that the staff had started collecting data for the map. He then showed the Board what the site looked like in its web format. Chad then presented four options to look at for upcoming capital projects on the distribution system. One was to replace a large section of 12" main out to the industrial park on the southeast side of town, one was to replace main from B Avenue East to K Avenue East on North 4th Street. Another one was to replace main on North and South L Street from D Avenue West to 3rd Avenue West, and also down High Avenue West. The last project was to tie together two dead ends. Maple Ridge fire line and Golfview Estates line. Chad talked to the Board about the reasons for each project, be it pipe failure or increased fire flows. Chad updated the Board about design work on the new offices for the Water Department. Chad also talked to the Board about the public notice to sell the modular home behind the new shop, and the fact that with that being the temporary location for the offices

we will wait to sell that structure. Chad said that he had contacted two companies for quotes on well rehabilitation and was awaiting word back from them. Chad then talked to the Board about the Shared Services Study and the need of PFM, the company completing the study, to know when the Board members would be available during January 7th and 8th, and the week of the 14th. Joe said that he was gone on the 8th and that the week of the 14th would be better for him. Pete said that he would be gone the first three weeks of the year, but may be able to come back in early on a Friday, maybe the week of the 14th. Errin said that he would be available during that time. Chad commented that he would forward those answers on to PFM.

5. The last agenda item was Miscellaneous. Chad talked to the Board about the leaks that the department had seen in the last month. He also commented about having a leak locating contractor listen to the 12" line out by the old sale barn and not being able to hear a leak on that line.

There being no further items to discuss, it was moved by Errin Keltner and second by Pete Settimi to adjourn.

ATTEST

Meeting Adjourned 5:54 PM

Joe Ryan – Chairman

Pete Settimi – Secretary

MINUTES
OSKALOOSA AIRPORT COMMISSION
December 3, 2012

Meeting of the Oskaloosa Airport Commission was called to order at 4:32 p.m. on Monday, December 3, 2012.

1. ROLL CALL: Roll was taken with the following present: Steve Brown, Kraig Van Hulzen, James Johnson, Larry Lewis, Kelly Wheeler, and Jerry Strunk & John Veranek [Midwest Aviation].
2. APPROVAL OF THE MINUTES: Moved by James Johnson and seconded by Kraig Van Hulzen to approve the minutes of the November 5, 2012 meeting. Motion carried.
3. FINANCIAL REPORT: Moved by Kelly Wheeler and seconded by Larry Lewis to approve the financial report. Motion carried.
4. REVIEW AND APPROVE BILLS: Moved by Larry Lewis and seconded by Kelly Wheeler to pay bills totaling \$2,471.21. Motion carried.
5. MANAGER'S REPORT: See attached.
6. OLD BUSINESS:
 - a) Waste disposal: City Attorney Dave Dixon has been unsuccessful in contacting the collection agency assigned by Waste Management to negotiate a settlement. He is continuing to work on this.
 - b) Hangar doors/storm damage: The door is still not complete. Jerry Strunk has tried repeatedly to contact Reed Overhead Doors, but has received no response. Jerry will follow up with a certified letter. The additional bills have been forwarded to the insurance adjustor who will be involved in the final settlement. The Commission will review before any additional payment is made.
 - c) Fixed Base Operator: Discussed future options on how the airport would be managed with John Veranek, who is interested in the position. This included how hangar rent would be handled in the future.
 - d) 2013 drainage project: Brad Uitermarkt of Garden & Associates is working on the plans and specifications. While the project has been approved, there has been no word from the FAA on when the funding will be available.
 - e) Porch on office: Steinke Construction has not started work yet.

- f) Renewal of FCC license for NDB: No further word has been received from the specialist who is working on this.
- g) House front door and steps: Jarvis Construction has not started on this yet.
- h) Ice machine and water cooler: This has been tabled indefinitely.

7. NEW BUSINESS:

- a) LP gas contract with Midwest Aviation: A contract was presented that addresses the Commission paying for LP gas purchases and being reimbursed by Midwest Aviation for heating all areas except the airport office. Kraig Van Hulzen moved to execute the contract. Motion was seconded by Larry Lewis. Motion carried.
- b) January meeting date: Monday, January 7th was acceptable to everyone.

8. ADJOURN: It was moved by Kraig Van Hulzen to adjourn at 5:41 p.m. Motion was seconded by Kelly Wheeler. Motion carried.

MWA@OOA

November 2012

Oskaloosa Municipal Airport Monthly Report

Fuel sales: 100LL (\$6.10) 855 gal. JetA: (\$5.29) 170 gal.

Total fuel sales for November, 2012= 1025 gal X .05= \$51.25.

Plus Telephone \$15.28.

Total owed OOA= \$66.53.

- **Shop is still busy.**
- **Fuel sales are not bad for this time of the year.**
- **Inquiries re: aircraft for sale are steady.**
- **Will have another aircraft based at OOA in December.**
- **That will bring OOA's based aircraft to 39.**
- **Not bad, we started with 21 in May, 2007.**
- **Still working on getting a radio shop at OOA.**
- **We are ready for winter (I think).**

“UP,UP AND AWAY @ OOA

DID YOU KNOW?

OOA has the largest Maintenance shop in the area.

We maintain J-3's thru Jets.

HAVE A MERRY CHRISTMAS

From: Jerry and the group at MWA

Oskaloosa Housing Trust Fund Work Session, Minutes

5:30pm – 6:30pm, October 16, 2012

Attendees: Dave Polkowske, Randy Davis, Dan Adams, Jon Sullivan, Bernice Hahn, Joe Caligiuri, Rob Taylor

Location: City Hall

Topic: Affordable Quality Rentals

Discussed recent OHTF rental projects: Lincoln, Grant, Trolley Place. Question arose regarding rental \$ rate plan at Trolley Place. Rob indicated he would send a copy of the OHTF / ODD Trolley Place agreement to those who attended this work session.

Dave laid out a scenario on what affordable monthly rent would be in Oskaloosa: \$14 / hour wage \$29,000 annual wages. \$8000 in taxes. \$6000 rent per year or **\$500 rent per month**. \$4200 per year or \$350 per month in car payments, over \$10,000 remaining for the year (close to \$200 per week) for other expenses .

Discussed past efforts toward rental codes and rental inspections. Proposed International Property Maintenance Code was not well received. Too many gray areas. Also, landlords feel they are being singled out ... prefer any such codes and inspections to be for both owner occupied and rental housing.

Noted that there are rental units in Oskaloosa at \$150-\$350 per month. And there is a lot of demand for units with rent this low.

In summary, discussed possible plan of reforming fresh committee toward establishing housing codes and inspections to enforce those codes. And that the OHTF could be in a good position to help provide \$ to fix code violations.

On other topics:

Discussed how the OHTF First Time Home Buyer program compares to the AHEAD Regional program. Dan suggested having Banks help facilitate the AHEAD Regional First Time Home Buyer program especially so that home buyers do not have to travel all the way to Ottumwa to sign papers. Rob or Dan to contact Ellen Foudree about how local banks could help facilitate the AHEAD Regional First Time Home Buyer program.

Discussed city wide exterior improvement program for both owner occupied and rental housing.

Discussed universal housing initiative. Randy, Jon and Rob to get together and form a plan on how to approach an informational session on universal housing.

Action items:

1. Rob to send a copy of the OHTF / ODD Trolley Place agreement to those who attended this work session.
2. Rob to check with Mike Schrock on status with setting up informational "clearing house" on Oskaloosa City website.
3. Randy, Jon and Rob to get together and form a plan on how to approach an informational session on universal housing.
4. Rob or Dan to contact Ellen Foudree about how local banks could help facilitate the AHEAD Regional First Time Home Buyer program.

Oskaloosa Housing Trust Fund Work Session, Minutes

5:30pm – 7:00pm, November 14, 2012

Attendees: Joe Caligiuri, Jon Sullivan, Dan Adams, Dave Polkowske, Bernice Hahn, Mike Schrock, Kandes Dalbey, Rob Taylor

Location: City Hall

Topic: Draft OHTF Plan

Reviewed outcome of the last 5 work sessions:

- **June 28, 2012:** Discussed key needs from Housing Needs Assessment. Set draft priorities.
- **July 26, 2012:** Finalized priorities.
- **August 21, 2012:** Discussed housing rehabilitation
- **September 10, 2012:** Discussed housing rehabilitation, exterior improvements, demolition, acquisition.
- **October 16, 2012:** Discussed affordable quality rentals, rental code and rental inspections, accessible housing.

Reviewed and discussed changes to our draft plans for the following initiatives:

1. FTHB (First time homebuyer) program
2. Demolition program
3. Rehabilitation program
4. Affordable quality rentals
5. Acquisition and redevelopment of properties
6. Information clearinghouse

Action items:

1. Rob to update draft plan and review again at next OHTF meeting.

OSKALOOSA HOUSING TRUST FUND COMMITTEE MINUTES

Friday, December 28, 2012 - 12:00 Noon

City Hall Conference Room

The committee meeting was called to order by Chairman Taylor at 12:07 p.m. with the following members present: Chairman Rob Taylor, Julia Ross, Kandes Dalbey, Bernice Hahn (by phone), Dan Adams, Kathy Dykstra (left at 12:27 p.m.), Randell Davis and David Polkowske. Members absent: Leon McCullough, Jon Sullivan, Joe Caligiuri and Debbie Stevens. Also present: City Manager Michael Schrock and Amy Miller.

It was moved by Dalbey and seconded by Davis to approve the October 4, 2012 regular meeting minutes. Motion carried unanimously. It was moved by Dalbey, seconded by Ross to approve the October 16, 2012 work session minutes. Motion carried unanimously. It was moved by Dalbey, seconded by Davis to approve the November 14, 2012 work session minutes. Motion carried unanimously.

It was moved by Dalbey, seconded by Adams to approve a first-time homebuyer loan to a city employee through First National Bank Midwest. Ayes: Taylor, Davis, Dalbey, Hahn, Dykstra, and Adams. Abstain: Polkowske and Ross (Real estate agent/banker involved with First Time Homebuyer applicants.)

It was moved by Ross, seconded by Adams to approve a collection process for first-time homebuyer payments that are returned from the bank due to nonsufficient funds or account closed. Motion carried unanimously.

There was no action taken regarding attempts to collect on outstanding demolition loans at 1212 1st Avenue West and 1214 1st Avenue West.

It was moved by Polkowske, seconded by Dalbey to approve the request for a demolition grant from the City of Oskaloosa for a house located at 603 North D Street with reimbursement to be made to OHTF with funds from the sale of the property. Motion carried unanimously.

The committee continued the discussion of accessible housing and asked if there was a checklist for residential properties and if information could be obtained from AARP.

Taylor reported to the committee on OHTF goals and action plan and work session meeting discussions. Taylor told the committee he would revise his notes and send them out.

The committee decided there was no need to meet on January 3 since all business was taken care of to date so the next meeting will be in February.

It was moved by Polkowske, seconded by Adams to approve the October claims list. Motion carried unanimously.

The accounting report was reviewed.

The meeting was adjourned at 12:40 p.m.

Minutes by Michael Schrock Jr.

OSKALOOSA
IOWA



CITY COUNCIL COMMUNICATION

MEETING DATE: January 7, 2013

REQUESTED BY: Amy Miller,
City Clerk

ITEM TITLE: CONSENT AGENDA – ITEM 2

Consider payment of claims for December 2012.

EXPLANATION:

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

Staff recommends approval.

BUDGET CONSIDERATION:

Totals will appear on the claims lists.

ATTACHMENTS: Claims lists.



| | | |
|-----------------------------------|---|-----------|
| ABS Fire Equipment Sales Inc | Annual services - Parks Dept | 43.75 |
| Advanced Concrete Specialists | Sidewalk repair - N Market St | 222.00 |
| Ahlers & Cooney P.C. | Professional services - Urban Renewal | 756.00 |
| Allied Gas & Chemical | LP for hot box | 65.00 |
| | LP for hot box | 65.00 |
| Altorfer Inc. | Uniform coats | 175.80 |
| Aramark Uniform Services | Rubbers mats | 51.27 |
| | Rubber mats | 51.27 |
| | Supplies | 13.70 |
| | Tools | 264.59 |
| | Parts for vehicle repair | 141.57 |
| | Supplies | 23.75 |
| | Supplies | 30.75 |
| | Supplies | 58.66 |
| Arrow Quick Solutions LLC | Email licenses | 43.00 |
| B & H Automotive and Locksmithing | Keys | 2.50 |
| | Keys and lock - Edmundson Park | 53.50 |
| | Keys | 5.00 |
| | Keys and lock - Bandstand | 100.00 |
| Baker Group | Maintenance agreement | 2,233.00 |
| Brimeyer Fursman LC | Professional services | 65.00 |
| Butler-Brown Insurance | Public Employee Bond | 1,427.00 |
| Calhoun-Burns and Associates Inc. | Pedestrian bridge inspection | 1,326.13 |
| Carpenter Uniform Co | Uniforms - Fire Dept | 339.57 |
| | Uniforms - Fortney | 30.08 |
| Carters International Material | Curb shoes for snow plows | 744.00 |
| Certified Pest Control | Pest control | 32.00 |
| | Pest control | 30.00 |
| Cincinnati Insurance Company | Deductible - Injury claim | 270.00 |
| | Deductible - Property damage | 584.06 |
| Continental Research Corp | Waterproof gloves | 116.21 |
| Culligan Water Conditioning | Water services | 29.95 |
| Cunningham Inc. | Repair air-handling unit | 153.13 |
| Dickinson Co. Inc | Repair traffic signals | 409.75 |
| | Traffic signal repair | 1,575.00 |
| | Locate signal wiring | 150.00 |
| Dultmeier Sales | Pacer pump for brine truck | 315.98 |
| Family Medical Center P.C. | Professional services | 147.00 |
| | Professional services | 147.00 |
| Garden & Associates Inc | Professional services-Trolley Place project | 3,579.00 |
| | Professional services - N Green St | 14,349.80 |
| Haines Auto Supply | Hose assembly | 50.74 |
| | Supplies | 2.54 |
| | Tools | 13.67 |
| | Tools | 2.48 |
| | Oil and filters | 60.71 |

| | | |
|------------------------------------|---------------------------------|-----------|
| | Strobe for loader | 128.36 |
| | Return item | -12.60 |
| | Supplies | 41.63 |
| | Supplies | 21.45 |
| | Hose assembly | 50.82 |
| | Supplies | 3.64 |
| | Brake pads | 43.73 |
| | Supplies | 5.87 |
| | Supplies | 24.08 |
| | Supplies | 6.56 |
| | Lighting for vehicles | 128.36 |
| | Oil | 166.32 |
| Henderson Products Inc | Hydraulic motor | 261.70 |
| IA Munic Workers Comp Assoc | Work comp payment # 7 | 3,422.00 |
| Ideal Ready Mix | Supplies | 13.30 |
| | Ready mix - College Ave | 113.80 |
| | Ready mix - Fairview Dr | 117.00 |
| | Ready mix - A Ave E | 91.50 |
| | Dowel bars | 137.70 |
| | Ready mix - High Ave W | 346.50 |
| | Concrete patch | 15.00 |
| Interstate Battery Systems | Battery | 92.95 |
| | Batteries | 185.90 |
| Kelderman Electronics | Supplies | 7.38 |
| Kelly Supply Company | Supplies | 29.68 |
| | Returned items | -23.10 |
| Kum & Go LC | Refund liquor license | 50.00 |
| Lappin Tire | Tire repair | 122.00 |
| | Tire repair | 15.00 |
| Legislative Services Agency | 2013 Iowa Code | 100.00 |
| Lowry Equipment, Inc | Parts for repair | 74.00 |
| Mahaska Co Clerk of Court | Court expenses | 60.00 |
| Mahaska Co Highway Dept | Fuel | 2,990.20 |
| | Fuel | 3,022.06 |
| | Fuel | 971.09 |
| | Fuel | 2,085.07 |
| | Fuel | 76.38 |
| Mahaska Communication Group LLC | Telephone services | 72.85 |
| | Telephone services | 1,214.32 |
| | Telephone services | 147.68 |
| | Telephone services | 44.93 |
| | Telephone services | 55.95 |
| | Telephone services | 64.21 |
| | Telephone services | 261.86 |
| Mahaska County E911 Service | City's contribution 911 service | 33,868.75 |
| Mahaska Drug | Decorations for square | 163.79 |
| | Medications | 2.68 |
| Mahaska Health Partnership | Professional services | 65.00 |
| Malcom Lumber Window & Door Center | Supplies | 19.70 |
| | Supplies | 3.07 |
| | Supplies | 26.36 |
| | Supplies | 14.64 |
| Mauer Supply Inc. | Supplies for welder | 77.49 |
| Mc Kim Tractor Service | Parts for repair | 65.20 |
| | Bearing | 31.57 |
| | Supplies | 1.68 |
| MidAmerican Energy | Utilities | 17.29 |

| | | |
|--|----------------------------------|-----------|
| | Utilities | 766.17 |
| | Utilities | 118.39 |
| | Utilities | 1,554.50 |
| | Utilities | 10,364.64 |
| | Utilities | 99.02 |
| Midwest Safety Counselors Inc | Instrument calibration | 170.00 |
| Midwest Wheel Companies | Parts for repair | 72.90 |
| | Parts for repair | 72.90 |
| Norris Asphalt Paving Inc | Cold asphalt patch | 1,169.00 |
| Orscheln Farm & Home | Supplies | 33.98 |
| | Supplies | 13.99 |
| | Gloves | 17.97 |
| | Supplies | 11.15 |
| | Supplies | 23.72 |
| | Supplies | 21.90 |
| | Supplies | 18.24 |
| | Chop saw | 219.23 |
| | Supplies | 11.49 |
| Oskaloosa Area Chamber & | Quarterly contribution | 7,500.00 |
| Oskaloosa Area Chamber & Development Group Inc | Christmas decorations | 189.41 |
| Oskaloosa Glass & Millwork | Window repair | 250.00 |
| | Glass for repair | 74.00 |
| Oskaloosa Herald/Shopper | Publications | 652.19 |
| Oskaloosa Service Center Inc | Install battery | 150.95 |
| | Tire repair | 15.00 |
| | Tire repair | 15.00 |
| | Quick lube | 30.20 |
| | Quick lube | 30.20 |
| | Quick lube | 30.20 |
| | Repair brakes | 372.36 |
| | Quick lube | 30.20 |
| Oskaloosa Water Dept | October credit card fees | 77.97 |
| | Fax location services | 44.10 |
| Premier Office Equipment Inc. | Copier maintenance | 50.89 |
| Quill Corporation | Office supplies | 19.79 |
| | Office supplies | 44.76 |
| | Office supplies | 3.99 |
| | Office supplies | 10.49 |
| | Office supplies | 31.81 |
| | Office supplies | 2.79 |
| | Office supplies | 38.69 |
| RTL Equipment Inc. | Wiper blades | 181.79 |
| Schumacher Elevator Company | Scheduled maintenance | 191.24 |
| | Scheduled maintenance | 136.22 |
| Stephens Memorial Animal | City's contribution | 21,500.00 |
| Swim's Sports | Uniforms - Fire Dept | 126.00 |
| The Write Design | Website services | 600.00 |
| Thomas Sanitation Inc | Waste removal | 65.00 |
| | Waste removal-N Green St project | 403.00 |
| True Value Hardware | Tools | 5.49 |
| | Supplies | 10.28 |
| | Supplies | 11.99 |
| | Supplies | 31.97 |
| | Supplies | 8.98 |
| | Supplies | 7.29 |
| | Sump pump | 289.00 |
| | Supplies | 4.49 |

| | | |
|-------------------------------|---------------------------------------|------------|
| | Batteries | 41.98 |
| | Fuses | 5.97 |
| | Christmas decorations for City Square | 108.48 |
| U.S. Cellular | Telephone services | 10.40 |
| | Telephone services | 102.51 |
| Van Engelenhoven Truck Repair | Repair brakes | 497.72 |
| Walmart Community/GECRB | Supplies | 5.97 |
| | Office supplies | 13.70 |
| | Supplies | 68.91 |
| | Car video storage | 109.00 |
| Windstream | Telephone services | 33.83 |
| | Telephone services | 41.48 |
| Zee Medical Inc. | Office supplies | 53.25 |
| | | <hr/> |
| | | 131,380.38 |



MANUAL CHECK REPORT

| | | |
|--|--|------------|
| AFLAC | AFLAC | 227.00 |
| AFLAC | AFLAC | 227.00 |
| Amazon | Library materials and supplies | 864.95 |
| Amy Miller | Reimburse travel expense | 43.20 |
| Broken Arrow | Police academy uniforms - Fortney | 239.22 |
| Colonial Life | Colonial Life | 212.80 |
| Cornerstone Excavating, Inc | Payment #4 - North Green Street | 439,895.59 |
| Daniel Hoy | Reimburse training fees | 70.00 |
| David Dixon | December legal fees | 2,200.00 |
| DB Landscaping | Final payment - Reading Garden project | 12,340.93 |
| Delta Dental of Iowa | Dental Insurance | 404.00 |
| Edward D Jones | Savings Edward Jones | 300.00 |
| Edward D Jones | Savings Edward Jones | 300.00 |
| Fidelity Security Life Insurance Company | Vision Insurance | 163.34 |
| I.U.P.A.T. District Council 81 | Union dues | 348.22 |
| Iowa Workforce Development | 4th Quarter unemployment payment | 961.65 |
| Kirkwood Community College Cont. Ed. | Registration-Almond/VanderMeyden | 250.00 |
| Local 636, IAFF | Fire Union | 180.00 |
| Madison National Life | December life insurance premiums | 416.07 |
| Mahaska Comm Recreation Foundation Inc. | December hotel/motel tax | 30,573.85 |
| Mahaska County Recorder | Utility Easement - Alyssa Williams Trust | 12.00 |
| Michael Schrock Jr. | Reimburse meal expense | 9.95 |
| Misty Dawne White-Reinier | December legal fees | 1,800.00 |
| Munic. Fire & Police Ret | Police & fire 411 | 5,333.58 |
| Munic. Fire & Police Ret | Police & fire 411 | 16,644.21 |
| Munic. Fire & Police Ret | Police & fire 411 | 17,593.85 |
| Oskaloosa Community Schools | December local option sales tax | 88,144.61 |
| Paulette Groet | Unclaimed property-life insurance | 3.50 |
| PPME 2003 IBPAT | Police union dues | 355.45 |
| The Cincinnati Life Insurance Company | Cincinnati Life Insurance | 89.00 |
| The Cincinnati Life Insurance Company | Cincinnati Life Insurance | 89.00 |
| TK Concrete Inc | Payment #2 - Trolley Place | 5,177.50 |
| Treat America Dining | Police academy meals - Fortney | 1,173.48 |
| United Way | United Way | 46.00 |
| William Ottens and First National Bank | First time homebuyer's loan | 2,630.13 |
| | | <hr/> |
| | | 629,320.08 |

December payroll 303,763.25

| | | |
|---------------------|--------------------------|-------|
| Alexander, Craig | Cell phone reimbursement | 20.00 |
| Bolt, Dan | Cell phone reimbursement | 20.00 |
| Calzaretta, Michael | Cell phone reimbursement | 20.00 |
| Boston, Troy | Cell phone reimbursement | 20.00 |
| McGee, John | Cell phone reimbursement | 20.00 |
| Neubert, David | Cell phone reimbursement | 20.00 |
| Pal, Akhilesh | Cell phone reimbursement | 20.00 |
| Schrock Jr, Michael | Cell phone reimbursement | 20.00 |

OSKALOOSA
IOWA



CITY COUNCIL COMMUNICATION

MEETING DATE: January 7, 2013

REQUESTED BY: Amy Miller,
City Clerk

ITEM TITLE: CONSENT AGENDA – ITEM 3

Consider approval of an application for a five day Class C Liquor License for Sodexo Management, Inc. dba William Penn University, located at Penn Central Mall, 200 High Ave West.

EXPLANATION:

The application is complete and in order for approval.

Staff recommends approval.

BUDGET CONSIDERATION:

\$105.63 revenue to the General Fund.

ATTACHMENTS: None

OSKALOOSA
IOWA



CITY COUNCIL COMMUNICATION

MEETING DATE: January 7, 2013

REQUESTED BY: Amy Miller,
City Clerk

ITEM TITLE: CONSENT AGENDA – ITEM 4

Consider approval of an application for Class C Liquor License for Albert Newman dba Buck's Place, 607 High Avenue West.

EXPLANATION:

The application is complete and in order for approval.

Staff recommends approval.

BUDGET CONSIDERATION:

\$845.00 to the General Fund.

ATTACHMENTS: None



CITY COUNCIL COMMUNICATION

MEETING DATE: January 7, 2013

REQUESTED BY: Amy Miller,
City Clerk

ITEM TITLE: CONSENT AGENDA – ITEM 5

Consider approval of a renewal application for Class C Liquor License for O.G. Restaurant, LLC dba O.G. Restaurant, LLC, 2214 South 11th Street.

EXPLANATION:

The application is complete and in order for approval.

Staff recommends approval.

BUDGET CONSIDERATION:

\$845.00 revenue to the General Fund.

ATTACHMENTS: None

OSKALOOSA
IOWA



CITY COUNCIL COMMUNICATION

MEETING DATE: January 7, 2013

REQUESTED BY: Amy Miller,
City Clerk

ITEM TITLE: CONSENT AGENDA – ITEM 6

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

EXPLANATION:

The application is complete and in order for approval.

Staff recommends approval.

BUDGET CONSIDERATION:

\$390.00 to the General Fund.

ATTACHMENTS: None



CITY COUNCIL COMMUNICATION

MEETING DATE: January 7, 2013

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) Building Code Board of Appeals – One vacancy to fill upon appointment and to serve at the pleasure of the Mayor. This is a five member board that meets as needed. (4 males and 0 females currently serve).
- b) Housing Trust Fund Committee – One at-large vacancy to fill a term that ends January 31, 2015. There are five at-large members approved and appointed by the City Council. (1 male and 3 females currently serve at-large).
- c) Board of Adjustment - One vacancy to fill approved and appointed by the City Council for an unexpired term that ends December 31, 2016. This is a five member board that meets as needed. (4 males current serve).
- d) Municipal Housing Agency – Two vacancies to fill approved and appointed by the Mayor with City Council approval for two year terms that end February 28, 2015. This is a five member board that meets quarterly. (3 males and 2 females currently serve.)

EXPLANATION:

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.

BUDGET CONSIDERATION:

Not applicable, report(s) only.



CITY COUNCIL COMMUNICATION

MEETING DATE: January 7, 2013

REQUESTED BY: Mayor & City Council

ITEM TITLE: MAYOR AND COUNCIL APPOINTMENTS

Consider appointment of an individual to the Historic Preservation Commission.

EXPLANATION:

At the December 17, 2012 city council meeting Wanda Gardner, Jeff Sisul, Kerri Boender and Charlie Comfort were appointed to serve on the Historic Preservation Commission. Jo Broerman was not considered for reappointment because staff did not receive a response from her as to whether she was interested in accepting reappointment after trying to contact her on several occasions.

After Ms. Broerman received a letter from staff thanking her for her many years of service on the commission she contacted the city wanting to know why she had not been considered for reappointment, indicating she was a charter member of the commission and wanted to continue to serve on the commission.

Ms. Broerman talked to several staff members and a city council member regarding what could be done to get her reappointed to the commission. Charlie Comfort was contacted and asked if he would be willing to resign in order for Ms. Broerman to be appointed. Charlie agreed and has resigned. Charlie was appointed to fill an unexpired term that ends December 31, 2013. Appointments to the Historic Preservation Commission are made by the City Council.

Recommended Action: Consider appointment of Jo Broerman to the Historic Preservation Commission to fill an unexpired term that ends December 31, 2013.

BUDGET CONSIDERATION:

Not applicable.

ATTACHMENTS: Charlie Comfort resignation, application from Jo Broerman.

December 20, 2012

Dear Mayor Krutzfeldt, and members of the City Council:

Please accept my resignation from the Historic Preservation Commission, effective immediately.

After being contacted by a member of the City Council, it has come to my attention that a miscommunication has occurred. It has come to my attention that Jo Broerman had intended to be reappointed to the commission, however due to a miscommunication this did not occur and she was upset over this. While I am a little disappointed, I also don't want to be the cause of a longtime member of the commission losing her position.

Thank you for your consideration and appointment to this commission. I hope I can be kept in mind for future board/commission appointments.

Sincerely,

A handwritten signature in black ink, appearing to read 'Charlie Comfort', with a stylized flourish at the end.

Charlie Comfort



BOARD, COMMITTEE AND COMMISSION APPLICATION

(Applicants must be registered voters in Oskaloosa with the exception of rural Library Board members)

NAME: JO Broerman DATE: _____

ADDRESS: 509 High Ave East

PHONE NO. (Day) 673-6215 Home (Evening) 673-6215 Home

Cell 1-641-295-4126 Cell 1-641-295-4126
BOARD OR COMMISSION APPLYING FOR: Charter Member H.P. Com

WOULD YOU LIKE TO BE INTERVIEWED FOR THIS POSITION? ~~Yes~~ No Charter Member

WHY INTERESTED: Member - Charter Member

Mayor Ron Krusemark called me
before the first group was put
together. At this time Chuck
Russell, only charter group left!

EXPERIENCE BENEFICIAL TO BOARD OR COMMISSION: _____

Jo is a State Member of the
First Member - 00039 as a Administrator
for Health Administrator for
Health Care State Council

OTHER CIVIC EXPERIENCE: Charter Member for the

Ken Slupe Estate. Now Tom

Banks - Jo and now Dr. Sid Smith

for Health and H.C.C. Send any
one to share Free School Help.

PLEASE RETURN TO THE CITY CLERK'S OFFICE



CITY COUNCIL COMMUNICATION

MEETING DATE: January 7, 2013

REQUESTED BY: City Attorney

ITEM TITLE: PUBLIC HEARINGS

Consider a resolution approving the deed and authorizing the sale of city-owned property located at 603 North D Street in Oskaloosa, Iowa. **(PUBLIC HEARING)**

EXPLANATION:

The City is the holder of record title to the vacant lot located at 603 North D Street in Oskaloosa, legally described as: Lot Eight of Donahey's Addition to the City of Oskaloosa Iowa, as shown by plat recorded in Book 6 at Page 299, of the Mahaska County records. Staff proposes to sell that real estate by soliciting bids and selling to the highest bidder, with the City to have the right to reject any and all bids. The minimum bid to be accepted for the lot is set at \$13,500. Prior to any sale of real property, it is necessary for the City to hold a public hearing on the proposed sale.

Recommended Action: Open public hearing, receive public comments, close public hearing; and approve the resolution approving the deed and authorizing the sale of city-owned property located at 603 North D Street in Oskaloosa, Iowa.

BUDGET CONSIDERATION:

Receipt of proceeds from the sale of the premises to the General Fund to pay outstanding property taxes and \$4,000 to be reimbursed to the Oskaloosa Housing Trust Fund for funds used to offset demolition costs of the structure formerly located on the property.

RESOLUTION NO. _____

RESOLUTION APPROVING THE DEED AND AUTHORIZING THE SALE OF CITY-OWNED PROPERTY LOCATED AT 603 NORTH D STREET IN OSKALOOSA, IOWA

WHEREAS the City of Oskaloosa, Iowa is the owner and holder of record title to the vacant lot located at 603 North D Street in Oskaloosa, Iowa, legally described as: Lot Eight of Donahey's Addition to the City of Oskaloosa, Iowa, as shown by plat recorded in Book 6 at Page 299, of the Mahaska County records.

AND WHEREAS staff has recommended the sale of the said premises and proposes to sell the premises to the highest bidder, with the City reserving the right to reject any and all bids;

AND WHEREAS a public hearing was held on January 7, 2013 on the sale of the property.

AND WHEREAS, no objections have been received by the Oskaloosa City Council and the hearing has been closed,

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Oskaloosa, Iowa that said Quit Claim Deed be and is hereby approved and the City Clerk be hereafter authorized and directed to sell the vacant lot located at 603 North D Street in Oskaloosa Iowa, legally described as: Lot Eight of Donahey's Addition to the City of Oskaloosa, Iowa, as shown by plat recorded in Book 6 at Page 299, of the Mahaska County records to the highest bidder, with the City reserving the right to reject any and all bids.

PASSED AND APPROVED this _____ day of _____ 2013.

David Krutzfeldt, Mayor

Attest: _____

Amy Miller, City Clerk



North East

D St. North

603D STREET

G Ave West

F Ave West

North West

E Ave West



BID SUBMITTAL: 603 North D Street

FROM: _____
ADDRESS: _____
TELEPHONE: _____
FAX: _____
EMAIL: _____

Bids must be received before 9:00 AM on Wednesday, XXXXX XX, 2012 to the attention of the City Clerk at Oskaloosa City Hall located at 220 South Market Street, Oskaloosa, Iowa 52577. Bids shall be placed in a sealed envelope marked "603 NORTH D STREET LOT BID".

- Bids will be opened on XXXXX XX, 2012 at 9:00 AM at Oskaloosa City Hall, City Clerk's Office.
- Bids will be valid for sixty (60) days after the bid opening date.
- **A ten percent (10%) bid security must be received by the Oskaloosa City Clerk within twenty (20) days following City Council approval of the bid.**

MINIMUM BID: \$13,500.00

BID AMOUNT: \$ _____

DATED THIS ____ DAY OF _____, 20__

SIGNATURE OF BIDDER: _____

The Oskaloosa City Council reserves the right to reject any or all bid and to waive informalities or irregularities in any bid received.

OSKALOOSA
IOWA



CITY COUNCIL COMMUNICATION

MEETING DATE: January 7, 2013

REQUESTED BY: Wastewater Department

ITEM TITLE:

Consider a motion authorizing staff to solicit bids for replacement of the dual gas membranes, control panel and flame trap valves on the secondary digester at the southwest wastewater treatment plant.

EXPLANATION:

The two stage digester system at the southwest plant has been in operation since 1992. The purpose of the digestion system is to stabilize and reduce the volume of sludge from approximately 2,400,000 gallons to 400,000 annually. The secondary digester is fitted with a dual membrane gas holder with automatic blowers and control system to maintain constant gas pressure in the system. The methane gas produced in the digestion process is stored in the membrane and is used in the boiler to heat buildings and sludge.

Siemens Industries from Waukesha, Wisconsin, and WesTech Equipment from Salt Lake City, Utah, both manufacture and install the needed equipment.

BUDGET CONSIDERATION:

Cost will vary based upon bids received. \$400,000 is requested to be included in the FY 13 budget amendment. Funding for the replacement is to come from wastewater reserves.

RECOMMENDED ACTION:

Authorize staff to solicit bids.

ATTACHMENTS:

Bid specification sheet.

City of Oskaloosa Wastewater Department

BID INVITATION

Bid Number: 1

| BID OPENING LOCATION: | MAIL TO: | DELIVER TO: |
|--|--|--|
| <u>Attn. City Clerk</u> City Hall 220 S Market Street Oskaloosa, IA-52577 | <u>Attn. City Clerk</u> City Hall 220 S Market Street Oskaloosa, IA-52577 | <u>Attn. City Clerk</u> City Hall 220 S Market Street Oskaloosa, IA-52577 |

Bid Opening Date: January 28, 2013 Time:10:00 am

Sealed bids for furnishing the commodities and/or services described below, subject to the Conditions on the reverse hereof and as may be attached hereto will be received at the above-noted mail and delivery locations until the above-noted bid opening date and time, and then publicly opened at the above-noted bid opening location. **Bids must be submitted on this form, with attachments when appropriate, or bids will be rejected. Late bids and unsigned bids will not be considered.**

In compliance with this Bid Invitation and subject to all the Conditions thereof, the undersigned offers and agrees to furnish any and all items upon which prices are quoted, at the price set opposite each item.

Company Name: _____ Name (Type or Print): _____

Address: _____ Title: _____

_____ Phone: _____ Fax: _____

City: _____ State: _____ Zip: _____ E-mail Address: _____

Federal Tax ID or Social Security No.: _____ Signature: _____

Signature must be original (not photocopied) and in ink.
Unsigned bids will be rejected.

Labor and materials for digester dual membrane, control panel and valve replacement as set by attached specification sheet

For clarifications, questions and information contact David Neubert at the Southwest wastewater plant, 2632 Kent Avenue, Oskaloosa, IA 52577 (641-673-5433).

Note: The bid form should be signed in the space provided above.

CONDITIONS

- 1. ACCEPTANCE AND REJECTION:** The City of Oskaloosa reserves the right to reject any or all bids, to accept bids in whole or in part (unless otherwise indicated by bidder), to waive any informalities in bids received, to accept bids on materials or equipment with variations from specifications where efficiency of operation will not be impaired, and to award bids to best serve the interest of the City of Oskaloosa.
- 2. PRICES:** Unless otherwise stated in the Bid Invitation, the following will apply: (1) unit prices shall be bid, (2) prices should be stated in units of quantity specified (feet, each, lbs., etc.), (3) prices must be firm and not subject to escalation, (4) bid must be firm for acceptance for 30 days from bid opening date.
- 3. BID BONDS AND PERFORMANCE BONDS:** If required, a **Bid Bond** in the form of a cashier's check, certified check, or surety bond issued by a surety company, in an amount stated in the Bid Invitation, must accompany bid. **Personal and company checks are not acceptable as Bid Bonds.** Failure to submit a Bid Bond as required will cause a bid to be rejected. The Bid Bond will be forfeited as liquidated damages if the successful bidder fails to provide a required Performance Bond within the period stipulated by CITY OF OSKALOOSA or fails to honor their bid. Cashier's checks and certified checks submitted as Bid Bonds will be returned to unsuccessful bidders; surety bonds will be retained. The successful bidder will be required to furnish a **Performance Bond** in an amount stated in the Bid Invitation and in the form of a cashier's check, certified check, or surety bond issued by a surety company, unless otherwise stated in the Bid Invitation, as a guarantee of delivery of goods/services in accordance with the specifications and within the time established in the bid. **Personal and company checks are not acceptable as Performance Bonds.** In some cases, a cashier's check or certified check submitted as a Bid Bond will be held as the Performance Bond of the successful bidder. Cashier's checks or certified checks submitted as Performance Bonds will be refunded shortly after payment has been made to the successful bidder for completion of all terms of the bid; surety bonds will be retained. Surety bonds must be issued by a surety company authorized to do business in Arkansas, and must be signed by a Resident Local Agent licensed by the Arkansas State Insurance Commissioner to represent that surety company. Resident Agent's Power of Attorney must accompany the surety bond. Certain bids involving labor will require Performance Bonds in the form of surety bonds only (no checks of any kind allowed). In such cases, the company issuing the surety bond must comply with all stipulations herein and must be named in the U. S. Treasury listing of companies holding Certificates of Authority as acceptable sureties on Federal Bonds and as acceptable reinsuring companies. Any excess between the face amount of the bond and the underwriting limitation of the bonding company shall be protected by reinsurance provided by an acceptable reinsuring company.
- 4. TAXES:** The CITY OF OSKALOOSA is not exempt from Iowa State Sales and Use Taxes, or local option city/City of Oskaloosa sales taxes, when applicable, and bidders are responsible to the State Revenue Department for such taxes. These taxes should not be included in bid prices, but where required by law, will be paid by the CITY OF OSKALOOSA as an addition thereto, and should be added to the billing to the CITY OF OSKALOOSA. The CITY OF OSKALOOSA is exempt from Federal Excise Taxes on all commodities except motor fuels; and excise taxes should not be included in bid prices except for motor fuels. Where applicable, tax exemption certificates will be furnished by the CITY OF OSKALOOSA.

City of Oskaloosa Wastewater Department

5. ~~"ALL OR NONE" BIDS: Bidders who wish to bid "All or None" on two or more items shall so stipulate on the face of bid sheet; otherwise, bid may be awarded on an individual item basis.~~
6. **SPECIFICATIONS:** Complete specifications should be attached for any substitution or alternate offered, or where amplification is necessary. Bidder's name must be placed on all attachments to the bid.
7. **EXCEPTIONS TO SPECIFICATIONS:** Any exceptions to the bid specifications must be stated in the bid. Any exceptions to manufacturer's published literature must be stated in the bid, or it will be assumed that bidder is bidding exactly as stated in the literature.
8. **BRAND NAME REFERENCES:** All brand name references in bid specifications refer to that commodity or its equivalent, unless otherwise stated in Bid Invitation. Bidder should state brand or trade name of item being bid, if such name exists.
9. **FREIGHT:** All freight charges should be included in bid price. Any change in common carrier rates authorized by the Interstate Commerce Commission will be adjusted if such change occurs after the bid opening date. Receipted common carrier bills that reflect ICC authorized rate changes must be furnished.
10. **SAMPLES AND LITERATURE:** Samples or technical literature must be provided within 14 days of CITY OF OSKALOOSA request unless CITY OF OSKALOOSA extends time. Failure to provide samples or literature within this period may cause bid to be rejected. When required, samples of items must be furnished free of charge, prior to or after the opening of bids, and, if not destroyed, will be returned upon request at the bidder's expense. Each individual sample must be labeled with bidder's name and item number. Request for return of samples must be made within 10 days following submission of sample. Samples from successful bidders will be retained for comparison with items actually furnished.
11. **GUARANTY:** Unless otherwise indicated in Bid Invitation, it is understood and agreed that any item offered or shipped on this bid shall be newly manufactured, latest model and design, and in first class condition; and that all containers shall be new, suitable for storage or shipment and in compliance with all applicable laws relating to construction, packaging, labeling and registration.
12. **BACKORDERS OR DELAY IN DELIVERY:** Backorders or failure to deliver within the time required may constitute default. Vendor must give written notice to the CITY OF OSKALOOSA, as soon as possible, of the reason for any delay and the expected delivery date. The CITY OF OSKALOOSA has the right to extend delivery if reasons appear valid. If reason or delivery date is not acceptable, vendor is in default.
13. **DEFAULT:** All commodities furnished will be subject to inspection and acceptance by CITY OF OSKALOOSA after delivery. Default in promised delivery or failure to meet specifications authorizes the CITY OF OSKALOOSA to cancel award or any portion of same, to reasonably purchase commodities or services elsewhere and to charge full increase, if any, in cost and handling to defaulting vendor. Applicable bonds may be forfeited.
14. ~~**ETHICS:** "It shall be a breach of ethical standards for a person to be retained, or to retain a person, to solicit or secure a State contract upon an agreement of understanding for a commission, percentage, brokerage, or contingent fee, except for retention of bona fide employees or bona fide established commercial selling agencies maintained by the contractor for the purpose of securing business." (IOWA Code, Annotated, Section 19-11-708).~~

ACCEPTANCE (City of Oskaloosa Use Only)

Bid No. # _____ Accepted as to items numbered _____

Date _____ By _____

City of Oskaloosa Wastewater Department

City of Oskaloosa Wastewater Department

Bidding Requirements

Bidder must be 18 years of age or older. Submit completed Bid Form, by the time and date specified, to:

Attn. City Clerk
City Hall
220 S Market Street
Oskaloosa, IA-52577

Enclose bid in a sealed envelope; mark with reference to Bid and due date. Bidder may submit all items for the same bid date on one bid form. Unless otherwise specified, FAXED bids are not acceptable. Bids are opened in the Council Chambers Room, City Hall, 220 S Market Street, Oskaloosa, IA-52577 unless otherwise noted.

Bid Form

~~Political subdivisions may provide a purchase order or requisition in lieu of bid security or final payment.~~

Bid Award

The City reserves the right to reject any and all bids, to accept bids in whole or in part, and to withdraw any item from sale at any time when in the best interest of the City. The City will notify awarded bidders by mail. Bid results will be posted on the web page as soon as available. To obtain bid results by mail, please include self-addressed, stamped envelope with bid.

Terms of Sale

- ~~1. All items sold AS-IS, WHERE-IS, to the highest bidder with no warranties, guarantees, or contrary oral statements;~~
- ~~2. Buyer acknowledges that the City has provided an opportunity to inspect and test the equipment, that the City is not a dealer, and that the Buyer has sole responsibility to comply with OSHA regulations, if applicable;~~
- ~~3. Buyer acknowledges and agrees to hold the City harmless from claims or demands arising out of the City's sale and the Buyer's purchase of the equipment;~~
- ~~4. City specifically disclaims all express or implied warranties including the implied warranty of merchantability;~~
- ~~5. Buyer assumes terms and conditions of any software license agreement arising out of the City's sale and Buyer's purchase of the software;~~
- ~~6. Buyer assumes all risks, liability and loss resulting from the use of said equipment; and~~
- ~~7. Buyer understands that equipment will be available when taken out of service by City, and that Buyer is responsible for removal of equipment when so notified by City of its availability.~~

Security Depository

~~Bids on motor vehicles shall require a security deposit or a State of Iowa Registered Motor Vehicle Dealer registration number. Bidders shall submit with their bid a \$200.00 security deposit per motor vehicle. A security deposit is not required if the bidder is licensed in the State of Iowa as a Registered Motor Vehicle Dealer, in which case the Registration Number must be furnished in lieu of deposit. A separate security deposit must be provided for each motor vehicle. Security deposit may be in the form of a personal check or guaranteed funds, made payable to the City of Oskaloosa; cash will not be accepted. The City reserves the right to require a different security deposit or a security deposit for items other than motor vehicles. The security deposit shall be forfeited if the awarded bid is withdrawn or the balance is not paid by the time the item is taken out of service. Security deposits of the highest two (2) or more bidders may be retained pending an award. All other security deposits will be returned promptly. Upon award, security deposit of the awarded bidder(s) shall be applied toward the amount due.~~

Payment

~~Payment shall be made in the form of cash, personal check (if under \$500.00), or guaranteed funds, payable to the City of Oskaloosa. Payment, or balance of payment, shall be made in full prior to taking possession of the sale item(s).~~

Taxes

~~The following taxes shall apply:~~

~~Licensed vehicles: 5% Iowa Sales Tax on licensed motor vehicles will be collected when the buyer applies for license in the Buyer's county, not at the time of sale. Mahaska County also collects a 1% Iowa School Local Option Sales Tax, making the total 6%. (The City does not collect Iowa Sales Tax on motor vehicles.)~~

City of Oskaloosa Wastewater Department

Specifications For:
Digester dual membrane, control panel and valve replacement

SECTION 1

DUAL MEMBRANE DIGESTER COVER REHABILITATION

PART 1 - GENERAL

1.01. DESCRIPTION

- A. This specification sets forth the minimum essential characteristics and requirements for the dual membrane air pressurized digester gas holder cover rehabilitation.
- B. Included in this specification are the structural, material, component performance and installation requirements for the replacement of the Dystor® brand membrane style gas holder system as manufactured by Siemens Industry, Inc. of Waukesha, Wisconsin.
- C. Each membrane style gas holder system shall consist of an outer, cable restrained, air supported sealing membrane, an inner floating gas membrane, air supply system, air pressure control system with safety devices, and electrical controls. The membranes shall be sealed to the top of the digester wall.
- D. The system shall include controls to cycle the fan when the system is empty. Alarms shall be provided to warn of differential pressure or vacuum conditions that could damage the gas holder or could let air into the digester. A gas detector shall be provided to monitor the air chamber for the presence of methane.
- E. Flame traps with thermal release valves shall be provided in the air supply and air purge ducting to protect against flame propagation from an external source in the event of a gas membrane failure.

1.02. WORK INCLUDED

- A. The manufacturer of the gas holder system components required for the rehabilitation shall both furnish and install those components and shall assume sole responsibility for the design, construction, installation and performance of the system. All new equipment shall be designed and fabricated from only one manufacturer.
- B. The existing air system shall be reused. The manufacturer/installer shall inspect, clean, service, adjust and certify any/all repairs to the system to confirm the existing system will be both suited and reliable for use with the new cover and controls.

- C. The manufacturer of the gas holder system shall include the following items in his scope of work.
1. Removal of the existing equipment:
 - a. Cables.
 - b. Cable hub.
 - c. Air and gas membranes. (Dumpster and disposal to be provided by others for membranes)
 - d. Membrane seals.
 - e. All required anchor bolts for the above items.
 - f. PVR and associated plug valve.
 2. Furnish and erect the air system components, including:
 - a. Air and Gas membranes.
 - b. Air membrane bulkhead fittings.
 - c. Membrane seals.
 - d. Repair kits for air inlet and purge line flame traps.
 - e. Repair kit for air pressure control valve.
 - f. Two butterfly valves at blower inlets.
 - g. Cables.
 3. Furnish only, the following gas holder system electrical components.
 - a. Air system control panel.
 - b. Gas and air pressure transmitters.
 - c. Air chamber gas sensor and transmitter. (Note: The gas and air pressure transmitter and the gas sensor/transmitter shall be mounted in their proper location by the gas holder system manufacturer. Setting of the control panel, conduit and wiring to the panel and between the panel and other components furnished, plus conduit and wiring from the panel to the fan motors, shall be provided under the electrical contract.)
- D. The following items shall be provided by others and shall not be included in the gas holder system manufacturer's scope of work.
1. The digester shall be filled with water (secondary effluent adequate) prior to installation of the membranes.
 2. All field painting shall be provided under the painting contract.
 3. Any permits required.
 4. Dumpster large enough to hold gas and air membranes and disposal of membranes.

1.03. QUALITY ASSURANCE

- A. Equipment Manufacturer shall have not less than five (5) years of experience in the application, design, and manufacture of dual membrane anaerobic digester covers for wastewater treatment plants.
- B. The manufacturer of the dual membrane anaerobic digester cover system shall both furnish and install the system and shall assume sole responsibility for the design, construction, installation and performance of the system.

1.04. SUBMITTALS

- A. Submit shop drawings in accordance with General Conditions and include the following:
 - 1. Complete assembly and installation drawings.
 - 2. Descriptive information on material and equipment furnished.
 - 3. Location of all appurtenances.
- B. Submit O&M manual in accordance with the appropriate sections in these documents.
- C. At the engineer's request, submit certification that the Equipment Manufacturer has not less than five (5) years of experience in the application, design, and manufacture of dual membrane anaerobic digester covers for wastewater treatment plants and submit a list of not less than ten (10) operating installations of similar size as evidence of meeting the experience requirement.

PART 2 - PRODUCTS

2.01. ACCEPTABLE MANUFACTURERS

- A. Dystor® brand membrane style gas holder system as manufactured by Siemens Industry, Inc. of Waukesha, Wisconsin or DuoSphere manufactured by WesTech Process Equipment, Salt Lake City, Utah.

2.02. DESIGN REQUIREMENTS

- A. The gas holder membranes shall be designed to withstand wind loads of up to 90 mph at the maximum design operating and emergency relief pressure.
- B. The cover system design shall allow the sludge level in the digester to be varied throughout the entire sidewater depth of the digester while still providing the minimum gas storage volume above.
- C. All components of the system in contact with digester gas shall either be made of materials which are not significantly affected by the normal constituents of this gas or shall be given a protective coating resistant to these constituents.

2.03. MEMBRANE SYSTEM AND APPURTENANCES

- A. Air Membrane

1. The outer air/sealing membrane shall be fabricated from a high strength vinyl coated polyester fabric specifically designed for air supported structures, tension structures, and other high stress membrane applications. The PVC coating shall be specially compounded to provide long fabric life through high resistance to abrasion, weathering and ultra-violet rays.
2. The base fabric shall have a weave structure of tire cord strength polyester yarns. The finished coated fabric shall have a nominal weight of not less than 28 oz./sq. yd.
3. The air membrane material shall have a minimum warp/fill tongue tear strength of 275/275 pounds and a minimum strip tensile strength of 515/515 #/inch.
4. The fabric shall be furnished with a polymers alloy top finish to prevent plasticizer migration and to provide improved weatherability, abrasion resistance and cleanability.
5. The air membrane shall be specially fabricated, using proven techniques for air supported structures, so that the fabric stress will not exceed 50 #/inch at the maximum design pressure, including wind loads.
6. The air membrane shall be fabricated to interface with the cable restraining system. 6" wide buffer strips shall be provided from the same material as the membrane. The strips shall be bonded to the surface of the membrane in the area where each restraining cable comes in contact with the restraining cable.
7. All seams in contact with the air chamber shall be made by heat or induction welding.
8. The air membrane color shall be white or sandstone.

B. Gas Membrane

1. The gas membrane shall be fabricated from a material that is highly resistant to the normal constituents of digester gas. The material shall consist of a polyester base fabric with a PVC coating.
2. The base fabric shall have a weave structure of tire cord strength polyester yarns. The finished coated fabric shall have a nominal weight of not less than 28 oz./sq. yd.
3. The gas membrane material shall have a minimum warp/fill tongue tear strength of 275/275 pounds and a minimum strip tensile strength of 515/515 #/inch.
4. All membrane seams exposed to gas shall be made by heat or induction welding. The membrane shall be designed with reinforcing (if necessary) of the same material such that, at the maximum design pressures, the stress in the fabric will not exceed 50 #/inch.

C. Membrane Seals

1. At the tank wall, the membranes shall be sealed by a common seal arrangement, using layers of neoprene on either side of each membrane.
2. The membrane seal shall be held in place on top of the digester wall by 4 inch wide aluminum clamping bars.
3. The seal shall be designed to provide a minimum compression load of 30 psi over the entire seal area.
4. The existing clamp bars shall be reused.

D. Restraining Cables

1. The air membrane shall be restrained by cables as per the manufactures design.
2. The diameter, length, and quantity of cables shall be properly selected so as to comply with the air membrane maximum design stress requirement of 50#/inch.
3. At the maximum design conditions, including wind loads, the tension in the cables shall not exceed 50% of the rated minimum breaking strength of the cables.
4. Cables shall be of galvanized bridge or stainless steel rope with open spelter sockets at each end for connection to the center tension hub or wall bracket to wall bracket depending on manufacturer. The spelter socket/cable connection shall withstand a load equal to 100% of the rated minimum breaking strength of the cable.

E. Cable Tension Hub

1. The cable tension hub shall be reused if applicable (depending on successful bidder).

F. Wall Brackets

1. The wall brackets shall be reused.

G. Liquid Level Detection

1. A digital pressure transmitter shall be installed as close as possible to the bottom of the tank straight side wall. The transmitter can use an existing pipe penetration or a core drilled hole (by contractor). The pressure transmitter shall produce a 4-20 mA output signal based upon the liquid level in the tank.
2. The output signal shall be transmitted to the control panel. The signal shall be used to display the side water depth in the digester.

2.04. AIR SYSTEM COMPONENTS

A. Fans

1. Existing air fans shall be reused.

B. Inlet Filter

1. A filter shall be provided on the common fan inlet duct. The filter shall be provided with a washable, interchangeable, polyurethane pre-filter and polyester element having a nominal removal efficiency of 99% for 10 micron particles.
2. The filter housing shall be carbon steel with manufacturer's standard finish inside and out.

C. Air Pressure Control Valve

1. The existing 4" pressure relief valve of the weighted diaphragm type shall be reused. A rebuild kit shall be supplied to replace the internals.

D. Flame Traps

1. The existing 4" flame trap assemblies located in the inlet and discharge ducting to/from the air chamber shall be reused. Rebuild kits shall be supplied to replace the internals.

E. Air Purge Valve

1. The existing 4" motor operated butterfly valve shall be reused.

F. Gauges

1. Gauges shall be reused.

G. Air System Piping

1. All rigid air system piping shall be reused.
2. Pressure control tubing shall be reused with the exception of those lines that will feed the new air and gas pressure transmitters. Tubing shall be ½" O.D. 316 SS.

2.05. AIR SYSTEM CONTROLS

A. Pressure Transmitters

1. Pressure transmitters, with NEMA 4X housings, shall be provided for monitoring air and gas chamber pressures.
2. Each transmitter shall provide a 4-20 mA output signal to the PLC in the air system control panel.

B. Methane Sensor and Transmitter

1. A methane sensor shall be provided to detect the presence of methane in the air leaving the air chamber. The sensing head and transmitter shall be mounted in the air purge valve by-pass line.
2. The transmitter shall provide a 4-20 mA signal to the PLC in the air system control panel, based on a methane concentration range of 0-100% LEL.

2.06. AIR SYSTEM CONTROL PANEL

- A. A complete air system control panel in a NEMA 4X enclosure shall be furnished by the manufacturer of the membrane gas holder system, for installation by the electrical contractor. The panel shall include starters for the fans.
- B. The panel shall incorporate a Siemens S7-200 or equal Programmable Logic Controller (PLC) for accomplishing the control logic.
- C. A Siemens MP-277 or equal Graphical Operator Interface shall be provided for entering operator selected functions and operating variables, such as fan or purge valve status, timer settings and gas detector alarm levels. The Operator Interface shall also provide a continuous display of the gas and air chamber pressures, digester liquid level, plus the concentration of gas (in percent LEL) detected by the gas sensor and transmitter.
- D. The PLC shall provide the following minimum control logic.
 1. In the automatic mode, the selected lead fan for the gas holder system shall operate and the purge valve shall be closed. The selected standby fan shall remain idle unless the lead fan overload is tripped. The air chamber shall be inflated to the operating pressure set by the pressure control valve, pressurizing the gas chamber to the same pressure. The purge valve by-pass line solenoid valve shall be open when either fan is running.
 2. Until gas storage is depleted during normal operation, gas pressure will be slightly higher than air pressure due to the added distributed weight of the gas membrane. As gas storage reaches depletion, gas pressure will begin to drop until it is below the air chamber pressure. When gas pressure drops to the same level as air pressure, a "STORAGE EMPTY" signal shall cause an indicator on the face of the panel to begin flashing and the alarm horn to begin pulsing. When gas pressure reaches a level of 0.5" w.c. below the air chamber pressure, the "STORAGE EMPTY" signal shall cause the indicator and alarm horn to be on continuously. The signal shall also stop the fan and open the purge valve to relieve air chamber pressure.
 3. Once the air chamber pressure has been relieved to a level of 0.35" w.c. above gas pressure, the purge valve shall close and a fan restart delay timer, adjustable from 0 - 9 minutes, shall be energized. After the restart

delay timer has timed out, the fan shall restart, again pressurizing the air and gas chambers.

4. Should gas pressure drop to 0.75" w.c. below the air chamber pressure, a "DIFFERENTIAL PRESSURE ALARM" signal shall light an indicator on the face of the panel and energize a remote alarm horn. The alarm shall be provided with a manual reset.
 5. When the air chamber has been depleted (maximum gas storage), gas pressure will rise above the air chamber pressure. When gas pressure reaches a point approximately 0.75" w.c. above the air chamber pressure, a "STORAGE FULL" signal shall light an indicator on the face of the control panel.
 6. If at any time the concentration of methane in the air discharge line of the gas holder reaches a preset point of approximately 35% of the lower explosive limit (LEL), the purge valve shall be opened without stopping the fan. A timer shall keep the purge valve open for a period, adjustable up to 99 minutes, allowing the fan to purge the air chamber. If, after this period, the methane concentration has not dropped below the set point, the alarm shall be sounded. If, at any time, the methane concentration reaches 60% of the LEL, the alarm shall also be sounded.
- E. Eight sets of isolated contacts shall be provided in the control panel for use by the owner to interlock equipment of his choice with the operation of the membrane gas holder system. The contacts shall be programmable (via the PLC operator interface) to allow them to be energized by the following conditions: Gas Storage Full, Gas Storage Empty, Gas Alarm, Gas Detector Alarm, and Pressure Transmitter Alarms. They may be selected as either "normally open" or "normally closed" and may be programmed to de-energize either instantaneously or after a period of time (up to 999 minutes) selected by the operator via the operator interface.

2.07. PRESSURE/VACUUM RELIEF ASSEMBLY

- A. One 3" pressure/vacuum relief assembly shall be provided for mounting on the gas takeoff piping. The assembly shall include a flame arrester and a pressure/vacuum relief valve.
- B. The relief valves shall be provided with weights suitable for a maximum pressure relief of 10" w.c., adjustable in 0.25" w.c. increments, and a vacuum relief of 0.5" w.c.
- C. The assemblies shall be a Groth Series 8800 "all-weather" design, or approved equal".
- D. A 3" lever operated plug valve shall be provided to allow the pressure/vacuum relief to be serviced without the presence of gas.

PART 3 - EXECUTION

3.01. INSTALLATION AND TESTING

- A. The dual membrane digester cover shall be installed by the equipment manufacturer in accordance with the plans and specifications and the manufacturers recommendations.
- B. Leak testing of the membrane seals shall be performed by the system installer and witnessed by the owner or their representative.
- C. With the gas line closed, the air system fan shall be used to blow air into the gas storage chamber through the test connection provided on the gas takeoff piping. After the unit has been inflated, the test connection shall be capped and the fan connected to the air chamber.
- D. Once the cables have been properly aligned, the gas and air chambers shall then be pressurized to the maximum design operating pressure by installing the proper weights on the air pressure control valve and pressure/vacuum relief valve.
- E. A soapsuds solution shall then be applied to the membrane seals around the foundation walls. Any area of the seals observed to be leaking shall be resealed.

3.02. MANUALS / TRAINING / WARRANTY

- A. Four (4) Operation and Maintenance manuals shall be provided. The manuals shall include operating instructions for the system, routine maintenance requirements, and original equipment manufacturer's literature (where applicable) for major components.
- B. The successful bidder shall furnish qualified personnel to instruct City of Oskaloosa wastewater operators on operation and maintenance on the membranes, controls and operation panel.
- C. All equipment purchased under this specification shall be warranted against defects in materials and workmanship for a minimum period of twelve (12) months from the date equipment is placed into service. Warranty shall include all parts, labor and any travel expense for the service call. This is a minimum warranty required in order for a bid to be considered. Any warranty by the manufacturer that exceeds the minimum warranty specified shall be passed on to the City of Oskaloosa.

- END OF SECTION -



CITY COUNCIL COMMUNICATION

MEETING DATE: January 7, 2013

REQUESTED BY: Public Works Department,
Engineering Division

ITEM TITLE:

Consider a motion approving Change Order No. 1 - Final Adjustment of Quantities for a net decrease of \$26,055.06 to Cornerstone Excavating, Inc. for work completed on the North Green Street Paving Project.

EXPLANATION:

The construction contract for North Green Street Paving Project was awarded to Cornerstone Excavating, Inc for a contract price of \$979,960.40 at the April 16, 2012 City Council meeting. The total cost of the completed work is \$953,905.34. Change Order No. 1 is for a net decrease of \$26,055.06 to the original contract to reflect the final adjustment of quantities.

City staff recommends Council approve Change Order No.1 to Cornerstone Excavating Inc. for the final adjustment of quantities for a net decrease of \$26,055.06 for the North Green Street Paving Project.

BUDGET CONSIDERATION:

There is no impact on the North Green Street Paving Project Fund as this change order is a net decrease of \$26,055.06 to the original contract sum.

RECOMMENDED ACTION:

Consider approval of Change Order No.1 to Cornerstone Excavating for the final adjustment of quantities for a net decrease of \$26,055.06 for the North Green Street Paving Project.

ATTACHMENTS:

Change Order # 1.

CHANGE ORDER

No. 1

DATE OF ISSUANCE December 17, 2012

EFFECTIVE DATE December 17, 2012

OWNER City of Oskaloosa, Iowa
 CONTRACTOR Cornerstone Excavating, Inc.
 Contract: _____
 Project: North Green Street Improvement Project, Oskaloosa, Iowa, 2011
 OWNER's Contract No. _____ ENGINEER's Contract No. _____
 ENGINEER Garden & Associates, Ltd.

You are directed to make the following changes in the Contract Documents:
 Description: Final Quantities Adjustment

Reason for Change Order: Adjust contract amount to reflect actual quantities incorporated into the project.

Attachments: (List documents supporting change): Final Quantities Adjustment Summary

| CHANGE IN CONTRACT PRICE: | CHANGE IN CONTRACT TIMES: |
|---|---|
| Original Contract Price \$ <u>979,960.40</u> | Original Contract Times: Substantial Completion: _____ Ready for final payment: <u>75 working days</u> (days or dates) |
| Net Increase (Decrease) from previous Change Orders No. <u> </u> to <u> </u> : \$ <u>0.00</u> | Net change from previous Change Orders No. <u> </u> to No. <u> </u> : Substantial Completion: _____ Ready for final payment: <u>0 working days</u> (days) |
| Contract Price prior to this Change Order: \$ <u>979,960.40</u> | Contract Times prior to this Change Order: Substantial Completion: _____ Ready for final payment: <u>75 working days</u> (days or dates) |
| Net increase (decrease) of this Change Order: \$ <u>(26,055.06)</u> | Net increase (decrease) this Change Order: Substantial Completion: _____ Ready for final payment: <u>0 working days</u> (days) |
| Contract Price with all approved Change Orders: \$ <u>953,905.34</u> | Contract Times with all approved Change Orders: Substantial Completion: _____ Ready for final payment: <u>75 working days</u> (days or dates) |

RECOMMENDED
 By: [Signature]
 ENGINEER (Authorized Signature)
 Date: 12/26/12

APPROVED:
 By: _____
 OWNER (Authorized Signature)
 Date: _____

ACCEPTED:
 By: [Signature]
 CONTRACTOR (Authorized Signature)
 Date: 12/21/12

EJCDC 1910-8-B (1996 Edition)
 Prepared by the Engineers Joint Contract Documents Committee and endorsed by the Associated General Contractors of America and the Construction Specifications Institute.



ATTACHMENT TO CHANGE ORDER NO. 1 - FINAL QUANTITIES ADJUSTMENT SUMMARY
 NORTH GREEN STREET IMPROVEMENT PROJECT
 OSKALOOSA, IOWA
 G & A PROJECT NO. 5010024

Date: 12/17/2012

| NO. | ITEM | UNIT PRICE | UNIT | CONTRACT QUANTITY | FINAL QUANTITY | DIFFERENCE | ADJUSTMENT |
|-----|--|------------|------|-------------------|----------------|------------|---------------|
| 1 | BASE BID: | | | | | | |
| 1 | Cleaning and Grubbing | \$3,000.00 | LS | 1 | 1 | 0 | \$0.00 |
| 2 | Excavation, Class 10, 12, or 13 | \$6.75 | CY | 11,435 | 11,435 | 0 | \$0.00 |
| 3 | Subgrade Preparation | \$3.50 | SY | 10,550 | 10,550 | 0 | \$0.00 |
| 4 | Subgrade Treatment, Fly Ash | \$4.00 | SY | 3,500 | - | (3,500) | (\$14,000.00) |
| 5 | Subbase, Modified Subbase (Granular) | \$5.35 | SY | 10,020 | 10,020 | 0 | \$0.00 |
| 6 | Compaction Testing | \$3,000.00 | LS | 1 | 1 | 0 | \$0.00 |
| 7 | Trench Foundation | \$20.75 | TON | 40 | 52.41 | 12.41 | \$257.51 |
| 8 | Trench Compaction Testing | \$3,500.00 | LS | 1 | 1 | 0 | \$0.00 |
| 9 | Precast Concrete Box Culvert, 8'x8' | \$600.00 | LF | 70 | 70 | 0 | \$0.00 |
| 10 | Precast Concrete Box Culvert Straight End Section, 8'x8' | \$7,650.00 | EA | 2 | 2 | 0 | \$0.00 |
| 11 | Storm Sewer, Trenched, RCP, 12" | \$30.20 | LF | 63 | 63.0 | 0 | \$0.00 |
| 12 | Storm Sewer, Trenched, RCP, 15" | \$31.80 | LF | 1,439 | 1,421.0 | (18.0) | (\$572.40) |
| 13 | Storm Sewer, Trenched, CMP, 15" | \$21.50 | LF | 70 | 70.0 | 0 | \$0.00 |
| 14 | Storm Sewer, Trenched, RCP, 18" | \$33.75 | LF | 305 | 305.0 | 0 | \$0.00 |
| 15 | Storm Sewer, Trenched, RCP, 36" | \$62.00 | LF | 131 | 131.0 | 0 | \$0.00 |
| 16 | Pipe Apron, Concrete, 15" | \$550.00 | EA | 1 | 1 | 0 | \$0.00 |
| 17 | Pipe Apron, Concrete, 18" | \$585.00 | EA | 1 | 1 | 0 | \$0.00 |
| 18 | Pipe Apron, Concrete, 36" | \$1,050.00 | EA | 2 | 2 | 0 | \$0.00 |
| 19 | Pipe Apron, Guard, 36" | \$850.00 | EA | 2 | 2 | 0 | \$0.00 |
| 20 | Subdrain, Perforated PE, 4" | \$6.50 | LF | 5,050 | 5,050 | 0 | \$0.00 |
| 21 | Subdrain Outlets and Connections, CMP, 4" | \$100.00 | EA | 18 | 18 | 0 | \$0.00 |
| 22 | 4" Tile, PVC | \$44.00 | LF | 100 | - | (100) | (\$4,400.00) |
| 23 | Water Main Trenched, PVC, 8" | \$27.00 | LF | 445 | 445.0 | 0 | \$0.00 |
| 24 | Water Service Smb, 1" | \$1,200.00 | EA | 6 | 6 | 0 | \$0.00 |
| 25 | Water Service, Meter Pit | \$695.00 | EA | 3 | 3 | 0 | \$0.00 |
| 26 | Gate Valve, 6" | \$760.00 | EA | 2 | 2 | 0 | \$0.00 |
| 27 | Gate Valve, 8" | \$1,050.00 | EA | 1 | 1 | 0 | \$0.00 |
| 28 | Fire Hydrant Assembly | \$3,500.00 | EA | 2 | 2 | 0 | \$0.00 |
| 29 | Connection to Existing Water Main | \$1,225.00 | EA | 1 | 1 | 0 | \$0.00 |
| 30 | Lower Water Service | \$1,150.00 | EA | 1 | 1 | 0 | \$0.00 |
| 31 | SW-401 Circular Storm Sewer Manhole, 48" I.D. | \$1,850.00 | EA | 1 | 1 | 0 | \$0.00 |
| 32 | SW-401 Circular Storm Sewer Manhole, 60" I.D. | \$4,000.00 | EA | 1 | 1 | 0 | \$0.00 |
| 33 | SW-501 Single Grate Intake | \$2,115.00 | EA | 3 | 3 | 0 | \$0.00 |
| 34 | SW-503 Single Grate Intake w/ Manhole | \$2,700.00 | EA | 5 | 5 | 0 | \$0.00 |
| 35 | SW-505 Double Grate Intake | \$3,250.00 | EA | 3 | 3 | 0 | \$0.00 |
| 36 | SW-506 Double Grate Intake with Manhole | \$5,250.00 | EA | 2 | 2 | 0 | \$0.00 |
| 37 | SW-512 Circular Area Intake, Case 1, 24" I.D. Riser | \$1,450.00 | EA | 1 | 1 | 0 | \$0.00 |
| 38 | Macadam Stone Base | \$18.75 | TON | 180 | 180.0 | 0 | \$0.00 |
| 39 | Granular Surfacing on Road, Class "A" Crushed Stone | \$17.00 | TON | 195 | 195.0 | 0 | \$0.00 |
| 40 | PCC Pavement, 8" Thick | \$29.45 | SY | 8,955 | 8,955.0 | 0 | \$0.00 |
| 41 | PCC Pavement Samples and Testing | \$2,000.00 | LS | 1 | 1 | 0 | \$0.00 |

ATTACHMENT TO CHANGE ORDER NO. 1 - FINAL QUANTITIES ADJUSTMENT SUMMARY
 NORTH GREEN STREET IMPROVEMENT PROJECT
 OSKALOOSA, IOWA
 C & A PROJECT NO. 5010024

Date: 12/17/2012

| NO. | ITEM | UNIT PRICE | UNIT | CONTRACT QUANTITY | FINAL QUANTITY | DIFFERENCE | ADJUSTMENT |
|-----|--|-------------|------|-------------------|----------------|------------|----------------------|
| 42 | Painted Pavement Markings and Symbols, Waterborne or Solvent Based | \$1,000.00 | LS | 1 | 1.0 | 0 | \$0.00 |
| 43 | Removal of Recreational Trail | \$5.00 | SY | 290 | 290.0 | 0 | \$0.00 |
| 44 | Removal of Driveway | \$5.00 | SY | 196 | 186.0 | (10.0) | (\$50.00) |
| 45 | PCC Sidewalk, 4" Thick | \$30.50 | SY | 770 | 644.56 | (125.34) | (\$3,822.87) |
| 46 | Detectable Warnings | \$30.00 | SF | 12 | 12 | 0 | \$0.00 |
| 47 | PCC Paved Driveway, 6" Thick | \$36.00 | SY | 420 | 504.67 | 84.67 | \$3,048.12 |
| 48 | Driveway Granular | \$17.00 | TON | 365 | 283.68 | (81.32) | (\$1,382.44) |
| 49 | Pavement Removal | \$5.00 | SY | 280 | 265.0 | (15.0) | (\$75.00) |
| 50 | Conventional Seeding, Fertilizing & Mulching | \$2,500.00 | AC | 3.25 | 3.25 | 0 | \$0.00 |
| 51 | Stormwater Pollution Prevention Plan, Preparation | \$1,250.00 | LS | 1 | 1 | 0 | \$0.00 |
| 52 | Stormwater Pollution Prevention Plan, Management | \$2,000.00 | LS | 1 | 1 | 0 | \$0.00 |
| 53 | Stormwater Pollution Prevention Plan, Qualifying Rainfall Event Inspection | \$100.00 | EA | 10 | 15 | 5 | \$500.00 |
| 54 | Class E Rip Rap | \$33.25 | TON | 120 | 101.82 | (18.18) | (\$604.49) |
| 55 | Silt Fence Installation | \$1.85 | LF | 2,000 | 932 | (1,068) | (\$1,975.80) |
| 56 | Removal and Reinstallation of Existing Fence | \$20.00 | LF | 165 | 165 | 0 | \$0.00 |
| 57 | Traffic Control | \$3,750.00 | LS | 1 | 1 | 0 | \$0.00 |
| 58 | Mobilization | \$55,000.00 | LS | 1 | 1 | 0 | \$0.00 |
| 59 | Granular Surfacing for Temporary Access Drives - Install, Reclaim, and Dispose | \$18.00 | TON | 200 | 241.84 | 41.84 | \$753.12 |
| | SUBTOTAL - BASE BID | | | | | | (\$72,374.25) |
| | ALTERNATE 1: | | | | | | |
| 1 | Excavation, Class 10, 12, or 13 | \$6.75 | CY | 1,345 | 1,345 | 0 | \$0.00 |
| 2 | Subgrade Preparation | \$3.50 | SY | 2,200 | 2,200 | 0 | \$0.00 |
| 3 | Subgrade Treatment, Fly Ash | \$4.00 | SY | 700 | - | (700) | (\$2,800.00) |
| 4 | Subbase, Modified Subbase (Granular) | \$5.35 | SY | 1,945 | 1,945 | 0 | \$0.00 |
| 5 | Compaction Testing | \$750.00 | LS | 1 | 1 | 0 | \$0.00 |
| 6 | Trench Compaction Testing | \$750.00 | LS | 1 | 1 | 0 | \$0.00 |
| 7 | Storm Sewer, Trenched, RCP, 15" | \$31.80 | LF | 904 | 904.0 | 0 | \$0.00 |
| 8 | Subdrain, Perforated PE, 4" | \$6.50 | LF | 1,000 | 1,000.0 | 0 | \$0.00 |
| 9 | Subdrain Outlets and Connections, CMP, 4" | \$100.00 | EA | 4 | 4 | 0 | \$0.00 |
| 10 | SW-401 Circular Storm Sewer Manhole, 48" I.D. | \$1,850.00 | EA | 1 | 1 | 0 | \$0.00 |
| 11 | SW-501 Single Grate Intake | \$2,115.00 | EA | 1 | 1 | 0 | \$0.00 |
| 12 | SW-503 Single Grate Intake w/ Manhole | \$2,700.00 | EA | 1 | 1 | 0 | \$0.00 |
| 13 | Macadam Stone Base | \$18.75 | TON | 55 | 54.69 | (0.31) | (\$5.81) |
| 14 | Granular Surfacing on Road, Class "A" Crushed Stone | \$17.00 | TON | 35 | 35.0 | 0 | \$0.00 |
| 15 | PCC Pavement, 8" Thick | \$29.45 | SY | 1,722 | 1,722.0 | 0 | \$0.00 |
| 16 | PCC Pavement Samples and Testing | \$1,000.00 | LS | 1.00 | 100% | 0 | \$0.00 |
| 17 | PCC Paved Driveway, 6" Thick | \$36.00 | SY | 18 | 18.0 | 0 | \$0.00 |
| 18 | Driveway, Granular | \$17.00 | TON | 20 | 20.0 | 0 | \$0.00 |
| 19 | Conventional Seeding, Fertilizing, and Mulching | \$2,500.00 | AC | 0.5 | 0.50 | 0 | \$0.00 |
| 20 | Silt Fence Installation | \$1.85 | LF | 500 | - | (500) | (\$925.00) |
| | SUBTOTAL - ALTERNATE 1 | | | | | | (\$3,730.81) |
| | TOTAL | | | | | | (\$26,055.06) |



CITY COUNCIL COMMUNICATION

MEETING DATE: January 7, 2013

REQUESTED BY: Public Works Department,
Engineering Division

ITEM TITLE:

Consider a motion approving Pay Request No. 5 in the amount of \$24,422.62 to Cornerstone Excavating, Inc. for work completed on the North Green Street Paving Project.

EXPLANATION:

The City of Oskaloosa has received Pay Request No. 5 from Cornerstone Excavating for work completed to date on the construction of the North Green Street Paving Project. Garden & Associates and City Staff have reviewed the Pay Request and found it to be satisfactory for work completed to date on the project. The work included in this pay estimate includes gravel surface roads, driveway, subbase, seeding, traffic control, silt fence installation, lower water service main, and other miscellaneous construction related items.

Cornerstone Excavating, Inc. cannot complete a few project items such as seeding, pavement joint sealing, and pavement surface smoothness correction until the weather improves next spring. However, a substantial part of the project is completed and North Green Street is open to traffic.

The total cost of the completed work is \$953,905.34. With Council's approval, Pay Request No. 5 will bring the total amount paid to \$906,210.07, which represents 95 percent of the contract price, with the remaining amount due being only the retainage amount of \$47,695.27, which represents 5 percent of the contract price.

City staff recommends Council approve Pay Request No. 5 to Cornerstone Excavating in the amount of \$24,422.62 for work completed to date on the North Green Street Paving Project.

BUDGET CONSIDERATION:

\$24,422.62 for Pay Request # 5 from the North Green Street Paving Project Fund.

RECOMMENDED ACTION:

Consider approval of Pay Request No. 5 in the amount of \$24,422.62 for the North Green Street Paving Project to Cornerstone Excavating.

ATTACHMENTS:

Application for Payment # 5 and letter from Garden & Associates.

APPLICATION FOR PAYMENT NO. 5

To: City of Oskaloosa (OWNER)

From: Cornerstone Excavating, Inc. (CONTRACTOR)

Contract: North Green Street Improvement Project - Oskaloosa, Iowa

Project: North Green Street Improvement Project - Oskaloosa, Iowa

OWNER's Contract No.: _____ ENGINEER's Project No.: 5010024

For Work Accomplished Through the Date of: 12/17/12

| | | | |
|---|----|----|-------------|
| 1. Original Contract Price: | | \$ | 979,960.40 |
| 2. Net Change by Change Orders and Written Amendments (+ or -): | | \$ | (26,055.06) |
| 3. Current Contract Price (1 plus 2): | | \$ | 953,905.34 |
| 4. Total Completed and Stored to Date: | | \$ | 953,905.34 |
| 5. Retainage (Per Agreement): | | | |
| 5% of Completed Work: | \$ | | 47,695.27 |
| 0% of Stored Material: | | | |
| Total Retainage: | | \$ | 47,695.27 |
| 6. Total Completed and Stored to Date Less Retainage (4 minus 5): | | \$ | 906,210.07 |
| 7. Less Previous Application for Payments: | | \$ | 881,787.45 |
| 8. DUE THIS APPLICATION (6 MINUS 7) | | \$ | 24,422.62 |

Accompanying Documentation:

CONTRACTOR'S Certification:

The undersigned CONTRACTOR certifies that (1) all previous progress payments received from OWNER on account of Work done under the Contract referred to above have been applied on account to discharge CONTRACTOR's legitimate obligations incurred in connection with Work covered by prior Applications for Payment numbered -- through -- inclusive; (2) title of all Work, materials and equipment incorporated in said Work or otherwise listed in or covered by this Application of Payment will pass to OWNER at time of payment free and clear of all Liens, security interests and encumbrances (except such as are covered by a Bond acceptable to OWNER indemnifying OWNER against any such Lien, security interest or encumbrance); and (3) all Work covered by this Application for Payment is in accordance with the Contract Documents and not defective.

Payment of the above AMOUNT DUE THIS APPLICATION is requested.

Dated: 12/21/12
 By: [Signature] Cornerstone Excavating (CONTRACTOR)

Payment of the above AMOUNT DUE THIS APPLICATION is recommended.

Dated: 12/26/12
 By: [Signature] Garden & Associates, Inc. (ENGINEER)

Payment of the above AMOUNT DUE THIS APPLICATION is approved.

Dated: _____ City of Oskaloosa, Iowa (OWNER)
 By: _____

ATTACHMENT NO. 1 TO PAY REQUEST NO. 5
 NORTH GREEN STREET IMPROVEMENT
 OSKALOOSA, IOWA
 G & A PROJECT NO. 5010024

Application No. 5

Date:

12/17/2012

| NO. | ITEM | UNIT PRICE | CONTRACT QUANTITY | SCHEDULE OF VALUES AMOUNT | QUANTITY COMPLETED | AMOUNT | % | MATERIAL STORED | AMOUNT COMPLETED & STORED |
|------------------|--|------------|-------------------|---------------------------|--------------------|---------|------|-----------------|---------------------------|
| BASE BID: | | | | | | | | | |
| 1 | Cleaning and Grabbing | \$3,000.00 | 1 | LS | \$3,000.00 | 100% | 100% | | \$3,000.00 |
| 2 | Excavation, Class 10, 12, or 13 | \$6.75 | 11,435 | CY | \$77,186.25 | 11,435 | 100% | | \$77,186.25 |
| 3 | Subgrade Preparation | \$3.50 | 10,550 | SY | \$36,925.00 | 10,550 | 100% | | \$36,925.00 |
| 4 | Subgrade Treatment, Fly Ash | \$4.00 | 3,500 | SY | \$14,000.00 | - | 0% | | \$0.00 |
| 5 | Subbase, Modified Subbase (Granular) | \$5.35 | 10,020 | SY | \$53,607.00 | 10,020 | 100% | | \$53,607.00 |
| 6 | Compaction Testing | \$3,000.00 | 1 | LS | \$3,000.00 | 100% | 100% | | \$3,000.00 |
| 7 | Trench Foundation | \$20.75 | 40 | TON | \$830.00 | 52.41 | 131% | | \$1,087.51 |
| 8 | Trench Compaction Testing | \$3,500.00 | 1 | LS | \$3,500.00 | 100% | 100% | | \$3,500.00 |
| 9 | Precast Concrete Box Culvert, 8'x8' | \$600.00 | 70 | LF | \$42,000.00 | 70 | 100% | | \$42,000.00 |
| 10 | Precast Concrete Box Culvert Straight End Section, 8'x8' | \$7,650.00 | 2 | EA | \$15,300.00 | 2 | 100% | | \$15,300.00 |
| 11 | Storm Sewer, Trenched, RCP, 12" | \$30.20 | 63 | LF | \$1,902.60 | 63.0 | 100% | | \$1,902.60 |
| 12 | Storm Sewer, Trenched, RCP, 15" | \$31.80 | 1,439 | LF | \$45,760.20 | 1,421.0 | 99% | | \$45,187.80 |
| 13 | Storm Sewer, Trenched, CMP, 15" | \$21.50 | 70 | LF | \$1,505.00 | 70.0 | 100% | | \$1,505.00 |
| 14 | Storm Sewer, Trenched, RCP, 18" | \$33.75 | 305 | LF | \$10,293.75 | 305.0 | 100% | | \$10,293.75 |
| 15 | Storm Sewer, Trenched, RCP, 36" | \$62.00 | 131 | LF | \$8,122.00 | 131.0 | 100% | | \$8,122.00 |
| 16 | Pipe Apron, Concrete, 15" | \$550.00 | 1 | EA | \$550.00 | 1 | 100% | | \$550.00 |
| 17 | Pipe Apron, Concrete, 18" | \$585.00 | 1 | EA | \$585.00 | 1 | 100% | | \$585.00 |
| 18 | Pipe Apron, Concrete, 36" | \$1,050.00 | 2 | EA | \$2,100.00 | 2 | 100% | | \$2,100.00 |
| 19 | Pipe Apron, Guard, 36" | \$850.00 | 2 | EA | \$1,700.00 | 2 | 100% | | \$1,700.00 |
| 20 | Subdrain, Perforated PE, 4" | \$6.50 | 5,050 | LF | \$32,825.00 | 5,050 | 100% | | \$32,825.00 |
| 21 | Subdrain Outlets and Connections, CMP, 4" | \$100.00 | 18 | EA | \$1,800.00 | 18 | 100% | | \$1,800.00 |
| 22 | 4" Tile, PVC | \$44.00 | 100 | LF | \$4,400.00 | - | 0% | | \$0.00 |
| 23 | Water Main Trenched, PVC, 8" | \$27.00 | 445 | LF | \$12,015.00 | 445.0 | 100% | | \$12,015.00 |
| 24 | Water Service Stub, 1" | \$1,200.00 | 6 | EA | \$7,200.00 | 6 | 100% | | \$7,200.00 |
| 25 | Water Service, Meter Pit | \$695.00 | 3 | EA | \$2,085.00 | 3 | 100% | | \$2,085.00 |
| 26 | Gate Valve, 6" | \$760.00 | 2 | EA | \$1,520.00 | 2 | 100% | | \$1,520.00 |
| 27 | Gate Valve, 8" | \$1,050.00 | 1 | EA | \$1,050.00 | 1 | 100% | | \$1,050.00 |
| 28 | Fire Hydrant Assembly | \$3,500.00 | 2 | EA | \$7,000.00 | 2 | 100% | | \$7,000.00 |
| 29 | Connection to Existing Water Main | \$1,225.00 | 1 | EA | \$1,225.00 | 1 | 100% | | \$1,225.00 |
| 30 | Lower Water Service | \$1,150.00 | 1 | EA | \$1,150.00 | 1 | 100% | | \$1,150.00 |
| 31 | SW-401 Circular Storm Sewer Manhole, 48" I.D. | \$1,850.00 | 1 | EA | \$1,850.00 | 1 | 100% | | \$1,850.00 |
| 32 | SW-401 Circular Storm Sewer Manhole, 60" I.D. | \$4,000.00 | 1 | EA | \$4,000.00 | 1 | 100% | | \$4,000.00 |
| 33 | SW-501 Single Grate Intake | \$2,115.00 | 3 | EA | \$6,345.00 | 3 | 100% | | \$6,345.00 |
| 34 | SW-503 Single Grate Intake w/ Manhole | \$2,700.00 | 5 | EA | \$13,500.00 | 5 | 100% | | \$13,500.00 |
| 35 | SW-505 Double Grate Intake | \$3,250.00 | 3 | EA | \$9,750.00 | 3 | 100% | | \$9,750.00 |
| 36 | SW-506 Double Grate Intake with Manhole | \$5,250.00 | 2 | EA | \$10,500.00 | 2 | 100% | | \$10,500.00 |
| 37 | SW-512 Circular Area Intake, Case 1, 24" I.D. Riser | \$1,450.00 | 1 | EA | \$1,450.00 | 1 | 100% | | \$1,450.00 |
| 38 | Macadam Stone Base | \$18.75 | 180 | TON | \$3,375.00 | 180.0 | 100% | | \$3,375.00 |
| 39 | Granular Surfacing on Road, Class "A" Crushed Stone | \$17.00 | 195 | TON | \$3,315.00 | 195.0 | 100% | | \$3,315.00 |
| 40 | PCC Pavement, 8" Thick | \$29.45 | 8,955 | SY | \$263,724.75 | 8,955.0 | 100% | | \$263,724.75 |
| 41 | PCC Pavement Samples and Testing | \$2,000.00 | 1 | LS | \$2,000.00 | 100% | 100% | | \$2,000.00 |

OSKALOOSA
IOWA



CITY COUNCIL COMMUNICATION

MEETING DATE: January 7, 2013

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.

OSKALOOSA
IOWA



CITY COUNCIL COMMUNICATION

MEETING DATE: January 7, 2013

REQUESTED BY: 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.