

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

**COUNCIL CHAMBERS – CITY HALL, 220 S. MARKET STREET
JUNE 4, 2012 – 6:30 P.M.**

AGENDA

CALL TO ORDER – 6:30 P.M.

ITEM 1. INVOCATION: Pastor Elizabeth Colton, St. Paul Congregational United Church of Christ

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 and discussed separately.

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

1. May 21, 2012 Regular City Council Meeting Minutes
2. June 4, 2012 Agenda

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

1. May 2, 2012 Airport Commission Minutes

c) Claims

1. Claims for May 2012.

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

New:

1. Application for 6 month Class C Liquor License with Outdoor Service from Megan Carner dba Stix, 132 Pella Ave. General Fund \$422.50. Please make this agenda item subject to fire approval.

Renewal:

1. Consider approval of a renewal application of a Class B Beer Permit from Casey's Marketing Company dba Casey's General Store #2366, 1809 9th Ave East.
2. Consider approval of a renewal application of a Class B Beer Permit from Casey's Marketing Company dba Casey's General Store #2350, 1902 South Market Street.

Resolutions & Motions:

1. Consider approval of FY 2013 Cigarette Permits.
2. Consider approval of request from City Manager for closure of street for Bandstand 100th Anniversary celebration.
3. Consider a resolution approving and directing the City Clerk to transfer funds from the General Fund to the Employee Flex Plan Fund in the amount of \$2,000.
4. Consider a resolution authorizing the use of public funds to aid economic development.
5. Consider a resolution scheduling a public hearing for July 2, 2012 to consider levying a special assessment against private property for weed cutting by the city in accordance with Section 8.20 of the City Code of the City of Oskaloosa, Iowa, and directing notice to the owners of the property to be assessed.

Ordinances:

1. Consider an ordinance establishing a "No parking Zone" on the north side of E Avenue East between North 3rd Street and North 4th Street – 3rd reading.

----- **END OF CONSENT CALENDAR** -----

ITEM 6. REQUESTS FROM THE COMMUNITY

- a) Consider request from Main Street Oskaloosa for closure of additional street on June 29, 2012 for Friday after Five event for the Community 1st Credit Union children's train.
- b) Consider a request from True Value for use of parking spaces.

ITEM 7. 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. (4 males and 0 females currently serve).
- b) Enterprise Zone Commission - One at-large member to the Enterprise Zone Commission to fill an unexpired term that ends June 30, 2013. This is a nine member commission that meets as needed. (3 males and 5 females current serve).
- c) Housing Trust Fund Committee – One at-large vacancy to fill approved and appointed by the City Council for a three year term that ends January 31, 2015. (1 male and 3 females currently serve).
- d) Planning and Zoning Commission – One vacancy to fill approved and appointed by the City Council for five year term that ends April 30, 2017 and one vacancy to fill an unexpired term that ends April 30, 2014. This is seven member commission. (5 males and 1 female currently serve).
- e) Water Board - One vacancy to fill appointed by the Mayor with city Council approval for a six year term that ends June 30, 2018. This is a three member board. (3 males currently serve).

REGULAR AGENDA - ORDINANCES:

ITEM 8. CONSIDER AN ORDINANCE AMENDING THE CITY CODE OF THE CITY OF OSKALOOSA, IOWA BY REZONING THE PROPERTIES LOCATED AT 304 NORTH 1ST STREET, 310 NORTH 1ST STREET, AND 305 NORTH 2ND STREET FROM R-2, URBAN FAMILY RESIDENTIAL DISTRICT, TO UC, URBAN CORRIDOR DISTRICT – 3RD READING.

REGULAR AGENDA – RESOLUTIONS & MOTIONS:

ITEM 9. PRESENTATION ON THE 2012 OSKALOOSA HOUSING NEEDS ASSESSMENT STUDY FROM THE UNIVERSITY OF IOWA.

ITEM 10. CONSIDER A RESOLUTION ADOPTING THE PROPOSAL FOR EMPLOYEE LIFE INSURANCE, HEALTH INSURANCE AND FLEX PLAN FOR FISCAL YEAR 2013.

ITEM 11. CONSIDER A RESOLUTION APPROVING A CONTRACT FOR TECHNICAL ASSISTANCE WITH AREA 15 REGIONAL PLANNING COMMISSION FOR THE PURPOSE OF COMPLETING A SAFE ROUTES TO SCHOOL PLAN IN THE AMOUNT OF \$10,000.

ITEM 12. CONSIDER A MOTION TO APPROVE THE GOAL SETTING REPORT AND IMPLEMENTATION SCHEDULE.

ITEM 13. CONSIDER A MOTION TO APPROVE VENDORS FOR HOPE VI MAIN STREET PROJECT – TROLLEY PLACE.

ITEM 14. REPORT ON ITEMS FROM CITY STAFF.

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

ITEM 15. CITY COUNCIL INFORMATION.

ITEM 16. CLOSED SESSIONS

- a) Hold a closed session under Iowa Code Section 21.5.1.i. to evaluate the professional competency of an individual whose appointment, hiring, performance or discharge is being considered to prevent needless and irreparable injury to that individual's reputation and that individual requests a closed session and reconvene in open session to consider approval of contract.

ITEM 17. OPEN SESSION ACTION

- a) Consider a motion to approve the contract of City Manager Michael Schrock Jr.

ADJOURNMENT

OSKALOOSA
IOWA



CITY COUNCIL COMMUNICATION

MEETING DATE: June 4, 2012

REQUESTED BY: Michael Schrock,
City Manager

ITEM TITLE: CALL TO ORDER AND ROLL CALL – 6:30 p.m.

1. Invocation: Pastor Elizabeth Colton, St. Paul Congregational United Church of Christ
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: June 4, 2012

REQUESTED BY:

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 approval of payment of claims - May 2012**
- Item 3. Application for 6 month Class C Liquor License with Outdoor Service from Megan Carner dba Stix, 132 Pella Avenue.**
- Subject to Fire Department approval
- No complaints received.
- Item 4. Renewal application for Class B Beer Permit from Casey's Marketing Company dba Casey's General Store #2366, 1809 9th Avenue East.**
- No complaints received.
- Item 5. Renewal application for Class B Beer Permit from Casey's Marketing Company dba Casey's General Store #2350, 1902 South Market Street.**
- No complaints received.
- Item 6. FY 2013 Cigarette Permits**
- Item 7. Request from City Manager for closure of street for Bandstand 100th Anniversary celebration.**
- Item 8. Resolution approving and directing the City Clerk to transfer funds from the general fund to the employee flex plan fund in the amount of \$2,000.**
- Item 9. Resolution authorizing the use of public funds to aid economic development.**

- Item 10. Ordinance establishing a no parking zone on the north side of E Avenue East between North 3rd Street and North 4th Street – 3rd reading.**
- Item 11. Resolution scheduling a public hearing for July 2, 2012 to consider levying a special assessment against private property for weed cutting by the city in accordance with Section 8.20 of the City Code of the City of Oskaloosa, Iowa, and directing notice to the owners of the property to be assessed.**



CITY COUNCIL COMMUNICATION

MEETING DATE: June 4, 2012

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 and discussed separately.

- A. Approval of Council Minutes and Actions, subject to corrections, as recommended by the City Clerk.
 - 1. May 21, 2012 Regular City Council Meeting Minutes
 - 2. June 4, 2012 Agenda
- B. Receive and file the May 2, 2012 Airport Commission Minutes

BUDGET CONSIDERATION:

Not applicable.

ATTACHMENTS:

May 21, 2012 Regular City Council Meeting Minutes
May 2, 2012 Airport Commission Minutes

OSKALOOSA CITY COUNCIL
REGULAR MEETING
May 21, 2012

The Oskaloosa City Council met in regular session on Monday, May 21, 2012, at 6:30 p.m. with Mayor Krutzfeldt presiding and the following members answering roll call: Caligiuri, Jimenez, Moore, Van Zetten, Ver Steeg, Walling, and Yates.

It was moved by Caligiuri, seconded by Moore to approve the following consent agenda items:

1. May 7, 2012 Regular City Council Meeting Minutes
2. May 21, 2012 Agenda
3. Receive and file the following reports and communications from advisory and operating boards and commissions:
 - a. April 23, 2012 Library Board of Trustees Minutes
 - b. April 24, 2012 Board of Adjustment Minutes
 - c. May 1, 2012 Municipal Housing Agency Minutes
4. Renewal application for Class B Beer Permit from NPC International, Inc dba Pizza Hut #4342, 1503 A Avenue East.
5. Renewal application for Class E Liquor License (LE) from Kum & Go LC dba Kum and Go #174, 413 A Avenue West.
6. Renewal application for Class E Liquor License (LE) from Kum & Go LC dba Kum and Go #175, 901 South Market.
7. Renewal application for Class C Liquor License with Outdoor Service from Oskaloosa Post #2237 Veterans of Foreign Wars, 1215 South 17th Street.

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 such motion approved.

The Mayor announced there were vacancies on the Building Code Board of Appeals, Enterprise Zone Commission, Housing Trust Fund Committee, Planning and Zoning Commission and Water Board.

The Mayor announced this was the time and place for the public hearing on approval of the plans, specifications, form of contract and estimate of costs for the Highway 432 Pavement Rehabilitation Project and that citizens would now have an opportunity to comment. There were no oral or written comments received. The Mayor declared said hearing closed.

Jimenez introduced Resolution No. 12-05-41 entitled "A RESOLUTION TO APPROVE FINAL PLANS, SPECIFICATIONS, FORM OF CONTRACT AND ESTIMATED COSTS, FOR

THE HIGHWAY 432 PAVEMENT REHABILITATION PROJECT” and moved its approval. Ver Steeg seconded the motion. The roll was called and the vote was:

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

NAYS: None

Whereupon the Mayor declared said resolution duly adopted.

The Mayor announced this was the time and place for the public hearing on award of contract for the Highway 432 Pavement Rehabilitation Project and that citizens would now have an opportunity to comment. There were no oral or written comments received. The Mayor declared said hearing closed.

Moore introduced Resolution No. 12-05-42 entitled “A RESOLUTION TO APPROVE AWARD OF CONTRACT TO NORRIS ASPHALT PAVING CO. FOR AN AMOUNT NOT TO EXCEED \$321,634.50 AND APPROVING A CONSTRUCTION CONTINGENCY NOT TO EXCEED \$32,163.45 FOR THE HIGHWAY 432 PAVEMENT REHABILITATION PROJECT” and moved its approval. Ver Steeg 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.

Caligiuri introduced “AN ORDINANCE AMENDING THE CITY CODE OF THE CITY OF OSKALOOSA, IOWA BY CHANGING THE ZONING OF CERTAIN PROPERTIES LOCATED AT 304 NORTH 1ST STREET, 310 NORTH 1ST STREET AND 305 NORTH 2ND STREET FROM R-2, URBAN FAMILY RESIDENTIAL DISTRICT TO UC, URBAN CORRIDOR DISTRICT” and moved its approval. Yates seconded the motion. The roll was called and the vote was:

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

NAYS: Van Zetten

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

Caligiuri introduced “AN ORDINANCE ESTABLISHING A ‘NO PARKING ZONE’ ALONG THE NORTH SIDE OF E AVE EAST BETWEEN NORTH 3RD STREET AND NORTH 4TH STREET, PROHIBITING THE PARKING OF MOTOR VEHICLES OR OTHER TYPE OF VEHICLES WITHIN SAID NO PARKING ZONE; AND PROVIDING FOR PENALTIES FOR THE VIOLATION THEREOF” and moved its approval. Ver Steeg seconded the motion. The roll was called and the vote was:

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

NAYS: None

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

Caligiuri introduced Resolution No. 12-05-43 entitled "RESOLUTION TO TRANSFER OWNERSHIP AND TITLE TO A 2000 FORD AUTOMOBILE TO THE ALBIA HOUSING AGENCY" and moved its approval. Jimenez 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.

Yates introduced Resolution 12-05-44 entitled "RESOLUTION AUTHORIZING AND DIRECTING THE PAYMENT TO AND DEPOSIT WITH THE MAHASKA COUNTY SHERIFF'S OFFICE OF THE SUM OF \$29,167.10 IN SATISFACTION OF DAMAGES AWARDED AND COSTS FOR CONDEMNATION OF REAL ESTATE OWNED BY DENNIS AND LINDY SELBY" and moved its approval. Jimenez 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 Caligiuri, seconded by Moore that the meeting adjourn. Motion was carried unanimously. The meeting adjourned at 6:49 p.m.

David Krutzfeldt, Mayor

ATTEST:

Pamela Nimtz, Deputy City Clerk

MINUTES
OSKALOOSA AIRPORT COMMISSION
May 2, 2012

Meeting of the Oskaloosa Airport Commission was called to order at 4:43 p.m. on Wednesday, May 2, 2012.

1. ROLL CALL: Roll was taken with the following present: Steve Brown, James Johnson, Larry Lewis, Kelly Wheeler, Kraig Van Hulzen, Jerry Strunk & Ken Mercer [Midwest Aviation]
2. APPROVAL OF THE MINUTES: Moved by Kelly Wheeler and seconded by James Johnson to approve the minutes of the April 2, 2012 meeting. Motion carried.
3. FINANCIAL REPORT: Moved by Kelly Wheeler and seconded by Kraig Van Hulzen to approve the financial report. Motion carried.
4. REVIEW AND APPROVE BILLS: Moved by Kraig Van Hulzen and seconded by Kelly Wheeler to pay bills totaling \$18,424.31. Motion carried.
5. MANAGER'S REPORT: See attached.
6. OLD BUSINESS:
 - a) Road rebuilding project: Brad Uitermarkt has not yet checked the hump in the road to see if it exceeds specifications. This will be done along with the final inspection by June. At that time the contractor will be paid the retainage if there are no problems.
 - b) Farm tiling/waterway: The waterway is complete. Geoff Eyler has not been out to look for undocumented tile lines. He probably will not be out until late summer.
 - c) Waste disposal: We have received no word from Waste Management about cancellation of our contract. However, they have been out to pick up their container. City Attorney Dave Dixon is working on this.
 - d) Seal cracks in runway: TK Concrete has not started work yet. Brad Uitermarkt will talk to them. The work needs to be done by the end of May.
 - e) Commission member responsibilities: Kelly Wheeler moved to adopt the attached breakdown of member responsibilities. James Johnson seconded. Motion carried.
 - f) Application for state airport funding: Kelly Wheeler and James Johnson are working on an application for security cameras.

- g) Hangar doors: Have not received an estimate to replace the doors in the maintenance hangar. The door to the corporate hangar collapsed after the windstorm on April 14th and may have to be replaced. There was also damage to the wood pole hangar. This has been turned in to the insurance company.
- h) Closing Airport Layout Plan grant: This has been completed.
- i) Membership on Regional Airport Agency Board: Steve Brown and Kelly Wheeler have applied for membership.

7. NEW BUSINESS:

- a) June meeting date: The regular meeting date is Monday, June 4th. There were no conflicts with this date.

8. ADJOURN: It was moved by Kelly Wheeler to adjourn at 5:26 p.m. Motion was seconded by Kraig Van Hulzen. Motion carried.

MWA@OOA

April, 2012

Oskaloosa Municipal Airport Monthly Report

- **Fuel Sales: 100 LL(\$5.99)=1261 gal; Jet A(\$5.35) 635 gal.**
- **Total fuel sales for April, 2012= 1896 gal. X .05= \$94.80.**
- **Plus telephone: \$15.28.**
- **Total owed OOA= \$110.08.**

- **Fuel sales are up from last month.**
- **Had a tornado touch down about 1.5 miles north of the airport 4/14/12 @ 9:35 PM.**
- **Our AWOS recorded 84 Kt (97 mph) winds.**
- **“Old “ T hangars: wind blew one Hangar door off , Damaged several other doors and blew 3 sheets of roofing off. No A/C damaged or personnel hurt.**
- **New T hangars not damaged.**
- **Possible, OOA Corporate Hangar had hangar door was buffeted by the high winds and damaged to the extent it collapsed several days later while being closed. All support cables and hinges broke due to door jamming. Whole door (60' X 18') collapsed. Again, Fortunately there were no personnel hurt or A/C Damaged .**
- **Aircraft sale are up.**
- **New road grass is growing.**
- **Trying to keep up w/ the mowing and the weeds.**

UP, UP AND AWAY @OOA

Did you Know?

At OOA Our Maintenance shops can accommodate J-3's thru Jets.

**Oskaloosa Airport Commission
Member Responsibilities
as adopted on May 2, 2012**

Steve Brown, Chairman

- Preside at meetings
- Schedule special meetings
- Point of contact for FBO
- Point of contact for mayor, city council, city manager, city clerk and city attorney
- Point of contact for engineering services, FAA and Iowa D.O.T.
- Compile annual budget with city clerk
- Appoint members for specific projects

Phone: 641-673-8603

Email: steve@butlerbrown.com or srb646@gmail.com

Kelly Wheeler, Vice Chairman

- Preside at meetings in the absence of the chairman
- Special projects including grant applications

Phone: 641-673-0411

Email: kelly.wheeler@musco.com

Jim Johnson, Secretary

- Meeting minutes
- Responsible for the airport security plan

Phone: 641-673-3145

Email: jameslibrarianjohnson@gmail.com

Larry Lewis

- Point of contact for airport facilities including inspection and maintenance
- Point of contact for the aircraft owners and hangar tenants
- Assist with FBO activities

Phone: 641-673-8885

Email: lewislj@mahaska.org

Kraig Van Hulzen

- Responsible for farm operations including negotiation of farm lease

Phone: 641-672-1723

Email: vhappraisal@mahaska.org

OSKALOOSA
IOWA



CITY COUNCIL COMMUNICATION

MEETING DATE: June 4, 2012

REQUESTED BY: Amy Miller,
City Clerk

ITEM TITLE: CONSENT AGENDA – ITEM 2

Consider payment of claims for May 2012.

EXPLANATION:

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

Staff recommends approval.

BUDGET CONSIDERATION:

Totals will appear on the claims lists.

ATTACHMENTS: Claims lists.



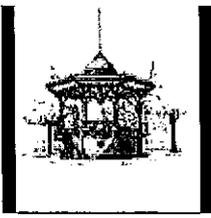
MANUAL CHECK REPORT

AFLAC	AFLAC	262.36
AFLAC	AFLAC	262.36
Akhilesh Pal	Reimburse supplies	166.90
Akhilesh Pal	Reimburse travel expense	22.00
Amanda B Johnson & Bank Iowa	1st time homebuyer loan	3,500.00
Amazon	Library materials	1,347.24
Colonial Life	Colonial Life	194.34
David Dixon	May legal fees	2,200.00
David Krutzfeldt	Reimburse travel expense	537.01
David Krutzfeldt	Reimburse travel expense	529.60
Delta Dental of Iowa	Dental insurance	419.00
Edward D Jones	Savings Edward Jones	300.00
Edward D Jones	Savings Edward Jones	300.00
Fidelity Security Life Insurance Company	Vision insurance	190.22
Gladys Genskow	Petty cash-Edmundson Pool	230.00
Heather Blommers	Reimburse travel expense	11.00
I.U.P.A.T. District Council 81	Union dues	439.79
IAWEA Region 6	Registration for conference	120.00
Iowa League of Cities	Registration for Mun Prof Academy-Miller	175.00
Iowa League of Cities	Iowa Mun Professional Institute registration	208.00
Local 636, IAFF	Fire union	180.00
Madison National Life	May life insurance	465.17
Mahaska County Auditor	Law Enforcement Center agreement	12,500.00
Mahaska County Sheriff	Damages awarded for Selby condemnation	29,167.10
Mahaska Ruritan Club	Distribution of Healthy Iowan Grant	1,370.00
Mary Barnard	Reimburse travel expense	12.00
Michael Schrock Jr.	Reimburse travel expense	86.69
Michael Schrock Jr.	Reimburse meal expense	10.00
Misty Dawne White-Reinier	May legal fees	1,800.00
Munic. Fire & Police Ret	Police & fire 411	15,185.25
Munic. Fire & Police Ret	Police & fire 411	15,285.28
Nathan Wiley	Reimburse travel expense	33.00
Nathan Wiley	Reimburse office supplies	37.44
Northern Escrow Inc	Payment #1-Synergy Contracting J Ave Sewer Improve	128,578.70
Oskaloosa Community Schools	May local option sales tax	77,542.49
Oskaloosa Community Schools	Distribution of Healthy Iowan grant	2,000.00
PPME 2003 IBPAT	Police union dues	393.63
The Cincinnati Life Insurance Company	Cincinnati Life Insurance	89.00
The Cincinnati Life Insurance Company	Cincinnati Life Insurance	89.00
United States Treasury	Wage levy-federal	50.00
United States Treasury	Wage levy-federal	50.00
United Way	United Way	46.00
Visa Card Center	Library materials/postage	702.72

297,088.29

May payroll 253,887.54

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



Acco	Chemicals for pool	1,836.60
Advanced Concrete Specialists	Sidewalk repair	1,750.00
	Sidewalk repair	1,570.00
	Rebuild intake & sidewalk	3,177.00
American Society of Civil Engineers	Membership dues	157.50
American Test Center Inc	Aerial testing on bucket truck	450.00
Aramark Uniform Services	Rubber mats	47.70
	Rubber mats	50.57
	Rubber mats	50.57
Arnold Motor Supply	Supplies	27.03
	Supplies	42.36
	Filter	42.35
	Supplies	28.18
	Filter	19.76
	Hose	20.78
B & H Automotive and Locksmithing	Keys	8.00
	Keys	4.00
Baker Group	Repair air conditioning	4,333.61
	Supplies	59.11
Bill & Ray's Auto Service Inc	Supplies	23.69
Bilt-Rite Fence	Chain link fence	7,446.00
Binns & Stevens Sprayers	Calcium chloride	2,911.00
Business Forms Diversified	Envelopes	202.38
Butler-Brown Insurance	Amend equipment schedule	80.00
Cardiologists, LC	Professional services	136.00
Carpenter Uniform Co	Uniform lettering	27.98
	Police vest	685.00
	Uniforms	114.98
Certified Pest Control	Pest control	30.00
	Pest control	32.00
Champion Storage and Signs	Signs	30.00
Chief Supply	Supplies	17.60
Credit Bureau Services	Professional services	233.75
Culligan Water Conditioning	Water services	29.95
Cunningham Inc.	Repair air conditioning	266.50
Dickinson Co. Inc	Street signs	655.00
Double B Blasting	Sandblast and paint sander truck	2,850.00
Earl May Seed & Nursery LLC	Plants and fertilizer	239.76
	Lawn starter	27.99
	Flowers	54.00
Edel's Lawn Service and Construction Inc	Sewer and street repair	2,250.00
	Sewer backup urgent repair	500.00
Eva Christiansen, PhD PC	Professional services	175.00
Family Medical Center P.C.	Professional services	135.00
Fox Engineering Associates Inc	Professional services-Grey Water Study	515.00
Gall's Inc.	Uniforms	23.13
	Uniforms	50.59

	Uniforms	68.36
	Uniforms	455.30
	Uniforms	148.91
Garden & Associates Inc	Professional services - N 7th Sanitary Sewer	1,265.60
Grainger	Gloves	392.92
Haines Auto Supply	Supplies	11.94
	Supplies	41.04
	Supplies	28.05
	Tools	31.63
	Supplies	14.64
	Supplies	41.04
	Supplies	10.89
	Hose assembly	72.78
	Oil	289.20
Heiman Inc.	Drywall hooks	286.60
	Sprinkler shut-offs	186.95
	Hose assembly	262.30
	Nozzles/hoses	1,604.05
	Extrication gloves	202.05
	Jet siphon	226.60
	Drywall hooks	270.35
	Nozzles/hoses	96.95
	Nozzles/hoses	2,020.00
	Hydraulic fluid	176.48
Hellyer Electric Motor Service Inc	Parts for activity pump	302.30
Highway 92 Walnut Co	Equipment repair	102.76
Hy Vee Accounts Receivable	Supplies	10.78
Hy-Vee Food Stores	Meals for meeting	111.84
Ideal Ready Mix	Dowels	892.00
	Ready mix	46.75
	Ready mix	122.00
International Code Council Inc	Annual membership dues	125.00
	Supplies	88.50
Iowa Dept of Transportation	Fax	98.28
Iowa Law Enforcement Academy	Firearms Instructor recertification	150.00
Iowa League of Cities	Meeting registration	30.00
IPMA-HR	Tests returned	-72.00
	Civil service tests	315.00
James W. Bell Co. Inc	Air compressor element	228.57
	Grip kit	206.68
John Deere Financial	Supplies	62.53
	Oil	8.82
	Supplies	18.40
Kelly Supply Company	Cable ties	16.68
	Pipe	63.12
	Supplies	6.27
L-3 Communications Mobile Vision, Inc	Battery	57.95
Lappin Tire	Tire repair	72.05
	Mower tire repair	29.01
	Tire repair	15.00
	Trailer tire	112.68
Logan Contractors Supply Inc	Sealant	5,921.30

Mahaska Bottling	Can bags	80.00
	Can bags	40.00
Mahaska Co Highway Dept	Fuel	1,552.59
	Fuel	3,553.34
	Fuel	49.58
	Fuel	1,129.40
	Fuel	403.44
	Fuel	46.32
Mahaska Communication Group LLC	Telephone services	52.71
	Telephone services	1,217.39
	Telephone services	163.03
	Telephone services	60.48
	Telephone services	42.94
	Telephone services	62.34
	Telephone services	73.27
	Telephone services	63.86
Mahaska County Solid Waste	Waste removal	32.00
	Waste removal	30.18
	Waste removal	19.85
Mahaska Drug	Medications	131.70
Mahaska Health Partnership	Professional services	195.00
	Professional services	20.00
	Professional services	65.00
Martin Marietta Materials	Rock	2,964.97
Mauer Supply Inc.	Hose	108.00
Mc Kim Tractor Service	Mower blades	160.89
	Mower blades	409.52
	Blades	241.54
Med Labs of Eastern Iowa	Professional services	238.55
Michael Dursky	Proctor fire testing	100.00
MidAmerican Energy	Utilities	687.42
	Utilities	5,301.85
	Utilities	347.36
Mid-Iowa Solid Waste Equip Co Inc.	Equipment for sewer camera	967.84
MPT Iowa Inc	Professional services-computers	442.50
MTI Distributing Inc	Mower blades	139.45
Municipal Supply Inc	Repair clamp	177.75
Musco Sports Lighting LLC	Signage	55.00
Norris Asphalt Paving Inc	Cold patch	2,144.80
O'Reilly Auto Parts	Supplies	14.07
Orscheln Farm & Home	Cleaners	102.96
	Supplies	22.29
	Ball mount and hook	129.98
	Paint brushes	10.98
	Tools	34.99
	Chain	63.84
Oskaloosa Quality Rental Inc	Hydraulic hammer	9,525.00
Oskaloosa Vision Center Inc	Professional services	98.00
Oskaloosa Water Dept	Fax location service	63.90
Pitney Bowes Inc.	Postage machine lease	132.93
Precision Midwest	Trimble GPS survey training	300.00
	Trimble GPS survey training	600.00

Premier Office Equipment Inc.	Copier maintenance	68.07
Quill Corporation	Office supplies	15.81
	Office supplies	35.54
	Office supplies	89.70
	Office supplies	175.02
	Envelopes	54.55
	Office supplies	130.45
	Office supplies	3.40
	Office supplies	268.26
	Office supplies	340.91
R & R Technologies Inc	Turning movement count board	450.00
Racom Corporation	Repair antenna	58.00
Radiology Consultants of Iowa, PLC	Professional services	30.00
Rapid Reproductions Inc	Mechanical pinch	45.13
Schumacher Elevator Company	Scheduled maintenance	191.24
Shankster Masonry	Repair stone caps Library	8,683.00
	City Hall repairs	70.00
Sherwin-Williams	Paint	91.90
	Supplies	26.26
	Pavement paint	798.00
	Returned item	-11.90
	Parts for paint machine	27.49
	Mesh filters	5.39
Sirchie Fingerprint Laboratories	Evidence tubes	48.40
Snyder & Associates Inc	Professional services-Airport Justification Report	2,346.63
Stephens Memorial Animal	City's contribution	20,000.00
Steven's Concrete LTD	Sidewalk repair	1,934.00
	Replace curb and gutter	600.00
	Erosion stone	1,708.52
Synergy Contracting LLC	Riprap	725.00
Terracon Consultants, Inc	Storage tank removal	3,975.00
The Office Center Inc.	Office supplies	26.28
	Office supplies	98.94
Titan Machinery	Supplies	12.65
Total Choice Shipping	Shipping charges	10.77
	Shipping charges	21.37
	Shipping charges	9.93
Town and Country Wholesale	Pool concessions	1,665.47
True Value Hardware	Batteries	40.98
	Supplies	28.45
	Tools	18.98
	Supplies	4.99
	Supplies	22.47
	Supplies	64.69
	Hose	95.96
	Belt	7.98
	Supplies	32.85
	Supplies	11.50
	Supplies	12.78
U.S. Cellular	Telephone services	97.25
Utility Equipment Co	Storm sewer pipe	938.40
Vande Wall Plumbing	Repair plumbing	101.14

Verizon Wireless	Broadband service	335.82
Walmart Community/GEMB	Supplies	36.35
	Office supplies	8.64
	K-9 supplies	75.92
	Office supplies	78.74
	Supplies	24.73
	Pool supplies	248.20
	Office supplies	53.85
	Park supplies	50.25
	Supplies	12.22
	Office supplies	30.19
	Supplies	71.91
	Supplies	1.97
	Pool concession supplies	139.74
	Pool concession supplies	118.78
	Hard drive	89.00
Water Environment Federation	Membership dues-Neubert	108.00
		<hr/>
		133,227.03

Department	Supplier/Vendor	Amount	Explanation
City Manager	Snyder & Associates	\$2,346.63	Professional services through 4/30/12 for regional airport justification report. Approved by City Council on December 5, 2011.
Wastewater	Fox Engineering	\$515.00	Grey water study services from 4/1/12 through 4/28/12.
Storm Water	Stevens's Concrete	\$1,708.52	68.52 ton erosion stone - 8.00 ton 3/4" road stone. Creek bank erosion control North 7th Street.
Pool	Acco	\$1,836.60	735 gal. chlorine plus 260 gal. buffer solution.
Wastewater	Mid-Iowa Equipment	\$967.84	2 chain drives and tension cables for sewer camera.
Storm Water	UECO	\$938.40	120' of 15" pipe.
Storm Water	Stevens's Concrete	\$5,774.00	872 sq. ft. parking area - 169 sq. ft. alley entrance - 115 ft. curb & gutter - 300 block of South B after storm sewer repair.
Storm Water	Synergy Contracting	\$725.00	Placement of 4 loads of rip-rap for bank stabilization - North 7th creek.
Storm Water	Tony Johnson - Advanced Concrete	\$3,177.00	Rebuild intake and replace sidewalk - 714 North Market.
Wastewater	Garden & Associates	\$1,265.60	Professional services 4-1-12 through 4-30-12 for North 7th Sanitary Sewer Improvements Project.
Pool	Town & Country Wholesale	\$1,665.47	Concessions
Wastewater	Edel Construction	\$2,250.00	Curb & street repair - dirt & seed 9th Avenue East after sanitary sewer repair.
Library	Automatic Doors of Iowa	\$849.00	Install control unit on automatic front door.
Library	Baker Group	\$4,333.61	Install handwiring on AHU's.
Library	Shankster Masonry	\$8,683.00	Replace sealant on stone caps.
Fire	Heiman Inc.	\$3,725.00	Fire hose and nozzles.
Storm Water	Tony Johnson - Advanced Concrete	\$1,180.00	Repair culvert - South F & Edmundson Golf.
Public Works - Streets	Oskalosa Quality Rental, Inc.	\$9,525.00	Allied hydraulic hammer used to break concrete pavement.
Public Works - Streets	Brandon Bandstra - Double B Blasting	\$2,850.00	Sandblast & paint 1986 Ford spreader.
Public Works - Streets	Stevens's Concrete	\$600.00	Remove & replace 15' curb & gutter on South Park.
Public Works - Streets	Dickinson Company, Inc.	\$655.00	4 LED full hand module crosswalk & 2 LED walking man module crosswalk.
Public Works - Streets	Martin Marietta	\$2,964.97	200 tons of 3/8" washed chip rock for road repair.
Public Works - Streets	Terracon Consultants, Inc.	\$3,975.00	Tier 2 storage tank assessment environmental services/field & engineering services & sample preparation and laboratory analysis.
Public Works - Streets	Advanced Concrete Specialists	\$1,570.00	City sidewalk repair at 313 South Market & 303 5th Avenue West - total 56 feet.
Public Works - Streets	Advanced Concrete Specialists	\$1,750.00	Sidewalk repair at 109, 209, 303 5th Avenue West - total of 63 feet.
Public Works - Streets	Logan Contractors Inc.	\$5,921.30	3 pallets of sealant for the new crack sealer machine.
Public Works - Streets	Ideal Ready Mix	\$892.00	446 steel dowel bars for concrete road repair on South H Street
Public Works - Streets	Binns & Stevens Explosives, Inc.	\$2,911.00	Dust control (calcium chloride) on Santa Clara extension & 238th Street
Public Works - Streets	Sherwin Williams	\$798.00	40 gallons of acrylic base white paint for downtown pavement markings.
Public Works - Streets	Norris Asphalt Paving Company	\$2,144.00	15.32 tons of cold patch for road repair.
Public Works - Streets	Stevens's Concrete	\$1,934.00	City sidewalk repair at 311 3rd Avenue West, 616 5th Avenue West, 415 South A, 401 South B, 608 South A, 614 South D Street.
Public Works - Streets	Jim Howard	\$7,446.00	Furnish & install approximately 400' chain link fence at the city snow dump located on Suffolk Road.
Public Works - Streets	Vande Wall Plumbing	\$500.00	Toilet repair in the engineering building. Jet, clean & camera sewer.

OSKALOOSA
IOWA



CITY COUNCIL COMMUNICATION

MEETING DATE: June 4, 2012

REQUESTED BY: Amy Miller,
City Clerk

ITEM TITLE: CONSENT AGENDA – ITEM 3

Application for 6 month Class C Liquor License with Outdoor Service from Megan Carner dba Stix, 132 Pella Ave.

EXPLANATION:

Consider approval of a

The application is complete and in order for approval subject to fire department approval.

BUDGET CONSIDERATION:

\$422.50 Revenue to the General Fund

ATTACHMENTS: None



CITY COUNCIL COMMUNICATION

MEETING DATE: June 4, 2012

REQUESTED BY: Amy Miller,
City Clerk

ITEM TITLE: CONSENT AGENDA – ITEM 4

Consider approval of a renewal application of a Class B Beer Permit from Casey's Marketing Company dba Casey's General Store #2366, 1809 9th Ave East, General Fund \$75.00.

EXPLANATION:

The application is complete and in order for approval.

Staff recommends approval.

BUDGET CONSIDERATION:

\$75.00 Revenue to the General Fund

ATTACHMENTS: None



CITY COUNCIL COMMUNICATION

MEETING DATE: June 4, 2012

REQUESTED BY: Amy Miller,
City Clerk

ITEM TITLE: CONSENT AGENDA – ITEM 5

Consider approval of a renewal application of Class B Beer Permit from Casey's Marketing Company dba Casey's General Store #2350, 1902 South Market Street.

EXPLANATION:

The application is complete and in order for approval.

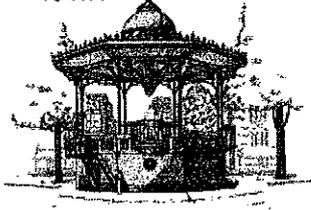
Staff recommends approval.

BUDGET CONSIDERATION:

\$75 Revenue to the General Fund.

ATTACHMENTS: None.

OSKALOOSA
IOWA



CITY COUNCIL COMMUNICATION

MEETING DATE: June 4, 2012

REQUESTED BY: Amy Miller,
City Clerk

ITEM TITLE: CONSENT AGENDA – ITEM 6

Consider approval of FY2013 Retail Cigarette Permits.

EXPLANATION:

Retail Cigarette Permits are renewed each year on July 1. A list of applications is included in the agenda packet.

Staff recommends approval.

BUDGET CONSIDERATION:

\$75 Revenue per permit to the General Fund for a total of \$1,350.

ATTACHMENTS:

List of FY2013 Retail Cigarette Permits

FY 2013 RETAIL CIGARETTE PERMITS

Aerie #276 Fraternal Order of Eagles
American Legion Post # 34
C.B. Liquor
Casey's General Store #1682
Casey's General Store #2350
Casey's General Store #2366
Cork and Bottle
Fareway Stores Inc #625
Hy Vee, Inc
Jiffy 923
Kum & Go #174
Kum & Go #175
Kum & Go #176
Kum & Go #1273
Murphy Oil USA #7005
VFW Post #2237
Wal-Mart Supercenter #1393
Wigg's Country Store



CITY COUNCIL COMMUNICATION

MEETING DATE: June 4, 2012

REQUESTED BY: Michael Schrock,
City Manager

ITEM TITLE: CONSENT AGENDA – ITEM 7

Consider approval of request from City Manager for closure of street for Bandstand 100th Anniversary celebration.

EXPLANATION:

City Manager Schrock requests that South 1st Street be closed from High Avenue to 1st Avenue from 4:00 p.m. to 10:00 p.m. on Thursday, June 21, 2012, for the Bandstand 100th Anniversary celebration.

Staff recommends approval.

BUDGET CONSIDERATION:

Staff time.

ATTACHMENTS: None.

OSKALOOSA
IOWA



CITY COUNCIL COMMUNICATION

MEETING DATE: June 4, 2012

REQUESTED BY: Amy Miller,
City Clerk

ITEM TITLE: CONSENT AGENDA – ITEM 8

Consider a resolution approving and directing the City Clerk to transfer funds from the general fund to the employee flex plan fund in the amount of \$2,000.

EXPLANATION:

The City of Oskaloosa has participated in an employee flex plan fund for over ten years. All fees and reimbursements are charged to this fund and all employee contributions are deposited into this fund. In the past couple of years the fund has lost contributions due to terminated employees. This has caused the fund to have a negative balance. The city is currently saving over \$2,000 a year in Social Security and Medicare taxes due to this program.

Recommended Action: Approve the resolution transferring \$2,000 from the general fund to the flex plan fund to cover fees and lost employee contributions.

BUDGET CONSIDERATION:

Transfer of \$2,000 from the general fund.

ATTACHMENTS:

Resolution

RESOLUTION NO. _____

RESOLUTION APPROVING AND DIRECTING THE CITY CLERK TO TRANSFER FUNDS FROM THE GENERAL FUND TO THE EMPLOYEE FLEX PLAN FUND IN THE AMOUNT OF \$2,000

WHEREAS, the City of Oskaloosa participates in an employee flex plan; and

WHEREAS, a portion of the fees and lost contributions by terminated employees are paid through the employee flex plan fund; and

WHEREAS, the City saves over \$2,000 in Social Security and Medicare taxes each year by offering this program to employees;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Oskaloosa Iowa that \$2,000 be transferred from the General Fund to the Employee Flex Plan Fund to cover the cost of fees and lost contributions by terminated employees.

PASSED AND APPROVED this 4th day of June, 2012.

David Krutzfeldt, Mayor

ATTEST:

Amy Miller, City Clerk



CITY COUNCIL COMMUNICATION

MEETING DATE: June 4, 2012

REQUESTED BY: Amy Miller,
City Clerk

ITEM TITLE: CONSENT AGENDA – ITEM 9

Consider a resolution authorizing the use of public funds to aid economic development.

EXPLANATION:

In accordance with Iowa Code Chapter 15A1.1 before funds are expended for economic development City Council shall determine that a public purpose will be accomplished with the funds. This resolution outlines the use and public purpose for the funds that are budgeted for FY2013.

Staff recommends approval of this resolution.

BUDGET CONSIDERATION:

\$32,500 from the General Fund

ATTACHMENTS:

Resolution

RESOLUTION NO. _____

RESOLUTION AUTHORIZING THE USE OF PUBLIC
FUNDS TO AID ECONOMIC DEVELOPMENT

WHEREAS, the Oskaloosa City Council has appropriated funds in the 2012-2013 budget to aid economic development; and

WHEREAS, in accordance with Chapter 15A.1.1 economic development is a public purpose for which a city may provide grants, loans, guarantees, and other financial assistance to or for the benefit of private persons; and

WHEREAS, for the purposes of Chapter 15A.1.1 "Economic Development" means private or joint public and private investment involving the creation of new jobs and income or the retention of existing jobs and income that would otherwise be lost; and

WHEREAS, before public funds are used for grants, loans, or other financial assistance to private persons or on behalf of private persons for economic development, the governing body of the city dispensing those funds shall determine that a public purpose will reasonably be accomplished by the dispensing or use of those funds.

NOW, THEREFORE, BE IT RESOLVED, the Oskaloosa City Council determines that the following appropriations for 2012-2013 will assist in the creation of new jobs and income or the retention of existing jobs and income: Oskaloosa Area Chamber and Development Group \$30,000; Indian Hills Regional Development Corporation \$2,000 and Christmas Lighting \$500.

PASSED AND APPROVED this 4th day of June, 2012.

David Krutzfeldt, Mayor

ATTEST:

Amy Miller, City Clerk



CITY COUNCIL COMMUNICATION

MEETING DATE: June 4, 2012

REQUESTED BY: Planning & Zoning
Commission

ITEM TITLE: CONSENT AGENDA – ITEM 10

Consider an ordinance establishing a no parking zone on the north side of E Ave East between North 3rd Street and North 4th Street – 3rd reading.

EXPLANATION:

The Public Works Department has received a complaint about on-street parking issues on E Ave East between North 3rd Street and North 4th Street. The complainant indicated that they were dealing with issues related to overflow parking on E Ave East. Staff evaluated the street to find problems such as narrower travel lanes, tighter turning radius to enter or exit alleys, and inadequate intersection approach sight distance. The total street width is 26 feet, but the travel lane width reduces to approximately 10 feet after on-street parking along both sides of the street section.

The city conducted a survey on households that use the north-south alley to access E Avenue East between North 3rd Street and North 4th Street. Among the residents that responded to the survey, 28% of households supported a parking restriction on both sides, 28% supported a parking restriction on the south side only, 28% supported a parking restriction on the north side only, and 16% did not support any kind of parking prohibition.

The Planning & Zoning Commission considered this item at their April 11, 2012 meeting and recommended by a vote of 5 to 0 that the City Council approve the on-street parking prohibition on the north side of E Ave East between North 3rd Street and North 4th Street.

BUDGET CONSIDERATION:

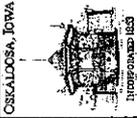
Cost of "No Parking Signs" and cost associated with drafting revisions to Chapter 10.48 of the Oskaloosa Municipality Code.

RECOMMENDED ACTION:

Approve the third reading of the ordinance.

ATTACHMENTS:

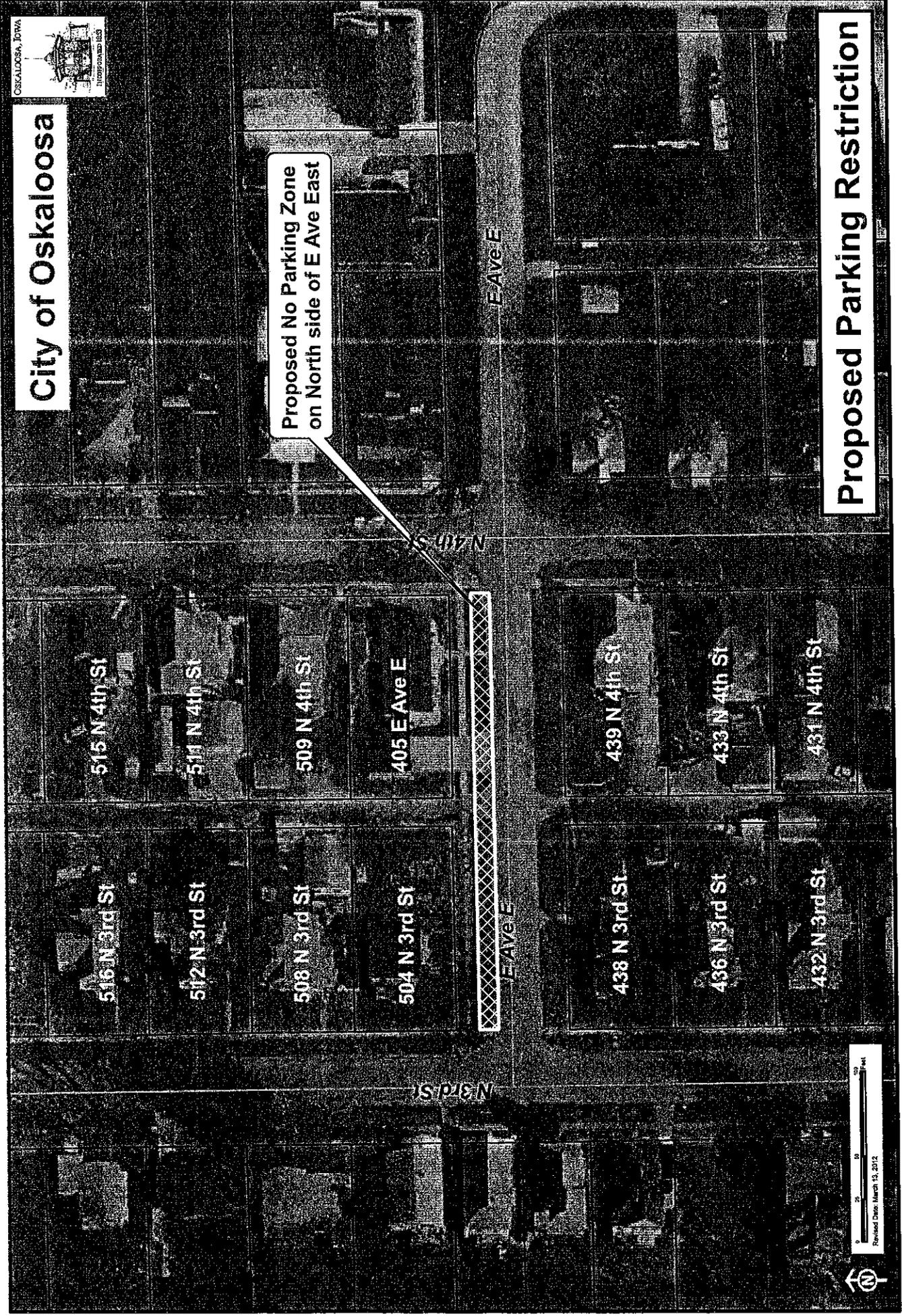
Location map, Complaint letter, Survey response and Ordinance.



City of Oskaloosa

Proposed No Parking Zone
on North side of E Ave East

Proposed Parking Restriction



515 N 4th St

511 N 4th St

509 N 4th St

405 E Ave E

439 N 4th St

433 N 4th St

431 N 4th St

516 N 3rd St

512 N 3rd St

508 N 3rd St

504 N 3rd St

438 N 3rd St

436 N 3rd St

432 N 3rd St



Revised Date: March 13, 2012

Akhilesh Pal

From: mary Thomas [mary_berry70@yahoo.com]
Sent: Wednesday, March 07, 2012 9:21 AM
To: akhilesh.pal@oskalooaiowa.org

Hi I live on north 3rd st and we have an ally way we have to go into to get to our drive and I was wondering if there is any way possible to get a sign put up for parking on one side. the location is on North 3rd St and E ave E. there are cars parked on both sides of the street which makes it impossible to get two cars through there. We have almost been hit a couple of times leaving the ally due to not being able to see if anything is comming. The people on the corner of N 3rd and E ave E run a day care so in the morning hours and afternoon hours that street is very dangerous. They park their truck a few feet away from the ally way entrance and that also makes it hard to see and hard to get up when there is snow and ice on the ground. if you could have someone come and look at it and see if there is something that could be done we all on the block would appreciate it greatly.

Thank -you

Thank -you 
Mary

E AVENUE EAST BETWEEN NORTH 3RD & NORTH 4TH STREET			
ADDRESS	OWNER/RESIDENT	RESPONSE	Comments:
405 E Avenue East	Darrell & Sheila Mackaig	Prohibit Parking on north sides at all times	
432 North 3rd Street	Nancy Tresslar/Joseph Slay		
436 North 3rd Street	Phillip Leech % Sandra Thompson		
438 North 3rd Street	Carlos Chase & Bonnie Hamilton		
504 North 3rd Street	Daniel & Jennifer Vandevender	Prohibit Parking on north side at all times	If people have a driveway they need to use it
508 North 3rd Street	Cynthia & Terry Acord	Prohibit Parking on both sides at all times	
512 North 3rd Street	Wesley Brown	Prohibit Parking on both sides at all times	
516 North 3rd Street	Dale Shafer	Prohibit Parking on south side at all times	
	Heather Hull%Heather		
425 North 4th Street	Held		
431 North 4th Street	Mary Lindahl		
433 North 4th Street	Hasley Onthank	Leave Parking As is	Note: is not the primary resident at location
439 North 4th Street	Janice Carmer % Denny Carmer		
509 North 4th Street	Marlene Tordsen		
511 North 4th Street	Terry & Marla Fielder	Prohibit Parking on south side at all times	would prefer no parking, but settle for above Sorry, I am not familiar enough with the situation to offer an opinion.(rental property)
515 North 4th Street	Bonnie Bailey		

Response Categories:

- Prohibit parking on North side at all times
- Prohibit parking on South side at all times
- Prohibit parking on both sides at all times
- Leave on-street parking as it is

ORDINANCE NO. _____

AN ORDINANCE ESTABLISHING A "NO PARKING" ZONE ALONG THE NORTH SIDE OF E AVE EAST BETWEEN NORTH 3RD STREET AND NORTH 4TH STREET, PROHIBITING THE PARKING OF MOTOR VEHICLES OR OTHER TYPE OF VEHICLES WITHIN SAID NO PARKING ZONE; AND PROVIDING FOR PENALTIES FOR THE VIOLATION THEREOF

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

SECTION 1: The purpose of this ordinance is to establish a "No Parking Zone" along the north side of E Avenue East from North 3rd Street to North 4th Street.

SECTION 2: No motor vehicle or other means of transportation shall be placed, stopped, or parked in said "No Parking Zone".

SECTION 3: Regulatory and warning signs to advice as to the above-referenced "No Parking Zone" shall be erected and maintained.

SECTION 4: Any person, operator, or owner of said vehicle who causes the same to be placed, parked, or stopped in said "No Parking Zone" or allows the same to occur, shall be guilty of a misdemeanor and shall be punishable by a fine.

SECTION 5: WHEN EFFECTIVE. This ordinance shall be in effect from and after its final passage, approval, and publication by law.

Passed by the Council the 7th day of May 2012, and approved this _____ day of May 2012.

David Krutzfeldt, Mayor

ATTEST: _____
Amy Miller, City Clerk

I certify that the foregoing was published as Ordinance No. _____ on the _____ day of _____ 2012.

Signed _____
Amy Miller, City Clerk

OSKALOOSA
IOWA



CITY COUNCIL COMMUNICATION

MEETING DATE: June 4, 2012

REQUESTED BY: Amy Miller,
City Clerk

ITEM TITLE: CONSENT AGENDA – ITEM 11

Consider a resolution scheduling a public hearing for July 2, 2012 to consider levying a special assessment against private property for weed cutting by the city in accordance with section 8.20 of the city code of the City of Oskaloosa, Iowa, and directing notice to the owners of the property to be assessed.

EXPLANATION:

This resolution schedules the public hearing for July 2, 2012 for levying a special assessment against private property for weed cutting. A notice will be published in the Oskaloosa Herald and certified notices will be sent to the property owners.

BUDGET CONSIDERATION:

\$1,500.00 Revenue to the Sanitary Sewer Fund to offset expenses related to the work performed by the city.

ATTACHMENTS:

Resolution
Weed Cutting Assessments Exhibit "A"

RESOLUTION NO. _____

RESOLUTION SCHEDULING A TIME FOR HEARING FOR CONSIDERING THE MATTER OF LEVYING A SPECIAL ASSESSMENT AGAINST PRIVATE PROPERTY FOR WEED CUTTING BY THE CITY IN ACCORDANCE WITH SECTION 8.20 OF THE CITY CODE OF THE CITY OF OSKALOOSA, IOWA, AND DIRECTING NOTICE TO THE OWNER OF THE PROPERTY TO BE ASSESSED

WHEREAS, the City of Oskaloosa, Iowa, under authority of the Ordinance of control of weeds (Title 8, Chapter 8.20) has on certain properties within the City of Oskaloosa, Iowa, cut and/or removed brush, weeds, and rubbish after failure of the owners, agents, and occupants to do so; and

WHEREAS, the City of Oskaloosa, Iowa, desires to levy a special assessment against the properties concerned for said cutting and/or removal of brush, weeds, and rubbish by the City; and

WHEREAS, Section 8.20.060 of the City Code of the City of Oskaloosa, Iowa provides that notice of said assessment contemplated in said Section shall be given no later than December 15 of the year and at least twenty (20) days prior to the time thus fixed for said hearing and to all concerned that the proposed assessment is on file and that the amounts shown therein will be assessed the several lots, tracts of land or parcels of ground described in said itemized account at the time fixed for such hearing; and

WHEREAS, attached hereto marked Exhibit "A" and by this reference incorporated herein are the names of the owners, the properties, and the amounts of the claims to be assessed for the cutting and control of weeds, and removal of brush, weeds, and rubbish from said properties; and

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

SECTION 1. That the City Council of the City of Oskaloosa, Iowa shall meet at City Hall Council Chambers in Oskaloosa, Iowa on the 2nd day of July, 2012 at 6:30 p.m. at which time a hearing shall be held on the matter of levying a special assessment against the properties listed in Exhibit "A" for weed cutting assessment by the City of Oskaloosa, Iowa, at which hearing the owner of said premises or anyone liable to pay such assessment may appear with the same rights as given by law before Boards of Review, in reference to assessments for general taxation, and at said time and place the Council shall consider and dispose of all objections made thereto; after which hearing the City Council shall by Resolution levy such assessment as may be appropriate against said properties.

SECTION 2. That the City Clerk of the City is hereby directed to give notice of said hearing, the time when and place where said hearing will be held by publication in the Oskaloosa Herald, a newspaper published and having a general circulation within the City, no later than December 15, and at least twenty (20) days prior to the time herein fixed for such hearing; or by other means provided under said Weed Control Ordinance.

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

PASSED AND APPROVED this 4th day of June, 2012.

David Krutzfeldt, Mayor

ATTEST:

Amy Miller, City Clerk

EXHIBIT "A"
2012 WEED CUTTING ASSESSMENTS
APRIL 2012

Owner	Address/Legal	Date Mowed	Cost
JBD LLC c/o Gerald Cole Parcel ID 1024277026	206 Rock Island N 104.14' E 303.93' RR ROW BTW S 1st & S 2nd Sts NE NE	4/18/2012	\$250.00
Robert W DeCook Parcel ID 1024210005	115 5th Avenue West S 1/2 Lot 5 & W 20' S 1/2 Lot 6 Blk 12 Montgomerys Add	4/18/2012	\$250.00
Harold R/Doris H Wellman Parcel ID 1013385006	216 South H Street Lots 5 & 6 Blk 2 Marks Add	4/18/2012	\$250.00
Tim A/Mary I Bloodsworth Parcel ID 1118332016	1114 C Avenue East Lot 1 & E 116' N 1/2 Lot 7 SD Lot 5 Myers & Smith Add	4/18/2012	\$250.00
Mahaska County Habitat for Humanity Inc Parcel ID 1024209012	515 South A Street S 1/2 Lot 8 Blk 11 Montgomerys Add	4/18/2012	\$250.00
Rilla Bartlow Parcel ID 1024218014	805 South B Street Lot 49 Crookhams SD of Lots 1 and A SW NE	4/26/2012	\$250.00



CITY COUNCIL COMMUNICATION

MEETING DATE: June 4, 2012

REQUESTED BY: Michael Schrock,
City Manager

ITEM TITLE: REQUESTS FROM THE GENERAL PUBLIC - A

Consider request from Main Street Oskaloosa for closure of additional street on June 29, 2012 for Friday After Five event for the Community 1st Credit Union children's train.

EXPLANATION:

Main Street is requesting approval for the closure of High Avenue East between South 1st Street and Market Street from 4:00 p.m. to 8:00 p.m. on June 29, 2012 during Friday After Five for the Community 1st Credit Union children's train. The required insurance certificate has been received.

Staff recommends approval of this request as presented.

BUDGET CONSIDERATION:

Staff time to assist with event (Fee has already been charged for closure of street for this event.)

ATTACHMENTS:

Memo from Main Street Oskaloosa.



MEMO

DATE: May 23, 2012
TO: City of Oskaloosa, Park & Recreation, Oskaloosa Police Dept., and Street Dept.
FROM: Jon Sullivan, OACDG
RE: Friday after Five June 29, 2012

Friday after Five – Friday June 29, 2012

Main Street Oskaloosa would like to request that High Avenue East between 1st and Market be closed from 4:00 pm to 8:00pm on June 29, 2012 during Friday after Five for Community 1st Credit Union Children's Train.

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

A handwritten signature in black ink, appearing to read "Jon Sullivan".

Thank you.



CITY COUNCIL COMMUNICATION

MEETING DATE: June 4, 2012

REQUESTED BY: Michael Schrock,
City Manager

ITEM TITLE: REQUESTS FROM THE GENERAL PUBLIC – 6B

Consider a request from True Value for use of parking spaces.

EXPLANATION:

Marc Pierson, Manager of True Value, has submitted a written request to use two parking spaces near True Value to display merchandise on Saturday, June, 9, 2012 during Art on the Square and six parking spaces for Ridiculous Day on Saturday, July 21, 2012.

According to Oskaloosa Municipal Code Section 12.08.070 upon specific written application the Police Chief can issue a permit authorizing use of one parallel parking space or two angle parking spaces for a period of not to exceed three consecutive business days at a fee of \$2.00 per space per business day. Requests for more than one parallel parking space or two angle parking spaces have to be approved by the City Council.

Consider approval of request.

BUDGET CONSIDERATION:

\$16.00 revenue to the General Fund.

ATTACHMENTS:

Letter from Marc Pierson, Manager of True Value.

True Value®

202 First Avenue East
OSKALOOSA, IOWA 52577
Phone: (641) 673-5984
Fax: (641) 673-6379

29 May 2012

City Council
City Manager
Chief of Police,

Re: Display area

I am requesting the use of parking places for the display of merchandise
On June 9th, Art of the Square is being held for which we desire to
use two parking places.

On July 21, RidiculousDays is being held for which we are asking for the
use of six parking spaces.

Should you have any questions, please advise,

Sincerely,

Marc Pierson, mgr



CITY COUNCIL COMMUNICATION

MEETING DATE: June 4, 2012

REQUESTED BY: 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. (4 males and 0 females currently serve).
- b) Enterprise Zone Commission - One at-large member to the Enterprise Zone Commission to fill an unexpired term that ends June 30, 2013. This is a nine member commission that meets as needed. (3 males and 5 females current serve).
- c) Housing Trust Fund Committee – One at-large vacancy to fill approved and appointed by the City Council for a three year term that ends January 31, 2015. (1 male and 3 females currently serve).
- d) Planning and Zoning Commission – One vacancy to fill approved and appointed by the City Council for a five year term that ends April 30, 2017 and one vacancy to fill an unexpired term that ends April 30, 2014. This is seven member commission. (5 males and 1 female currently serve).
- e) Water Board - One vacancy to fill appointed by the Mayor with city Council approval for a six year term that ends June 30, 2018. This is a three member board. (3 males 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: June 4, 2012

REQUESTED BY: Planning & Zoning
Commission

ITEM TITLE:

Consider an ordinance amending the City Code of the City of Oskaloosa, Iowa by rezoning the properties located at 304 North 1st Street, 310 North 1st Street and 305 North 2nd Street from R-2, Urban Family Residential District, to UC, Urban Corridor District – 3rd reading.

EXPLANATION:

Ken and Julie Seemann, owners of 304 North 1st Street, 310 North 1st Street and 305 North 2nd Street, have submitted a rezoning request for this property. The parcel in consideration is 1.23 acres and the present zoning of this property is R-2, Urban Family Residential District. The applicant is requesting the rezoning in order to bring the existing apartments into zoning compliance and also to use one town house as an office space.

Presently, Table 17.08 of the zoning chapter in the Oskaloosa Municipal Code does not permit office use or multiple-family use in an R-2 District. The proposed UC zoning district will permit the proposed office use and the existing apartment complex. Furthermore, the zoning ordinance in an R-2 district does not permit reconstruction of the nonconforming apartment complex if it were destroyed to an extent of sixty percent or more.

The Planning & Zoning Commission considered this item at a special meeting on April 11, 2012, and has recommended by a vote of 5 to 0 (Yes:No) that the City Council approve this rezoning request.

BUDGET CONSIDERATION:

Revenue of \$250.00 for rezoning application fee.

RECOMMENDED ACTION:

Approve the third reading of the ordinance.

ATTACHMENTS:

Ordinance, Zoning Map, and Rezone Application.

ORDINANCE NO. _____

AN ORDINANCE AMENDING THE CITY CODE OF THE CITY OF OSKALOOSA, IOWA BY CHANGING THE ZONING OF CERTAIN PROPERTIES LOCATED AT 304 NORTH 1ST STREET, 310 NORTH 1ST STREET AND 305 NORTH 2ND STREET FROM R-2, URBAN FAMILY RESIDENTIAL DISTRICT TO UC, URBAN CORRIDOR DISTRICT

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

SECTION 1. The purpose of this ordinance is to change the zoning of the following described parcel of land from R-2, Urban Family Residential district, to UC, Urban Corridor District, legally described as follows:

Lots 1, 2 and 3 of Seeman Sub-Division of the NE ¼-SE ¼ of Section 13 Township 75 North, Range 16 West of the 5th P.M. of the plat of the City of Oskaloosa, Mahaska County, Iowa. [Formerly described as: Lots Four(4), five(5) and six (6) and the East-West 16 ½ foot Alley between Lots 4, 5 and 6 in Outlot Sixteen(16) of the Original plat of the City of Oskaloosa, Mahaska County, Iowa.]

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

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

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

Passed by the Council the 7th day of May 2012, and approved this ____ day of May 2012.

David Krutzfeldt , Mayor

ATTEST: _____
Amy Miller, City Clerk

I certify that the foregoing was published as Ordinance No. _____ on the _____ day of _____ 2012.

Signed _____
Amy Miller, City Clerk

Use Types	R-2	R-3	UC
Agricultural Uses			
Horticulture	C	C	
Residential Uses			
Single-family Detached	P	P	P
Single-family Attached	P	P	P
Duplex	P	P	P
Two-family	P	P	P
Townhouse	P	P	P
Multiple-family	P	P	C
Manufactured housing residential	P	P	P
Retirement residential	P	P	P
Civic Uses			
Administration	C	C	P
Cemetery	C	C	
Clubs (recreational)	C	P	P
Clubs (social)	C	P	P
Colleges/University	C	P	P
Convalescent services	C	P	P
Cultural services	P	P	P
Day care (limited)	P	P	P
Day care (general)	C	P	P
Elder home	P	P	P
Emergency residential	P	P	P
Family home	P	P	P
Group care facility	P	P	P
Group home	C	P	P
Guidance services	P	P	P
Health care		P	P
Hospitals		C	C
Maintenance facility			
Park and recreation	P	P	P
Postal facilities			C
Primary education	P	P	P
Public assembly			C
Religious assembly	P	P	P
Safety services	P	P	P
Secondary Education	C	P	P
Utilities	C	C	C

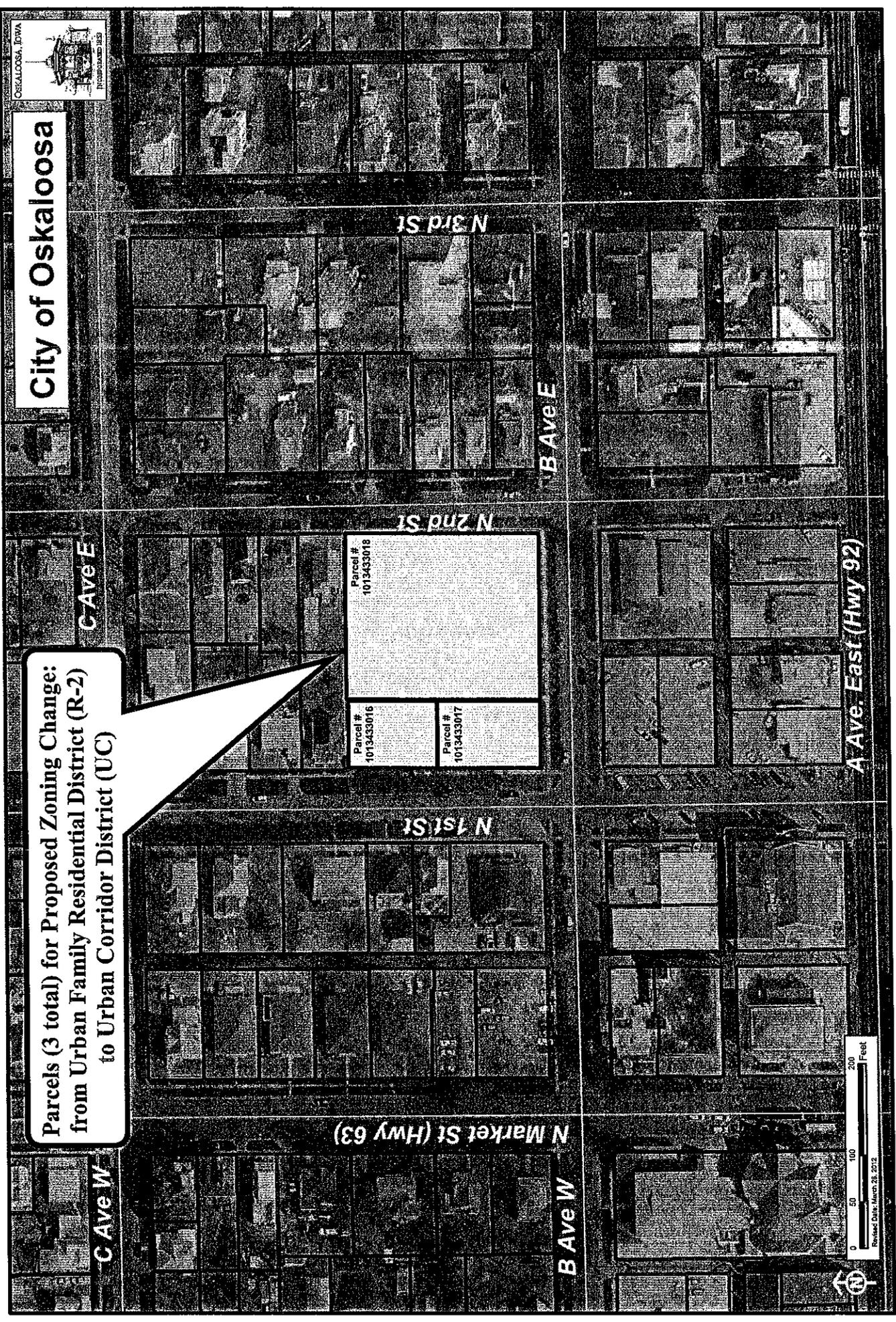
Use Types	R-2	R-3	UC
Office Uses			
Corporate offices		C	P
General offices		C	P
Financial offices			P
Medical offices		C	P
Commercial Uses			
Auto rental/sales			P
Auto services			C
Bed and breakfast	C	C	P
Commercial rec (indoor)			C
Construction sales/service			C
Consumer service			P
Crematorium			C
Food sales (convenience)			P
Food sales (limited)			P
Food sales (general)			C
Funeral service		C	P
Lodging			P
Personal improvement			P
Personal services			P
Pet services			P
Research services			P
Restaurants (general)			P
Retail services (limited)			P
Trade services			C
Vehicle storage (short-term)			C
Veterinary services			P
Off-street parking			C
Industrial Uses			
Custom manufacturing			C
WECS	C	C	C
Miscellaneous Uses			
Alternative energy production devices	C	C	C
Amateur radio tower	P	P	P
Communications tower	C	C	C



City of Oskaloosa

**Parcels (3 total) for Proposed Zoning Change:
from Urban Family Residential District (R-2)
to Urban Corridor District (UC)**

Parcel # 1013433016	Parcel # 1013433018
Parcel # 1013433017	



REZONING APPLICATION

APPLICANT NAME: Ken & Julie Seemann

APPLICANT ADDRESS: 610 High Ave. E
Oskaloosa, IA

OWNER NAME: Kenneth H. & Julie D. Seemann

ADDRESS OF PROPERTY: 209 B Ave E, 305 N. 2nd St, 304 N 1st, 310 N 1st

LEGAL DESCRIPTION: Lots 1, 2 and 3 of the Seemann Sub-Division of the NE 1/4 - SE 1/4 of Section 13 Township 75 North, Range 16 West of the 5th P.M. (Formerly described as: Lots Four (4), Five (5) and six (6) and the East-West 16 1/2 foot Alley between Lots 4, 5 and 6 in Outlet Sixteen (16) of the Original Plat of the City of Oskaloosa, Mahaska County, Iowa.

REQUEST REZONING FROM R-2
TO U C

REASON FOR REZONING APPLICATION AND THE NATURE AND OPERATING CHARACTERISTICS OF THE PROPOSED USE: Our apartment buildings (2) and new townhouses (2) are zoned R-2. We were just recently informed that, if our apartment buildings were destroyed, we could not rebuild because they would be non-conforming. We purchased these less than a year ago. Recently, we built two townhouses. Our intent is to use one as an office and when we retire, use it as our permanent residence. We have an agreement to sell the other townhouse with the buyer (Betty Stanley) understanding our intent to use the adjacent townhouse as an office which is acceptable to her. Property to the west and south is zoned U.C. already. Property sought to be rezoned is the entire south part of the block (not quite half of the block). We are also considering building another unit on the SE corner but cannot build multi-family or commercial with current zoning.

NOTE: ANY GRAPHIC INFORMATION, INCLUDING SITE PLANS, ELEVATIONS, OTHER DRAWINGS, OR OTHER MATERIALS DETERMINED BY ZONING ADMINISTRATOR TO BE NECESSARY TO DESCRIBE THE PROPOSED USE TO THE PLANNING AND ZONING COMMISSION AND/OR THE CITY COUNCIL WILL BE INCLUDED WITH THIS APPLICATION.

PLEASE SUBMIT THE \$250.00 APPLICATION FEE WITH THIS REQUEST.

Kenneth H. Seemann
Julie D. Seemann

SIGNATURE OF OWNER

3-21-12

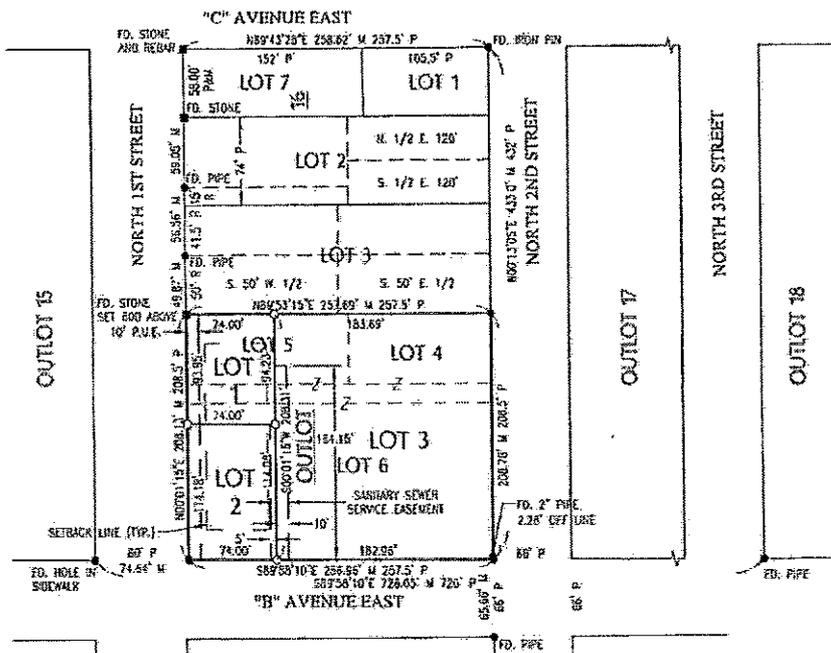
DATE: 3-21-12

Betty J Stanley date March 22, 2012
Purchaser of 304 N 1st St townhouse

SEEMANN SUB-DIVISION OF

The NE 1/4 - SE 1/4 of Section 13 Township 75 North, Range 16 West of the 5th P.M.

Lots Four (4), Five (5) and Six (6) and the East-West 16 1/2 foot Alley between Lots 4, 5 and 6 in Outlet Sixteen (16) of the Original Plat of the City of Osakoose, Mahaska County, Iowa.



AREA TABLE	
LOT 5	0.169 ACRES
LOT 2	0.194 ACRES
LOT 3	0.877 ACRES
TOTAL	1.231 ACRES

SURVEYED ON 11 AUG. 2011 AT THE REQUEST OF KEN SEEMANN, KENNETH H. & JULIE D. SEEMANN, PROPRIETORS
G2A PROJECT NO. 6011189

LICENSED LAND SURVEYOR
GARY WAYNE KEITH
11420
IOWA

I hereby certify that this land surveying document was prepared and the related survey work was performed by me or under my direct personal supervision and that I am a duly licensed Land Surveyor under the laws of the State of Iowa.

Gary Wayne Keith
Date: 11/20/2011

Gary Wayne Keith, L.L.S.
License number: 11420
My license renewal date is December 31, 2012.
Pages or sheets covered by this seal: 1/20

● = PROPERTY CORNER FOUND
(5/8" x 3/8" REBAR #1420)

✱ = PROPERTY CORNER FOUND
(STONE)

○ = PROPERTY CORNER SET
(5/8" x 3/8" REBAR #1420)

1 Inch = 100 ft.

FILED FOR RECORD _____ Entered for taxation this _____
at _____ o'clock _____ M. _____ day of _____
No. _____ FEE _____
Auditor's Fee _____ Recorder _____ County Auditor _____

STATE OF IOWA, MAHASKA COUNTY—ss
I hereby certify the foregoing survey and plat to be correct, to the best of my knowledge and belief.
Date: 1 Dec 2011
Gary Wayne Keith, L.S.#11420
Mahaska County, Iowa

_____ hereby certify _____ of Section _____
Township _____ North, Range _____ West of 5th P.M. as appears on this plat, is with the free consent and in accordance with the desire of the undersigned
owner _____ and proprietor _____ thereof.
Dated _____ A.D., _____

STATE OF IOWA, MAHASKA COUNTY, ss.
On this _____ day of _____ A.D., _____, before me a Notary Public in and for said County appeared
to me personally known to be the identical person _____ whose name _____ affixed to the foregoing instrument and acknowledged
the execution of the same to be _____ voluntary act and deed.
Witness my hand and seal the date above written.

Notary Public

OSKALOOSA
IOWA



CITY COUNCIL COMMUNICATION

MEETING DATE: June 4, 2012

REQUESTED BY: Michael Schrock,
City Manager

ITEM TITLE:

Presentation on the 2012 Oskaloosa Housing Needs Assessment Study from the University of Iowa.

EXPLANATION:

Students from the University of Iowa prepared a housing needs assessment study for the city and they are ready to present their findings to the Mayor and City Council.

Recommended Action: Receive report on the Housing Needs Assessment Study from the University of Iowa.

BUDGET CONSIDERATION:

Not applicable.

ATTACHMENTS:

None.

OSKALOOSA
IOWA



CITY COUNCIL COMMUNICATION

MEETING DATE: June 4, 2012

REQUESTED BY: Amy Miller,
City Clerk

ITEM TITLE:

Consider a resolution adopting the proposal for employee life insurance, health insurance and flex plan for fiscal year 2013.

EXPLANATION:

Brad Reiman, Bearence Management Group, will be present to review the proposal for employee life insurance, health insurance and flex plan for fiscal year 2013.

The FY2012 monthly premium charged to City departments for single is \$580 and \$1,394 for family. The City budgeted \$483 for single and \$1,162 for family premiums in FY2013. The suggested premiums for the coverage are stated to be \$605 for single and \$1,139 for family. This means the City may be using accumulated fund balance to make up the difference in FY2013, which is in line with city management's recommendation due to an accumulation of fund balance in the health insurance fund of more than \$765,000.

Staff recommends the approval of the employee life insurance, health insurance and flex plan for fiscal year 2013.

BUDGET CONSIDERATION:

The estimated annual maximum cost associated with the recommended insurance plan is \$856,385. This item is specifically included in the FY2013 city council approved budget in the amount of \$841,408. Total cost for the insurance may vary due to loss experience for the year. However, a fund balance of \$766,956 exists as of May 25, 2012.

ATTACHMENTS:

1. Resolution
2. July 1, 2012 Insurance renewal proposal

RESOLUTION NO. _____

**RESOLUTION ADOPTING THE PROPOSAL FOR EMPLOYEE LIFE INSURANCE,
HEALTH INSURANCE AND FLEX PLAN FOR FISCAL YEAR 2013**

WHEREAS, the City Council annually renews the employee life insurance, health insurance and flex plan as shown on the attached renewal proposal; and

WHEREAS, insurance coverage for the police, fire and maintenance employees are established by Collective Bargaining Agreements with P.P.M.E. Local 2003, I.U.P.A.T and IAFF Local 636; and,

WHEREAS, the remaining city employees are covered under the city's employee handbook.

NOW THEREFORE, BE IT RESOLVED BY THE City Council of the City of Oskaloosa, Iowa, that upon review of the proposal for employee life insurance, health insurance and flex plan, as prepared and presented, hereby approve and adopt said renewal proposal effective July 1, 2012.

PASSED AND ADOPTED this 4th day of June, 2012.

David Krutzfeldt, Mayor

ATTEST:

Amy Miller, City Clerk

JULY 1, 2012 RENEWAL PROPOSAL PREPARED FOR:

City of Oskaloosa Council Meeting

PRESENTED BY:

Bradley Reiman, LUTCF
Senior Risk Consultant

Bearence Management Group
1045 76th St.
Ste. 4000
West Des Moines, IA 50266

Monday, June 04, 2012

NOTE: This Proposal is not meant as a statement of coverage, but rather as a guide to major points of coverage. For specific details, please refer directly to the policy itself.



Table of Contents

	Page
Group Term Life and Accidental Death & Dismemberment	3
Provider Savings	4
Medical Renewal Analysis	5
Flex Spending Account Renewal Cost Analysis	6
Mahaska County Claims and Rate History	7

City of Oskaloosa
Group Term Life and AD&D
Renewal

		Current and Renewal National Insurance Services	
Eligible Employees		All Full-time Employees	
Death Benefit		\$10,000	
Maximum Benefit		\$10,000	
Guarantee Issue Limit		\$10,000	
Minimum Benefit		\$10,000	
Accident Benefit		Equal to Life	
Dismemberment Benefit		Based on Loss	
Reduction Schedule		35% at Age 65, 50% at Age 70, 35% at Age 75 term at retirement	
Contribution Status		Non-contributory; 100% Participation Required	
Rate Guarantee		Until July 1, 2014	
		<u>July 1, 2011</u>	<u>July 1, 2012</u>
Covered Life/AD&D Volume		\$540,000	\$540,000
Life Rate per \$1,000		\$0.148	\$0.148
AD&D Rate per \$1,000		\$0.020	\$0.020
Administration Fee per \$1,000		\$0.007	\$0.007
Monthly Life/AD&D Premium		\$94.50	\$94.50
Annual Life/AD&D Premium		\$1,134.00	\$1,134.00
\$ Change from Current			\$0.00
% Change from Current			0.00%

This is a summary of benefits; It is not intended to be all inclusive.

prepared for
City of Oskaloosa

Medical Networks	Billed Charges	Network Savings	Adjusted Charges *	Percent of Savings
SelectFirst	\$766,763.00	\$238,857.00	\$527,906.00	31.2%
Medical Network Totals	\$766,763.00	\$238,857.00	\$527,906.00	31.2%
% of Charges Billed Through Medical Networks	95.53%			
Medical Non-Network Totals	\$35,842.00	\$0.00	\$35,842.00	
Duplicate, Denied & Other Non-Covered	\$0.00	\$0.00	\$0.00	
Pharmacy Claims / Network Charges**	\$167,986.38	\$63,429.77	\$104,556.61	
Claims with COB Savings	\$0.00	\$0.00	\$0.00	
Grand Totals	\$970,591.38	\$302,286.77	\$668,304.61	

* Do not reflect any adjustments other than Network Savings
 ** Claim Based

City of Oskaloosa

Medical Renewal Analysis

	<i>Singles</i>	13	13	13
	<i>Families</i>	42	42	42
	Total Participants	55	55	55
Renewal Date: July 1, 2012				
Reinsurance Specifications	Current	Renewal	Option	
Specific Reimbursement	Unlimited	Unlimited	Unlimited	
Covered Specific Deductible	\$40,000	\$40,000	\$40,000	
Aggregate Attachment	125%	125%	125%	
Covered Benefits: Specific	Medical & Rx	Medical & Rx	Medical & Rx	
Covered Benefits: Aggregate	Medical & Rx	Medical & Rx	Medical & Rx	
Contract Type: Specific & Aggregate	Paid	Paid	24/12	
Administration Fees	First Administrators	First Administrators	First Administrators	
Medical Claim Fee	\$18.50	\$18.50	\$18.50	
Utilization Review Fee	\$2.50	\$2.50	\$2.50	
SelectFirst PPO	\$4.95	\$4.95	\$4.95	
Total Unit Fee:	\$25.95	\$25.95	\$25.95	
Annual Fees:	\$17,127.00	\$17,127.00	\$17,127.00	
Dollar Change		\$0.00	\$0.00	
Percentage Change		0.00%	0.00%	
Reinsurance Premiums	HCC Life	HCC Life	Sun Life	
Specific: Single	\$107.68	\$112.81	\$103.04	
Specific: Family	\$276.66	\$291.19	\$234.39	
Aggregate Reinsurance	\$12.78	\$11.77	\$14.62	
Annual Reinsurance Premiums:	\$164,669.52	\$172,126.32	\$143,856.00	
Dollar Change		\$7,456.80	\$20,813.52	
Percentage Change		4.53%	12.64%	
Annual Fixed Costs:	\$181,796.52	\$189,253.32	\$160,983.00	
Dollar Change		\$7,456.80	\$20,813.52	
Percentage Change		4.10%	11.45%	
Expected Factors	100%	100%	100%	
Single:	\$368.17	\$372.74	\$366.85	
Family:	\$910.93	\$905.02	\$990.26	
Annual Expected Factors:	\$516,541.92	\$514,276.13	\$556,321.34	
Aggregate Factors	125%	125%	125%	
Single	\$460.21	\$465.93	\$458.56	
Family	\$1,138.66	\$1,131.27	\$1,237.83	
Annual Aggregate Factors:	\$645,677.40	\$642,845.16	\$695,401.68	
Dollar Change		\$2,832.24	\$49,724.28	
Percentage Change		-0.44%	7.70%	
Premium Equivalent:				
Single	\$606.62	\$612.34	\$604.97	
Family	\$1,138.66	\$1,138.66	\$1,138.66	
Annual Maximum Costs:	\$827,473.92	\$832,098.48	\$856,384.68	
Dollar Change		\$4,624.56	\$28,910.76	
Percentage Change		0.56%	3.49%	
Run-in Limit	\$0.00	\$0.00	\$109,500.00	
No Laser & Rate Increase Protection @ Renewal	Yes/50%	Yes/50%	Yes/50%	
Aggregating Specific Amount	\$25,000	\$25,000	\$25,000	

City of Oskaloosa

Flex Spending Account Cost Analysis

	First Administrators Flex Spending Account	
Pre-Tax Premium	Yes	
Medical Spending Accounts	Yes	
Dependent Care Accounts	Yes	
Frequency of Reimbursement	Daily	
Direct Deposit	Yes	
Fee Guarantees	12 Months	
Website for Participants	24 hours a day, 7 days a week	
Plan Document & SPD	Included in Enrollment and Communication	
Effective Date	07/01/11	07/01/12
Monthly Administration Fee per Participant	\$5.00	\$5.00
Number of Participants	19	
Renewal Date	July 1, 2012	
Annual Monthly Administration Fee	\$1,140.00	
Total Annual Cost	\$1,140.00	

City of Oskaloosa

Medical History

Census: Singles
Census: Families
Total Participants

	Final	Final	Final	Final	YTD Annualized
	16	17	16	13	13
	45	45	41	48	44
	62	62	57	61	57
	FAV/HCC Life				
	7/1/2007 to 6/30/2008				
	FAV/Sun Life				
	7/1/2009 to 6/30/2010				
	FAV/Sun Life				
	7/1/2010 to 6/30/2011				
	FAV/HCC Life				
	7/1/2011 to 6/30/2012				
Plan Year					
Specific Reimbursement	\$960,000	\$960,000	\$960,000	\$960,000	\$1,960,000
Covered Specific Deductible	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000
Covered Aggregate Reimbursement	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$2,000,000
Aggregate Attachment	125%	125%	125%	125%	125%
Covered Benefits: Specific	Medical	Medical	Medical	Medical	Medical
Covered Benefits: Aggregate	Medical & Rx	Medical & Rx	Medical & Rx	Medical & Rx	Medical & Rx
Contract Type: Specific & Aggregate	Paid	Paid	Paid	Paid	Paid
	First Administrators				
Administration Fees					First Administrators
Medical Claim Fee *	\$20.52	\$18.50	\$18.50	\$18.50	\$18.50
Broker Fee	\$10.00	\$0.00	\$0.00	\$0.00	\$0.00
Utilization Review Fee	\$2.50	\$2.50	\$2.50	\$2.50	\$2.50
First Select PPO Fee	\$4.95	\$4.95	\$4.95	\$4.95	\$4.95
Total Unit Fee:	\$37.97	\$25.95	\$25.95	\$25.95	\$25.95
Annual Admin Fees:	\$28,135.04	\$19,306.80	\$17,749.80	\$18,995.40	\$17,749.80
	HCC Life				
Reinsurance Premiums					Sun Life
Specific: Single	\$78.69	\$78.42	\$87.05	\$95.72	\$107.86
Specific: Family	\$195.46	\$212.51	\$235.88	\$259.37	\$276.66
Aggregate Reinsurance	\$10.85	\$11.57	\$12.73	\$13.37	\$12.78
Annual Reinsurance Premiums:	\$129,867.35	\$139,361.16	\$141,473.88	\$174,116.28	\$171,644.16
Annual Fixed Costs:	\$158,002.39	\$158,667.96	\$159,223.68	\$193,111.68	\$189,393.96
	Actual Paid Claims				
Single:	\$344.94	\$263.10	\$314.92	\$274.10	\$327.33
Family:	\$931.34	\$710.38	\$850.28	\$740.07	\$883.80
Net Paid Claims	\$574,576.61	\$437,276.79	\$478,800.83	\$469,040.19	\$431,425.31
Annual Paid claims per employee	\$9,304.88	\$7,052.85	\$8,400.01	\$7,689.18	\$9,082.64
	Premium Equivalent				
Single:	\$472.45	\$379.04	\$440.65	\$409.14	\$473.92
Family:	\$1,175.62	\$960.41	\$1,124.84	\$1,038.76	\$1,199.19
Total Annual Cost: (Annual Fixed Costs + Actual Claims)	\$732,579.00	\$595,944.75	\$638,024.51	\$662,151.87	\$620,819.27
Total Cost per employee: (Annual Fixed Costs + Actual Claims)	\$11,863.63	\$9,612.01	\$11,193.41	\$10,854.95	\$10,891.57
	Total Annual Paid Claims as of				
	6/30/08				
	6/30/09				
	6/30/2010				
	6/30/2011				
	6/30/2012				
	Total Annual Paid Claims as of				
	6/30/08				
	6/30/09				
	6/30/2010				
	6/30/2011				
	6/30/2012				

* 2007/2008 was reduced from \$21.95 to \$18.50 on 12/1/07





CITY COUNCIL COMMUNICATION

MEETING DATE: June 7, 2012

REQUESTED BY: CITY MANAGER'S OFFICE

ITEM TITLE:

Consider a resolution approving a contract for technical assistance with Area 15 Regional Planning Commission for the purpose of completing a Safe Routes to School Plan in the amount of \$10,000.

EXPLANATION:

The city was the recipient of an Iowa Department of Public Health (IDPH) grant in the amount of \$10,000 to improve health and wellness within the community. Recently, the city was notified that IDPH has additional funding available that could be dispersed to the city in the amount of \$4,000. The city has requested that additional funding and is anticipating receipt of the funds in August, 2012.

With the additional \$4,000 of funding from IDPH, the city is now able to complete a Safe Route to School Plan that will review and analyze ways to connect and improve the city's sidewalk system and trailways that enhance pedestrian movements to schools with zero local dollars required as a match.

Planners from Area 15 Regional Planning Commission will conduct the sidewalk/trail study which includes an inventory of existing infrastructure, the existing condition and recommendations on how to improve the connectivity based on pedestrian needs.

The completion of a plan like this will enhance any future funding requests from the federally funded Safe Routes to School grant program, where a maximum of \$250,000 award can be made to any given project.

An example Safe Routes to School Plan is available in the City Manager's Office upon request.

BUDGET CONSIDERATION:

The total cost of the study is \$10,000 with 100% of the funding to be provided through grant IDPH grant funds. This project is specifically included in the FY2012 council adopted budget.

ATTACHMENTS:

1. Resolution
2. Contract for technical assistance

RESOLUTION NO. _____

A RESOLUTION APPROVING A CONTRACT FOR TECHNICAL ASSISTANCE WITH AREA 15 REGIONAL PLANNING COMMISSION FOR THE PURPOSE OF COMPLETING A SAFE ROUTES TO SCHOOL PLAN

WHEREAS, the City of Oskaloosa was selected to receive grant funding from the Iowa Department of Public Health for the purpose of focusing on the thirty nine (39) critical health needs in the state; and

WHEREAS, the Iowa Department of Public Health previously provided ten thousand dollars (\$10,000) to the City of Oskaloosa for the purpose identifying strategies and initiatives that are addressing critical health needs specifically to Oskaloosa; and

WHEREAS, an additional four thousand dollars (\$4,000) is anticipated to be received by the city from the Iowa Department of Public Health to enhance its current grant allocation amount from ten thousand dollars (\$10,000) to fourteen thousand dollars (\$14,000); and

WHEREAS, the additional funding shall offset the city's match requirements for the completion of a Safe Routes to School Plan and a city match is no longer necessary; and

WHEREAS, the Area 15 Regional Planning Commission shall provide the technical assistance needed to complete the Safe Routes to School Plan for the city in the amount of ten thousand dollars (\$10,000).

NOW, THEREFORE, BE IT RESOLVED by the City Council of Oskaloosa, Iowa that said contract for technical assistance with the Area 15 Regional Planning Commission is hereby approved.

BE IF FURTHER RESOLVED that the Mayor and City Clerk are hereby authorized and directed to execute said agreement on behalf of the city.

Passed and approved this 4th day of June, 2012.

David Krutzfeldt, Mayor

Attest:

Amy Miller, City Clerk

CONTRACT FOR TECHNICAL ASSISTANCE

This contract for grant application assistance has been agreed to by and between the City of Oskaloosa, hereinafter referred to as the **CITY**, and the **Area 15 Regional Planning Commission**, hereinafter referred to as the **RPC**.

WHEREAS, the **CITY** wishes to make application to the Iowa Safe Routes to School program; and

WHEREAS, the **CITY** wishes to prepare a sidewalk plan (the "**PLAN**") conforming to the guidelines outlined in the Safe Routes to School program; and

WHEREAS, the **CITY** wishes to contract with the **RPC** to provide the technical assistance required to prepare the **PLAN**; and

NOW, THEREFORE, BE IT RESOLVED that the parties do mutually agree as follows:

- A. TECHNICAL ASSISTANCE STAFF.** The **RPC** represents that it has, or shall acquire, all personnel necessary to perform the services described in the Scope of Services.
- B. SCOPE OF SERVICES.** The **RPC** shall provide the **CITY** with the following services:
1. The **RPC** shall assist the **CITY** with the preparation of the written text and all applicable maps.
 2. The **RPC** shall assist the **CITY** in completion of a city-wide sidewalk and trail inventory and assessment, which will be incorporated into the **PLAN**.
 3. The **RPC** shall assist the **CITY** in arranging, and will attend, all technical assistance and public meetings required to complete the **PLAN**.
 4. The **RPC** shall assist the **CITY** with the preparation of the **PLAN** in such a manner that the **PLAN** content meets the requirements and guidelines of the Iowa Department of Transportation and the Safe Routes to School program.
 5. Upon completion, the **RPC** shall provide the **CITY** with one pdf and hard copy of the **PLAN**.
- C. COMPENSATION.**
1. The **RPC** shall provide the technical assistance described in the Scope of Services for the amount of not to exceed Ten Thousand (\$10,000) dollars.
- D. CONTRACT DURATION.** This contract shall be in effect from the date of signature until the **PLAN** is completed, to be no later than September 1, 2012.
- E. TERMINATION OR ABANDONMENT OF PROJECT.** The **CITY** and/or the **RPC** shall have the right to terminate this contract upon ten (10) days written notice. Upon cancellation, the **CITY** will be responsible only for those costs incurred by the **RPC** to the date of termination.

CITY OF OSKALOOSA
Safe Routes to School Technical Assistance Contract

F. **INDEMNIFICATION.** The CITY shall hold the RPC, its officers and employees, harmless from any and all claims losses, damages or liability whatsoever resulting from or arising out of this contract or the project to which it pertains.

Agreed to this _____ day of _____, 2012.

CITY OF OSKALOOSA, IOWA

AREA 15 REGIONAL PLANNING COMMISSION

By: _____
Title: MAYOR

CHAIR, RPC EXECUTIVE BOARD

DATE

ATTEST:

CITY CLERK



CITY COUNCIL COMMUNICATION

MEETING DATE: June 4, 2012

REQUESTED BY: Michael Schrock,
City Manager

ITEM TITLE:

Consider a motion to approve the 2012 Goal Setting Report.

EXPLANATION:

The Mayor, City Council and staff met on Monday, May 14, 2012, with Jeff Schott from the University of Iowa Institute of Public Affairs to establish goals and set priorities for the City of Oskaloosa. An implementation schedule will be developed once the City Council has formally approved the goals.

Recommended Action: Approve goal setting report and implementation schedule.

BUDGET CONSIDERATION:

Not applicable.

ATTACHMENTS:

May 14, 2012 Goal Setting Report.

City of Oskaloosa, Iowa Goal Setting Report

May 14, 2012

Mayor:

David Krutzfeldt

City Council:

Joe Caligiuri

Tom Jimenez

Scottie Moore

Jason Van Zetten

Aaron Ver Steeg

Tom Walling

Doug Yates

City Staff:

Michael Schrock, City Manager



Facilitated by:

Jeff Schott

Institute of Public Affairs

University of Iowa

**CITY OF OSKALOOSA, IOWA
GOAL SETTING SESSION
2012**

TABLE OF CONTENTS

IntroductionPage 3

Goal Setting Work SessionPage 3

Major AccomplishmentsPage 4

Issues, Concerns, Trends, and OpportunitiesPage 8

On-Going CommitmentsPage 13

Priority Projects, Programs, Policies, and Initiatives.....Page 13

Organizational EffectivenessPage 14

Final CommentsPage 14

Exhibit A – Significant Projects, Programs, Policies, and Initiatives ConsideredPage 15

Exhibit B - AgendaPage 17

Exhibit C –QuestionnairePage 18

CITY OF OSKALOOSA, IOWA

GOAL SETTING SESSION

2012

Introduction

The City of Oskaloosa requested the Institute of Public Affairs (IPA) to assist the city with goal setting. IPA agreed to organize and facilitate a process that involved the following steps:

1. Prepare a questionnaire to identify recent accomplishments, issues/trends/concerns, potential new initiatives/programs/policies and suggestions to improve organizational effectiveness.
2. Conduct a goal-setting session with the elected officials.
3. Conduct preliminary sessions with the Board Directors of the Mahaska Community Development Group and with city department heads for the purpose of obtaining input for the City Council's goal setting session.
4. Preparation of this final report.

Goal Setting Work Session

City Council Members and the Mayor held a work session conducted by the IPA on May 14, 2012. In attendance and participating in the meeting were Mayor David Krutzfeldt and Council Members Aaron Ver Steeg, Tom Jimenez, Scottie Moore, Doug Yates, Jason Van Zetten, Joe Caligiuri and Tom Walling. Also in attendance and participating at this meeting were City Manager Michael Schrock, City Clerk/Finance Director Amy Miller, Wastewater Director David Neubert, Public Works Director Akhilesh Pal, Police Chief Jake McGee, Fire Chief Mark Neff and Librarian Wanda Gardner.

Preliminary sessions with the Board Directors of the Mahaska Community Development Group and with city department heads were held on May 9, 2012. In attendance and participating in the session with the Mahaska Community Development Group Economic Development Group were Barb Finney (MidWestOne Bank), Jay Christensen (Mahaska Health Partnership), Miranda Johnson (MCARD, MCDG, Chamber), Jon Sullivan (Chamber, Main Street), Blair Van Zetten (Oskaloosa Food Products), Daryl Petty (Bank Iowa), Andrew Davis (Mahaska Bottling Co.), Lyle Siefering (Hawkeye Real Estate), Mayor David Krutzfeldt and City Manager Michael Schrock (City of Oskaloosa) and Beth Danowsky, Linda Crookham-Hansen and Joe Crookham (Musco). The participants in the session with city department heads were City Manager Michael Schrock, Mayor Dave Krutzfeldt, Police Chief Jake McGee, Fire Chief Mark Neff, Library Director Wanda Gardner, Wastewater Director David Neubert, Public Works Director Akhilesh Pal and City Clerk/Finance Director Amy Miller.

Major Accomplishments

The following were identified as major accomplishments during the past two years:

- **Projects:**
 - Condemnation of the Selby property and the work completed to date for the Green Street road improvement project
 - Completed design of Highway 432 rehabilitation project
 - Progress associated with the Highway 63 Improvement Project
 - CIN legislation signed by the Governor, only took one session to complete
 - Regional cooperation to fund \$500,000 NEPA study
 - Secured grant funding for 60% of a sidewalk inventory and analysis report
 - Completion of the I Street and M Avenue road and sewer project
 - Completion of the downtown streetscape project
 - Completion of sanitary sewer on Green Street and 238th
 - Completion of Phase I (of III) Oskaloosa Public Library's Reading Garden Project with donated land and funds
 - 28E Agreement for construction of the new urban park (skate and bike park) and constructed new entrance to the parking lots and mall
 - Support and assistance to move the hospital expansion and streetscape projects forward

- **Finance:**
 - Implementation of a modern day financial management system
 - Easy to use and access of reports online
 - Electronic purchasing system
 - Review and adoption of financial policies by the Mayor and Council
 - Fund balance, reserves, post-issuance compliance
 - Adoption of an increased franchise fee to fund a portion of the pavement preservation program
 - Require annual reviews of fees/charges for service prior to implementation
 - Sewer cash flow and rate analysis
 - All other city fees try to recover costs, or are at least discussed prior to adoption
 - Completion of Capital Improvement Program with identified funding sources
 - Staying on budget
 - Property tax rate stable

- **Development:**
 - Completion of large scale annexation of Lacey Complex and surrounding areas
 - Continuation of Tax Abatement
 - City Council more business-friendly

Major Accomplishments, continued

- **Downtown:**
 - Improved appearance of downtown – crosswalks, lighting
 - Encouraged improvements of downtown buildings by property owners
 - Cooperation on the downtown Trolley Place building rehab project

- **Public Works:**
 - Commitment to road repairs as a priority for the city by leadership
 - Implementation of a pavement preservation program
 - New sweeper, dump truck, snow box, crack seal kettle, roller, liquid asphalt distributor and other needed equipment
 - Annual chip seal, crack seal, asphalt and concrete surface repair programs
 - Supplementing staff with contractors where possible and/or necessary
 - Reduced unnecessary overtime in the Public Works department freeing up more than \$45,000 annually for road repairs; done even during a record snowfall year
 - Secured grant funding for a number of energy efficiency improvements that were much needed at the Public Works facility
 - Reduced energy consumption and costs

- **Parks and Recreation:**
 - Recreation projects as a priority for the city
 - Skate Park
 - City Square – bandstand painting
 - Lacey Complex – road, sanitary sewer

- **Code Enforcement:**
 - Continued focus on improving code enforcement efforts within the city
 - Clean and Green initiative
 - PT position in FY2013 budget
 - Fire department to assist with enforcement efforts
 - Adopted nuisance ordinance for neighborhood parties
 - Certification of Building Inspectors and career Firefighters

- **Housing:**
 - Led the charge with AREA 15 to create a Regional Housing Trust Fund - AHEAD
 - Phase I of the reorganization to Housing Department that has reduced general fund obligations by nearly \$100,000, and more to come

Major Accomplishments, continued

- Phase II of the reorganization to Housing Department that to include contracting out OMHA, Section 8 HUD Vouchers with the Albia Housing Authority in lieu of city employees
- City hanging on to Housing vouchers
- Personnel:
 - Hiring of a high quality employees and organization stability
 - City Clerk
 - City Manager
 - Library Director
 - Public Works Director and other department staff
 - Building Official
 - Union negotiations that resulted in employees contributing to health insurance premium costs, the first time in the history of the city
 - Standardized labor agreements – now on same schedule
 - Enhanced human resource function
 - Standardized evaluation forms
 - Implemented employee value/mission statement
 - Implemented quarterly employee newsletter
 - Implemented annual employee benefits meeting and benefit committee
 - Completed several updates to the Employee Handbook; more to come
 - Implemented a city fleet policy
 - Implemented a city volunteer policy
 - Implemented a new city application
 - Require annual evaluations of employees
 - Implemented exit interview and standardized process
 - Filling vacancies in Police and Fire
- Technology:
 - Upgrade of city computers, network and servers and a continued focus on other technology improvements
 - Presentation system in city council chambers
 - Electronic time clock software citywide
 - Electronic permit tracking program
 - Payment Management System software
 - Mobile inspection units for building official and code enforcement
 - New city website with CivicPlus & partnering with other development groups
 - VoIP system installed
 - All computers networked

Major Accomplishments, continued

- Inter-governmental:
 - Adoption of the 28E Agreement for a \$30+ million dollar regional airport with Pella and Mahaska County
 - Renegotiation of 28E Agreement with Oskaloosa School District and Mahaska County
 - Increased discussions of resource sharing and collaboration with other governmental entities
 - I-Jobs and Stimulus I funding for roads
 - Water Department and PW equipment
 - Mahaska Community Recreation Foundation
 - Pella, County and regional airport
 - Stadium drainage study with school district
 - IT position with school district
 - Police/Sheriff training
 - Fire and Emergency Management
 - Economic development group

- Organizational Effectiveness:
 - City Council working together and a supportive group
 - Positively focused and friendly
 - Business friendly and willing to listen to needs
 - Operating environment in Oskaloosa is more productive
 - Leadership is strategically aligned with more proactive operations; not reactive
 - Collaboration with the University of Iowa to complete the following studies
 - Sanitation study reviewed how to move to a single hauler or at a minimum complete code updates
 - Housing needs assessment (underway)
 - City Council goal setting (underway)
 - Implemented a City Council orientation program
 - Updated municipal code, Chapter 10 – traffic code, resulting in a significant increase in fines/fees coming to the city instead of the state

- Other:
 - Privatization of the Edmundson Municipal Golf Course management
 - Adopted an urban deer management program as result of resident complaints and concerns
 - Quality of life in Oskaloosa has improved
 - Improved communications with state legislators

Issues, Concerns, Trends and Opportunities

The following were identified as issues, concerns, trends, and opportunities that may affect future city services, policies, finances or operations:

- Planning:
 - We have no vision of where we intend to be in 5, 10 and 25 years – needs to be coordinated with City, School, County, other groups/organizations
 - Set 5/6 goals and work around them as priority
 - Annex properties near the corporate limits that are utilizing city services and/or infrastructure but not paying property taxes
- Finance:
 - Possible actions by the Iowa Legislature
 - Property tax reform/commercial rollback
 - TIF reform
 - City in good financial condition
 - Future trend for taxable values
 - City property and casualty insurability due to large number of claims
 - City owned parking lots
 - Sewer back ups
 - Increased cost to taxpayers through premiums or projects to solve source of problems
 - Review stormwater utility rates annually; zero increase since inception
 - Increasing cost of city contributions to “411” public safety pension system
- Demographics:
 - Low per capita income
 - Population is relatively stagnant; no growth
 - Development/population outside of Osky corporate limits
- Development:
 - Need for more industrial / business/employer growth and recruitment
 - Ineffective economic development efforts
 - Need to become more business friendly – attract new business
 - “Trailing spouse” issue hampers employee recruitment and retention
 - Help established businesses and attract new businesses
 - Potential loss of one or more major employers HQ in the area
 - Many people work in Oskaloosa but don’t live here – opportunity
 - Synchronist surveys show low satisfaction levels with community services
 - Not sure what it entails, but should follow up on it
 - Lack of quality hotel facilities in town
 - Consider funding an economic development person to bring focus to recruitment/retention and one point of contact within the community
 - Sharing personnel between City/County

Issues, Concerns, Trends and Opportunities, continued

- Need to develop a strong plan for community promotion with local partners and implement it
 - Branding
 - Tourism efforts need to be increased; need more funds
 - Attract employees/employers
 - Change negative perception of residents
- Need economic development plan
- Continue to think big picture and work on regional partnerships; proactively take the lead so Oskaloosa and Mahaska County thrive, not follow.
- Continue working with Indian Hills Regional Development and the Iowa Bioprocessing Center in Eddyville.
- Seek out Indian Hills Community College to work proactively with and through business and community needs
- Development of infrastructure at the Oskaloosa Industrial Park and west of Highway 163 – need water and sewer at a minimum
- Unwillingness by potential development “leads” to invest in simple infrastructure improvements or meet existing code requirements (i.e. fire sprinklers, sewer, water, grading, etc.)
- Lack of shovel ready industrial and commercial development sites
- Lack of shovel ready residential development sites
- Need skilled workers in this area for local employers
- If there is growth in the area, it occurs outside of city limits
- Need for adequate infrastructure to support development
 - Capacity sustainability
- Downtown and mall redevelopment
 - Lack of downtown redevelopment plan to meet today’s needs
 - What can be done to attract more thriving retail?
 - Review the agreement with Oskaloosa and Hy-Vee
 - Redevelopment plan for the mall?
 - Parking space issue downtown/traffic flow?
 - Condition of downtown buildings (i.e. Herald Building)
 - Inability to fill or keep filled buildings downtown (Herald Building, Iowa Building)
 - Identify programs available/eligible to promote building renovations
 - Set plans to repair city owned parking lots
 - Traffic flow and maintenance of mall parking lot
 - Trolley Place redevelopment and parking issues
- Infrastructure:
 - Changing regulations pertaining to wastewater and storm water
 - Overall condition of sanitary sewer system and waste water plant
 - Aging city infrastructure and equipment – all depts./functions
 - Need for planning on sidewalk improvements and sidewalk locations

Issues, Concerns, Trends and Opportunities, continued

- Create safe routes to schools and trails using sidewalks within the community; construct and connect as needed.
- Sanitary sewer infrastructure should reach everyone in the city
- Stormwater infrastructure condition study
- Condition of water mains
- Independent/autonomous Water Board
- Condition/capacity of overall public and private infrastructure – streets, sewers, wastewater, water, gas, electric, etc.

- **Streets and Transportation:**
 - Create bike friendly city, more bike routes and facilities
 - Increase funding towards roads and other infrastructure, even if that means cutting back on other amenities
 - Continue the CIP funding for road improvements
 - Be proactive with repairs/maintenance
 - Continue the pavement management program for better planning of street improvements
 - North Green Street paving
 - Complete rehabilitation of Highway 432 pavement
 - Continue equipment replacement as listed on CIP
 - Many roads are in terrible condition
 - Continue work on the Highway 63 improvements project
 - Hwy 63 speed study, WPU area to north city limits

- **Solid Waste:**
 - Recycling program should be enforced
 - Garbage collection, recycling, yard waste and bulk trash pickup
 - Use of one sanitation hauler
 - Garbage, recycle and redemption will need reorganization
 - Concerned about the direction of sanitation service discussions; wants left “as is”

- **Public Safety:**
 - Study the feasibility of combined county-wide law enforcement
 - Study the feasibility of combined county-wide fire service
 - Other uses of fire personnel so they can be retained as full time firefighters

- **Parks and Recreation:**
 - With vacancies in parks the city should consider contracting parks maintenance work with private contractor
 - Moving out of the golf business – not an accomplishment. City council has an obligation to provide services to all of its citizens including recreational opportunities

Issues, Concerns, Trends and Opportunities, continued

- Funding levels need to be increased for improvements to parks system
 - Planning for improvements? City Council commitment? What does the public want or need?
- Long term viability of MCRF to run, manage and operate “city” recreation
- Improve collaboration with MCRF
- Need to improve roads and access to the Lacey Recreation Complex
- Concerned about the urban park location
- Consider a partnership with the YMCA, William Penn University and school district to create a new community facility similar to Indianola’s new YMCA.
- Survey municipal pool usage and need; research pool cover to reduce energy costs; should the pool be heated?

- Code Enforcement:
 - Disagreement regarding rental inspection program
 - Rental inspection program appears to be another way for the city to generate revenue
 - If implemented do it on a 3,4,5 year basis, not annually or upon tenant turnover
 - Rental inspections – do not be afraid to mandate basic property standards for rental properties even if landlords push back or protest.
 - Perception of “slumlords” in our community. We have an influx of investors purchasing dilapidated housing at very cheap prices and doing little to no work to improve the housing. This practice keeps the entire neighborhood’s property values down and stifles city growth
 - Property maintenance and code compliance
 - Condition of A Avenue and Market Street
 - First impressions in the community need to be improved. When first entering town the “eye sores” need to be removed in order to give a positive image/impression.
 - Reinstate the Community Improvement Official position
 - There are 4 main entrances into Oskaloosa. Coming into town from any direction and you’ll see ugly housing, vacant commercial lots, cracked and crumbling sidewalks, signage for less than high class businesses (“We buy used cars \$200”, etc). Nothing looks inviting to potential businesses.
 - Sign ordinance review

- Housing:
 - Poor overall city housing, little to no standards that can be easily enforced by staff
 - Oskaloosa Municipal Housing Agency’s impact on general fund

Issues, Concerns, Trends and Opportunities, continued

- Future goals / staffing for Oskaloosa Housing Trust Fund
- Aging housing inventory
 - Demolish houses that are dilapidated
 - Redevelop if possible using grant funds or OHTF/AHEAD funds
- Need more consistency in the different neighborhoods of town
- Collaborate with William Penn University of a “certified housing” program if the rental inspection program is not feasible.
- City should acquire a number of properties that are presently for sale and redevelop as necessary
 - Seek grants if needed
 - HOME, CDBG funds
- Examine information from the new housing study being conducted by the U of Iowa

- Personnel:
 - Succession planning
 - A large percentage of city employees can retire now or within the next five (5) years; what is the plan?
 - Retirement of Youth Librarian – re-evaluate the arrangement of current service between library and school district.
 - Retirement of police and fire command staff
 - Retirement of waste water leadership and highly certified operators
 - Evaluate staffing levels in all departments
 - Consider hiring additional administrative staff to assist city management with a large list of priorities that need to be addressed ASAP

- Public Facilities:
 - Planning for development/replacement/maintenance of city facilities
 - Joint police/fire building (public safety)
 - Joint public works building w/ County
 - Library, Parks, etc.

- Technology:
 - Technology and its impact on the library
 - Continue improvements on City Website
 - Use GIS to manage and communicate efforts – digitize all storm and sanitary sewer utility and pavement infrastructure

- Inter-governmental:
 - Regional Airport
 - Keep working with other entities to make our quality of life better here

- Encourage the county supervisors to work with other counties to hire a county manager so they don't continue to make embarrassing decisions that end up on the front page
- Organizational Effectiveness:
 - "Board" administration of the library and water departments
 - Take steps towards having them advisory only
 - Long term and effective relationship between City and Water Department?
 - Have the library under city management direction
 - Volunteerism within the city to assist staff
 - Lack of volunteers for various boards/commissions; need better public participation and investment by residents into their community
 - Explore additional collaboration/partnership opportunities with William Penn University
- Other:
 - Continue to help with and encourage student enrollment at WPU; need more Mahaska County students
 - Lack of diverse dining options, shopping
 - Help keep alive the initiative on preschool education

On-Going Commitments

The Mayor and City Council identified the following as on-going commitments for the upcoming 24 month period:

- Increased funding for street repairs:
 - Green Street improvements
 - Hwy 432 project
 - Mall parking lot
- Regional Airport initiative
- Housing needs assessment study
- Continue work on Hwy 63 Improvement Project
- Increase code enforcement activities
 - Review policies/codes/enforcement strategies with Council
- Continue current economic development activities
- Initiate sanitary sewer condition study

New Priority Projects, Programs, Policies and Initiatives

The participants reviewed potential projects, programs, policies and initiatives for consideration and selected the following as new priorities for the upcoming 24 month period (listed in priority order):

1. Develop a 5-10 year community-wide strategic plan & implementation strategy involving all local governments, community organizations, agencies and broad cross-section of community
2. Initiate proceedings to restructure Water Board
3. Introduce 2 mile zoning and code enforcement jurisdictional control around the city to control development just outside of city limits
 - o Collaborate with University Park, Beacon and Mahaska County to implement stricter code requirements for nuisance and abatements, building requirements

A complete list of all programs and initiatives considered by the Mayor and City Council members is attached as **Exhibit A**.

Organizational Effectiveness

The Mayor and City Council reviewed a variety of ideas relating to improving organizational effectiveness to accomplish the selected goals and priorities. After review and discussion, the Mayor and City Council selected the following steps to improve organizational effectiveness:

- Update purchasing policy
- Continue to utilize work sessions on as-needed basis
- Update city website and use website's new tools to communicate with citizens
- Succession planning
 - o Reorganize as needed based on opportunities and changes
- Hold more joint meetings between City Council and boards
- Encourage policy for attendance for members of city boards, commissions and committees

Note: The agenda for the Goal Setting Session and the Preliminary Questionnaire are attached to this report as **Exhibits B** and **C** respectively.

Final Comments

It was a pleasure to assist the City of Oskaloosa with this goal setting process. I was extremely impressed with the level of cooperation and positive attitudes of the elected officials and city staff.

It is important to note that the prioritization of projects and initiatives is not "cast in stone." They can be modified as new circumstances may occur.

It is recommended that city staff prepare an "action plan" for accomplishing the planning goals. The action plan would define the steps that would be needed to accomplish each goal, identify who is responsible for implementation, and establish a timeline for accomplishment. The action plan should then be presented to the Mayor and City Council for review and approval. It is also recommended that staff review with the Mayor and City Council the status of implementing the goals on a quarterly basis.

Jeff Schott
Institute of Public Affairs
University of Iowa
May 16, 2012

Exhibit A

**City of Oskaloosa
Goal Setting Session – 2012**

SIGNIFICANT INITIATIVES OR PROGRAMS CONSIDERED

(Number of votes received in parentheses)

- Develop 5-year community-wide strategic plan & implementation strategy (7)
 - Involve all community govt's., orgs., agencies and broad cross-section of community
 - #1 top priority recommended by ED
- Initiate proceedings to restructure Water Board (6)
- Introduce 2 mile zoning and code enforcement jurisdictional control around the city to control development just outside of city limits (5)
 - Collaborate with University Park, Beacon and Mahaska County to implement stricter code requirements for nuisance and abatements, building requirements
- Consider bonding to accelerate infrastructure improvements, especially in light of the city being nearly debt free in the next 5 years (we will be using less than 8.5% of the available debt limit in FY2017) (4)
- Continue to develop land by the Highway 163 corridor (4)
- Update Comprehensive Plan (3)
- Develop the South East Connector road improvement project with Mahaska County (3)
 - Create a development plan and annexation strategy while this project is being conceptualized; they should go hand in hand.
- Complete next stage of downtown streetscape project (3)
 - East 1 block on 1st Ave
 - North 1 block on 2nd
 - South 1 block on Market
- Initiate proceedings to restructure Library Board (2)
- Burning leaves should be allowed Sept. 15 – Nov. 15 (2)
- Mandate recycling (2)
- Expand services to include yard waste, bulk trash (2)
- Develop a plan for the city hall building, water building and parking lots (2)
 - Repair / rehabilitate 3rd floor of city hall?
 - Basement – Future use?
 - What to do with the current location of the water department?
- Introduce ballot language to increase the current hotel/motel tax to maximum rate (1)
 - Additional funding to assist with costs of supporting MCRF facilities OR tourism
- Create a strategy to annex and extend infrastructure (1)
 - aggressively bring properties into city limits

- Extend infrastructure to areas that are annexed (roads, sewer, water)
 - Require newly annexed properties to pay their share for needed improvements
- Develop economic development plan with Economic Development Group (1)
 - Consider funding of economic development person
 - Designate duties, responsibilities, strategies,
 - Determine condition of infrastructure
- Examine possible new codes to better assist property maintenance and nuisance efforts
- Provide curbside leaf collection program
- Funding to demolish old and dilapidated buildings
- Rental inspection program
- Mandate garbage service in town
- Seek single hauler
- Introduce recycling in city parks
- Fire department study - volunteer vs. fully staffed
- Develop sidewalk plan then construct new sidewalks
 - Edmundson Park
 - Elementary school areas
- Implement computer/web based customer relationship management system
- Complete a compensation & salary plan
- Establish revolving loan fund to assist with downtown building improvements
- Encourage renewed efforts to create a structural study, and establishment of minimum structural standards for building in the Central Business District – party wall issue
- Develop plan for downtown to transition to cars, parking, elevators, and downtown living quarters
- Provide funding for historic preservation activities and programs
- Create a plan for the development of the Oskaloosa Industrial Park
- Structured tax abatements for city beautification efforts made by property owners
- Events promoted, and run by, the city of Oskaloosa. Concerts, competitions, flea markets, etc, as a revenue generation source alternative to taxation
- Please review what services and programs are provided to Oskaloosa. Is there anything missing that we need to fill? Can we partner with private businesses, individuals, or other entities to provide the needed services?
- Keep on the state government to keep their promises and restore all the funding they've taken away.
- Move the fairgrounds and racetrack outside of city limits
- Develop plan to revitalize “east side”
- Implement A Avenue Corridor revitalization plan
- Improve public transportation
- Review/revise snow removal policy
 - East-west road on south side to Osburn to move through traffic from city streets

- Reauthorize existing Local Option Sale Tax prior to 2017
- 2 hour parking enforcement
- Institution of a memorial policy so we do not have makeshift memorials dotting the landscape
- Access to mall parking without losing additional spaces

Exhibit B

AGENDA

**CITY OF OSKALOOSA
GOAL SETTING SESSION - 2012**

MONDAY, MAY 14, 2012

3:00 PM – 7:00 PM

Oskaloosa Public Library

1. Introductions and Opening Comments
 - a. Name, Tenure, and Background
2. General Overview of the Meeting and the Goal Setting Process
 - a. The Ground Rules for this session
3. Update regarding status of 2008 goals/priorities
4. Review Recent City Accomplishments (2009-11)
5. Review Issues, Concerns, Opportunities, and Trends
6. Identify On-Going Priorities
7. Programs, Policies, Projects and Initiatives
 - a. Review Results of Questionnaire
 - b. Explanations, clarifications, revisions, deletions, additions of Programs, Policies, Projects, and Initiatives
 - c. Ranking of Priorities
7. Organizational Effectiveness
 1. Review Results of Questionnaire
8. IPA Report to the Mayor and City Council – 2012 Goal Setting Process
 - a. Development of Action Plan
 - b. Importance of Quarterly Updates
9. Questions, comments, and suggestions
10. Adjourn

Exhibit C

CITY OF OSKALOOSA
GOAL SETTING SESSION – 2012

QUESTIONNAIRE

INTRODUCTION

The City of Oskaloosa’s Goal Setting Session will be held on Monday, May 14, 2012, at the Oskaloosa Public Library. The purpose of the session will be to identify and prioritize the City’s overall goals and objectives for the next two years.

In order to prepare for this session, you are requested to identify key issues and potential objectives that will be reviewed and discussed at the session. Please complete all sections of this questionnaire. If you need additional space, please feel free to attach additional page(s).

Major Accomplishments

Please list the major city accomplishments over the past two years. These accomplishments could be as large as a street project or as simple as a newly adopted city policy. The items do not need to be in any particular order.

Issues, Concerns, Trends, and Opportunities

Please list specific issues, concerns, trends and opportunities that affect future city services, policies, finances or operations (for example, loss of population, major new economic development success, employer or resolving a policy question). You do not need to identify potential solutions to your concerns.

Significant Initiatives or Programs

Please list any initiatives, programs or policies that you think the City should consider in the next two years (for example, downtown revitalization, updating employee job descriptions, adopting a policy on open burning, conducting an annexation study, reviewing water and sewer rates, etc.)

Organizational Effectiveness

Please list several things that the Mayor/City Council and/or staff could do in the future to improve organizational effectiveness, decision-making process, teamwork and the ability to accomplish the City's stated goals and objectives.

RETURN OF QUESTIONNAIRE

Please return this questionnaire to Michael Schrock by **Wednesday, April 18.**



CITY COUNCIL COMMUNICATION

MEETING DATE: June 4, 2012

REQUESTED BY: Amy Miller,
City Clerk

ITEM TITLE:

Consider a motion to approve vendors for HOPE VI Main Street Project – Trolley Place.

EXPLANATION:

Article 13 of the Development Agreement requires City Council to approve vendors the Developer is using for the project. Additional vendors requiring approval are:

Butler-Brown Insurance
Christensen Development
Curtis Architecture & Design PC
Fagre Baker Daniels
History Pays
McGladrey
Neumann Brothers, Inc.
Structural Engineers PC

Staff recommends approval of vendors as outlined.

BUDGET CONSIDERATION:

None

ATTACHMENTS:

Letter

***Oskaloosa Downtown Development
124 N Market, Oskaloosa, IA 52577***

May 29, 2012

Mayor, Dave Krutzfeldt
220 South Market
Oskaloosa, IA 52577

Dear Mayor Krutzfeldt,

The Trolley Place development project is progressing nicely with the goal of occupancy by October, 2012. As the developer for the project, Oskaloosa Downtown Development, LLC will once again be asking for reimbursement from HUD's Hope VI Main Street funds in which we received a \$1,000,000 grant.

As we prepare to make these requests, we realize we need to add additional businesses as approved vendors for the project. In accordance with our developer agreement with the City of Oskaloosa, we would respectfully ask that the council approve the addition of the vendors listed below:

<u>Vendor</u>	<u>Address</u>
Butler-Brown Insurance	308 High Ave E, Oskaloosa, IA 52577
Christensen Development	506 3 rd St, Suite 200, Des Moines, IA 50309
Curtis Architecture & Design PC	223 E Main St, Ottumwa, IA 52501
Fagre Baker Daniels	801 Grand Ave, Ste 3100, Des Moines, IA
History Pays!	4411 Ingersoll Avenue, Des Moines, IA 50312
McGladrey	400 Locust St, Ste 640, Des Moines, IA 50309
Neumann Brothers, Inc	1435 Ohio St, Des Moines, IA 50305
Structural Engineers PC	114 Nicholas Dr, Marshalltown, IA 50158

Thank you for your assistance. If you have any questions please feel free to contact me at 641.672.2591.

Sincerely,



Jon Sullivan
President

Cc: Michael Schrock
Amy Miller

OSKALOOSA
IOWA



CITY COUNCIL COMMUNICATION

MEETING DATE: June 4, 2012

REQUESTED BY: COUNCIL
APPOINTED STAFF

ITEM TITLE: REPORT ON ITEMS FROM CITY STAFF.

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

EXPLANATION:

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

BUDGET CONSIDERATION:

Not applicable, report(s) only.

ATTACHMENTS:

None.



CITY COUNCIL COMMUNICATION

MEETING DATE: June 4, 2012

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.



CITY COUNCIL COMMUNICATION

MEETING DATE: June 4, 2012

REQUESTED BY: CITY COUNCIL

ITEM TITLE: CLOSED SESSIONS - A

Consider holding a closed session under Iowa Code Section 21.5.1.i. to evaluate the professional competency of an individual whose appointment, hiring, performance or discharge is being considered when necessary to prevent needless and irreparable injury to that individual's reputation and that individual requests a closed session and reconvene in open session to consider approval of contract.

EXPLANATION:

City Manager Michael Schrock has been employed by the city since June 15, 2009. Now is the time for the annual evaluation of City Manager Michael Schrock.

Staff recommends City Council hold a closed session to evaluate City Manager Michael Schrock.

BUDGET CONSIDERATION:

Not applicable.

ATTACHMENTS:

None.



CITY COUNCIL COMMUNICATION

MEETING DATE: June 4, 2012

REQUESTED BY: CITY COUNCIL

ITEM TITLE: OPEN SESSION ACTION

Consider a motion to approve the contract of City Manager Michael Schrock Jr.

EXPLANATION:

Depending on the outcome of the closed session discussion of the contract with City Manager Michael Schrock Jr., the City Council may consider a motion to approve the city manager's contract.

Action depends on the recommendation of the City Council.

BUDGET CONSIDERATION:

To be determined.

ATTACHMENTS:

Employment Agreement Amendment and Agreement.

AMENDMENT TO EMPLOYMENT
AGREEMENT BETWEEN THE
CITY OF OSKALOOSA IOWA
AND MICHAEL SCHROCK, Jr.

THIS AGREEMENT is made and entered into this 20th day of June, 2011, by and between the City of Oskaloosa, Iowa, and Michael Schrock, Jr.

NOW WHEREAS the parties hereto are parties to an Employment Agreement dated June 15th, 2010;

AND WHEREAS the parties wish to make certain amendments and changes to the said Employment Agreement;

AND WHEREAS the parties wish to memorialize their agreement relative thereto;

IT IS THEREFORE AGREED, in consideration of the mutual covenants and promises contained herein, as follow:

1. That Employment Agreement between the parties dated June 15 2010 be, and it hereby is amended in the following particulars:
 - A. Section 7 of the contract is amended to delete the annual base salary number of "\$96,425.00", and to insert in lieu thereof as an annual base salary number the amount of "~~\$97,389.52~~ \$97,389.25".
 - B. Section 12 of the contract is amended to change the current section designated as "12(A)" to be designated as "12(B)", and to insert as the new section 12(A) the following:

"A. Employee shall be credited with 20 days of vacation leave per year."
 - C. Section 14 of the contract is amended to change the number "3.5%" contained in line five of said section, to the number "8.87227%".
2. In all other respects the prior Employment Agreement of the parties is ratified and confirmed.

IN WITNESS WHEREOF the parties have affixed their signatures on the date above written.

CITY OF OSKALOOSA IOWA

By: David Krutzfeldt
DAVID KRUTZFELDT, Mayor

Michael Schrock Jr
MICHAEL J. SCHROCK, Jr.

**Employment Agreement
Between the City of Oskaloosa, Iowa
and Michael J. Schrock, Jr.**

THIS AGREEMENT is made and entered into this 24~~th~~ day of JUNE, 2010 by and between the City of Oskaloosa Iowa, a municipal corporation hereinafter called "Employer," as party of the first part, and Michael J. Schrock, Jr., herein called "Employee", as party of the second part.

WITNESSETH:

NOW WHEREAS, Employer desires to employ the services of said Michael J. Schrock, Jr. as City Manager of the City of Oskaloosa as provided by City Code Chapter 2.16 and Home Rule Charter – Article IV.; and

AND WHEREAS, it is the desire of the governing board, hereinafter called "Council," to provide certain benefits, to establish certain conditions of employment, and to set working conditions of said Employee; and

AND WHEREAS, Employee desires to accept employment as City Manager of said Oskaloosa; and

AND WHEREAS, the parties acknowledge that Employee is or will become a member of the International City/County Management City Association (ICMA) and that Employee is subject to the ICMA Code of Ethics;

IT IS THEREFORE AGREED, in consideration of the mutual covenants and promises contained herein as follows:

Section 1: Duties

Employer hereby agrees to employ said Michael J. Schrock, Jr. as City Manager of said Employer to perform the functions and duties specified in Chapter 2.16 of the City Code and Article IV of the Home Rule Charter and to perform other legally permissible and proper duties and functions as the Council shall from time to time assign.

Section 2: Term

- A. Employee agrees to remain in the exclusive employ of Employer until June 30, 2012, and neither to accept other employment nor to become employed by any other employer until said termination date, unless said termination date is affected as hereinafter provided.
- B. In the event written notice is not given by either party to this agreement to the other 120 days prior to the termination date as hereinabove

provided, this agreement shall be extended on the same terms and conditions as herein provided, all for an additional period of two years. Said agreement shall continue thereafter for two-year periods unless either party hereto gives 120 days written notice to the other party that the party does not wish to extend this agreement for an additional two-year term.

- C. Nothing in this agreement shall prevent, limit or otherwise interfere with the right of the Council to terminate the services of Employee at any time, subject only to the provisions set forth in Section 4, paragraphs A and B, of this agreement.
- D. Nothing in this agreement shall prevent, limit or otherwise interfere with the right of the Employee to resign at any time from his position with Employer, subject only to the provision set forth in Section 5 of this agreement.

Section 3: Suspension

Employer may suspend the Employee with full pay and benefits at any time during the term of this agreement, but only if at a public meeting.

Section 4: Termination and Severance Pay

- A. Termination occurs when four Council Members vote to terminate the employee's employment agreement at a duly authorized public meeting. City Code Chapter 2.16.
- B. In the event Employee is terminated by the Council before expiration of the aforesaid term of employment and during such time that Employee is willing and able to perform his/her duties under this agreement, then in that event Employer agrees to pay Employee a lump sum cash payment equal to nine months' aggregate salary and benefits. Employee shall also be compensated for all accrued vacation and holidays. In the event Employee is terminated herein for an illegal act, employer shall have no obligation to pay the aggregate severance sum designated in this section 4.
- C. In the event Employer at any time during the term of this agreement reduces the salary or other financial benefits of Employee in a greater percentage than an applicable across-the-board reduction for all employees of Employer, or in the event Employer refuses, following written notice, to comply with any other provision benefiting Employee herein, or the Employee resigns following a suggestion, whether formal or informal, by a majority of the Council that he resign, then, in that event Employee may, at his option, (for purposes of receiving severance pay) be deemed to be "terminated" at the date of such reduction or such refusal to comply within the meaning and context of the herein severance pay provision.

- D. Except as stated in this paragraph, the City Council may not terminate the services of the Employee within six months following the seating of new council members. During this period, termination may occur for an illegal act. For the entire Section four of this agreement, "illegal act" shall mean being charged and/or convicted of a crime other than a simple misdemeanor, unless the simple misdemeanor involved dishonesty or moral turpitude.

Section 5: Resignation

In the event Employee voluntarily resigns his position with Employer before expiration of the aforesaid term of his employment, then Employee shall give Employer 30 days notice in advance, unless the parties agree otherwise. Employee shall not utilize more than 5 days leave (as designated in this agreement) during this notice period.

Section 6: Disability

If Employee is permanently disabled or is otherwise unable to perform his duties with reasonable accommodation because of sickness, accident, injury, mental incapacity or health for a period of four successive weeks beyond any accrued sick leave, an impartial board of three members agreed upon by the Employee and the city will be utilized to determine if an Employee is unable to discharge his duties due to any type of disability or inability to perform up to normal standards of city management. Employee or his representative and employer shall appoint one board member each. The two members shall then agree upon a third member for fulfillment of this section. If Employee is determined unable to perform his duties, Employer shall have the option to terminate this agreement, subject to the severance pay requirements of Section 4, paragraph A.

Section 7: Salary

Employer agrees to pay Employee for his services rendered pursuant hereto an annual base salary of \$96,425.00 payable in installments at the same time as other management employees of the Employer are paid. In addition, Employer agrees to increase said base salary and/or benefits of Employee in such amounts and to such extent as the Council may determine that it is desirable to do so on the basis of an annual salary review of said Employee as outlined within this agreement.

Section 8: Performance Evaluation

- A. The Council shall review and evaluate the performance of the Employee at least once annually in June. Said review and evaluation shall be in accordance with specific criteria developed jointly by Employer and Employee. Said criteria may be added to or deleted

from as the Council may from time to time determine in consultation with the Employee. Further, the Council shall provide the Employee with a summary written statement of its findings and provide an adequate opportunity for the Employee to discuss his evaluation with the Council.

- B. Annually, the Council and Employee shall define such goals and performance objectives that they determine necessary for the proper operation of the City and in the attainment of the Council's policy objectives and shall further establish a relative priority among those various goals and objectives, said goals and objectives to be reduced to writing. They shall generally be attainable within the time limitations as specified and their annual operating and capital budgets and appropriations provided.
- C. In effecting the provisions of this Section, the Council and Employee mutually agree to abide by the provisions of applicable law.
- D. After the Employee is employed for six months, and annually in June after that, the Council will meet with the Employee in session to evaluate the Employee's performance. Evaluations shall relate to the achievement of mutually defined goals and objectives.
- E. The City Manager, Council, and Mayor will bring any perceived problems or inadequacies to the attention of the other and will exercise a good faith effort to mutually resolve such perceived problems or inadequacies.

Section 9: Hours of Work

It is recognized that Employee must devote a great deal of time outside the normal office hours to business of the Employer, and to that end Employee will be allowed to take time off as he shall deem appropriate during said normal office hours.

Section 10: Outside Activities

Employee may not engage in teaching, consulting, or other non-Employer-connected business that exceeds 10 hours per month without the prior approval of the Council.

Section 11: Automobile

Employer shall provide City Manager a monthly vehicle allowance of 300.00 for use of his private vehicle. Additional mileage reimbursement may be paid for travel outside of Iowa or extraordinary additional amounts of travel within the state. This reimbursement is subject to prior Council approval. The Employee shall provide all expense, including insurance for the use of his vehicle. The City Manager shall not have the use of a city vehicle.

Section 12: Vacation, Sick, and Military Leave

- A. Due to the nature of the City Manager position, from time to time the City Manager may not be able to exhaust all sick or vacation leave, and accordingly the City Manager may carry forward vacation and sick leave. The foregoing notwithstanding, the City Manager may not carry forward more than one year's worth of allowed vacation days per year, and upon separation from service, carry forward vacation and vacation accrual payout shall not exceed a maximum of twelve weeks total.

Section 13: Health and Life Insurance

- A. Employer agrees to enroll employee, his spouse, and all dependants of employee into the City's medical insurance plan. The City shall pay 100% of the cost for employee, his spouse, and all dependants of employee.
- B. Employer agrees, to provide life and disability insurance as provided to all department heads as stated in the city personnel policy.
- C. Employee agrees, if requested by the City Council, to submit once per calendar year to a complete physical examination by a qualified physician selected by the Employer, the cost of which shall be paid by the Employer.

Section 14: Retirement

Employer agrees to execute all necessary agreements provided by ICMA Retirement Corporation [ICMA-RC] for Employer's participation in said ICMA-RC retirement plan and, in addition to the base salary paid by the Employer to Employee, Employer agrees to pay an amount equal to Employer's IPERS contribution for department heads plus an additional 3.5% of Employee's salary into the ICMA-RC on Employee's behalf, and to transfer ownership to succeeding employers upon Employee's resignation or termination. The parties shall fully disclose to each other the financial impact of any amendment to the terms of Employee's retirement benefit. Employee solely shall determine his amount of contributions on an annual basis.

Section 15: Dues and Subscriptions

Employer agrees to budget for and to pay for professional dues and subscriptions of Employee necessary for his continuation and full participation in national, regional, state, and local Oskaloosa organizations necessary and desirable for his continued professional participation, growth, and advancement, and for the good of the Employer, as approved by Employer.

Section 16: Professional Development

- A. Employer hereby agrees to budget for and to pay for travel and 100% of subsistence expenses of Employee for professional and official travel, meetings, and occasions adequate to continue the professional development of Employee and to adequately pursue necessary official functions for Employer, including but not limited to the ICMA Annual Conference, Iowa League of Cities and IACMA Conference. Expense for other national, regional, state, and local governmental groups and committees thereof which Employee serves as a member shall be paid if prior approval has been granted by the City Council.
- B. Employer also agrees to budget for and to pay for travel and 100% of subsistence expenses of Employee for short courses, institutes, and seminars that are necessary for his professional development and for the good of the Employer, with prior approval of the City Council.

Section 17: Indemnification

In addition to that required under state and local law, Employer shall defend, save harmless, and indemnify Employee against any tort, professional liability claim or demand or other legal action, whether groundless or otherwise, arising out of an alleged act or omission occurring in the performance of Employee's duties as City Manager. Employer will pay the amount of any settlement or judgment rendered thereon. This paragraph shall not apply to willful or wanton acts, or intentional tortious or criminal acts of the Employee.

Section 18: Bonding

Employer shall bear the full cost of any fidelity or other bonds required of the Employee under any law or ordinance. If Employee is not bondable this agreement is null and void or will be considered cause for termination.

Section 19: Other Terms and Conditions of Employment

- A. The Council, in consultation with the Employee, shall fix any such other terms and conditions of employment, as it may determine from time to time, relating to the performance of Employee, provided such terms and conditions are not inconsistent with or in conflict with the provisions of this agreement, the Oskaloosa charter or any other law.
- B. All provisions of the Oskaloosa charter and code, and regulations and rules of the Employer relating to vacation and sick leave, retirement and pension system contributions, holidays, and other benefits and working conditions as they now exist or hereafter may be amended, also shall apply to Employee as they would to other employees of Employer, in addition to said benefits enumerated specifically for the

benefit of Employee except as herein provided. IPERS shall/shall not be an eligible benefit for purposes of this agreement.

- C. With the exception of the benefits credited in Section 13 of this agreement, Employee shall be entitled to receive the same vacation and sick leave benefits as are accorded department heads, including provisions governing accrual and payment therefore on termination of employment, unless otherwise stated within this agreement.

Section 20: Representation of Employer

Employer represents that it has the legal authority to enter into and be bound by the terms of this agreement.

Section 21: Severability

If any provision, or any portion thereof, contained in this agreement is held unconstitutional, invalid or unenforceable, the remainder of this agreement, or portion thereof, shall be deemed severable, shall not be affected, and shall remain in full force and effect.

Section 22: Notices

Notices required pursuant to this agreement may be personally served in the same manner as is applicable to civil judicial practice. Notice shall be deemed given as of the date of personal service or as of the date of deposit of such written notice in the course of transmission in the United States Postal Service.

Section 23: General Provisions

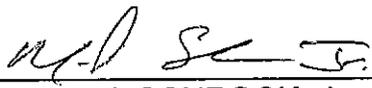
- A. The text herein shall constitute the entire agreement between the parties.
- B. This Agreement shall not be changed unless the change is reduced to writing and signed by both parties.
- C. Law of Iowa to apply and actions for enforcement of contract to be brought in Iowa.
- D. This agreement shall be binding upon and inure to the benefit of the heirs at law and executors of Employee.
- E. This agreement shall become effective commencing June 15, 2010.

IN WITNESS WHEREOF, the City Council has caused this agreement to be signed and executed in its behalf by its Mayor, and duly attested by its City Clerk,

and the Employee has signed and executed this agreement, both in duplicate,
the day and year first above written.

CITY OF OSKALOOSA IOWA,

By: 
DAVID KRUTZFELDT, Mayor


MICHAEL J. SCHROCK, Jr.