



**City of Oskaloosa  
City Council Meeting Regular Session  
Council Chambers  
City Hall, 220 S. Market Street  
Oskaloosa, IA 52577  
Agenda  
November 16, 2015**

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

**1. Invocation: Mayor David Krutzfeldt**

**2. Pledge of Allegiance.**

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

**3. Roll Call**

\_\_\_\_\_ Mayor David Krutzfeldt, Council Members:

\_\_\_\_\_ Caligiuri, \_\_\_\_\_ Jimenez, \_\_\_\_\_ Moore, \_\_\_\_\_ Van Zetten, \_\_\_\_\_ Ver Steeg,

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

Documents: [20151116 AGENDA ITEMS 1-3.DOCX](#)

**4. Community Comments.**

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

Documents: [20151116 COMMUNITY COMMENTS.DOCX](#)

**5. Consider Adoption of Consent Agenda as Presented or Amended.**

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

Documents: [20151116 SUMMARY CONSENT AGENDA.DOCX](#), [20151116 BOARD AND COMMISSION MINUTES.DOCX](#)

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

1. November 2, 2015 Regular City Council Meeting Minutes
2. November 16, 2015 Agenda

Documents: [CITY COUNCIL MINUTES NOVEMBER 2, 2015.DOC](#)

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

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

1. October 29, 2015 Civil Service Commission Minutes 2. September 16, 2015 Housing Trust Fund Committee Minutes 3. November 5, 2015 OHTF Minutes 4. November 9, 2015 OHTF Special Meeting Minutes 5. November 9, 2015 Planning and Zoning Commission Minutes 6. October 2

Documents: [CIVIL SERVICE MINUTES OCTOBER 29, 2015 W ATTCHMT.PDF](#), [20150916 OHTF MINUTES.DOCX](#), [20151105 OHTF MINUTES.DOCX](#), [20151109 OHTF SPEC MINUTES.DOCX](#), [20151109 PZ MINUTES.DOCX](#), [BOA SPEC MIN 10-2-2015.DOCX](#)

**C. Consider approval of a renewal application for a Class C Beer Permit with Sunday Sales from Kum & Go LC dba Kum & Go #1273, 1201 North Market.**

Who is submitting this item. City Clerk/Finance Department

Documents: [CITY COMM-KUM GO 1273.DOCX](#)

**D. Consider approval of an application for a 5 day Class C Liquor License from Sodexo Management, Inc. dba William Penn-Musco Technical Center, 319 R Avenue West effective December 4, 2015.**

Who is submitting this item. City Clerk/Finance Department

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

**E. Consider a motion to receive and file financial reports for October 2015.**

Who is submitting this item. City Clerk/Finance Department

Documents: [CITY COMM-FINANCIAL REPORTS.DOC](#), [OSKALOOSA IA TREASURERS REPORT OCTOBER 2015.PDF](#)

**F. Consider a resolution approving tax increment finance asking for FY2017.**

Who is submitting this item. City Clerk/Finance Department

Documents: [CITY COMM-TIF ASKING.DOC](#), [TIF RESOLUTION.DOCX](#), [COPY OF CITY TIF INDEBTEDNESS CERTIFICATION NOV 2015.PDF](#)

**G. Consider a resolution setting the date for a public hearing on the proposed sale of the vacant lot owned by the city located at 204 North C Street.**

Who is submitting this City Manager's Office  
item.

Documents: [20131116 - SALE OF CITY-OWNED PROPERTY.DOCX](#), [RESN SALE OF CITY-OWNED LOT.DOCX](#), [204 NORTH C STREET - CITY OWNED PROPERTY.PDF](#)

- H. **Consider a resolution scheduling a public hearing for December 21, 2015 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.**

Who is submitting this City Clerk/Finance Department  
item.

Documents: [CITY COMM-SCHEDULE PH WEEDS.DOC](#), [RESOLUTION NO PH WEEDS SEPTEMBER 2015.DOCX](#), [COPY OF EXHIBIT A SEPT 2015.XLSX](#)

- I. **Consider a motion approving an agreement with Martens & Company, CPA, LLP for auditing services for fiscal year 2016, 2017 and 2018.**

Who is submitting this City Clerk/Finance Department  
item.

Documents: [CITY COMM-AUDIT SERVICES.DOC](#), [PROPOSAL AND AGREEMENT WITH MARTENS ANDCOMPANY CPA LLP.PDF](#)

- J. **Consider a motion to amend the First Time Homebuyer and Demolition I & II program plans to change the language regarding processing fees effective January 1, 2016.**

Who is submitting this City Clerk/Finance Department  
item.

Documents: [CITY COMM-PLAN CHANGES\\_1.DOCX](#)

- K. **Consider appointment of up to five individuals to the Mahaska County Solid Waste Management Commission with two of the applicants appointed to the Recycling Committee.**

Who is submitting this City Manager Department  
item.

Documents: [20151116 MAHASKA COUNTY SOLID WASTE MANAGEMENT APPOINTMENTS.DOCX](#), [AARON VER STEEG APPLICATION\\_201411121521262090.PDF](#), [ALVEN MEPLINK APPLICATION.PDF](#), [JANET VANDERBEEK MCSWMC APPLICATION 2015.PDF](#)

**L. Consider a resolution to approve the final plat for the Spring Creek Subdivision and a request to waive the preliminary plat.**

Who is submitting this Public Works Director  
item.

Documents: [SPRING CREEK FINAL PLAT EXPLANATION \(1\).DOC](#),  
[SPRING CREEK FINAL PLAT RESOLUTION.DOCX](#), [FINAL PLAT 10-28-15.PDF](#), [PLAT APPLICATION.PDF](#)

**M. ----- END OF CONSENT AGENDA -----**  
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**6. Regular Agenda**

Documents: [20151116 AGENDA ITEM - REGULAR ACTION ITEMS.DOCX](#)

**A. Consider a resolution approving the vacation and sale of the 120' X 16.5' of the north-south alley adjacent to 411 North H Street & 902 D Avenue West. (PUBLIC HEARING)**

Who is submitting this Public Works Director  
item.

Documents: [411 N H ST AND 902 D AVE W ALLEY VACATE EXPLANATION.DOC](#), [RESOLUTION.DOCX](#), [MAP.PDF](#), [PICTURES.DOCX](#), [ALLEY VACATE APPLICATION.PDF](#), [ALLEY RESPONSES.PDF](#), [RESIDENT LETTER.PDF](#)

**B. Presentation of Certificate of Recognition plaque to Oskaloosa Trees Forever in recognition of the volunteer hours they committed to the Sustainable Urban Forestry Training and Assistance Grant (SUFTA).**

Who is submitting this City Manager's Office  
item.

Documents: [CITY COUNCIL COMMUNICATION TREES FOREVER RECOGNITION 2.DOCX](#), [CERTIFICATE OF RECOGNITION.PDF](#)

**C. Consider an ordinance amending Oskaloosa Municipal Code Chapter 12.40 Trees, 15.04.04.230 Permit Application Plans and Specifications, and 17.34.020 Site Plan Review Procedure.**

Who is submitting this City Manager's Office  
item.

Documents: [CITY COUNCIL COMMUNICATION TREE ORDINANCE\\_1.DOCX](#), [OSKALOOSA TREE ORDINANCE UPDATE.DOCX](#), [CURRENT CHAPTER\\_12.40\\_\\_TREES.DOCX](#), [TREE PRESENTATION.PDF](#), [OSKALOOSA TREE LIST.DOCX](#)

**D. Consider a request from Nicole M. Cella to reduce sanitary**

**sewer charges for the property located at 529 North D Street.**

Who is submitting this City Manager Department  
item.

Documents: [20151116 - REQUEST FOR REDUCTION IN SEWER CHARGES NICOLE CELLA.DOCX](#), [SEWER REDUCTION REQUEST DOCS.PDF](#), [MEMO.DOCX](#)

- E. Consider a resolution approving a professional services agreement with Curtis Architecture and Design in an amount not to exceed \$18,000 for the pre award design phase of the Façade Grant Program**

Who is submitting this City Manager's Office  
item.

Documents: [CITY COUNCIL COMMUNICATION FACADE GRANT PRE AWARD PHASE ONE\\_1 \(1\).DOCX](#), [RESOLUTION PRE AWARD PHASE ONE.DOCX](#), [OSKALOOSA FACADE CONTRACT WITH CAD.PDF](#), [REQUIRED CONTRACT PROVISIONS.PDF](#)

- F. Consider a resolution authorizing advancement of costs for Urban Renewal Project and certification of expenses incurred by the city for payment under Iowa Code Section 403.19.**

Who is submitting this City Manager's Office  
item.

Documents: [20151116 - TIF RESOLUTION FACADE DESIGN IMPROVEMENTS.DOC](#), [20150615 - RESO TIF ADVANCEMENT FACADE DESIGN SERVICES.DOC](#)

- G. Consider a resolution requesting the Mahaska County Board of Supervisors initiate a petition for abatement against the property located at 2632 Highway 63**

Who is submitting this City Manager's Office  
item.

Documents: [20151116 - REQUEST MAHASKA COUNTY INITIATE ABATEMENT 2632 HIGHWAY 63.DOCX](#), [20151116 - REQUEST TO MAHASKA COUNTY SUPERVISORS TO ABATE 2632 HIGHWAY 63.DOCX](#), [2632 HIGHWAY 63 - ABATEMENT REQUEST.PDF](#)

- H. Consider a resolution authorizing the City Manager to revise the Transportation Alternate Program (TAP) application for the Sidewalk Improvement Project by reducing the scope of work by removing the proposed sidewalk along North 3rd Street and along Green Street from Orchard Avenue to M Avenue West.**

Who is submitting this Public Works Director  
item.

Documents: [SIDEWALK PROJECT EXPLANATION.DOCX](#), [RESN ON TAP.DOCX](#), [SIDEWALK PROJECT MAP.PDF](#), [APPLICATION FOR PROJECT AMENDMENT.DOC](#)

## **7. Report on Items from City Staff.**

- a) City Manager
  - i. Update on Housing Action Plan - 2015 Yard of the Week Program.
  - ii. Forest Cemetery - 2016 request for funding.

b) City Clerk.

c) City Attorney.

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

Documents: [20151116 REPORTS FROM STAFF.DOCX](#), [YARD OF THE WEEK 2015.PDF](#), [FOREST CEMETERY LETTER.PDF](#)

## **8. City Council Information**

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

Documents: [20151116 CITY COUNCIL INFORMATION.DOCX](#)

## **9. Adjournment**

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

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