



City of Oskaloosa
City Council Meeting Regular Session
Oskaloosa Public Library
301 S. Market Street
Oskaloosa, IA 52577
Agenda
October 3, 2016

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:

_____ Burnett, _____ Caligiuri, _____ Jimenez, _____ Moore, _____ Ver Steeg,

_____ Walling, _____ Yates.

Documents:

[20161003 AGENDA ITEMS 1 TO 3 BURST.DOCX](#)

4. Community Comments.

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

Documents:

[20161003 COMMUNITY COMMENTS BURST.DOCX](#)

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

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

Documents:

[20161003 CONSENT AGENDA PAGE BURST BW.DOCX](#)

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

1. September 19, 2016 Regular City Council Meeting Minutes
2. October 3, 2016 Agenda

Documents:

[20161003 CONSENT AGENDA CITY CLERK MINUTES.DOCX](#)
[CITY COUNCIL MINUTES SEPTEMBER 19, 2016.DOC](#)

B. Receive and file minutes of Boards and Commissions

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

The minutes of various city boards and commissions are contained in the agenda packet to receive and file.

Documents:

[20161003 CONSENT AGENDA BOARDS AND COMMISSIONS.DOCX](#)
[20160815 WB MINUTES.PDF](#)
[CS MINUTES 20160921.DOCX](#)
[20160807 AIRPORT MINUTES.PDF](#)
[HPC MINUTES-12-16-2015.DOC](#)

C. Consider payment of claims for September 2016.

Who is submitting this item. City Clerk/Finance Department

Documents:

[CITY COMM CLAIMS.DOCX](#)
[MANUAL CHECK REPORT 09202016 .PDF](#)
[COUNCIL CLAIMS LIST 09262016.PDF](#)
[CLAIMS OVER 500.PDF](#)

D. Consider a motion to receive and file the Safety Committee report for the third quarter of 2016.

Who is submitting this item. City Clerk/Finance Department

Documents:

[CITY COMM SAFETY COMMITTEE UPDATE 3RD QTR 2016 \(1\).DOCX](#)
[SAFETY COMMITTEE UPDATE OCTOBER 2016.DOCX](#)

E. Consider an ordinance amending the Oskaloosa Municipal

Code, Section 5.04.360 – Public Consumption or Intoxication Prohibited, and Section – 5.04.370 Open Container in Public Place Prohibited. (3rd reading)

Who is submitting this City Manager Department
item.

Documents:

[201601003 ITEM - ORDINANCE AMENDING OPEN CONTAINER FOR THE ALLEY.DOCX](#)
[OPEN CONTAINER AND CONSUMPTION LOCATION MAP.PDF](#)
[20161003 ORDINANCE PUBLIC CONSUMPTION AND OPEN CONTAINER AMENDED.DOCX](#)

F. Consider a resolution approving the 2016 Fiscal Year Urban Renewal Report.

Who is submitting this City Clerk/Finance Department
item.

Documents:

[CITY COMM URBAN RENEWAL REPORT.DOCX](#)
[RESOLUTION APPROVAL URBAN RENEWAL REPORT FY14 \(1\).DOC](#)
[TIF-62G590-2014_09-13-2016.PDF](#)

G. Consider a resolution adopting an Oskaloosa Safety Manual.

Who is submitting this City Clerk/Finance Department
item.

Documents:

[CITY COMM SAFETY MANUAL.DOCX](#)
[RESOLUTION SAFETY MANUAL.DOC](#)
[OSKALOOSA SAFETY MANUAL FINAL.PDF](#)

H. Consider a resolution directing the mayor to execute a quit claim deed for a property adjacent to 701 1st Avenue East.

Who is submitting this Public Works Director
item.

Documents:

[EXPLANATION 701 1ST AVENUE EAST ALLEY VACATE \(2\).DOCX](#)
[ALLEY-SALE R-701 1ST AVENUE EAST.DOC](#)
[701 1ST AVE E MAP.PDF](#)
[QCD FROM OSKY.PDF](#)

I. Consider approval of Pay Request No. 4 in the amount of

\$245,814.89 to DDVI, Inc. for work completed on the Oskaloosa Fire Department Expansion and Renovation Project.

Who is submitting this Fire Department item.

Documents:

[DDVI PAY APP NO. 4 EXPLANATION REVISED.DOCX](#)
[PAY APP NO. 4.PDF](#)

J. Consider approval of payment of \$26,591.00 (Pay Request No. 1) to Popson Construction for work completed on the 2017 Storm Sewer Intake Repairs Project.

Who is submitting this Public Works Director item.

Documents:

[2017 INTAKE PROJECT PAYMENT EXPLANATION \(1\).DOCX](#)
[PAY REQUEST NO. 1.PDF](#)

K. Consider approval of final payment of \$5,166.22 (Pay Request No. 6) to C. L. Carroll Co., Inc. for completion of the upgrades to the Southwest Wastewater Treatment Plant digester.

Who is submitting this Public Works Director item.

Documents:

[CLCARROLL PAY APP NO 6 EXPLANATION VER 1_1.DOCX](#)
[PAY APP 6 VER1.PDF](#)
[CHANGE ORDER 1.PDF](#)

L. Consider a resolution accepting completion of the upgrades for the Southwest Wastewater Treatment Plant digester and approval to release the retainage amount of \$1,413.81.

Who is submitting this Public Works Director item.

Documents:

[CLCARROLL COMPLETION EXPLANATION VER1.0.DOCX](#)
[CL CAROLL FINAL ACCEPTANCE RESOLUTION.DOCX](#)

M. Consider approval of final payment of \$10,599.00 (Pay Request No. 2) to Vessco, Inc. for the materials required for the Southwest Wastewater Treatment Plant digester upgrade.

Who is submitting this Public Works Director
item.

Documents:

[VESSCO PAY APP 1 EXPLANATION_1 \(1\).DOCX](#)
[VESSCO PAY APP 2.PDF](#)
[VESSCO CHANGE ORDER NO 1.PDF](#)

N. Consider a resolution approving and authorizing the Mayor to execute a grant agreement with the Iowa Department of Transportation for a Land Use Plan and Height Ordinance

Who is submitting this City Manager Department
item.

Documents:

[20161003_DOT AVIATION GRANT AGREEMENT LAND USE PLAN_1.DOCX](#)
[20161003_ IOWA DOT LAND USE AND HEIGHT ORDINANCE GRANT AGREEMENT RESO.DOCX](#)
[20160823_DOT AWARD LETTER.PDF](#)

O. Consider a motion accepting and authorizing the execution and payments for an Expedited Informal Settlement Agreement with Iowa OSHA, and a civil penalty with the Iowa Workforce Development

Who is submitting this City Manager's Office
item.

Documents:

[20161003_IOWA OSHA EXPEDITED INFORMAL SETTLEMENT AGREEMENT EISA.DOCX](#)
[EISA DOCUMENT.PDF](#)

P. ----- END OF CONSENT AGENDA -----

6. Announcement of Vacancies

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

- Airport Commission - One vacancy to fill upon appointment for an unexpired term that ends December 31, 2021; and one vacancy for a six year term that begins January 1, 2017, and ends December 31, 2022. This is a five member board that typically meets the first Monday of the month. (4 males and 0 females currently serve with 1 vacancy)
- Board of Adjustment - Two vacancies for five year terms that begin January 1, 2017 and end December 31, 2021. This is a five member board that meets as needed. (5 males currently serve)

- Historic Preservation Commission - Five vacancies: one vacancy to fill upon appointment for a term that ends December 31, 2018; and two vacancies for three year terms that begin January 1, 2017 and end December 31, 2019; and two vacancies for alternate members. This is a seven member board with two alternate members that meets as needed. (4 males and 2 females currently serve with 3 vacancies, two for alternate members)
- Housing Trust Fund Committee - One vacancy to fill upon appointment for an unexpired term that ends January 31, 2017. Five at-large members serve on the committee that meets every other month. (2 males and 2 females currently serve at-large with 1 vacancy)
- Mahaska County Solid Waste Management Commission and Ad Hoc Recycling Committee - Five vacancies to fill for one year terms that begin January 1, 2017 and end December 31, 2017. The City of Oskaloosa is allowed five representatives on the commission. Two of the representatives are also appointed to the Ad Hoc Recycling Committee. (2 males and 1 female currently service with 2 vacancies)
- Municipal Housing Agency - One vacancy to fill upon appointment for an unexpired term that ends February 28, 2017. This is a five member board that meets quarterly. (2 males and 2 females currently serve with 1 vacancy)
- Planning and Zoning Commission - One vacancy to fill upon appointment for an unexpired term that ends April 30, 2020. This is a seven member board that typically meets the Tuesday after the first Monday of the month. (4 males and 2 females currently service with 1 vacancy).

Documents:

[20161003 BOARD AND COMMISSION VACANCIES BURST.DOCX](#)

7. Regular Agenda

Documents:

[20161003 REGULAR AGENDA BURST.DOCX](#)

A. Consider an ordinance amending Title 17, Chapter 17.08 of the Oskaloosa Municipal Code pertaining sidewalk requirements – 1st Reading (PUBLIC HEARING)

Who is submitting this item. Public Works Director

Documents:

[EXPLANATION SIDEWALK REQUIREMENT_1 - AJEDITS.DOCX](#)
[SIDEWALK ORDINANCE_OPTION 1 VER1.0 \(2\).DOCX](#)
[SIDEWALK ORDINANCE_OPTION 2 VER1.0 \(1\).DOCX](#)

B. Consider an ordinance to approve parking restrictions along Parkview Lane. (2nd Reading)

Who is submitting this item. Public Works Director

Documents:

[PARKVIEW LANE PARKING ZONE EXPLANATION_1.DOCX](#)

PARKVIEW LANE PARKING RESTRICTION ORDINANCE.DOC
MAP PARKVIEW LANE NO PARKING.PDF
PARKVIEW LANE SURVEY RESPONSES.XLS
PETION AUGUST 24 2016.PDF
PETITION SEPTEMBER 19 2016.PDF

C. Consider a resolution levying a special assessment against private property for cutting and removal of weeds by the City of Oskaloosa, Iowa in accordance with Title 8, Chapter 8.20 of the City Code of the City of Oskaloosa, Iowa.

Who is submitting this item. City Clerk/Finance Department

Documents:

CITY COMM WEED ASSESSMENT_1 (1).DOCX
COPY OF EXHIBIT A OSBORN ONLY JUNE 2016.XLSX
PICTURE.PDF
IMG_1370.PDF
IMG_1372.PDF

8. Report on Items from City Staff.

- a) City Manager
- b) City Clerk.

- c) City Attorney.

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

Documents:

[20161003 REPORTS FROM STAFF BURST.DOCX](#)

9. City Council Information

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

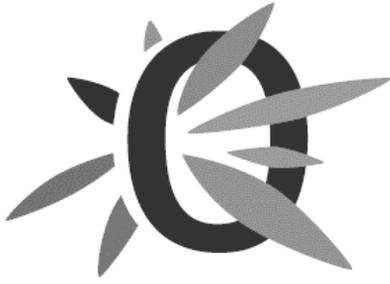
Documents:

[20161003 CITY COUNCIL INFORMATION BURST.DOCX](#)

10. Adjournment

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

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



City Council Communication
Meeting Date: October 3, 2016
Requested By: Mayor & City Council

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

1. Invocation: Mayor David Krutzfeldt
2. Pledge of Allegiance
3. Roll Call: _____ Mayor David Krutzfeldt, Council Members:
 _____ Burnett, _____ Caligiuri, _____ Jimenez, _____ Moore,
 _____ Ver Steeg, _____ Walling, _____ Yates.

Explanation:

Not applicable.

Budget Consideration:

Not applicable.

Attachments:

None.



City Council Communication
Meeting Date: October 3, 2016
Requested By: Mayor & City Council

Item Title: Community Comments

Explanation:

This item is reserved to receive comments from the community for concerns whether or not they are included in the current agenda. The community is encouraged to come and speak before the Mayor and City Council and asked to keep statements brief. Time shall be limited to no more than three minutes. Any questions are to be asked of the City staff, Council Members, or the Mayor prior to speaking to the full Council so concerns may be properly researched and answered away from the meeting. Comments are to be directed to the Mayor and City Council only.

Budget Consideration:

Not applicable.

Attachments:

None.



City Council Communication
Meeting Date: October 3, 2016

Item Title: CONSENT AGENDA

Explanation:

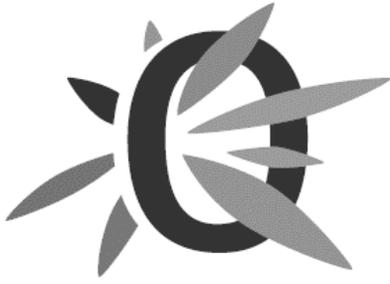
All items appearing on the Consent Agenda are considered routine by the City Council and shall be enacted by one motion. If discussion is desired, that item shall be removed, discussed separately and approved by a separate motion of the City Council.

Budget Consideration:

Not applicable.

Attachments:

None.



City Council Communication

Meeting Date: October 3, 2016

Requested By: City Clerk/Finance Department

Item Title: CONSENT AGENDA

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

Explanation:

1. September 19, 2016 City Council Regular Meeting Minutes
2. October 3, 2016 Agenda

Budget Consideration:

Not applicable.

Attachments:

September 19, 2016 City Council Regular Meeting Minutes

OSKALOOSA CITY COUNCIL
REGULAR MEETING
September 19, 2016

The Oskaloosa City Council met in regular session on Monday, September 19, 2016, at 6:00 p.m. with Mayor Krutzfeldt presiding and the following members answering roll call: Burnett, Caligiuri, Jimenez, Moore, Ver Steeg, Walling and Yates.

Debbie McKee, 602 Parkview Lane, and daughter, Jennifer Fleener, 601 4th Avenue East, commented and presented a petition on proposed parking restrictions on Parkview Lane. Charles Walraven, 934 South D Street, commented regarding the proposed sidewalk ordinance. Deb Osborn, owner of 420 North D Street, commented regarding mowing of the property by the city. Beth Danowsky, representing Oskaloosa Downtown Development, commented regarding support for the Main Street Iowa Grant.

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

1. September 6, 2016 City Council Regular Meeting Minutes
2. September 19, 2016 Agenda
3. Receive and file reports and communications from advisory and operating boards and commissions:
 - a. August 22, 2016 Library Board Minutes
 - b. September 7, 2016 Planning and Zoning Commission Minutes
 - c. September 1, 2016 Housing Trust Fund Committee Minutes
 - d. July 11, 2016 Water Board Minutes
4. Payment to Starr Indemnity & Liability Company for accident insurance renewal in the amount of \$8,750.
5. Renewal application for a Class C Beer Permit with Sunday Sales from Casey's Marketing Company dba Casey's General Store #3214, 413 A Avenue West.
6. Renewal application for a Class E Liquor License with Carryout Beer and Wine and Sunday Sales for Casey's Marketing, dba Casey's General Store #3215, 901 South Market Street
7. A five day application for a Class C Liquor License from Sodexo America, LLC dba Musco Technical Center, 319 R Avenue West, effective October 1, 2016.
8. A five day application for a Class B Beer License from Oskaloosa Entertainment Inc dba Hot Shotz Bar & Grill, 200 High Avenue West Center Court, effective October 8, 2016.
9. Receive and file financial reports for August 2016.

The roll was called and the vote was:

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

NAYS: None

Whereupon the Mayor declared said motion approved.

Ver Steeg introduced "AN ORDINANCE ESTABLISHING A "NO PARKING ZONE" ALONG THE EAST SIDE OF NORTH 7TH STREET FROM 300 FEET NORTH OF F AVENUE EAST TO 360 FEET SOUTH OF J AVENUE EAST, PROHIBITING THE

PARKING OF MOTOR VEHICLES OR OTHER TYPES OF VEHICLES WITHIN SAID NO PARKING ZONE, AMENDING THE OSKALOOSA MUNICIPAL CODE TO REFLECT THE CHANGES, AND PROVIDING FOR PENALTIES FOR THE VIOLATION THEREOF” and moved its approval on the third reading. Jimenez seconded the motion. The roll was called and the vote was:

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

NAYS: None

Whereupon the Mayor declared said ordinance duly adopted. The ordinance was assigned No. 1386.

Ver Steeg introduced Resolution No. 16-09-132 entitled “RESOLUTION APPROVING THE OFFICIAL 2016 FISCAL YEAR STREET FINANCE REPORT” and moved its approval. Jimenez seconded the motion. The roll was called and the vote was:

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

NAYS: None

Whereupon the Mayor declared said resolution duly adopted.

Ver Steeg introduced Resolution No. 16-09-133 entitled “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” and moved its approval. Jimenez seconded the motion. The roll was called and the vote was:

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

NAYS: None

Whereupon the Mayor declared said resolution duly adopted.

Ver Steeg introduced Resolution No. 16-09-134 entitled “RESOLUTION RESCINDING RESOLUTION NO. 15-12-140 PERTAINING TO THE SALE OF CITY-OWNED PROPERTY LOCATED GENERALLY AT 204 NORTH C STREET” and moved its approval. Jimenez seconded the motion. The roll was called and the vote was:

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

NAYS: None

Whereupon the Mayor declared said resolution duly adopted.

Ver Steeg introduced Resolution No. 16-09-135 entitled “RESOLUTION RESCINDING RESOLUTION NO. 16-04-51 AND AUTHORIZING THE CITY MANAGER TO ENTER INTO A LISTING AND MARKETING COMMISSION AGREEMENT WITH BRINDLEE MOUNTAIN FIRE APPARATUS FOR THE SALE OF A 1986 GMC KODIAK FIRE ENGINE” and moved its approval. Jimenez seconded the motion. The roll was called and the vote was:

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

NAYS: None

Whereupon the Mayor declared said resolution duly adopted.

It was moved by Ver Steeg, seconded by Jimenez to support Main Street Oskaloosa's Challenge Grant application with the Iowa Economic Development Authority. The roll was called and the vote was:

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

NAYS: None

Whereupon the Mayor declared said motion approved.

The Mayor announced this is the time and place for the public hearing on levying a special assessment against private property for cutting and removal of weeds and that citizens would now have the opportunity to comment. Deb Osborn, owner of 420 North D Street, commented. There were no written comments received. The Mayor declared said hearing closed.

Caligiuri introduced Resolution No. 16-09-136 entitled "RESOLUTION LEVYING A SPECIAL ASSESSMENT AGAINST PRIVATE PROPERTY FOR CUTTING AND REMOVAL OF WEEDS BY THE CITY OF OSKALOOSA, IOWA, IN ACCORDANCE WITH TITLE 8, CHAPTER 8.20 OF THE CITY CODE OF THE CITY OF OSKALOOSA, IOWA" with the assessment for the property located at 420 North D Street continued to the October 3, 2016 meeting and moved its approval. Yates seconded the motion. The roll was called and the vote was:

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

NAYS: None

Whereupon the Mayor declared said resolution duly adopted.

Police Chief Jake McGee and Officer Brandon Blanchard gave a presentation on the Iowa Crime Free Multi-Housing Program.

Jimenez introduced "AN ORDINANCE AMENDING THE OSKALOOSA MUNICIPAL CODE, SECTION 5.04.360 – PUBLIC CONSUMPTION OR INTOXICATION PROHIBITED AND SECTION – 5.04.370 OPEN CONTAINER IN PUBLIC PLACE PROHIBITED" and moved its approval on the second reading. Moore seconded the motion. The roll was called and the vote was:

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

NAYS: None

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

Moore introduced "AN ORDINANCE ESTABLISHING "NO PARKING ZONES" ON PARKVIEW LANE, PROHIBITING THE PARKING OF MOTOR VEHICLES OR OTHER TYPES OF VEHICLES WITHIN SAID NO PARKING ZONE, AMENDING THE OSKALOOSA MUNICIPAL CODE TO REFLECT THE CHANGES, AND PROVIDING FOR PENALTIES FOR THE VIOLATION THEREOF" with the parking restriction on the north side of Parkview Lane removed, and moved its approval on the first reading. Yates seconded the motion. The roll was called and the vote was:

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

NAYS: None

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

Yates introduced Resolution No. 16-09-137 entitled "RESOLUTION SETTING THE DATE FOR A PUBLIC HEARING TO AMEND THE ZONING ORDINANCE OF THE CITY OF OSKALOOSA, IOWA BY AMENDING TITLE 17, CHAPTER 17.08 OF THE CITY CODE OF THE CITY OF OSKALOOSA, IOWA BY ADDING A NEW SECTION 17.08.120 – "REQUIRED PUBLIC SIDEWALK" and moved its approval with *residential districts* added to stipulation No. 4 and B changed to include the language previously proposed – *and meet the local, state, and federal standards*. Moore seconded the motion. The roll was called and the vote was:

AYES: Burnett, Caligiuri, Moore and Yates

NAYS: Jimenez, Ver Steeg and Walling

Whereupon the Mayor declared said resolution duly adopted.

City Manager Michael Schrock reported on the ISO Codes Project Schedule and updated study session schedule.

It was moved by Ver Steeg, seconded by Caligiuri that the meeting adjourn. Motion carried unanimously. The meeting adjourned at 7:08 p.m.

David Krutzfeldt, Mayor

ATTEST:

Amy Miller, City Clerk



City Council Communication

Meeting Date: October 3, 2016

Requested By: City Manager's Office

Item Title: CONSENT AGENDA

Receive and file reports and communications from advisory and operating boards and commissions.

Explanation:

1. August 15, 2016 Water Board Minutes
2. September 21, 2016 Civil Service Commission Minutes
3. September 7, 2016 Airport Commission Minutes
4. December 16, 2015 Historic Preservation Commission Minutes

Budget Consideration:

Not applicable.

Attachments:

August 15, 2016 Water Board Minutes
September 21, 2016 Civil Service Commission Minutes
September 7, 2016 Airport Commission Minutes
December 16, 2015 Historic Preservation Commission Minutes

OSKALOOSA WATER BOARD
REGULAR MEETING
8/15/16

Members Present:

Jason Carter
Brad Hodges
Dan Nance
Kevin Tacke

Others Present:

Chad Coon
Crystal Breuklander
Ken Allsup
Steve Burnett

Ex-Officio Members Present:

Mike Schrock

A motion was made by Brad Hodges and by Jason Carter to approve the agenda as presented. All ayes, motion carried.

A motion was made Brad Hodges to approve the minutes of the 7/11/16 regular meeting. The motion was by Dan Nance. The motion carried with all ayes.

The attached vouchers totaling \$497,038.43 were presented for approval as well as Financial Statements. A motion was made by Dan Nance to approve the vouchers for payment and to also approve the Financial Statements. This was second by Jason Carter. The motion carried with all members present voting yes. Staff were instructed to find the number of payment agreements that are given on a monthly basis and have a Resolution drafted to address the ability to issue payment agreements to customers.

1. Customer Forum was the next agenda item. There were no items presented.
2. The next item on the agenda was Discussion of wastewater operations. Chad informed the group about the status of on-going work in the system, televising and jetting, as well as video that was collected during a recent rain storm showing evidence of inflow and infiltration happening. Chad also discussed a sewer collection system issue on M Avenue West that was affecting a property owner and the need to look for ways to repair the issue while also accounting for the relatively new street. Chad informed the group that he had met with some local farmers and then reached out to another organization to ask for assistance determining an appropriate rate for hauling and land applying wastewater sludge. The group was given an updated 28E spreadsheet showing the itemized list and what work was on-going in the system. There was an item for consideration and discussion of pay increase for wastewater certification under the overall topic of wastewater operations. Chad informed the group that he had taken and passed his Grade

I Wastewater Certification and that as had been previously agreed to there was to be a pay increase. Dan Nance moved to table the pay increase until the September Board meeting. Brad Hodges second the motion. Chad was asked to provide additional information to the Board to verify what had been agreed upon. It was also suggested by Mike Schrock that the General Manager's contract be updated to reflect the changes in pay and duties.

3. The next agenda item was consideration and discussion of fluoride addition to water supply. Chad presented information to the group about the estimated costs for repair and replacement of items related to the fluoride feed system. He also had some information about a grant that would be available to help assist with those costs. There were questions about continued operating expenses, what operational concerns might exist for turbidity etc., and what time constraints were involved with the grant. Motion by Dan Nance to have the General Manager further study the Delta Dental grant application process and to also try to determine ongoing operating expenses associated with fluoride addition. This was second by Brad Hodges. Ayes all, motion passed.
4. Next up on the agenda was consideration and discussion of pay application #2 for DeLong Construction. Chad informed the group that Garden & Associates, LTD., had provided pay application #2 as submitted by DeLong Construction for the Carbonado Road water main project and the amount due and owing as verified by Garden was \$55,300.80. Dan Nance made a motion to approve pay application #2 to DeLong Construction in the amount of \$55,300.80. Brad Hodges second the motion. Ayes all, motion carried.
5. Consideration and discussion of credit card payment limits was next on the agenda. Chad and Crystal talked to the Board about the policy that is in place via resolution which calls for a limit of \$1000 per credit card transaction. There discussion about customers with large bills calling in on multiple days to pay their bill instead of staff being able to accept the whole payment with a credit card. There was also discussion about the growth of credit card usage since its inception at OMWD in 2012 and how to allow for better use of staff time and to lower some of the fees associated with multiple card transactions. Chad and Crystal suggested removing the limit on the amount that may be charged on a credit card. Jason Carter made a motion to have a resolution drafted to rescind the earlier resolution limiting credit card charges. Dan Nance second the motion. Ayes all motion passed.
6. Crystal presented information to the Board about different signs for the OMWD office. There was the possibility of a monument sign from a company out of Pella and there was also a proposal from a company here in Oskaloosa. The local company provided information for a backlit sign while the one from Pella quoted an externally lit sign. Brad

Hodges stated that from his experience the backlit sign had a much higher maintenance cost associated with it. The Board stated that they would rather go with a low maintenance item and that they would like to see staff pursue the externally lit monument sign. Chad updated the Board on a number of additional items; how the transition to monthly billing was going, engineering services for upcoming projects had been initiated, another meter vendor had stopped to discuss their product line and how it may be able to help OMWD, website content updating, and then also an update on Carbonado Road's water main project. Chad let the Board know that the new water main had failed bacteriological testing on multiple occasions and that the contractor was determining how best to disinfect the main so that the bacteria testing could be passed and the contractor could proceed with installing service lines.

7. Miscellaneous was the last agenda item. Chad informed the Board that there had been two leaks this last month and both were out on Carbonado Road. One had been fixed and the other was a "seeper" and the cost to repair was greater than the value of water lost so it was not going to be repaired. Jason Carter mentioned that he needed to leave and asked if the Board could adjourn with just three members for quorum. He was reassured that the Board could adjourn with three members present and then Jason excused himself, the time was 4:33. The Board determined that there was nothing else to discuss.

There being no further items to discuss, it was moved by Dan Nance and second by Brad Hodges to adjourn.

ATTEST

Meeting Adjourned 4:34 PM

Mike Vore – Chairman

Kevin Tacke– Secretary

The Oskaloosa Water Department Board of Trustees met in regular session Monday August 15, 2016 at 3:00 PM with board members Carter, Hodges, Nance, and Tacke, present. The agenda was approved as presented. All members voting aye. Minutes of the 7/11/16 regular meeting were approved as presented, all ayes. Invoices were approved for payment, ayes all.

Following Warrants Allowed: (see attached sheet)

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

The next agenda item, discussion of wastewater operations was discussed by the Board and Ex-Officio members. Item B under this topic, consideration and discussion of pay increase for wastewater certification was tabled until the next meeting. Motion to table by Nance and second by Hodges. There was no other action taken on this topic.

Consideration and discussion of fluoride addition to water supply was next on the agenda.

Motion to have staff study details of grant from Delta Dental and to assess further operating costs and operational issues as related to fluoride feed was made by Nance, second by Hodges. Ayes all, motion carried.

Next on the agenda was consideration and discussion of pay application #2 for DeLong Construction. Motion to approve pay application #2 in the amount of \$55,300.80 for DeLong Construction was made by Nance and second by Hodges. Ayes all, motion carried.

Consideration and discussion of credit card payment limits was next on the agenda. Motion to have resolution drafted to rescind credit card limit resolution was made by Carter, second by Nance. Ayes all, motion passed.

The next two sections were discussed, but no action was taken.

Carter excused himself from the meeting at 4:33 PM.

Motion was made for adjournment by Nance, Hodges second the motion. Ayes all, meeting adjourned. 4:34 PM.

Kevin Tacke, Secretary

CITY OF OSKALOOSA
CIVIL SERVICE COMMISSION
SEPTEMBER 21, 2016

The City of Oskaloosa Civil Service Commission met Wednesday, September 21, 2016 at 4:00 p.m. Andy Holmberg called the meeting to order with Jake Huyser and Ken Seemann present. Also present were Mark Neff, Fire Chief; Jake McGee, Police Chief; Gary McClun, Police Lieutenant and Amy Miller, City Clerk.

It was moved by Holmberg, seconded by Seemann to approve the July 25, 2016 minutes. Motion carried unanimously.

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

Gideon Kluge
Riley Calhoun
Ryan Mills
Holly Parish
Douglas Rinderknecht
Robert Woodle
Jordon Ammons
Romeo Chavez

Motion carried unanimously.

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

Isaac Almaras
Michael Nance
John Morenz
Chris Arkema

Motion carried unanimously.

It was moved by Huyser, seconded by Seemann that the meeting adjourn. Motion carried unanimously. The meeting adjourned at 4:25 p.m.

Andy Holmberg, Chairman

ATTEST:

Amy Miller, City Clerk

**MINUTES
OSKALOOSA AIRPORT COMMISSION**

September 7, 2016

Meeting of the Oskaloosa Airport Commission was called to order at 4:43 p.m. on Wednesday, September 7, 2016.

1. **ROLL CALL:** Roll was taken with the following present: Steve Brown, Kraig Van Hulzen, Larry Lewis, James Johnson, and Jerry Strunk [Midwest Aviation].
2. **APPROVAL OF THE MINUTES:** Moved by Larry Lewis and seconded by Kraig Van Hulzen to approve the minutes of the August 8, 2016 meeting. Motion carried.
3. **FINANCIAL REPORT:** Moved by Kraig Van Hulzen and seconded by Larry Lewis to approve the financial report. Motion carried.
4. **REVIEW AND APPROVE BILLS:** Moved by James Johnson and seconded by Larry Lewis to pay bills totaling \$2,244.13. Motion carried.
5. **MANAGER'S REPORT:** See attached.
6. **OLD BUSINESS:**
 - a. **Culvert slip-lining project:** The project should be starting this month, but we have received no word from the contractor.
 - b. **Field tiling:** Kraig Van Hulzen has been in direct contact with Craig Hol, but the map and GPS coordinates have still not been received.
 - c. **Removing non-directional beacon:** Have received a letter from the FAA approving our request. The system will be removed from publication by the June 22, 2017 charting cycle. We will keep the system in operation until that time.
 - d. **South door on maintenance hangar:** The door is working, but the new seals have not been installed.
 - e. **Concrete on approach end of runway 13:** Jerry Strunk reported that the Spray Foam Guys Company would be able to grind down the concrete to even the surface. They indicate the cost should be \$3,600.00 to \$3,700.00, but no written estimate has been received. Kraig Van Hulzen moved to authorize Jerry Strunk to negotiate a price of no greater than \$4,000.00. James Johnson seconded. Motion carried.
 - f. **Advertise for airport consultants:** Notices have been mailed to area engineering firms soliciting statements of qualification and experience. The deadline for submission is September 30th, and the selection will be made at the October Commission meeting.
 - g. **Weed control:** The weeds have been sprayed, but a certain type of weed keeps coming back primarily on runway 4/22.

- h. Door on Pepsi hangar: Tony Grooms of AKG Construction looked at the sagging condition above the door and determined that it has been that way for a long time and does not appear to be causing any problems.
- i. LP gas contract: Allied Gas & Chemical can supply LP gas for the coming winter at a contract price of \$1.05 a gallon. Larry Lewis moved to contract for 4,500 gallons. Kraig Van Hulzen seconded. Motion carried.

7. NEW BUSINESS:

- a. Capital equipment replacement schedule: the schedule was reviewed. \$35,000.00 for a new pickup truck was moved to FY2018 and \$150,000.00 for a new Oshkosh truck was moved to FY2019. James Johnson moved to make these changes. Larry Lewis seconded. Motion carried.
 - b. Push lawnmower: Discussed the need for a push lawnmower. Jerry Strunk said he will try using the Craftsman lawn tractor where he thought a push lawnmower would be most useful.
 - c. Fuel hoses and reels: The hoses are weather checked and worn and the reels are wearing out. Jerry Strunk will get prices to replace.
 - d. Courtesy car: The car needs new ball joints, brakes, rotors, and shocks. An estimate of \$1,500.00 to \$1,600.00 was received from Wymore Automotive. Kraig Van Hulzen moved to have Wymore make repairs at a cost not to exceed \$1,800.00. James Johnson seconded. Motion carried.
 - e. Controlling birds in hangars: Jerry Strunk reported that electronic units that emit a high frequency sound to keep birds away can be purchased for about \$50.00. Each unit will handle about 3,000 square feet. Kraig Van Hulzen moved to authorize Jerry Strunk to spend up to \$250.00 for such units. James Johnson seconded. Motion carried.
 - f. October meeting date: The date of Monday, October 3rd was acceptable to everyone.
- 8. ADJOURN:** Larry Lewis moved to adjourn at 5:44 p.m. Kraig Van Hulzen seconded. Motion carried.

MWA @ OOA

AUGUST 2016

Oskaloosa Municipal Airport Monthly Report

Fuel sales: 100LL (\$4.49) 917 gal.; Jet A (\$3.34) 766 gal.

Total fuel sales for August 2016= 1683 gal X .05= \$84.15.

Plus telephone: \$15.28.

Total owed OOA= \$99.43 less over payment of .40.

New balance owed OOA= \$99.03.

- ***Crop spraying season ended around the first week in August. Very short season.***
- ***Shop work is still slow.***
- ***Aircraft sales and inquires are picking up.***
- ***Starting to get OOA snow equipment ready for winter.***
- ***Aircraft rental has picked up.***
- ***Starting to get more inquires RE: Student training.***
- ***Baled over 100 bales of hay @ OOA this summer.***

GET READY FOR THE FALL COLORS

UP, UP AND AWAY @ OOA

Minutes of the Historic Preservation Commission
City of Oskaloosa
Regular Meeting Dec. 16th, 2015
City Council Chambers

The meeting of the Historic Preservation Commission for the City of Oskaloosa was called to order at 12:01pm Dec. 16th, 2015

Commission members present: Mark Tennison, Janel Campbell, Adam Haroldson & Doug Shullaw. Absent: Jo Broerman, Kerri Boender, & Linda Howard.

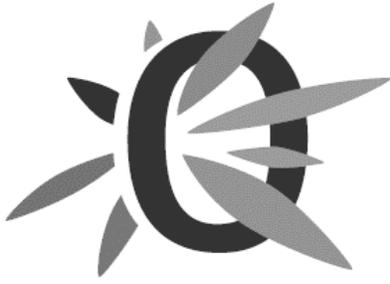
Public present: Ann Bower (President of Questers Club, Karen Hafner, Sherry Vavra, Rohrback Associates (Architecture Firm for City of Oskaloosa Fire House) & Mike Schrock, City Manager.

The commission was presented to consider a certificate of appropriateness for the Fire Station expansion and remodel project and to consider modifications to the building and some possible design features that could be budgetary items of concern. The Architect proposed some features that were previously approved by the board that may require modification due to large cost. The historic district line currently divides the alley from the existing parking lot (future expansion building space for fire house) and the existing fire house. Since the new building is to attach and join to the existing the architect and board members agreed in previous meetings that this project should compliment, not try to match the integrity of the historical building. The joining of the two building was to include a glass enclosure to showcase the existing brick facade. It was originally proposed and approved but may be too costly; another material may need to be considered. The architect has asked that the remodel project may also receive another style of roof & the project would need bids with prior approval on material, style and appropriateness approval from board. There was a motion to approve by Haroldson, seconded by Campbell. All in favor. Vote was YES: Campbell, Haroldson, Shullaw & Tennison; NO: None; Absent: Broerman, Boender, Howard.

Public Present Ann Brower (President of Questers) presented the board with the idea for making the alley between Bridal Dreams & Smokey Row a sitting area & more friendly route and access to the mall from the square. Ideas were brought up concerning possible lighting, landscaping, chairs & signage for the space. Discussion of what the board would possibly approve was brought up, however there was nothing at this time to actually vote on or approve. The board just asked that the alley way keep historic in nature & anything fixed or attached to buildings would be of greater appropriateness.

With no further business it was moved by Shullaw and seconded by Haroldson to adjourn the meeting at 5:43pm.

Minutes by Janel Campbell



City Council Communication

Meeting Date: October 3, 2016

Requested By: City Clerk/Finance Department

Item Title: CONSENT AGENDA

Consider payment of claims for September 2016.

Explanation:

A list of claims for September 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

Ahlers & Cooney P.C.	Registration - A Miller	50.00
Akhilesh Pal	Reimburse mileage expense	28.80
Brian Edel and Vande Wall Plumbing	Demolition I loan - 1111 South F St	4,000.00
Career Track	Registration - Russell	99.00
Delta Dental of Iowa	Dental insurance	685.00
Edward D Jones	Savings Edward Jones	200.00
Edward D Jones	Savings Edward Jones	200.00
Fidelity Security Life Insurance Company	Vision insurance	215.20
I.U.P.A.T. District Council 81	Union dues	253.58
Iowa Water Environmental Association	Registration - Witt	170.00
Iowa Workforce Development	3rd quarter unemployment employer contribution	380.96
Madison National Life	September life insurance premium	409.63
Mahaska Co Clerk of Court	Filing fee - municipal infraction	85.00
Mahaska Comm Recreation Foundation Inc.	September hotel/motel tax	30,929.95
Marilyn Johannes	Reimburse petty cash	39.83
Mickey Shafer & Ronnie Shafer and Bank Iowa	1st time homebuyer loan	3,150.00
Nathan Willey	Reimburse boot expense	100.00
Onthank Concrete Concepts LLC	Payment #1 - North 1st St parking project	23,181.00
Oskaloosa Community Schools	September local option sales tax	93,954.53
Oskaloosa Downtown Development Group	OHTF Grant - McMillen Building	25,000.00
PPME 2003 IBPAT	Police union dues	371.51
Starr Indemnity & Liability Co - CV Starr - New York	Accident insurance - Police and Fire Dept	8,750.00
Stivers Ford	2017 Ford Explorer - Police Dept	26,626.00
TK Concrete Inc	Payment #1 - 15th Ave W/Edmundson sidewalk project	30,140.00
United Way	United Way	30.00
Wyatt Russell	Reimburse hotel expense	81.53
Wyatt Russell	Reimburse travel expense	25.37

249,156.89

September Payroll 264,049.20

Alexander, Craig	Cell phone reimbursement	20.00
Boston, Troy	Cell phone reimbursement	20.00
Calzaretta, Michael	Cell phone reimbursement	20.00
McGee, John	Cell phone reimbursement	20.00
Neff, Mark	Cell phone reimbursement	20.00
Pal, Akhilesh	Cell phone reimbursement	20.00
Russell, Wyatt	Cell phone reimbursement	20.00
Schrock Jr, Michael	Cell phone reimbursement	20.00
Vroegh, Gary	Cell phone reimbursement	20.00
Vroegh, Grant	Cell phone reimbursement	20.00
Willey, Nathan	Cell phone reimbursement	20.00



COUNCIL CLAIMS LIST

Access Systems	IT support - September	2,214.98
Allied Gas & Chemical	Chemicals - Parks	220.00
American Test Center, Inc	Ladder testing - Fire Dept	400.00
Aramark Uniform & Career Apparel, LLC	Rubber mats	116.50
Arnold Motor Supply	Battery	39.59
	Supplies	9.79
	Supplies	4.19
	Oil dry	376.81
	Supplies	9.09
Bill & Ray's Auto Service Inc	Road oil	12,004.47
Bituminous Materials & Supply LP	Bullet proof vest - Sirovy	795.00
Carpenter Uniform Co	Pest control	30.00
Certified Pest Control	Truck decals	105.00
Champion Storage and Signs	Cleaning services	90.60
Christian Opportunity Center	John Deere Gator - Parks Dept	13,073.99
Deere & Company	Supplies	152.11
Fastenal Company	Professional services - Waste Water facility study	3,450.00
Fox Engineering Associates Inc	Supplies	138.25
Grainger	Gloves	261.50
	Gloves	55.73
Haines Auto Supply	Legal services	36.48
Heslinga, Dixon, Moore & Hite	Registration - Schrock, Jensen, Hafner	100.00
Iowa Communications Alliance	Amendment fee	85.00
Iowa Department of Natural Resources	Amendment fee	85.00
	Printer paper	88.56
Iowa Dept of Transportation	Bike rack - McQuisition Trust Grant Edmundson Park	151.80
Iowa Prison Industries	Hose	83.98
John Deere Financial	Parts for repair	58.00
	Supplies	4.00
	Supplies	52.74
	Supplies	32.15
Kelly Supply Company	Waste Water testing	17,217.80
Keystone Laboratories Inc	Replace tires - Police Dept	336.30
Lappin Tire Inc	Tire repair	55.50
	Ice machine rental	85.00
Mahaska	Can bags	40.00
	Fuel	117.45
	Fuel	58.54
	Fuel	976.42
	Fuel	1,102.59
	Fuel	64.77
	Fuel	1,951.53
Mahaska Co Highway Dept	Telephone services	107.39
	Telephone services	65.08
	Telephone services	204.99
	Telephone services	1,227.87
	Telephone services	65.02
	Telephone services	71.07
Mahaska Communication Group, LLC	Telephone services	57.87

	Telephone services	93.24
Manatt's Inc.	Pea gravel	309.86
Martens & Company CPA LLP	Audit services	8,900.00
MidWestOne Insurance Services Inc.	Add vehicle - Street Dept	490.00
Motion Industries, Inc.	Electric motor	490.26
Municipal Pipe Tool Co	Supplies	106.83
Municipal Supply Inc	Sewer pipe	1,764.00
	Marking flags	22.00
	Couplings	413.60
O'Halloran International	Parts for repair	83.66
Oskaloosa Area Chamber & Development Group	Quarterly contribution	10,000.00
Oskaloosa Herald/Shopper	Publications	623.30
Oskaloosa Water Dept	Reimburse supplies	37.98
	Vehicle repair - locate truck	231.04
	Fuel - locate truck	16.64
Ottumwa Seat and Top	Repair seat - Police vehicle	75.00
	Repair vehicle	75.00
Phillips Machine & Metal Fab Inc	Brackets - playground equipment	315.00
Quill Corporation	Office supplies	9.86
	Office supplies	56.98
Secretary of State	Notary renewal - Sirovy	30.00
State Hygienic Laboratory	Testing - Edmundson Pool	12.50
Terracon Consultants, Inc	Professional services - Fire Station construction	2,591.77
The Office Center Inc.	Office supplies	2.70
	Office supplies	2.70
Trans-Iowa Equipment LLC	Side brooms - street sweeper	1,950.00
True Value Hardware	Supplies	11.99
	Supplies	3.49
	Supplies	4.70
	Supplies	14.88
	Supplies	4.29
	Supplies	18.98
	Supplies	13.50
Verizon Wireless	Broadband services	288.66
Walmart Community/GEGRB	Supplies	8.74
Wellings Power Products	Filter	15.35
Wellington Tools Sales Inc	Vehicle diagnostic scanner - Street Dept	5,300.00
Wymore Automotive	Vehicle repair - Waste Water	440.46
		<hr/>
		92,959.46



City Council Communication
Meeting Date: October 3, 2016
Requested By: Safety Committee

Item Title: CONSENT AGENDA

Consider a motion to receive and file the Safety Committee report for the third quarter of 2016.

Explanation:

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

Budget Consideration:

No budgetary items were considered by the Safety Committee in the third quarter of 2016.

Attachments:

Safety Committee Quarterly Update



Safety Committee Quarterly Update October 2016

- In the third quarter of 2016, the Safety Committee reviewed 1 accident. The accident did not result in loss of work days.
- Ed Morrison, Loss Control Representative with Iowa Municipalities Workers Compensation Association conducted a site visit of Oskaloosa on August 4, 2016. During this site visit Mr. Morrison reviewed the city facilities and spoke with staff members regarding safety and loss control issues. Mr. Morrison feels the city has taken initiative in implementing a number of safety procedures that have contributed to a generally safe and compliant workplace. The safety committee has been tasked with setting new goals and objectives for the upcoming year and develop strategies for attaining those goals, as well as review and update OSHA required safety policies and programs by October 4, 2016.
- The Safety Committee has completed a city-wide Safety Manual and is presenting it to council for approval on October 3, 2016. The manual is required to follow IMWCA Best Practices.
- The committee reviewed their 2016 goals and the results from each goal.
 - Work toward a lower experience modification factor. The current mod number is 1.08, the goal number is below 1.
 - July 1, 2016 the city of Oskaloosa's experience modification factor was reduced to 0.95. This is a result of a large claim with days away from work dropping off after three years and only one new claim reported in the past three years.
 - Work toward being a Best Practices Organization determined by the Iowa Municipal Workers Compensation Association (IMWCA).
 - Adoption of a city-wide Safety Manual will document policies that are currently followed and listed under the IMWCA Best Practices Standards.
 - Safety site inspections were completed in August. Inspection reports all came back favorable with only a lighting issue being addressed in the waste water department.
 - Implement a new employee training orientation program.
 - Each department has been tasked with listing areas of training for new employees. A form requiring a signature from the new employee and the employee qualified to do the training has been developed to document all training. This form will be placed in the employee's personnel file.
 - Safety committee meeting attendance.
 - Require that all departments are represented at each safety committee meeting. Departments Heads may be the representative, with a staff member required to attend if the department head or regular representative cannot attend. Each department was represented at the August meeting.





- Committee members
 - City Clerk/Finance Amy Miller (Chair)
 - City Clerk/Finance Kim Weiss (Administration)
 - City Manager Marilyn Johannes (Administration)
 - Fire Department Daniel Hoy (Site Inspections)
 - Library Mike Calzaretta (Site Inspections)
 - Parks Grant Vroegh
 - Police Gary McClun (Training)
 - Public Works Ron Kauffman, Matt Saville, Gary Vroegh
 - Waste Water Brian Jones (Site Inspections)
- One hundred percent compliance with safety training.
 - CPR and AED training was offered to all employees during July and August.
 - Safety training classes are offered through Bearence Management Group. Each department developed a list of required courses and elective courses. Employees are given time during work and access to a computer to complete courses. Safety training will be incorporated into the employee's yearly evaluation. This goal will be completed by the end of 2016.
 - Initiate a training program for employees on heavy and specialized equipment.
 - Departments are currently working on a list of equipment that requires specialized training. On each large piece of equipment and specialized equipment, employees will be trained by either a department head, supervisor, or well-skilled operator familiar with the equipment. Records of the training will be signed off on by both the employee and trainer and kept in the employee's personnel file. This goal will be completed by the end of 2016.





City Council Communication

Meeting Date: October 3, 2016

Requested By: City Manager's Office

Item Title: CONSENT AGENDA

Consider an ordinance amending the Oskaloosa Municipal Code, Section 5.04.360 – Public Consumption or Intoxication Prohibited, and Section – 5.04.370 Open Container in Public Place Prohibited. (3rd reading)

Explanation:

Currently Oskaloosa Municipal Code Sections 5.04.360 and 5.04.370 provide exemptions for public consumption and possession of alcohol without a liquor control license within Edmundson Park (with some limitations). A request has been made to city staff by organizers of The Alley project to expand the exemption by including 250' of the east/west alley located between 109 South Market Street and 115 South Market Street within the exempted locations of the city's ordinance. If this change is made, the public can legally consume and carry open containers within the public space without the requirement of a person or organization obtaining a valid liquor control license. Presently the Oskaloosa Area Chamber and Development Group (OACDG) holds a valid liquor control license for this area. If the city council approves this ordinance modification, OACDG can eliminate its current liquor license for the area.

5.04.360 - Public consumption or intoxication prohibited.

Except as otherwise provided herein, it is unlawful, for any person to use, possess or consume any alcoholic beverage upon the public streets or highways or any place open to the public except premises covered by a liquor control license or to possess or consume any alcoholic beverage on any public school property or while attending any public or private school related function. Further, no person shall be intoxicated nor simulate intoxication in any place open to the public. As used in this section, and the following section, "premises covered by a liquor control license" shall mean that location where alcoholic beverages are served. In addition, beer or wine from cans and bottles but not keg beer may be consumed in the east/west alley, measuring approximately 250' in length, between 109 South Market Street and 115 South Market Street; and Edmundson Park except that no alcoholic beverage shall be consumed within fifty feet of the swimming pool and parking area, Babe Ruth baseball diamond and parking lot, and any playground equipment including but not limited to the wooden playground and parking lot.

(Ord. 924 §1, 1994)

5.04.370 - Open container in public place prohibited.

Except as otherwise provided herein, it is unlawful for any person to possess an open container of an alcoholic beverage upon the public streets or highways or any place open to the public, except premises covered by a liquor control license. Persons may possess open containers of beer or wine but not keg beer in the east/west alley, measuring approximately 250' in length, between 109 South Market Street and 115 South Market Street; and Edmundson Park, except that no person shall possess an open container of beer or wine within fifty feet of the swimming pool and parking area, Babe Ruth baseball diamond and parking lot, and any playground equipment including but not limited to the wooden playground and parking lot.

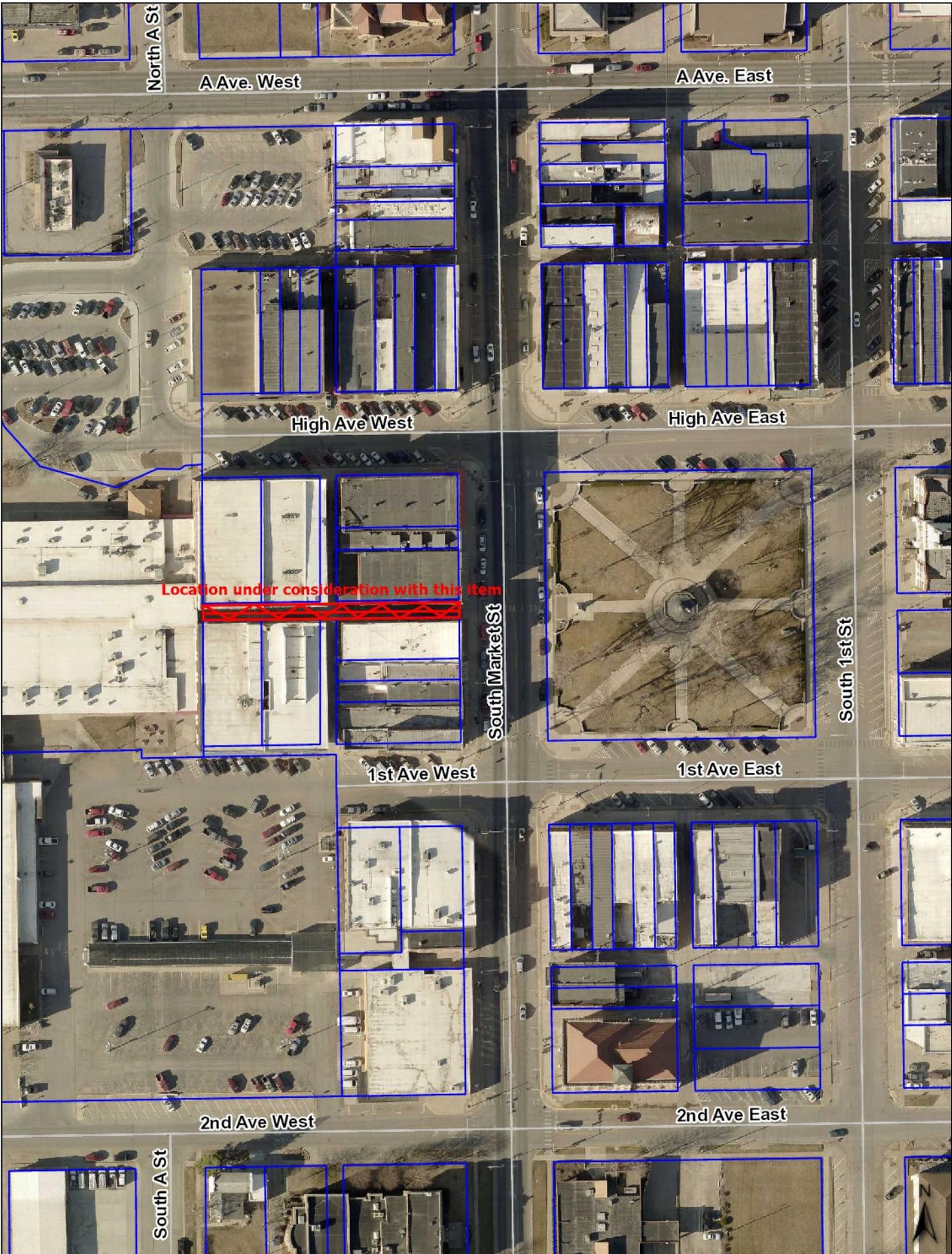
(Ord. 924 §2, 1994)

Budget Consideration:

No significant financial impact is anticipated with the approval or denial of this item as presented. If approved, a code amendment would need to be processed.

Attachments:

1. Map depicting location under consideration
2. Proposed ordinance



North A St

A Ave. West

A Ave. East

High Ave West

High Ave East

Location under consideration with this item

South Market St

South 1st St

1st Ave West

1st Ave East

2nd Ave West

2nd Ave East

South A St



ORDINANCE NO. _____

AN ORDINANCE AMENDING THE OSKALOOSA MUNICIPAL CODE, SECTION 5.04.360 - PUBLIC CONSUMPTION OR INTOXICATION PROHIBITED AND SECTION - 5.04.370 OPEN CONTAINER IN PUBLIC PLACE PROHIBITED

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

SECTION 1. 5.03.360 – Public consumption or intoxication prohibited, is hereby amended as follows:

5.03.360 - Public consumption or intoxication prohibited.

Except as otherwise provided herein, it is unlawful, for any person to use, possess or consume any alcoholic beverage upon the public streets or highways or any place open to the public except premises covered by a liquor control license or to possess or consume any alcoholic beverage on any public school property or while attending any public or private school related function. Further, no person shall be intoxicated nor simulate intoxication in any place open to the public. As used in this section, and the following section, "premises covered by a liquor control license" shall mean that location where alcoholic beverages are served. In addition, beer or wine from cans and bottles but not keg beer may be consumed in the east/west alley, measuring approximately two hundred and fifty feet in length, between 109 South Market Street and 115 South Market Street, during the hours otherwise allowed or permitted for the consumption of such beverages at Edmundson Park; and Edmundson Park except that no alcoholic beverage shall be consumed within fifty feet of the swimming pool and parking area, Babe Ruth baseball diamond and parking lot, and any playground equipment including but not limited to the wooden playground and parking lot.

SECTION 2. 5.04.370 - Open container in public place prohibited is hereby amended as follows:

5.04.370 - Open container in public place prohibited

Except as otherwise provided herein, it is unlawful for any person to possess an open container of an alcoholic beverage upon the public streets or highways or any place open to the public, except premises covered by a liquor control license. Persons may possess open containers of beer or wine but not keg beer in the east/west alley, measuring approximately two hundred and fifty feet in length, between 109 South Market Street and 115 South Market Street, during the hours otherwise allowed or permitted for the open container of such beverages at Edmundson Park; and Edmundson Park, except that no person shall possess an open container of beer or wine within fifty feet of the swimming pool and parking area, Babe Ruth baseball diamond and parking lot, and any playground equipment including but not limited to the wooden playground and parking lot.

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

ordinance as a whole or any section, provision, or 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 as provided by law.

Passed by the Council the _____ day of _____ 2016, and approved this _____ day of _____ 2016.

David Krutzfeldt, Mayor

ATTEST:

Amy Miller, City Clerk

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

Amy Miller, City Clerk



City Council Communication

Meeting Date: October 3, 2016

Requested By: City Clerk/Finance Department

Item Title: CONSENT AGENDA

Consider a resolution approving the 2016 Fiscal Year Urban Renewal Report.

Explanation:

Each city that had an urban renewal plan and area in effect at any time during the most recently ended fiscal year shall complete and file with the department of management an urban renewal report by December 1 following the end of such fiscal year.

This report includes the urban renewal plan and all amendments, ordinances, maps, list and description of all urban renewal projects, revenues and expenditures in the TIF Special Revenues Fund and bonds that remain unpaid at the close of the fiscal year.

Staff recommends approval of the 2016 Fiscal Year Urban Renewal Report.

Budget Consideration:

None

Attachments:

Resolution
2016 Fiscal Year Urban Renewal Report

RESOLUTION NO. _____

RESOLUTION APPROVING THE 2016 FISCAL YEAR URBAN
RENEWAL REPORT

WHEREAS, the Code of Iowa requires that an Urban Renewal Report for the fiscal year be filed with the Iowa Department of Management by December 1 of each year, and

WHEREAS, City Staff has prepared and filed this report with City Council for review and approval.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Oskaloosa, Iowa that the 2016 Fiscal Year Urban Renewal Report referred to in the preamble hereof be hereby approved.

PASSED AND APPROVED this 3rd day of October, 2016.

David Krutzfeldt, Mayor

ATTEST:

Amy Miller, City Clerk

Annual Urban Renewal Report, Fiscal Year 2015 - 2016

Levy Authority Summary

Local Government Name: OSKALOOSA
 Local Government Number: 62G590

Active Urban Renewal Areas	U.R. #	# of Tif Taxing Districts
OSKALOOSA CITY URBAN RENEWAL	62001	3

TIF Debt Outstanding: 1,328,613

TIF Sp. Rev. Fund Cash Balance as of 07-01-2015:	612	0	Amount of 07-01-2015 Cash Balance Restricted for LMI
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TIF Revenue:	13,771
TIF Sp. Revenue Fund Interest:	14
Property Tax Replacement Claims	0
Asset Sales & Loan Repayments:	0
Total Revenue:	13,785

Rebate Expenditures:	0
Non-Rebate Expenditures:	13,430
Returned to County Treasurer:	0
Total Expenditures:	13,430

TIF Sp. Rev. Fund Cash Balance as of 06-30-2016:	967	0	Amount of 06-30-2016 Cash Balance Restricted for LMI
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**Year-End Outstanding TIF
 Obligations, Net of TIF Special
 Revenue Fund Balance: 1,314,216**

Urban Renewal Area Data Collection

Local Government Name: OSKALOOSA (62G590)
 Urban Renewal Area: OSKALOOSA CITY URBAN RENEWAL
 UR Area Number: 62001

UR Area Creation Date: 06/1985

UR Area Purpose: Elimination of blight within the Urban Renewal Area boundaries and promote economic development.

Tax Districts within this Urban Renewal Area

	Base No.	Increment No.	Increment Value Used
OSKALOOSA CITY/OSKALOOSA SCH/OSKALOOSA UR TIF INCREM	62053	62056	420
OSKALOOSA CITY/OSKALOOSA SCH/OSKALOOSA UR IRONWOOD TIF INCREMENT	62085	62086	0
OSKALOOSA CITY AG/OSKALOOSA SCH/OSK AG 2014 TIF INCREMENT	62087	62088	0

Urban Renewal Area Value by Class - 1/1/2014 for FY 2016

	Agricultural	Residential	Commercial	Industrial	Other	Military	Total	Gas/Electric Utility	Total
Assessed	352,450	360,859,690	108,566,690	27,295,990	0	-927,852	496,146,968	0	496,146,968
Taxable	157,552	201,119,678	97,710,021	24,566,391	0	-927,852	322,625,790	0	322,625,790
Homestead Credits									2,444

TIF Sp. Rev. Fund Cash Balance as of 07-01-2015: 612 0 Amount of 07-01-2015 Cash Balance Restricted for LMI

TIF Revenue: 13,771
 TIF Sp. Revenue Fund Interest: 14
 Property Tax Replacement Claims: 0
 Asset Sales & Loan Repayments: 0
Total Revenue: 13,785

Rebate Expenditures: 0
 Non-Rebate Expenditures: 13,430
 Returned to County Treasurer: 0
Total Expenditures: 13,430

TIF Sp. Rev. Fund Cash Balance as of 06-30-2016: 967 0 Amount of 06-30-2016 Cash Balance Restricted for LMI

Projects For OSKALOOSA CITY URBAN RENEWAL

TIF Administration

Description:	TIF Administration Expenses
Classification:	Administrative expenses
Physically Complete:	Yes
Payments Complete:	No

Reserves of Ironwood

Description:	Apartment Complex
Classification:	Low and Moderate Income Housing
Physically Complete:	No
Payments Complete:	No

Corridor & Wayfinding Study

Description:	Corridor & Wayfinding Expenses
Classification:	Administrative expenses
Physically Complete:	No
Payments Complete:	No

Downtown Facade Project

Description:	Downtown Facade Project Main Street Iowa Program-Iowa Economic Development
Classification:	Authority
Physically Complete:	No
Payments Complete:	No

ODD-Swims Building

Description:	Improvements to Swims Building Mixed use property (ie: a significant portion is residential and significant portion is commercial)
Classification:	
Physically Complete:	No
Payments Complete:	No

Downtown Facade Project

Description:	Downtown Facade Design Services Main Street Iowa Program-Iowa Economic Development
Classification:	Authority
Physically Complete:	No
Payments Complete:	No

Debts/Obligations For OSKALOOSA CITY URBAN RENEWAL

TIF Administration

Debt/Obligation Type:	Internal Loans
Principal:	5,993
Interest:	0
Total:	5,993
Annual Appropriation?:	No
Date Incurred:	10/20/2014
FY of Last Payment:	2017

Ironwood Partners, LLC

Debt/Obligation Type:	Other Debt
Principal:	510,000
Interest:	0
Total:	510,000
Annual Appropriation?:	No
Date Incurred:	09/15/2014
FY of Last Payment:	2032

Corridor & Wayfinding Study

Debt/Obligation Type:	Internal Loans
Principal:	44,620
Interest:	0
Total:	44,620
Annual Appropriation?:	No
Date Incurred:	06/15/2015
FY of Last Payment:	2017

ODD-Swims Building

Debt/Obligation Type:	Other Debt
Principal:	500,000
Interest:	0
Total:	500,000
Annual Appropriation?:	No
Date Incurred:	10/19/2015
FY of Last Payment:	2018

Downtown Facade Design

Debt/Obligation Type:	Internal Loans
Principal:	18,000
Interest:	0
Total:	18,000
Annual Appropriation?:	No
Date Incurred:	11/16/2015
FY of Last Payment:	2018

Downtown Facade Project

Debt/Obligation Type:	Other Debt
Principal:	250,000
Interest:	0
Total:	250,000
Annual Appropriation?:	No
Date Incurred:	06/16/2016
FY of Last Payment:	2019

Non-Rebates For OSKALOOSA CITY URBAN RENEWAL

TIF Expenditure Amount:	13,430
Tied To Debt:	TIF Administration
Tied To Project:	TIF Administration

TIF Taxing District Data Collection

Local Government Name: OSKALOOSA (62G590)
 Urban Renewal Area: OSKALOOSA CITY URBAN RENEWAL (62001)
 TIF Taxing District Name: OSKALOOSA CITY/OSKALOOSA SCH/OSKALOOSA UR TIF INCREM
 TIF Taxing District Inc. Number: 62056

		UR Designation
TIF Taxing District Base Year:	1979	Slum 02/1978
FY TIF Revenue First Received:	1986	Blighted 02/1978
Subject to a Statutory end date?	No	Economic Development 02/1978

TIF Taxing District Value by Class - 1/1/2014 for FY 2016

	Agricultural	Residential	Commercial	Industrial	Other	Military	Total	Gas/Electric Utility	Total
Assessed	0	360,859,690	108,420,960	27,295,990	0	-927,852	495,648,788	0	495,648,788
Taxable	0	201,119,678	97,578,864	24,566,391	0	-927,852	322,337,081	0	322,337,081
Homestead Credits									2,444

	Frozen Base Value	Max Increment Value	Increment Used	Increment Not Used	Increment Revenue Not Used
Fiscal Year 2016	360,240,025	136,336,615	420	136,336,195	4,387,048

FY 2016 TIF Revenue Received: 13,771

TIF Taxing District Data Collection

Local Government Name: OSKALOOSA (62G590)
 Urban Renewal Area: OSKALOOSA CITY URBAN RENEWAL (62001)
 TIF Taxing District Name: OSKALOOSA CITY/OSKALOOSA SCH/OSKALOOSA UR IRONWOOD TIF INCREMENT

TIF Taxing District Inc. Number: 62086

		UR Designation
TIF Taxing District Base Year:	2013	Slum No
FY TIF Revenue First Received:		Blighted No
Subject to a Statutory end date?	No	Economic Development No

TIF Taxing District Value by Class - 1/1/2014 for FY 2016

	Agricultural	Residential	Commercial	Industrial	Other	Military	Total	Gas/Electric Utility	Total
Assessed	0	0	145,730	0	0	0	145,730	0	145,730
Taxable	0	0	131,157	0	0	0	131,157	0	131,157
Homestead Credits									0

	Frozen Base Value	Max Increment Value	Increment Used	Increment Not Used	Increment Revenue Not Used
Fiscal Year 2016	145,730	0	0	0	0

FY 2016 TIF Revenue Received: 0

TIF Taxing District Data Collection

Local Government Name:	OSKALOOSA (62G590)
Urban Renewal Area:	OSKALOOSA CITY URBAN RENEWAL (62001)
TIF Taxing District Name:	OSKALOOSA CITY AG/OSKALOOSA SCH/OSK AG 2014 TIF INCREMENT
TIF Taxing District Inc. Number:	62088
TIF Taxing District Base Year:	2013
FY TIF Revenue First Received:	No
Subject to a Statutory end date?	No

UR Designation	
Slum	No
Blighted	No
Economic Development	No

TIF Taxing District Value by Class - 1/1/2014 for FY 2016

	Agricultural	Residential	Commercial	Industrial	Other	Military	Total	Gas/Electric Utility	Total
Assessed	352,450	0	0	0	0	0	352,450	0	352,450
Taxable	157,552	0	0	0	0	0	157,552	0	157,552
Homestead Credits									0

	Frozen Base Value	Max Increment Value	Increment Used	Increment Not Used	Increment Revenue Not Used
Fiscal Year 2016	387,790	0	0	0	0

FY 2016 TIF Revenue Received: 0



City Council Communication
Meeting Date: October 3, 2016
Requested By: Safety Committee

Item Title: CONSENT AGENDA

Consider a resolution adopting an Oskaloosa Safety Manual

Explanation:

The City of Oskaloosa Safety Committee has been working on an Oskaloosa Safety Manual intended to set minimum standards for safety and the contents of the regulations should be enforced as minimum safety requirements for all activities. Creating and adopting a safety manual comes as a recommendation from Iowa Municipalities Workers' Compensation Association (IMWCA). Adoption of the safety manual aligns with the safety goals 2016 to work toward a Best Practices Organization determined by the IMWCA. The safety manual includes the following key areas:

- Safety responsibilities
- Basic safety rules
- Medical emergency procedures
- Incident reporting and company nurse
- Injury and incident reporting and investigation
- Training and orientation
- Medical services
- Return to work policy
- Safety inspections
- Disciplinary policy

The Oskaloosa Safety Committee recommended the adoption of the Oskaloosa Safety Manual at their August 2016 meeting.

Budget Consideration:

Adopting a safety manual will help alleviate the costs associated with work related injuries as well as days away from work.

Attachments:

Resolution

Oskaloosa Safety Manual

RESOLUTION NO. _____

RESOLUTION ADOPTING AN OSKALOOSA SAFETY MANUAL

WHEREAS, the intent of this manual is to set minimum standards for safety, and the contents of the regulations should be enforced as minimum safety requirements for all activities; and

WHEREAS, this manual will help insure the safety of city employees and the public; and

WHEREAS, adopting this policy will help retain qualified and experienced employees and reduce the cost of work-related injuries and days away from work;

NOW, THEREFORE, BE IT RESOLVED, the City Council of the City of Oskaloosa, Iowa, adopts a Safety Manual.

PASSED AND APPROVED this 3rd of October, 2016.

David Krutzfeldt, Mayor

ATTEST:

Amy Miller, City Clerk



Oskaloosa Safety Manual

Created by the Oskaloosa Safety Committee

Adopted by City Council _____

Resolution No. _____

Safety Statement

The success of the City of Oskaloosa depends upon our efficient use of resources to produce a high quality product for the citizens of our community. Our most important resource is our employees. To protect this resource, we are committed to providing a safe and healthful workplace for all employees by establishing and maintaining an effective safety and health program. We consider safety to be a core value of our organization's operations.

The occupational safety program of the City of Oskaloosa is organized to give each department responsibility for the accident prevention program. All employees at all levels of our workforce are directed to make safety a matter of continuing concern, equal in importance to all other operational considerations. We are all expected to cooperate in implementing safety practices and to adopt the concept that the safe way to perform a task is the most efficient, and the only acceptable way to perform it.

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Safety Responsibilities

Management and Department Head Safety Responsibilities

Management will provide to the best of their abilities, a place of employment that is free from recognized hazards that could result in injuries or accidents. Since it is impossible for managers to personally observe all employee activities, management will work with supervisors to assist them in training and making them aware of their safety responsibilities. Other safety responsibilities for managers include:

1. Provide leadership and direction concerning safety activities.
2. Participate actively in the continuous evaluation of the safety program.
3. Set goals concerning safety performance within your department.
4. Review losses for potential trends on a regular basis.
5. Participate in facility and work site audits.
6. Participate and support all accident investigation activities.
7. Review accident reports and recommend corrective actions.

Supervisors' Safety Responsibilities

Safety is as much a part of the supervisor's responsibility as is getting the job done efficiently. Among the important safety responsibilities of each and every supervisor are:

1. Familiarize yourself with and enforce the safety rules and regulations that have been established by the City of Oskaloosa.
2. Correct all reported hazards. Operating under known hazardous conditions will not be tolerated.
3. Do not permit new or inexperienced employees under your supervision to work with power tools, machinery or complex equipment without proper instruction and training.
4. Give adequate instructions. Do not assume that an employee knows how to do a job unless you personally have knowledge that the person can perform the task correctly.
5. Ensure tools, equipment and machinery being used in the workplace is in proper working condition. Do not allow the use of unsafe tools or equipment under any circumstances.
6. Ensure that proper personal protective equipment is available and used by employees when necessary or required.
7. Always set a good example in safety, such as wearing the proper safety equipment (safety glasses, hard hats, etc.), following policies/procedures, using seat belts, etc.
8. Enforce the requirements of the organization's safety program and any associated rules or policies.
9. Ensure that all employees have access to a copy of the organization's safety program.
10. Encourage safety suggestions from employees under your supervision.
11. Obtain prompt first aid for injured employees.
12. Participate in accident or incident investigations involving your employees.
13. Conduct audits of all work areas and facilities on a regular basis in an effort to improve housekeeping, eliminate unsafe conditions and encourage safe work practices.

Employee Safety Responsibilities

All employees carry a certain amount of responsibility in any safety program. You must be aware that your actions, mental state, physical condition, and attitude directly affect the safety of yourself and your fellow employees. All employees are expected to:

1. Know your job, follow instructions, and think before you act.
2. Use protective equipment (eye protection, hard hats, gloves, etc.), as the job requires.
3. Work according to good safety practices as posted, instructed, and/or discussed.
4. Refrain from any unsafe act that might endanger yourself or your fellow workers.
5. Use all safety devices provided for your protection.
6. Report any unsafe situation or action to your supervisor immediately.
7. Assume responsibility for thoughtless or deliberate acts that may cause injury to yourself or your fellow workers.
8. Abide by all policies, procedures, rules, etc. associated with Oskaloosa's Safety Program.
9. Never operate equipment that you are unfamiliar with or not trained to use. Also, equipment that is defective or in need of repair shall not be used and must be reported to your supervisor.
10. Report all accidents/incidents to your supervisor as soon as they occur. Failure to report any injury or incident may be cause for disciplinary action.

Safety Committee

A safety committee should be established by the governing body and be composed of employees representing each department or division. Members of the committee should be chosen from those employees recognized for their good work, are safety conscious and have familiarity with the overall work area and equipment. Employees from various work areas should be represented, both supervisory and non-supervisory. A chairperson needs to be selected who will be responsible for scheduling meetings, notifying committee members, and following up on items discussed. In order to stay on top of things, the committee is encouraged to meet monthly. The committee will have the following responsibilities:

1. Review accident/injury investigation reports from all departments to see if corrective measures need to be implemented.
2. Ensure that semiannual inspections are conducted in each department to identify safety hazards and recommend ways to correct hazards.
3. Coordinate the development of safety rules and safe work methods.
4. Coordinate safety training between departments when possible. This may include films, speakers and exhibits.
5. Report the activities of the committee by sending a copy of their meeting minutes to all departments for posting where all department employees have an opportunity to review them.

Basic Safety Rules

General Safety Rules

1. Each employee will be required to comprehend and abide by the contents of this safety program.
2. All accidents, no matter how minor, shall be reported immediately to the supervisor.
3. All hazardous conditions, actions and/or practices shall be reported to the supervisor.
4. Work areas, including the inside and outside of vehicles and buildings, shall be kept clean and orderly at all times.
5. Employees are only to operate equipment/tools that they are trained and authorized to operate.
6. City Hall and all other buildings under local government control are considered public places. Under Iowa Code Section 142B.2(1), smoking is prohibited in all public places, City vehicles and public meetings.

7. Employees must use all safety devices and personal protective equipment provided for their protection.
8. Employees shall wear clothing and shoes suitable for the particular work they are doing.
9. Employees must use assisted lifting devices or obtain assistance from a coworker when lifting heavy objects.
10. Guards are never to be removed except when authorized to make repairs or adjustments. Replace guard immediately upon completion of work.
11. The use of drugs and alcohol during working hours is prohibited. Any employee reporting for work under the influence of alcohol or controlled substances is subject to disciplinary action.
12. Any employee taking prescription drugs or over-the-counter drugs that could impair assigned work shall report this fact to the supervisor as required by the Alcohol and Controlled Substances Policy.
13. Employees shall not engage in practical jokes or horseplay that could result in injury to themselves, others or cause property damage.

Specific Safety Programs and Procedures

Employees will be provided the opportunity to train on specific programs and procedures in their departments.

Medical Emergency Procedures

The following actions should be taken in the event of a medical emergency:

1. Call **911**.
2. Make sure site is safe before providing assistance. If possible, do not attempt rescue alone.
3. Provide assistance to injured person.
4. Notify Safety Committee Chair.

Each building will have emergency contacts and telephone numbers posted in a conspicuous manner.

Incident Reporting and Company Nurse

As a member of the Iowa Municipalities Workers' Compensation Association, Oskaloosa's employees are required to report all potential work-related injuries using the Company Nurse. Reporting claims through the Company Nurse provides employee's access to 24-hour, 7 days a week claims reporting and medical recommendations (triage) from a registered nurse.

To report a claim through Company Nurse, call 1-888-770-0928 and use group code: IMWCA.

Employees that fail to report injuries to Company Nurse within 24 hours may be subject to discipline.

Injury and Incident Reporting and Investigation

Many incidents and injuries occurring in the workplace or that involve equipment and property are preventable. In order to prevent future incidents and injuries, it is necessary to immediately review the circumstances surrounding each incident. Once the primary cause for the incident has been established,

action shall be taken to prevent recurrence. An Accident Report Form has been developed to facilitate the investigation. The assigned investigator shall complete this form and a copy will be forwarded to the department head and safety committee as applicable for the following incidences:

1. Any work-related accident resulting in an employee needing medical attention.
2. Any work-related accident resulting in damage to property or equipment.

Anytime an employee is involved in an accident with a city/county vehicle which involves private property, whether there is damage or not, the Police/Sheriff's Department should be called immediately. If the Police/Sheriff's Department is called on an incident, the police report shall accompany the Accident Report Form.

If the investigation determines an employee has contributed to the cause of an incident by failure to obey laws, department or safety rules and regulations, disciplinary action may result.

The department head shall provide a written response to any recommendations by the safety committee or the investigator that outlines corrective actions taken by the department.

Copies of all incident reports and corrective actions shall be kept on file with a copy of the OSHA 300 log for the year that the incident occurred in.

Training and Orientation

The department head or their designee will provide safety training in the following areas as the need arises:

- New equipment purchases.
- New/changes in operations.
- Identified areas of increased incidents and injury.
- Newly-identified areas of exposure.
- Annual refresher training required for each program.

Safety Training Requirements

Employees must take all required courses assigned to their department and four elective courses within the fiscal year. Courses must be completed on a July 1 to June 30 timeline. Employees must notify their direct supervisor when they have completed the courses. Employees will be given time and access to a computer to complete the courses. Safety training will be incorporated into an employee's yearly evaluation.

Documentation of Safety Training

Documentation from any training courses attended by employees, supervisors or managers will be kept for recordkeeping purposes. Documentation associated with safety meetings and training will be kept in employee personnel file. Employees who do not attend regularly scheduled safety meetings or training activities will be identified and scheduled to attend make-up training. Documentation will be noted for employees that attend make-up training.

New Employee Safety Orientation

Department heads or their designee will provide orientation to all new employees to address the hazards of their position. This will include a review of all safety rules, policies/procedures, equipment, etc., that are applicable to the new employee's area of assignment. The new employees will be given an opportunity

to ask any relevant questions that may pertain to their assigned duties. Documentation of the safety orientation training for each new employee will be maintained in employee personnel file. The new employee orientation form can be found at the end of the safety manual.

Medical Services

Designated Physician Policy

The following policy will be in effect regarding workers' compensation illnesses or injuries.

The City of Oskaloosa has designated the Occupational Health Department at Mahaska Health Partnership at 1229 C Ave East Entrance four as its workers' compensation authorized treating healthcare provider as provided by law under Chapter 85.39 of the Code of Iowa. Employees with a work-related illness or injury will be required to have their initial evaluation with this healthcare provider. If appropriate, and with prior approval from IMWCA, the physician/clinic may make referrals to other specialists.

If an employee decides to go to another provider without the referral from the authorized treating physician/clinic, the employee will be responsible for all expenses related to those visits. No workers' compensation benefits may be claimed unless seen by the authorized treating physician/clinic.

First Aid

Any injury may be treated by the supervisor or other available personnel in accordance with their individual abilities and the severity of the injury. Each department supervisor or a designee will receive American Red Cross first aid training.

Medical treatment is mandatory for any of the following:

- Severe chest pains
- Traumatic injuries (head injury or severe cut)
- Loss of consciousness or severe dizziness

At least one first aid kit shall be maintained in each occupied building. In addition, a first aid kit shall be located in each vehicle, authorized by medical personnel. It is recommended that kits be inspected on a regular basis, replacing used, missing, soiled, damaged or outdated items. Make sure all employees are advised of the location of the first aid kits. Oral medications such as aspirin, antacids, or salt tablets are not to be provided in these kits.

An eye wash station suitable for quick drenching or flushing of the eyes and body shall be provided within the work area for immediate use if employees are exposed to harmful materials.

Return to Work Policy

The City of Oskaloosa strives to assist employees to return to work at the earliest possible date following a work-related injury or illness.

The City of Oskaloosa adopted a Return to Work Policy on June 1, 2015. The policy can be found at the end of the safety manual.

Outside Contractors

The City of Oskaloosa seeks to work with contractors that are dedicated to a safe work environment. When possible, proof of a contractor's safety programs and successful safety training should be provided to the City after the contractor is awarded a project.

Safety Inspections

Department Inspection Checklists

The success of any safety program depends on identifying hazards and taking corrective action, departments will be inspected semiannually. A checklist of the inspection should be submitted to the safety committee and reviewed at the monthly safety committee meetings.

Reporting Unsafe Acts/Unsafe Conditions

All employees are encouraged to report any unsafe acts or unsafe conditions.

1. Stop work immediately and secure the location or lockout unsafe equipment.
2. Inform immediate supervisor of problem.
3. Complete Unsafe Conditions Report.

The Safety Audit Checklist can be found at the end of the safety manual.

Disciplinary Policy

Each employee is required to comprehend and abide by the contents of City of Oskaloosa Safety Program.

Safety reprimands

Should employees be observed not following documented safety rules/procedures, an Employee Reprimand Form will be used. Supervisors should make every effort to ensure employees are following safe work practices.

The City of Oskaloosa has developed a progressive disciplinary policy that applies to the safety and health program of this organization. The disciplinary policy is a tool to ensure enforcement of the rules and procedures for a safe and healthful working environment. The disciplinary policy applies to all employees of City of Oskaloosa.

Verbal warnings

Supervisors may issue verbal warnings to employees that commit minor infractions or violations of the safety rules or safe work practices. Continued violations or verbal warnings will lead to more stringent action.

Written warnings

Supervisors may issue written warnings for the following:

- Repeated minor violations of safety rules or procedures.
- Single serious violations of a rule or procedure that could have potentially resulted in injury to themselves or another employee or could have caused property damage.
- Activities that could potentially result in injury or property damage.

Disciplinary leave

Supervisors may recommend and management may institute disciplinary leave for the above reasons and the following:

- A single serious violation of a rule or procedure that results in an injury to themselves, another employee or causes property damage.
- Repeated violations or non-conformance to safety rules/procedures.

Termination

Supervisors and management may recommend termination of any employee for repeated serious violations of the above circumstances.

Documentation

The City Clerk's Office will maintain records of disciplinary action in the employees personnel file. Violations of City of Oskaloosa rules, regulations or procedures will be documented by filling out an Employee Reprimand Report on the employee. The report will state the type of violation and corrective action(s) taken. The employee must read and sign the report acknowledging that they understand the seriousness of the violation.



City of Oskaloosa Accident Report

Accident <input type="checkbox"/>	Injury <input type="checkbox"/>	Near Miss <input type="checkbox"/>
Date:		Time: AM <input type="checkbox"/> PM <input type="checkbox"/>
Employee:		Department:
Employee supervisor during time of incident:		
Time supervisor was notified:		AM <input type="checkbox"/> PM <input type="checkbox"/>
Was time missed due to an injury? Yes <input type="checkbox"/> No <input type="checkbox"/>		
Did employee leave for medical treatment? Yes <input type="checkbox"/> No <input type="checkbox"/>		
Location of incident:		
Was city owned vehicle/equipment involved? Yes <input type="checkbox"/> No <input type="checkbox"/>		
If yes, which vehicle or what equipment?		
Witnesses (Names and Contact Info)		
Witness 1-		
Witness 2-		
Describe how the accident/injury/near miss occurred. Describe where and what the employee was doing, including tool, equipment involved, and/or property damage. What did employee do to cause the accident/injury/near miss, or what condition(s) cause accident/injury/near miss? Give a chronological story of what happened.		
Changes recommended to reduce recurrence, corrective action taken, and supervisor's comments (include any type of verbal or written warning, etc.):		
Have corrective actions been implemented? Yes <input type="checkbox"/> No <input type="checkbox"/>		
Correction Date:		Anticipated Correction Date:
Employee Signature:		Supervisor Signature
Date:		Date:

To Be Filled Out By Safety Committee Only

Safety committee accident/injury/near miss investigation report

Employee Name:

Incident date:

Safety Committee Response:

Reviewed by:

Date:

Updated November 2015

City of Oskaloosa Unsafe Conditions or Hazard Report



Date:	Time: AM <input type="checkbox"/> PM <input type="checkbox"/>
Employee:	Department:
Employee supervisor during time of incident:	
Time supervisor was notified:	AM <input type="checkbox"/> PM <input type="checkbox"/>
Location of Unsafe Condition or Hazard	
Description of Unsafe Condition Hazard	
What Changes would you recommend to correct the condition or hazard?	
Employee Signature:	Supervisor Signature
Date:	Date:
Safety Committee Response	
Safety Committee Response:	
Reviewed by:	Date:
Signature:	

Updated November 2015

Return to Work Policy

Adopted By Council: June 1, 2015
Resolution No. 15-06-57



Overview

The City of Oskaloosa strives to assist employees to return to work at the earliest possible date following a work related injury or illness. However, this policy is not intended to supersede or modify the procedures applicable to employees eligible for reasonable accommodation or covered under the Americans with Disabilities Act and its amendments (ADA) or leave benefits under the Family and Medical Leave Act (FMLA).

Purpose

It is the purpose of this program to provide guidelines for employees injured on the job who are unable to return to his/her regular job classification upon returning to work.

Scope

This policy applies to all non-safety personnel employed by the City of Oskaloosa.

Policy

It is the policy of the City of Oskaloosa to provide modified or alternate work for employees injured on the job, who are unable to temporarily or permanently return to his/her regular job classifications. Regular modified and alternate work will be provided as available in compliance with the Americans with Disabilities Act and its amendments (ADA) and Iowa Workers' Compensation Act.

The City of Oskaloosa will make reasonable accommodations for a qualifying disability under the ADA unless the accommodations would impose an undue hardship on the employer. The disabled employee must be able to perform the essential functions of the job with or without reasonable accommodation. The feasibility of reasonable accommodations shall be determined on a case-by-case basis and in accordance with the law taking into consideration the employee, the limitations caused by the physical or mental impairment, the essential functions of the job, the work environment, the impact of the accommodation on the operation of City services and business, including the impact on the ability of other employees to perform their duties, and the ability to provide accommodations.

Objectives:

1. To return employees who are injured on the job to work as soon as possible when there is not a risk of harm to themselves and others.
2. To minimize financial hardship and emotional stress to the employee who has sustained a work-related injury.
3. To assist employees in returning to work at a level as close as practicable to his/her pre-injury earnings and productivity.
4. To retain qualified and experienced employees.
5. To reduce the cost of disability benefit programs.

Temporary Alternate Duty (TAD):

1. TAD is defined as modified duties or hours assigned to a worker injured on the job, when the physician indicates they can return to work but who are not yet physically capable of handling the entire job duties normally assigned, and his/her work-related injury has not reached maximum medical improvement.
2. The purpose of TAD is to provide temporary work, within medical restrictions, for employees injured on the job. TAD may be available with medical prognosis indicating that the employees are expected to return to full duty following a course of medical treatment.
3. If an alternate duty position is available, employees must be provided with TAD as soon as medically feasible. TAD should be consistent with the employee's physical/mental abilities.
4. Employees in TAD capacity will continue to receive the salary and benefits of his/her job classification. These will be proportionately adjusted in the case of part-time work. Status of TAD assignment should be reviewed after each medical appointment, normally every 7 to 14 days. TAD will not normally exceed three months.
5. TAD Procedures:
 - a. Oskaloosa City Clerk's Office or Workers' Compensation Designee:
 - 1) Informs physician about the TAD program.
 - 2) Informs employee about the TAD program.
 - 3) Informs workers' compensation claims examiner of employee's availability to the TAD program.
 - 4) Obtains information regarding medical condition of employee from physician(s).
 - b. Department Representative and/or Employee's Supervisor, along with Workers' Compensation Designee:
 - 1) Develops work assignments on a case-by-case basis, if available, depending on medical restrictions.
 - 2) Develops appropriate TAD assignments, and monitors on-going medical and work adjustment.
 - 3) May meet with injured employees to review TAD status.
 - c. Employee:
 - 1) Reviews and signs Appendix A, Return to Work Program Statement of Acknowledgment.
 - 2) Submits a Temporary Alternate Duty form to their doctor to have him or her fill it out, sign, and returned to the City Clerk's Office.
 - 3) When the physician has determined that Maximum Medical Improvement has been reached and the employee is able to perform the essential job duties of his/her job with or without reasonable accommodations, the employee shall return to the job classification and duties held prior to the work injury.
 - 4) When the physician has determined that Maximum Medical Improvement has been reached, and the employee is unable to perform the essential job duties of his/her job with or without reasonable accommodations, the employee will be assigned to a Ninety (90) Day Modified Duty Assignment.
 1. An employee assigned to a Modified Duty Assignment will report to in his/her regular department. The employee shall be assigned to do

whatever work he/she is able to do, under the restrictions that the physician has placed on the employee.

2. An employee placed on Ninety (90) Day Modified Duty Assignment shall continue to receive the salary and benefits of his/her job classification.
 3. During the ninety (90) day period, employees on Modified Duty Assignment will be encouraged and afforded opportunities to bid on or apply for other jobs for which they are able to perform the essential functions of the job.
 4. The City Clerk's Office will provide notices of available jobs to each employee on Modified Duty Assignments.
- 5) At the conclusion of their ninety (90) day Modified Duty Assignment period, employees who have been unsuccessful in obtaining other jobs for which they are qualified and for which they are able to perform the essential functions, shall be laid off. Laid off employees shall be afforded all rights and benefits included in applicable collective bargaining contracts and/or personnel policies in effect at the time of the layoff.
- d. Permanent Restriction Resulting From Personal Injury/Illness:
- 1) Employees who are off work due to personal injuries or illnesses may be required to complete functional capacity examinations before they can return to his/her former jobs. The cost of such examination will be paid for by the employer.
 - 2) When an employee's personal injury or illness has reached maximum medical improvement and there are restrictions that prohibit the employee from performing the essential functions of the employee's job, City of Oskaloosa will return the employee to work in his/her former job if the restrictions can be reasonably accommodated to allow the employee to perform the essential functions of the employee's job.
 - 3) If the permanent restrictions resulting from an employee's personal injury or illness prohibit the employee from performing his/her job's essential functions with or without reasonable accommodation, the employee shall be laid off. Laid off employees shall be afforded all rights and benefits included in applicable collective bargaining contracts and/or personnel policies in effect at the time of the layoff.
 - 4) While the employee is laid off and eligible for recall to his/her former job, the City Clerk's Office will provide the employee available job notices.
 - 5) The City of Oskaloosa will direct employees laid off as a result of permanent restrictions to appropriate resources to assist the employee in applying for permanent disability from Social Security and IPERS.
- e. Responsibilities of the Employee:
- 1) Employees on TAD are strictly prohibited from performing work that is outside the scope of restrictions placed on the employee by the City. If an employee feels that a task would fall outside the restrictions placed on the employee, the employee must notify his or her supervisor in writing of the task which the employee feels would be inappropriate in light of the employee's restrictions.

- 2) The laid off employee is responsible for notifying the City Clerk's Office of any changes to his/her current mailing address. Job vacancy notices will be mailed to the last address shown on the City of Oskaloosa's records.
- 3) To determine the appropriateness of the job assignment, the employee who is unable to return to work without restriction is responsible for keeping his Department Head (or the Department Head's designee) informed of the status of the employee's medical condition.
- 4) If the employee rejects any assignment which is compatible with given medical restrictions, the employee shall not be compensated by City of Oskaloosa or the City of Oskaloosa workers' compensation carrier with temporary, partial, temporary total or healing period benefits during the period of refusal (Code of Iowa, Section 85.33).
- 5) The employee assumes responsibility for contacting the City Clerk's Office to apply for available jobs.

Enforcement

Employees who do not follow The City of Oskaloosa's return to work program may receive disciplinary action up to and including discharge.

Appendix A

[Enter Employee Name]

Return to Work Policy Statement of Acknowledgement

I acknowledge that I have been informed of The City of Oskaloosa's Return to Work Policy and the Temporary Alternate Duty (TAD) forms.

Employee

Signature/Date: _____

Witness

Signature/Date: _____

SAFETY INSPECTION FORM



Department:
Date:
Completed By:

Housekeeping Safety

- Aisle ways Clear of Debris
- Materials Stored Properly
- Electrical Panels Not Blocked
- Aisles Clearly Marked
- Floors swept
- Wet Surfaces Cleaned
- Spills Cleaned
- Elevation Changes Marked
- Waste Containers Cleaned
- Other

Building Safety

- Lighting is Adequate
- Emergency Lighting Checked (Monthly)
- Exit Signs Lighting Working
- Fire Extinguisher Types Adequate
- Fire Exit Checked Monthly/Tagged
- Fire Ext Hung Up/Marked Clearly
- Fire Alarms Checked
- Fire Exits/ Fire-fighting Equipment
fire alarms clear/unobstructed
- Stairways have Railings
- Hallways Clean
- Missing cover/damaged outlet plates
- Flammable liquids stored properly NA
- Smoking Areas Utilized/Clean
- Restroom Facilities Clean/Working
- Building Good Condition
- Grounds in good condition
- GFCI outlets checked (Monthly)
- Other

Training To Date

- Fire Extinguisher Training (Annual) Due
- Right-To-Know/ Hazard
- Communications (Initial/Changes)
- Emergency Preparedness (Annual)
- MSDS Location/How to Use (Initial/Chgs)
- Supv. DOT Drug/Alcohol (Annual)
- CPR (Annual) First Aid (3 Years) (Needed)
- Other

Employer Postings

- OSHA Workplace Posting
- Emergency Numbers Posted
- OSHA Summary Posted (Feb-Apr)
- MSDS Sheets Organized/Dated NA
- Emergency Plan Posted (Needed)
- Other

Medical

- MSDS Available/Assessable NA
- Job Hazard Analysis Completed
- First Aid Supplies Orderly
- First Aid Supplies Adequate
- Sharps Containers Utilized (not needed)
- Proper Ergonomics Used
- Proper Lifting Techniques
- Other

Hazards

- Chemicals/Supplies Stored Properly
- Areas free from combustible materials
- Containers Marked Correctly
- Ladder/Step-Ladders in good repair
- Other

Electrical

- Extension Cords have Ground Conductor
- Ground Fault Circuit Interrupters Installed
- Extension Cords/Power Cable free f/ Splices
- Cords Held Securely in Place While Used

Comments

Questions –

Are there any concerns/questions you want addressed by the safety committee?



City Council Communication

Meeting Date: October 3, 2016

Requested By: Public Works Dept.

Item Title: CONSENT AGENDA

Consider a resolution directing the mayor to execute a quit claim deed for a property adjacent to 701 1st Avenue East.

Explanation:

In November 2002, the City Council approved a request to vacate the east-west alley adjacent to 701 1st Avenue East. At that time, the Oskaloosa Women's Club was the property owner of 701 1st Avenue East and they purchased half of the alley when it was vacated. However, they did not have the authority to acquire additional property as their organization's charter was expired at the time. Since that time, the property has sold to the Wright's and their attorney discovered that the Oskaloosa Women's Club did not have the authority to acquire the alley as their Charter had expired. This item seeks to correct the previously authorized action with the new property owners. This correction is intended to allow the mayor to execute a quit claim deed and acknowledge the previous sale of the vacated alley.

Recommended Action:

Approve the request as presented.

Budget Consideration:

None.

Attachments:

Resolution, Quit Claim Deed, and Location Map.

RESOLUTION NO. _____

A RESOLUTION APPROVING THE QUIT CLAIM DEED TO VACATE AND AUTHORIZE THE SALE OF THE EAST-WEST PUBLIC ALLEY ADJACENT TO 701 1ST AVENUE EAST.

WHEREAS, a request has been made and the City wishes to vacate the public right-of-way located adjacent to 701 1st Avenue East and legally described as follows:

Commencing at the northwest corner of Lot 5, Block 2 of Seevers' Addition; thence north 8.25 feet; thence east 60 feet; thence south 8.25 feet to the northeast corner of said Lot 5; thence west 60 feet to the point of beginning in the City of Oskaloosa, Mahaska County, Iowa.

WHEREAS, The Oskaloosa City Council has vacated the alley described above, subject to the retention of easement rights for utilities and ingress-egress to the same and has held a public hearing on the proposed sale of the above-described alley to the adjoining property owners.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the city of Oskaloosa, Iowa that David Krutzfeldt, Mayor, be and he is hereby authorized and directed to execute a Quit Claim Deed on behalf of the City of Oskaloosa, Iowa conveying the above described real property to adjoining property owners and the Mayor and City staff are further authorized to take necessary action to accomplish said conveyance.

BE IT FURTHER RESOLVED by the City Council of the City of Oskaloosa, Iowa that the said Quit Claim Deed be and is hereby approved and the city clerk is hereafter authorized to deliver said deed after execution to adjoining property owners.

PASSED AND APPROVED by the City Council of the City of Oskaloosa, Iowa on the _____ day of October, 2016.

David Krutzfeldt, Mayor

ATTEST: _____
Amy Miller, City Clerk

Quit Claim Deed Request for 701 1st Avenue East





City Council Communication

Meeting Date: October 3, 2016

Requested By: Fire Department

Item Title: CONSENT AGENDA

Consider approval of Pay Request No. 4 in the amount of \$245,814.89 to DDVI, Inc. for work completed on the Oskaloosa Fire Department Expansion and Renovation Project.

Explanation:

The City of Oskaloosa has received Pay Request No. 4 from DDVI, Inc. in the amount of \$245,814.89 for work completed on the Oskaloosa Fire Department Expansion and Renovation Project. This amount reflects work completed from July 26, 2016 through August 25, 2016. The items included on this pay request are related to electrical installation, concrete pouring and finishing, steel structural supports, steel erection, roofing material and plumbing.

<u>Summary of Contract:</u>	<u>Total Amount:</u> \$2,802,983.00	<u>Council Approval Date:</u> February 16, 2016
<u>Summary of Pay Requests:</u>	<u>Total Amounts:</u>	<u>Council Approval Date:</u>
Pay Request No. 1	\$437,067.59	June 20, 2016
Pay Request No. 2	\$89,270.28	July 18, 2016
Pay Request No. 3	\$194,493.88	August 15, 2016
Pay Request No. 4	\$245,814.89	October 3, 2016
	Total Amount Paid to Date:	\$966,646.64*
	Retainage:	\$50,876.14*
	Total Amount Remaining from Approved Contract:	\$1,836,336.36 (including retainage) *

*Applies only if Pay Request No. 4 is approved by City Council on October 3, 2016.

Recommended Action:

Approve the pay request as presented.

Budget Consideration:

Paid from General Obligation bond funding issued and approved by public measure for the purpose of this project.

Attachments:

Pay Application No. 4

APPLICATION AND CERTIFICATION FOR PAYMENT

AIA DOCUMENT G702

PAGE ONE OF 1 PAGES

TO OWNER: City Of Oskaloosa

PROJECT: Oskey Fire

APPLICATION NO: 4

Distribution to:

- OWNER
- ARCHITECT
- CONTRACTOR
-
-

FROM CONTRACTOR:
DDVI Inc
PO Box 743
Indianola, IA 50125

VIA ARCHITECT: Rohrbach Associates
325 East Washington Street
Iowa City, IA 52240

PERIOD TO: 08/25/16

PROJECT NOS: 14-570

CONTRACT FOR: Oskaloosa Fire Station

CONTRACT DATE:

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract. Continuation Sheet, AIA Document G703, is attached.

1. ORIGINAL CONTRACT SUM	\$	2,802,983.00
2. Net change by Change Orders	\$	0.00
3. CONTRACT SUM TO DATE (Line 1 & 2)	\$	2,802,983.00
4. TOTAL COMPLETED & STORED TO DATE (Column G on G703)	\$	1,017,522.78
5. RETAINAGE:		
a. 5 % of Completed Work (Column D + E on G703)	\$	50,876.14
b. 5 % of Stored Material (Column F on G703)	\$	0.00
Total Retainage (Lines 5a + 5b or Total in Column I of G703)	\$	50,876.14
6. TOTAL EARNED LESS RETAINAGE (Line 4 Less Line 5 Total)	\$	966,646.64
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate)	\$	720,831.75
8. CURRENT PAYMENT DUE	\$	245,814.89
9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6)	\$	1,836,336.36

ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner		
Total approved this Month		\$0.00
TOTALS	\$0.00	\$0.00
NET CHANGES by Change Order	\$0.00	\$0.00

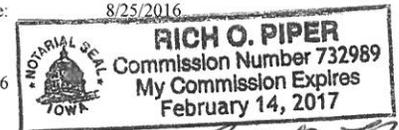
The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates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

CONTRACTOR:

By: Dina Ripic

Date: 8/25/2016

State of: Iowa County of: Warren
Subscribed and sworn to before me this 25 day of August 2016
Notary Public: Rich O Piper
My Commission expires: 2/14/2017



ARCHITECT'S CERTIFICATE FOR PAYMENT

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

AMOUNT CERTIFIED \$ **245,814.89**

(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform to the amount certified.)

ARCHITECT: **RAPC**

By: William T. Davis Date: **09/12/16**

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

CONTINUATION SHEET

Oskey Fire

AIA DOCUMENT G703

PAGE 2 OF PAGES

AIA Document G702, APPLICATION AND CERTIFICATION FOR PAYMENT, containing

APPLICATION NO: 4

Contractor's signed certification is attached.

APPLICATION DATE:

In tabulations below, amounts are stated to the nearest dollar.

PERIOD TO:

Use Column I on Contracts where variable retainage for line items may apply.

ARCHITECT'S PROJECT NO:

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G		H BALANCE TO FINISH (C - G)	I RETAINAGE
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD		TOTAL COMPLETED AND STORED TO DATE (D+E+F)	% (G + C)		
	General Conditions								
1.000	General Conditions/Overhead/Profit	\$322,104.00	\$19,326.24	\$93,410.16		\$112,736.40	35.00%	\$209,367.60	\$5,636.82
1.001	Insurance/Bonds	\$50,171.00	\$50,171.00			\$50,171.00	100.00%		\$2,508.55
	Temp Fence	\$750.00	\$675.00	\$0.00		\$675.00	90.00%	\$75.00	\$33.75
	Submittals	\$8,000.00	\$7,600.00	\$0.00		\$7,600.00	95.00%	\$400.00	\$380.00
	Temp barricades	\$2,000.00					0.00%	\$2,000.00	
	Mobilization	\$4,000.00	\$4,000.00			\$4,000.00	100.00%		\$200.00
	Allowance #1	\$5,500.00	\$5,500.00			\$5,500.00	100.00%		\$275.00
							#DIV/0!		
							100.00%		
							#DIV/0!		
31.200	Dirt Work	\$275,961.00	\$262,162.95	\$0.00		\$262,162.95	95.00%	\$13,798.05	\$13,108.15
	Overexcavation - Labor	\$3,100.00	\$3,100.00			\$3,100.00	100.00%		\$155.00
	Material	\$29,559.00	\$29,559.00			\$29,559.00	100.00%		\$1,477.95
	equipment	\$16,812.00	\$16,812.00			\$16,812.00	100.00%		\$840.60
	Staking	\$9,000.00	\$8,100.00	\$0.00		\$8,100.00	90.00%	\$900.00	\$405.00
	Demo	\$12,800.00	\$6,400.00	\$0.00		\$6,400.00	50.00%	\$6,400.00	\$320.00
32.131	Concrete Sidewalks - Labor	\$13,094.00		\$2,618.80		\$2,618.80	20.00%	\$10,475.20	\$130.94
	Concrete Sidewalks - Material	\$27,000.00		\$5,400.00		\$5,400.00	20.00%	\$21,600.00	\$270.00
	Paving - Labor	\$21,857.00	\$3,278.55	\$2,185.70		\$5,464.25	25.00%	\$16,392.75	\$273.21
	Paving - Material	\$49,075.00	\$7,361.25	\$4,907.50		\$12,268.75	25.00%	\$36,806.25	\$613.44
	pavement Markings - Labor	\$990.00					0.00%	\$990.00	
	pavement Markings- Material	\$363.00					0.00%	\$363.00	
	SWPPP	\$3,600.00	\$1,260.00	\$360.00		\$1,620.00	45.00%	\$1,980.00	\$81.00
	Erosion Control	\$2,375.00	\$831.25	\$237.50		\$1,068.75	45.00%	\$1,306.25	\$53.44
	Metal Screens - Labor	\$3,698.00					0.00%	\$3,698.00	
	Metal Screens - Material	\$11,600.00					0.00%	\$11,600.00	
	Landscaping - Labor	\$4,238.00					0.00%	\$4,238.00	
	Landscaping - Material	\$6,898.00					0.00%	\$6,898.00	
	Sub Total	\$884,545.00	\$426,137.24	\$109,119.66		\$535,256.90	60.51%	\$349,288.10	\$26,762.85

CONTINUATION SHEET

Oskey Fire

AIA DOCUMENT G703

PAGE OF PAGES

AIA Document G702, APPLICATION AND CERTIFICATION FOR PAYMENT, containing

APPLICATION NO: 4

Contractor's signed certification is attached.

APPLICATION DATE:

In tabulations below, amounts are stated to the nearest dollar.

PERIOD TO:

Use Column I on Contracts where variable retainage for line items may apply.

ARCHITECT'S PROJECT NO:

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G TOTAL COMPLETED AND STORED TO DATE (D+E+F)	H % (G ÷ C)	I BALANCE TO FINISH (C - G)	J RETAINAGE
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD					
3.000	Concrete								
3.200	Reinforcing Steel - Labor	\$3,375.00	\$3,375.00	\$0.00		\$3,375.00	100.00%		\$168.75
	Reinforcing Steel - Material	\$12,506.00	\$12,506.00			\$12,506.00	100.00%		\$625.30
3.002	Concrete Footings, Piers, Pads - Labor	\$12,771.00	\$12,771.00			\$12,771.00	100.00%		\$638.55
	Concrete Footings, Piers, Pads - Material	\$32,062.00	\$32,062.00			\$32,062.00	100.00%		\$1,603.10
3.005	Concrete Floors - Labor	\$9,240.00	\$2,772.00	\$6,468.00		\$9,240.00	100.00%		\$462.00
	Concrete Floors - Material	\$34,420.00	\$10,326.00	\$24,094.00		\$34,420.00	100.00%		\$1,721.00
	Concrete Floors - Equipment	\$5,845.00	\$1,753.50	\$4,091.50		\$5,845.00	100.00%		\$292.25
	Concrete Walls - Labor	\$8,535.00	\$8,535.00			\$8,535.00	100.00%		\$426.75
	Concrete Walls - Material	\$14,530.00	\$14,530.00			\$14,530.00	100.00%		\$726.50
	Structural Slab - Labor	\$3,605.00					0.00%	\$3,605.00	
	Structural Slab - Material	\$3,241.00					0.00%	\$3,241.00	
	Structural Slab - equipment	\$700.00					0.00%	\$700.00	
							#DIV/0!		
	Masonry						#DIV/0!		
4.200	Brick - Labor	\$50,250.00					0.00%	\$50,250.00	
	Brick - Material	\$20,000.00					0.00%	\$20,000.00	
	Block - Labor	\$96,000.00		\$67,200.00		\$67,200.00	70.00%	\$28,800.00	\$3,360.00
	Block - Material	\$16,600.00		\$11,620.00		\$11,620.00	70.00%	\$4,980.00	\$581.00
	Spec Mix	\$10,750.00		\$4,300.00		\$4,300.00	40.00%	\$6,450.00	\$215.00
	Cast Stone	\$23,000.00					0.00%	\$23,000.00	
	Insulation material	\$7,400.00					0.00%	\$7,400.00	
							#DIV/0!		
	Metals						#DIV/0!		
5.310	Structural Steel - Material Only	\$121,441.00	\$73,664.00	\$10,987.00		\$84,651.00	69.71%	\$36,790.00	\$4,232.55
5.120	Steel Erection - Labor Only	\$70,000.00		\$17,500.00		\$17,500.00	25.00%	\$52,500.00	\$875.00
5.107	Grout Base plates& floor expansion - Labor	\$685.00		\$68.50		\$68.50	10.00%	\$616.50	\$3.43
	Grout Base plates& floor expansions - Material	\$2,027.00		\$202.70		\$202.70	10.00%	\$1,824.30	\$10.14
							#DIV/0!		
	Cold Form Metal - Labor	\$20,510.00					0.00%	\$20,510.00	
	Cold Form Metal - Material	\$26,670.00					0.00%	\$26,670.00	
	Sub Total	\$606,163.00	\$172,294.50	\$146,531.70		\$318,826.20	52.60%	\$287,336.80	\$15,941.31

CONTINUATION SHEET

Osby Fire

AIA DOCUMENT G703

PAGE OF PAGES

AIA Document G702, APPLICATION AND CERTIFICATION FOR PAYMENT, containing

APPLICATION NO: 4

Contractor's signed certification is attached.

APPLICATION DATE:

In tabulations below, amounts are stated to the nearest dollar.

PERIOD TO:

Use Column I on Contracts where variable retainage for line items may apply.

ARCHITECT'S PROJECT NO:

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G TOTAL COMPLETED AND STORED TO DATE (D+E+F)		H BALANCE TO FINISH (C - G)	I RETAINAGE
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD		% (G ÷ C)			
	Carpentry								
6.100	Wood Blocking & Furring - Labor	\$2,995.00					0.00%	\$2,995.00	
	Wood Blocking & Furring - Material	\$6,903.00					0.00%	\$6,903.00	
6.402	Casework - Labor	\$4,824.00					0.00%	\$4,824.00	
	Casework - Material	\$15,569.00					0.00%	\$15,569.00	
	Roof Plate - Labor	2,041					0.00%	\$2,041.00	
	Roof Plate - Material	2,356					0.00%	\$2,356.00	
7.000	Thermal Moisture								
	Fiber Cement Board Siding - Labor	23,960					0.00%	\$23,960.00	
	Fiber Cement Board Siding - Material	23,460					0.00%	\$23,460.00	
	Thermal Insulation - Labor	2,420					0.00%	\$2,420.00	
	Thermal Insulation - Material	3,050					0.00%	\$3,050.00	
7.500	Roof								
	Flat Roof - material	\$10,500.00					0.00%	\$10,500.00	
	Flat Roof - labor	\$23,072.00					0.00%	\$23,072.00	
	Soffitts - Material	\$8,240.00					0.00%	\$8,240.00	
	Soffitts - Labor	\$18,432.00					0.00%	\$18,432.00	
	Metal Roof - Material	\$22,580.00					0.00%	\$22,580.00	
	Metal Roof - Material	\$60,802.00					0.00%	\$60,802.00	
	Alt#1 - Material	\$3,000.00					0.00%	\$3,000.00	
	Alt#1 - Labor	\$3,397.00					0.00%	\$3,397.00	
7.920	Joint Sealants - Labor	\$9,480.00					0.00%	\$9,480.00	
	Joint Sealants - Material	\$1,785.00					0.00%	\$1,785.00	
	Waterproofing - Labor	\$3,240.00	\$3,240.00			\$3,240.00	100.00%		\$162.00
	Waterproofing - Material	\$2,700.00	\$2,700.00			\$2,700.00	100.00%		\$135.00
	Weather Barrier - Labor	\$11,270.00					0.00%	\$11,270.00	
	Weather Barrier - Material	\$8,000.00					0.00%	\$8,000.00	
8.000	Doors & Windows								
8.112	Doors/Hardware - Labor	\$3,910.00		\$391.00		\$391.00	10.00%	\$3,519.00	\$19.55
	Doors/Hardware - Material	\$31,843.00		\$700.00	\$22,800.00	\$23,500.00	73.80%	\$8,343.00	\$1,175.00
	Access Door - Labor	\$50.00					0.00%	\$50.00	
	Access Door - Material	\$400.00					0.00%	\$400.00	
	OH Doors - Labor	\$4,772.00					0.00%	\$4,772.00	
	OH Doors - Material	\$24,027.00					0.00%	\$24,027.00	
	Sub Total	\$339,078.00	\$5,940.00	\$1,091.00	\$22,800.00	\$29,831.00	8.80%	\$309,247.00	\$1,491.55

CONTINUATION SHEET

Osky Fire

AIA DOCUMENT G703

PAGE OF PAGES

AIA Document G702, APPLICATION AND CERTIFICATION FOR PAYMENT, containing

APPLICATION NO: 4

Contractor's signed certification is attached.

APPLICATION DATE:

In tabulations below, amounts are stated to the nearest dollar.

PERIOD TO:

Use Column I on Contracts where variable retainage for line items may apply.

ARCHITECT'S PROJECT NO:

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G TOTAL COMPLETED AND STORED TO DATE (D+E+F)	H BALANCE TO FINISH (C - G)	I RETAINAGE
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD				
8.411	Aluminum Entrances/Glazing - Labor	\$14,560.00					0.00%	\$14,560.00
	Aluminum Entrances/Glazing - material	\$23,721.00					0.00%	\$23,721.00
	Translucent Wall Panels - engineering	\$2,800.00					0.00%	\$2,800.00
	Translucent Wall Panels - Labor	\$6,100.00					0.00%	\$6,100.00
	Translucent Wall Panels - Material	\$19,700.00					0.00%	\$19,700.00
9.000	Finishes							
9.290	Drywall - Labor	\$27,950.00					0.00%	\$27,950.00
	Drywall - Material	\$11,400.00					0.00%	\$11,400.00
	Non Structural Framing - Labor	\$11,510.00					0.00%	\$11,510.00
	Non Structural Framing - Material	\$14,460.00					0.00%	\$14,460.00
9.511	Acoustical - Labor	\$2,220.00					0.00%	\$2,220.00
	Acoustical - Material	\$3,110.00					0.00%	\$3,110.00
9.650	Tile Carpeting - Labor	\$2,666.00					0.00%	\$2,666.00
	Tile Carpeting - Material	\$2,764.00					0.00%	\$2,764.00
	Resilient Tile Flooring - Labor	\$9,604.00					0.00%	\$9,604.00
	Resilient Tile Flooring - Material	\$15,428.00					0.00%	\$15,428.00
	Carpet - Labor	\$1,327.00					0.00%	\$1,327.00
	Carpet - Material	\$5,732.00					0.00%	\$5,732.00
	Seal Concrete Floors - Labor	\$3,600.00					0.00%	\$3,600.00
	Seal Concrete Floors - Material	\$1,350.00					0.00%	\$1,350.00
	Epoxy Floors - Labor	\$3,910.00					0.00%	\$3,910.00
	Epoxy Floors - Material	\$2,600.00					0.00%	\$2,600.00
9.900	Painting - Labor	\$30,746.00					0.00%	\$30,746.00
	Paint - Material	\$5,430.00					0.00%	\$5,430.00
	Sub Total	\$222,688.00						\$222,688.00

CONTINUATION SHEET

AIA DOCUMENT G703

PAGE OF PAGES

AIA Document G702, APPLICATION AND CERTIFICATION FOR PAYMENT, containing

APPLICATION NO:

4

Contractor's signed certification is attached.

APPLICATION DATE:

In tabulations below, amounts are stated to the nearest dollar.

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Use Column I on Contracts where variable retainage for line items may apply.

ARCHITECT'S PROJECT NO:

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G TOTAL COMPLETED AND STORED TO DATE (D+E+F)	H % (G + C)	I BALANCE TO FINISH (C - G)	J RETAINAGE
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD					
10.000	Specialties								
10.110	Visual Display Boards - Labor	\$165.00					0.00%	\$165.00	
	Visual Display Boards - Material	\$1,075.00					0.00%	\$1,075.00	
10.211	Toilet Compartments & Access - Labor	\$797.00					0.00%	\$797.00	
	Toilet Compartments & Access - Material	\$850.00					0.00%	\$850.00	
10.440	Fire Extinguishers - Labor	44					0.00%	\$44.00	
	Fire Extinguishers - Material	515					0.00%	\$515.00	
	Louvers - Labor	285					0.00%	\$285.00	
	Louvers - Material	1,208					0.00%	\$1,208.00	
10.140	Signage - Labor	4,831					0.00%	\$4,831.00	
	Signage - Material						#DIV/0!		
	Flagpoles - Labor	154					0.00%	\$154.00	
	Flagpoles - Material	825					0.00%	\$825.00	
	Misc Specialties - Labor	1,950					0.00%	\$1,950.00	
	Misc Specialties - Material	7,600					0.00%	\$7,600.00	
	Storage & Design - Labor	2,500					0.00%	\$2,500.00	
	Storage & Design - material	10,800					0.00%	\$10,800.00	
	Install TV monitors	135					0.00%	\$135.00	
	Kitchen Appliances - Labor	265					0.00%	\$265.00	
	Kitchen Appliances - Material	2,500					0.00%	\$2,500.00	
	Sprinkler - Labor	13,958					0.00%	\$13,958.00	
	Sprinkler - material	6,212					0.00%	\$6,212.00	
	Sub Total	\$56,669.00					#DIV/0!	\$56,669.00	

CONTINUATION SHEET

AIA DOCUMENT G703

PAGE OF PAGES

AIA Document G702, APPLICATION AND CERTIFICATION FOR PAYMENT, containing Contractor's signed certification is attached.

APPLICATION NO: #REF!

APPLICATION DATE:

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ARCHITECT'S PROJECT NO:

In tabulations below, amounts are stated to the nearest dollar.

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A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G TOTAL COMPLETED AND STORED TO DATE (D+E+F)	H % (G + C)	I BALANCE TO FINISH (C - G)	J RETAINAGE
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD					
	GRD's VAV's Material	5,500.00					#DIV/0! 0.00%	\$5,500.00	
	GRD's VAV's Labor	1,250.00					0.00%	\$1,250.00	
	Fans, Intakes, relief Hood Material	7,250.00					0.00%	\$7,250.00	
	Fans, Intakes, relief Hood Labor	850.00					0.00%	\$850.00	
	Air Cleaning Technologies	24,570.00					0.00%	\$24,570.00	
	trane Controls - material	15,720.00	\$2,666.00			\$2,666.00	16.96%	\$13,054.00	\$133.30
	trane Controls - labor	28,960.00					0.00%	\$28,960.00	
	Insulation						#DIV/0!		
	Plumbing Insulation Material	3,100.00					0.00%	\$3,100.00	
	Plumbing Insulation Labor	3,500.00					0.00%	\$3,500.00	
	HVAC Insulation Material	3,600.00					0.00%	\$3,600.00	
	HVAC Insulation Labor	2,800.00					0.00%	\$2,800.00	
	Test and Balance	3,680.00					0.00%	\$3,680.00	
	Electrical						#DIV/0!		
	Electrical General Provisions Material	\$2,864.00	\$858.00	\$286.00		\$1,144.00	39.94%	\$1,720.00	\$57.20
	Electrical General Provisions Labor	\$2,500.00	\$786.00	\$250.00		\$1,036.00	41.44%	\$1,464.00	\$51.80
	Common Work Results for Electrical Material	\$4,100.00	\$1,230.00	\$410.00		\$1,640.00	40.00%	\$2,460.00	\$82.00
	Common Work Results for Electrical Labor	\$4,100.00	\$1,230.00	\$410.00		\$1,640.00	40.00%	\$2,460.00	\$82.00
	Low-Voltage Electrical Power Conductors & Cables Material	\$31,400.00					0.00%	\$31,400.00	
	Low-Voltage Electrical Power Conductors & Cables Labor	\$16,800.00					0.00%	\$16,800.00	
	Grounding & Bonding for Electrical Systems Material	\$750.00	\$364.00			\$364.00	48.53%	\$386.00	\$18.20
	Grounding & Bonding for Electrical Systems Labor	\$750.00	\$150.00	\$75.00		\$225.00	30.00%	\$525.00	\$11.25
	Hangers and Suppors for Electrical Systems Material	\$4,100.00	\$1,260.00			\$1,260.00	30.73%	\$2,840.00	\$63.00
	Hangers and Suppors for Electrical Systems Labor	\$8,100.00	\$1,610.00	\$810.00		\$2,420.00	29.88%	\$5,680.00	\$121.00
	Raceways & Boxes for Electrical Systems Material	\$21,400.00	\$8,280.00	\$2,140.00		\$10,420.00	48.69%	\$10,980.00	\$521.00
	Raceways & Boxes for Electrical Systems Labor	\$38,700.00	\$11,610.00	\$3,870.00		\$15,480.00	40.00%	\$23,220.00	\$774.00
	Identification for Electrical Systems Material	\$750.00	\$210.00			\$210.00	28.00%	\$540.00	\$10.50
	Identification for Electrical Systems Labor	\$750.00	\$75.00	\$75.00		\$150.00	20.00%	\$600.00	\$7.50
	Panelboards Material	\$11,400.00	\$1,140.00			\$1,140.00	10.00%	\$10,260.00	\$57.00
	Panelboards Labor	\$9,100.00	\$910.00	\$910.00		\$1,820.00	20.00%	\$7,280.00	\$91.00
	Wiring Devices Material	\$7,800.00					0.00%	\$7,800.00	
	Wiring Devices Labor	\$7,100.00					0.00%	\$7,100.00	
		\$0.00					#DIV/0!		
	Sub Total	\$273,244.00	\$32,379.00	\$9,236.00		\$41,615.00	15.23%	\$231,629.00	\$2,080.75
							#DIV/0!		

AIA Document G702, APPLICATION AND CERTIFICATION FOR PAYMENT, containing Contractor's signed certification is attached.

APPLICATION NO:
APPLICATION DATE:

In tabulations below, amounts are stated to the nearest dollar.

PERIOD TO:

Use Column I on Contracts where variable retainage for line items may apply.

ARCHITECT'S PROJECT NO:

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G TOTAL COMPLETED AND STORED TO DATE (D+E+F)		H BALANCE TO FINISH (C - G)	I RETAINAGE
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD		% (G + C)			
	Electrical								
	Motor & Service Disconnects Material	\$4,210.00	\$420.00			\$420.00	9.98%	\$3,790.00	\$21.00
	Motor & Service Disconnects Labor	\$3,850.00	\$385.00			\$385.00	10.00%	\$3,465.00	\$19.25
	Enclosed Switches & Circuit Breakers Material	\$1,850.00	\$185.00	\$185.00		\$370.00	20.00%	\$1,480.00	\$18.50
	Enclosed Switches & Circuit Breakers Labor	\$1,850.00	\$185.00	\$185.00		\$370.00	20.00%	\$1,480.00	\$18.50
	Enclosed Controllers Material	\$3,420.00	\$342.00			\$342.00	10.00%	\$3,078.00	\$17.10
	Enclosed Controllers Labor	\$2,895.00	\$289.00			\$289.00	9.98%	\$2,606.00	\$14.45
	Variable-Frequency Motor Controllers Material	\$650.00					0.00%	\$650.00	
	Variable-Frequency Motor Controllers Labor	\$650.00					0.00%	\$650.00	
	Engine Generators Material	\$19,500.00	\$1,360.00			\$1,360.00	6.97%	\$18,140.00	\$68.00
	Engine Generators Labor	\$6,100.00	\$610.00			\$610.00	10.00%	\$5,490.00	\$30.50
	Transfer Switches Material	\$2,540.00					0.00%	\$2,540.00	
	Transfer Switches Labor	\$850.00					0.00%	\$850.00	
	Surge Protective Devices for Low Voltage Ele. Pwr Circuits Mat	\$750.00					0.00%	\$750.00	
	Surge Protective Devices for Low Voltage Ele. Pwr Circuits Lab	\$750.00					0.00%	\$750.00	
	Lighting Material	\$39,751.00			\$38,033.18	\$38,033.18	95.68%	\$1,717.82	\$1,901.66
	Lighting Labor	\$9,580.00					0.00%	\$9,580.00	
	Telecommunications General Provisions Material	\$50.00					0.00%	\$50.00	
	Telecommunications General Provisions Labor	\$50.00					0.00%	\$50.00	
	Telecommunications Grounding & Bonding Material	\$50.00					0.00%	\$50.00	
	Telecommunications Grounding & Bonding Labor	\$50.00					0.00%	\$50.00	
	Telecommunications Cabling & Equipment Material	\$50.00					0.00%	\$50.00	
	Telecommunications Cabling & Equipment Labor	\$50.00					0.00%	\$50.00	
	Telecommunications Testing & Documentation Material	\$50.00					0.00%	\$50.00	
	Telecommunications Testing & Documentation Labor	\$50.00					0.00%	\$50.00	
	Paging System Material	\$3,420.00					0.00%	\$3,420.00	
	Paging System Labor	\$1,800.00					0.00%	\$1,800.00	
	Electronic Safety and Security General provisions Material	\$1,200.00					0.00%	\$1,200.00	
	Electronic Safety and Security General provisions Labor	\$1,200.00					0.00%	\$1,200.00	
	Fire Alarm & Detection System (Addressable) Material	\$4,120.00					0.00%	\$4,120.00	
	Fire Alarm & Detection System (Addressable) Labor	\$1,700.00					0.00%	\$1,700.00	
	Access Control System Material	\$16,700.00					0.00%	\$16,700.00	
	Access Control System Labor	\$9,500.00					0.00%	\$9,500.00	
		\$0.00					#DIV/0!		
							#DIV/0!		
	Sub Total	\$139,236.00	\$3,776.00	\$370.00	\$38,033.18	\$42,179.18	30.29%	\$97,056.82	\$2,108.96
	GRAND TOTALS	2,802,983.00	651,194.74	263,879.86	60,833.18	1,017,522.78	36.30%	1,553,831.22	50,876.14

EVIDENCE OF PROPERTY INSURANCE

THIS EVIDENCE OF PROPERTY INSURANCE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE ADDITIONAL INTEREST NAMED BELOW. THIS EVIDENCE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS EVIDENCE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE ADDITIONAL INTEREST.

AGENCY PHONE (A/C. No. Ext.: (563) 242-4000)
The Insurance Group
 1050 N 18th St.

Clinton IA 52732

FAX (A/C. No.): (563) 242-4973 EMAIL ADDRESS: **mdeterman@theinsgroup.or**

CODE: 142108 SUB CODE:

AGENCY CUSTOMER ID #: 00009678
 INSURED

COMPANY
Westfield Insurance Co
 One Park Circle
 P O Box 5001
WESTFIELD CENTER OH 44251

LOAN NUMBER POLICY NUMBER
CWP3668928

Clausen Hardware Co
 122 S 4th Street
 Clinton IA 52732

EFFECTIVE DATE 2/16/2016 EXPIRATION DATE 2/16/2017 CONTINUED UNTIL TERMINATED IF CHECKED
 THIS REPLACES PRIOR EVIDENCE DATED:

PROPERTY INFORMATION

LOCATION/DESCRIPTION
 Loc# 00001
 120-122 S 4th Street
 Clinton, IA 52732

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS EVIDENCE OF PROPERTY INSURANCE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

COVERAGE INFORMATION

COVERAGE / PERILS / FORMS	AMOUNT OF INSURANCE	DEDUCTIBLE
Business Personal Property, Replacement Cost, Special form	16,500	

REMARKS (Including Special Conditions)

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

ADDITIONAL INTEREST

City of Oskaloosa
 220 S Market St
 Oskaloosa, IA 52577

MORTGAGEE	ADDITIONAL INSURED
LOSS PAYEE	
LOAN #	
AUTHORIZED REPRESENTATIVE	
Mike Determan/ASHLEE	



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
8/23/2016

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Shomo-Madsen-Woythaler Insurance 1802 S 12th Ave. W Newton IA 50208	CONTACT Employee DEFREP NAME: PHONE (A/C, No. Ext): (641) 275-9041 FAX (A/C, No.): (641) 792-9100 E-MAIL ADDRESS: INSURER(S) AFFORDING COVERAGE INSURER A: United Fire & Casualty INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	NAIC # 13021
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COVERAGES CERTIFICATE NUMBER: CL1672202123 REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDITIONAL SUBROGATION (INDS) (LWVD)	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER: AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS <input checked="" type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 10,000		60417450	8/1/2016	8/1/2017	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 Liquor Liability Exclusion \$ COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ Underinsured motorist \$ 1,000,000 EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		60417450	8/1/2016	8/1/2017	PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000 Limit 1,500,000
A	Installation Floater		60417450	8/1/2016	8/1/2017	Limit 1,500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Re: 1261 Oskaloosa Fire Deepartment Renovation and Expansion

For materials stored at Van Maanen Electric warehouse in Newton, Iowa totaling \$18,536.42

CERTIFICATE HOLDER

CANCELLATION

DDVI Inc.
P.O. Box 743
Indianola, IA 50125

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Cindy Britton/CB

Invoice

CEED CONSOLIDATED ELECTRICAL DISTRIBUTORS, INC.

C.E.D., INC.
1901 E. UNIVERSITY AVE.
DES MOINES, IA 50316

T: 5152656121 F: 5152658126

INVOICE NO. 1884-780475	INVOICE DATE 08/08/2016
PLEASE SHOW INVOICE NO. AND REMIT TO: P.O. BOX 978 COLUMBIA, MO 65205	

SOLD TO:

VAN MAANEN ELECTRIC INC
627 N 19TH AVE
NEWTON, IA 50208

SHIP TO:

VAN MAANEN ELECTRIC INC
627 N 19TH AVE
NEWTON, IA 50208

ACCOUNT #/NAME		JOB NAME		CUSTOMER ORDER NO.				
D9-69828 OSKALOOSA FIRE DEPARTMENT		OSKALOOSA FIRE DEPT		OSKALOOSA FD REBID				
SALESPERSON		SHIPPING INFORMATION		SHIP VIA				
1014 MJM		PREPAID		UPS				
QTY ORDERED	PRODUCT CODE	DESCRIPTION	QTY SHIPPED	PRICE	PER	DISC.	EXTENSION	SHIP DATE
2	SHIPPER TRACKING NBR: 1Z3501210379113497 TYPE/DESIGNATION: LSA MCGRA 1ST-E01-LED-120-BL3-	BZ-P-CWB	2	785.48	E		1570.96	0.0
<small>TITLE TO MERCHANDISE PASSES AT POINT OF SHIPMENT. CLAIMS FOR SHORT OR DAMAGED MERCHANDISE SHOULD BE MADE TO CARRIER. MERCHANDISE RETURNED WITHOUT OUR CONSENT WILL NOT BE ACCEPTED. A RESTOCKING CHARGE WILL BE MADE ON RETURNED GOODS UNLESS DEFECTIVE OR THRU ERROR ON OUR PART. A SERVICE CHARGE OF 1.5% PER MONTH, BUT NOT TO EXCEED THE HIGHEST AMOUNT ALLOWED BY CONTRACT IN THIS STATE, WILL BE MADE ON ALL PAST DUE ACCOUNTS. THIS SALE IS SUBJECT TO OUR TERMS LOCATED AT SALES.OUR-TERMS.COM, WHICH WE MAY CHANGE FROM TIME TO TIME WITHOUT PRIOR NOTICE.</small>		<small>CODE TO ADVISE YOU PROMPTLY CONCERNING YOUR ORDER. THIS CODE IS USED ON OUR INVOICES. B - BACK ORDERED. WILL SHIP AS SOON AS RECEIVED UNLESS INSTRUCTED TO CANCEL. C - CANCELLED. NOT IN STOCK. UNABLE TO PURCHASE LOCALLY.</small>		<small>NET PAYMENT IS DUE BY THE 15TH OF THE MONTH FOLLOWING PURCHASE</small>		<small>MERCHANDISE</small>		1570.96
				<small>SALES TAX</small>		7.00000		1570.96
				<small>SHIPPING CHARGE</small>		0.00		1570.96
				<small>TOTAL DUE</small>				1570.96



CONSOLIDATED ELECTRICAL DISTRIBUTORS, INC.

C.E.D., INC.
1901 E. UNIVERSITY AVE.
DES MOINES, IA 50316

T: 51526658121 F: 51526658126

Invoice

INVOICE NO. 1884-780303	INVOICE DATE 08/03/2016
PLEASE SHOW INVOICE NO. AND REMIT TO: P.O. BOX 978 COLUMBIA, MO 65205	

SOLD TO:

VAN MAANEN ELECTRIC INC
627 N 19TH AVE
NEWTON, IA 50208

SHIP TO:

VAN MAANEN ELECTRIC INC
627 N 19TH AVE
NEWTON, IA 50208

ACCOUNT #/NAME		JOB NAME		CUSTOMER ORDER NO.					
D9-69828 OSKALOOSA FIRE DEPARTMENT		OSKALOOSA FIRE DEPT		OSKALOOSA FD REBID					
SALESPERSON			SHIPPING INFORMATION						
1014 MJM			PREPAID UPS						
QTY ORDERED	PRODUCT CODE	DESCRIPTION	CODE	QTY SHIPPED	PRICE	PER	DISC.	EXTENSION	SHIP DATE
2	FAISA HVSL12-4-LD4-1STD-35	-UNV-O-EDC1	E	2	254.60	E		509.20	0.0
<small>TITLE TO MERCHANDISE PASSES AT POINT OF SHIPMENT. CLAIMS FOR SHORT OR DAMAGED MERCHANDISE SHOULD BE MADE TO CARRIER.</small> <small>MERCHANDISE RETURNED WITHOUT OUR CONSENT WILL NOT BE ACCEPTED. A RESTOCKING CHARGE WILL BE MADE ON RETURNED GOODS UNLESS DEFECTIVE OR THROUGH ERROR ON OUR PART.</small> <small>A SERVICE CHARGE OF 15% PER MONTH, BUT NOT TO EXCEED THE HIGHEST AMOUNT LAWFULLY ALLOWED BY CONTRACT IN THIS STATE, WILL BE MADE ON ALL PAST DUES/ACCOUNTS.</small> <small>THIS SALE IS SUBJECT TO OUR TERMS LOCATED AT SALES.OUR-TERMS.COM, WHICH WE MAY CHANGE FROM TIME TO TIME WITHOUT PRIOR NOTICE.</small>			<small>CODE TO ADVISE YOU PROMPTLY CONCERNING YOUR ORDER.</small> <small>BACK ORDERED. WILL SHIP AS SOON AS RECEIVED UNLESS INSTRUCTED TO CANCEL.</small> <small>C - CANCELLED. NOT IN STOCK. UNABLE TO PURCHASE LOCALLY.</small>			MERCHANDISE 509.20 SALES TAX 7.00000 SHIPPING CHARGE 0.00		TOTAL DUE <input checked="" type="checkbox"/> 544.84	

Invoice



C.E.D., INC.
1901 E. UNIVERSITY AVE.
DES MOINES, IA 50316

T: 5152658121 F: 5152658126

INVOICE NO.	INVOICE DATE
1884-780163	08/01/2016
PLEASE SHOW INVOICE NO. AND REMIT TO:	
P.O. BOX 978 COLUMBIA, MO 65205	

SOLD TO:

VAN MAANEN ELECTRIC INC
627 N 19TH AVE
NEWTON, IA 50208

SHIP TO:

VAN MAANEN ELECTRIC INC
627 N 19TH AVE
NEWTON, IA 50208

ACCOUNT #/NAME		JOB NAME		CUSTOMER ORDER NO.	
D9-69828 OSKALOOSA FIRE DEPARTMENT		OSKALOOSA FIRE DEPT		OSKALOOSA FD REBID	
SALESPERSON		SHIPPING INFORMATION		SHIP VIA	
1014 MJM		PREPAID		UPS	
QTY ORDERED	PRODUCT CODE	DESCRIPTION	QTY SHIPPED	PRICE	P E R
					DISC. EXTENSION
2	SHIPPER TRACKING NBR: 3929980098 TYPE/DESIGNATION: LSB MCGRA GLEON-AE-03-LED-120-		2	790.90	E
				1581.80	0.0
<small>TITLE TO MERCHANDISE PASSES AT POINT OF SHIPMENT. CLAIMS FOR SHORT OR DAMAGED MERCHANDISE SHOULD BE MADE TO CARRIER. MERCHANDISE RETURNED WITHOUT OUR CONSENT WILL NOT BE ACCEPTED. A RESTOCKING CHARGE WILL BE MADE ON RETURNED GOODS UNLESS DEFECTIVE OR THRU ERROR ON OUR PART. A SERVICE CHARGE OF 1.5% PER MONTH, BUT NOT TO EXCEED THE HIGHEST AMOUNT LAWFULLY ALLOWED BY CONTRACT IN THIS STATE, WILL BE MADE ON ALL PAST DUE ACCOUNTS. THIS SALE IS SUBJECT TO OUR TERMS LOCATED AT SALES.OUR-TERMS.COM, WHICH WE MAY CHANGE FROM TIME TO TIME WITHOUT PRIOR NOTICE.</small>		<small>CODE: TO ADVISE YOU PROMPTLY CONCERNING YOUR ORDER. B - BACK ORDERED. WILL SHIP AS SOON AS RECEIVED UNLESS INSTRUCTED TO CANCEL. C - CANCELLED. NOT IN STOCK. UNABLE TO PURCHASE LOCALLY.</small>		MERCHANDISE SALES TAX 7.0000 SHIPPING CHARGE 0.00 TOTAL DUE	

Invoice



C.E.D., INC.
1901 E. UNIVERSITY AVE.
DES MOINES, IA 50316

T: 5152658121 F: 5152658126

INVOICE NO.	INVOICE DATE
1884-780162	08/01/2016
PLEASE SHOW INVOICE NO. AND REMIT TO:	
P. O. BOX 978 COLUMBIA, MO 65205	

SOLD TO:

VAN MAANEN ELECTRIC INC
627 N 19TH AVE
NEWTON, IA 50208

SHIP TO:

VAN MAANEN ELECTRIC INC
627 N 19TH AVE
NEWTON, IA 50208

ACCOUNT #/NAME		JOB NAME		CUSTOMER ORDER NO.					
D9-69828 OSKALOOSA FIRE DEPARTMENT		OSKALOOSA FIRE DEPT		OSKALOOSA FD REBID					
SALESPERSON		SHIPPING INFORMATION		SHIP VIA					
1014 MJM		PREPAY & CHARGE		YRC					
QTY ORDERED	PRODUCT CODE	DESCRIPTION	C O D E	QTY SHIPPED	PRICE	P E R	DISC.	EXTENSION	C / D
	SHIPPER TRACKING NBR: 564357463-4								
2	PRUDE P40-LED35-HO-2'-TMW- TYPE/DESIGNATION: LH	SAL-D1-SC-UNV-WB-ND		2	409.53	E		819.06	0.0
5	PRUDE P40-LED35-HO-8'-TMW- TYPE/DESIGNATION: LN	SAL-D1-SC-UNV--SUR-X3-DM10		5	671.72	E		3358.60	0.0
1	PRUDE SHIPPING & HANDLING			1	110.42	E		110.42	0.0
<small>TITLE TO MERCHANDISE PASSES AT POINT OF SHIPMENT. CLAIMS FOR SHORT OR DAMAGED MERCHANDISE SHOULD BE MADE TO CARRIER. MERCHANDISE RETURNED WITHOUT OUR CONSENT WILL NOT BE ACCEPTED. A RESTOCKING CHARGE WILL BE MADE ON RETURNED GOODS UNLESS DEFECTIVE OR THRU ERROR ON OUR PART. A SERVICE CHARGE OF 1.5% PER MONTH, BUT NOT TO EXCEED THE HIGHEST AMOUNT LAWFULLY ALLOWED BY CONTRACT IN THIS STATE, WILL BE MADE ON ALL PAST DUE ACCOUNTS. THIS SALE IS SUBJECT TO OUR TERMS LOCATED AT SALES.OUR-TERMS.COM, WHICH WE MAY CHANGE FROM TIME TO TIME WITHOUT PRIOR NOTICE.</small>									
								4288.08	
								7.0000	
								TOTAL DUE	

CODE TO ADVISE YOU REPORTLY CONCERNING YOUR ORDER.
B - BACK ORDERED. WILL SHIP AS SOON AS RECEIVED UNLESS INSTRUCTED TO CANCEL.
C - CANCELLED. NOT IN STOCK. UNABLE TO PURCHASE LOCALLY.

NET PAYMENT IS DUE BY THE 15TH OF THE MONTH FOLLOWING PURCHASE

NET PAYMENT IS DUE BY THE 15TH OF THE MONTH FOLLOWING PURCHASE

NET PAYMENT IS DUE BY THE 15TH OF THE MONTH FOLLOWING PURCHASE

NET PAYMENT IS DUE BY THE 15TH OF THE MONTH FOLLOWING PURCHASE

Invoice



C.E.D., INC.
1901 E. UNIVERSITY AVE.
DES MOINES, IA 50316

T: 5152658121 F: 5152658126

INVOICE NO.	INVOICE DATE
1884-779671	07/27/2016
PLEASE SHOW INVOICE NO. AND REMIT TO:	
P.O. BOX 978 COLUMBIA, MO 65205	

SOLD TO:

VAN MAANEN ELECTRIC INC
627 N 19TH AVE
NEWTON, IA 50208

SHIP TO:

VAN MAANEN ELECTRIC INC
627 N 19TH AVE
NEWTON, IA 50208

ACCOUNT #/NAME		JOB NAME		CUSTOMER ORDER NO.					
D9-69828 OSKALOOSA FIRE DEPARTMENT		OSKALOOSA FD REBID		OSKALOOSA FD REBID					
SALESPERSON		SHIPPING INFORMATION		SHIP VIA					
1014 MJM		PREPAID		DAYTON FRT					
QTY ORDERED	PRODUCT CODE	DESCRIPTION	CODE	QTY SHIPPED	PRICE	PER	DISC.	EXTENSION	SHIP DATE
2	BIGAS BASIC 6 - 10'		E	2	4550.38	E		9100.76	07/19/2016
<small> TITLE TO MERCHANDISE PASSES AT POINT OF SHIPMENT. CLAIMS FOR SHORT OR DAMAGED MERCHANDISE SHOULD BE MADE TO CARRIER. MERCHANDISE RETURNED WITHOUT OUR CONSENT WILL NOT BE ACCEPTED. A RESTOCKING CHARGE WILL BE MADE ON RETURNED GOODS UNLESS DEFECTIVE OR THRU ERROR ON OUR PART. A SERVICE CHARGE OF 15% PER MONTH, BUT NOT TO EXCEED THE HIGHEST AMOUNT LAWFULLY ALLOWED BY CONTRACT IN THIS STATE, WILL BE MADE ON ALL PAST DUE ACCOUNTS. THIS SALE IS SUBJECT TO OUR TERMS LOCATED AT SALES.OUR-TERMS.COM, WHICH WE MAY CHANGE FROM TIME TO TIME WITHOUT PRIOR NOTICE. </small>									
								<small> CODE TO ADVISE YOU PROMPTLY CONCERNING YOUR ORDER. B - BACK ORDERED. WILL SHIP AS SOON AS RECEIVED UNLESS INSTRUCTED TO CANCEL. C - CANCELLED. NOT IN STOCK. UNABLE TO PURCHASE LOCALLY. </small>	
								MERCHANDISE	
								SALES TAX	
								SHIPPING CHARGE	
								TOTAL DUE	

9100.76

637.05

0.00

9,737.81

NET PAYMENT IS DUE BY THE 15TH OF THE MONTH FOLLOWING PURCHASE



City Council Communication

Meeting Date: October 3, 2016

Requested By: Public Works Dept.

Item Title: CONSENT AGENDA

Consider approval of payment of \$26,591.00 (Pay Request No. 1) to Popson Construction for work completed on the 2017 Storm Sewer Intake Repairs Project.

Explanation:

Staff has prepared Pay Request No. 1 for the 2017 Storm Sewer Intake Repairs Project for \$26,591.00 to Popson Construction. The items associated with this payment include curb and gutter, concrete pavement, sidewalk and ramps, complete intake rebuilds, and intake top/cover rebuilds for 6 storm sewer intakes. The total cost breakdown to date is as follows:

<u>Summary of Contract:</u>	<u>Total Amounts:</u>	<u>Council Approval Date:</u>
Original Quote	\$44,075.00	July 5, 2016
Total Contract	\$44,075.00	

<u>Summary of Pay Requests:</u>	<u>Total Amounts:</u>	<u>Council Approval Date:</u>
Pay Request No. 1*	\$26,591.00*	October 3, 2016

Total Amount Paid: \$26,591.00*

*Applies only if Pay Request No. 1 is approved by City Council on October 3, 2016.

Recommended Action:

Staff recommends that the City Council approve the payment of \$26,591.00 to Popson Construction for work completed on the 2017 Storm Sewer Intake Repairs Project.

Budget Consideration:

\$26,591.00 from the Annual Intake Maintenance Fund.

Attachments:

Pay Request No. 1

Pay Request No. 1
 2017 Storm Sewer Intake Repairs Project

Date: 9-23-16
 Contractor: Popson Construction

			Council Approved 7-5-16		Pay Request No. 1			
No.	Item	Unit Price	Contract Quantity		Schedule of Values	%	Qty.	\$ Amount
1	PCC Curb & Gutter, 8" Thick	\$38.00	150	LF	\$5,700.00	75%	112	\$4,256.00
2	PCC Pavement, 8" Thick	\$60.00	150	SY	\$9,000.00	37%	55	\$3,300.00
3	PCC Sidewalk & Ramps, 4"/6" Thick	\$47.50	50	SY	\$2,375.00	12%	6	\$285.00
4	Complete Storm Sewer Intake Rebuild	\$3,000.00	7	EA	\$21,000.00	75%	5.25	\$15,750.00
5	Storm Sewer Intake Top/Cover Rebuild	\$1,000.00	5	EA	\$5,000.00	40%	2	\$2,000.00
6	Performance Bond	\$1,000.00	1	LS	\$1,000.00	100%	1	\$1,000.00
PROJECT TOTAL:					\$44,075.00	TOTAL PAYMENT DUE:		\$26,591.00

REQUESTED:

RECOMMENDED:

APPROVED:

Popson Construction

City of Oskaloosa

City of Oskaloosa

Contractor

Engineer

Owner

Signature

Signature

Signature

Printed Name

Printed Name

Printed Name

Date: _____

Date: _____

Date: _____



City Council Communication
 Meeting Date: October 3, 2016
 Requested By: Public Works Department

Item Title: CONSENT AGENDA

Consider approval of final payment of \$5,166.22 (Pay Request No. 6) to C. L. Carroll Co., Inc. for completion of the upgrades to the Southwest Wastewater Treatment Plant digester.

Explanation:

The City of Oskaloosa has received Pay Request No. 6 (final) in the amount of \$5,166.22 with retainage in the amount of \$1,413.81 from C. L. Carroll Co., Inc. for work completed on the Southwest Wastewater Treatment Plant digester. This is the final pay application and it reflects all work completed as of Monday, September 19, 2016, for a total of \$47,127.00 minus retainage of \$1,413.81 and previous payments of \$40,546.97. The items on this pay application are for various valve and pipe upgrades to the digester.

<u>Summary of Contract:</u>	<u>Total Amounts:</u>	<u>Council Approval Date:</u>
Original Quotes	\$23,535.00	November 2, 2015
Revised Quotes	\$46,327.00	January 4, 2016
Change Order No. 1**	\$800.00	September 29, 2016
Total Contract	\$47,127.00	
Approved amount with contingency	\$50,960.00	January 4, 2016

**Change Orders within the contingency amount require City Manager approval.

<u>Summary of Pay Requests:</u>	<u>Total Amounts:</u>	<u>Council Approval Date:</u>
Pay Request No. 1	\$ 8,302.00	April, 2015
Pay Request No. 2	\$ 1,124.00	January 4, 2016
Pay Request No. 3	\$ 5,975.50	January 4, 2016
Pay Request No. 4	\$ 6,148.02	June 6, 2016
Pay Request No. 5	\$18,997.45	July 5, 2016
Pay Request No. 6	\$ 5,166.22*	October 3, 2016*

Total Amount Paid:	\$45,713.19*
Retainage:	\$ 1,413.81*
Total Amount Remaining from Approved Contract:	\$ 0.00*

*Applies only if Pay Request No. 6 (final) is approved by City Council on October 3, 2016.

Recommended Action:

Staff recommends approving the final pay request in the amount of \$5,166.22.

Budget Consideration:

There was a budgeted amount of \$150,000 (CIP#8015-110) in FY 2016 (previous fiscal year). However, the project was not completed in FY 2016, so the budget will need to be amended in FY 2017 (current fiscal year) to reflect the actual expenses.

Digester Upgrade	FY2015	FY2016	FY2017	Total
CL Carroll	\$8,302.00	\$32,244.97	\$6,580.03	\$47,127.00
Vessco	\$0.00	\$48,936.00	\$10,599.00	\$59,535.00
Total	\$8,302.00	\$81,180.97	\$17,179.03	\$106,662.00

Attachments:

Pay Application No. 6. and Change Order No. 1

APPLICATION AND CERTIFICATE FOR PAYMENT

CONSTRUCTION MANAGER
ADVISER EDITION

PAGE 1 OF 3

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

PROJECT: Oskaloosa Digester Repair

APPLICATION NO: 06
PERIOD TO: 9/19/16
PROJECT NO: Osky
ARCH PROJ NO:
CONTRACT DATE:
APPLICATION DATE: 9/19/16
INVOICE NO: 06

Distribution To:
 OWNER
 ARCHITECT
 CONTRACTOR
 CONSTR. MNGR.

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

VIA CM:

ARCHITECT: City of Oskaloosa

CONTRACT FOR: General Construction

CONTRACTOR'S APPLICATION FOR PAYMENT

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

ORIGINAL CONTRACT SUM.....	\$	<u>46,327.00</u>
NET CHANGE BY CHANGE ORDERS	\$	<u>800.00</u>
CONTRACT SUM TO DATE	\$	<u>47,127.00</u>
TOTAL COMPLETED AND STORED TO DATE	\$	<u>47,127.00</u>

RETAINAGE:

3% OF COMPLETED WORK \$ 1,413.81

3% OF STORED MATERIAL \$ 0.00

TOTAL RETAINAGE	\$	<u>1,413.81</u>
TOTAL EARNED LESS RETAINAGE	\$	<u>45,713.19</u>
LESS OWNER DIRECT PAYMENT BY PURCHASE ORDER	\$	<u>0.00</u>
LESS PREVIOUS CERTIFICATES FOR PAYMENT	\$	<u>40,546.97</u>
CURRENT PAYMENT DUE	\$	<u>5,166.22</u>
BALANCE TO FINISH INCLUDING RETAINAGE	\$	<u>1,413.81</u>

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

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

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

CONTRACTOR: C. L. Carroll Company, Inc.

By: Jon Rissman Date: September 19, 2016

State of: Iowa

County of: Polk

Subscribed and sworn to before
me this September 19, 2016

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

CERTIFICATE FOR PAYMENT

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

AMOUNT CERTIFIED \$ _____

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

CONSTRUCTION MANAGER:

By: _____ Date: _____

ARCHITECT: City of Oskaloosa

By: _____ Date: _____

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

PROJECT: Oskaloosa Digester Repair

PAGE NO: 2 OF: 3

APPLICATION NUMBER: 06

APPLICATION DATE: 9/19/16

CONTRACT FOR: General Construction

CONTRACTOR'S PROJECT NO: Osky

ARCHITECT'S PROJECT NO:

PERIOD FROM: 6/10/16 TO: 9/19/16

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D E F WORK COMPLETED			G TOTAL COMPLETE AND STORED TO DATE (D+E+F)		H BALANCE TO FINISH (C-G)	I RETAINAGE
			D PREVIOUS APPLICATIONS	E THIS APPLICATION		G %	G/C		
				F WORK IN PLACE	F STORED MATERIALS				
01	Purchase 2-4" SS Plug Valves	9,400.00	9,400.00	0.00	0.00	9,400.00	100%	0.00	282.00
02	Purchase 1- 3" Varec Safty	1,600.00	1,124.00	476.00		1,600.00	100%	0.00	48.00
03	Install 3 Valves above	9,100.00	6,000.00	3,100.00		9,100.00	100%	0.00	273.00
04	Sheet 4/33	8,982.00	8,982.00			8,982.00	100%	0.00	269.46
05	Sheet 7/33	2,790.00	2,790.00			2,790.00	100%	0.00	83.70
06	Sheet 8/33	2,850.00	2,850.00			2,850.00	100%	0.00	85.50
07	Sheet 9/33	950.00		950.00		950.00	100%	0.00	28.50
08	Sheet 7/33 - 2016	835.00	835.00			835.00	100%	0.00	25.05
09	Sheet 6/33 - 2016	1,230.00	1,230.00			1,230.00	100%	0.00	36.90
10	Sheet 10/33 - 2016	8,590.00	8,590.00			8,590.00	100%	0.00	257.70
Contract Page 2 Totals		\$46,327.00	\$41,801.00	\$4,526.00	\$0.00	\$46,327.00	100%	\$0.00	\$1,389.81

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

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

PAGE NO: 3 OF: 3
 APPLICATION NUMBER: 06
 APPLICATION DATE: 9/19/16
 PERIOD FROM: 6/10/16 TO: 9/19/16

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D E F WORK COMPLETED			G		H BALANCE TO FINISH (C-G)	I RETAINAGE
			D PREVIOUS APPLICATIONS	E THIS APPLICATION		TOTAL COMPLETE AND STORED TO DATE (D+E+F)	% G/C		
				E WORK IN PLACE	F STORED MATERIALS				
01	Change Order 01	800.00	0.00	800.00	0.00	800.00	100%	0.00	24.00
	Page 3 C. O. Totals	\$800.00	\$0.00	\$800.00	\$0.00	\$800.00	100%	\$0.00	\$24.00
	Change Order Grand Totals	\$800.00	\$0.00	\$800.00	\$0.00	\$800.00	100%	\$0.00	\$24.00
	Original Contract Totals	46,327.00	41,801.00	4,526.00	0.00	46,327.00	100%	0.00	1,389.81
	Project Grand Totals	\$47,127.00	\$41,801.00	\$5,326.00	\$0.00	\$47,127.00	100%	\$0.00	\$1,413.81

CHANGE ORDER NO. 1

OWNER: City of Oskaloosa
 CONTRACTOR: CL CARROLL CO INC.
 PROJECT: DIGESTER UPGRADE
 OWNER'S PROJECT NO. _____

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

Description:

CL Carroll inspected the digester to find the check valve (item 7/33) and sediment trap (item 8/33) to be defective. These parts will need to be replaced to bring the digester into full operation

Reason for Change Order:

The check valve and sediment trap will be purchased, from Vessco Inc., and installed, by CL Carroll Co. Inc., to bring the digester into full operation. CL Carroll Co. Inc. will be installing these parts for an additional cost of \$800.00.

Attachments: *(List documents supporting change and justifying cost and time)*

CHANGE IN CONTRACT PRICE:	CHANGE IN CONTRACT TIMES:
Original Contract Price: <u>\$46,327.00</u>	Original Contract Times: <u>_____</u> <i>(calendar days or dates)</i>
Net Increase (decrease) from previous Change Order No.'s <u>-</u> to <u>-</u> : <u>\$0.00</u>	Net changes from previous Change Orders No.'s <u>_____</u> to <u>_____</u> : <u>_____</u> <i>(calendar days)</i>
Contract Price prior to this Change Order: <u>\$46,327.00</u>	Contract Times prior to this Change Order: <u>_____</u> <i>(calendar days or dates)</i>
Net Increase (decrease) of this Change Order: <u>\$800.00</u>	Net Increase (decrease) of this Change Order: <u>_____</u> <i>(calendar days)</i>
Contract Price with all Approved Change Orders: <u>\$47,127.00</u>	Contract Times with all Approved Change Orders: <u>_____</u> <i>(calendar days or dates)</i>

RECOMMENDED :

City of Oskaloosa
 Engineer

 Signature

Akhilesh Pal
 Name

Date: _____

APPROVED :

City of Oskaloosa
 Owner

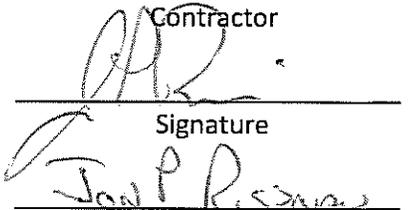
 Signature

Michael Schrock Jr.
 Name

Date: _____

ACCEPTED:

CL Carroll Co. Inc.
 Contractor


 Signature

Joseph Resman
 Name

Date: 7/12/16



City Council Communication

Meeting Date: October 3, 2016

Requested By: Public Works Department

Item Title: CONSENT AGENDA

Consider a resolution accepting completion of the upgrades for the Southwest Wastewater Treatment Plant digester and approval to release the retainage amount of \$1,413.81.

Explanation:

C. L. Carroll Co., Inc. has completed the upgrades for the Southwest Wastewater Treatment Plant digester. The scope of the work included replacing several blocked pipes and dysfunctional valves, crane operations, and labor. The final contract amount for this project is \$47,127.00 and with City Council approval, this project will be accepted as complete. The retainage, in the amount of \$1,413.81, will only be released to the contractor 30 days after project acceptance if no claims have been filed against the project.

<u>Summary of Contract:</u>	<u>Total Amounts:</u>	<u>Council Approval Date:</u>
Original Quotes	\$23,535.00	November 2, 2015
Revised Quotes	\$46,327.00	January 4, 2016
Change Order No. 1**	\$800.00	September 29, 2016
Total Contract	\$47,127.00	
Approved amount with contingency	\$50,960.00	January 4, 2016

**Change Orders within the contingency amount require City Manager approval.

<u>Summary of Pay Requests:</u>	<u>Total Amounts:</u>	<u>Council Approval Date:</u>
Pay Request No. 1	\$ 8,302.00	April, 2015
Pay Request No. 2	\$ 1,124.00	January 4, 2016
Pay Request No. 3	\$ 5,975.50	January 4, 2016
Pay Request No. 4	\$ 6,148.02	June 6, 2016
Pay Request No. 5	\$18,997.45	July 5, 2016
Pay Request No. 6	\$ 5,166.22*	October 3, 2016*

Total Amount Paid:	\$45,713.19*
Retainage:	\$ 1,413.81*
Total Amount Remaining from Approved Contract:	\$ 0.00*

*Applies only if Pay Request No. 6 (final) is approved by City Council on October 3, 2016.

Recommended Action:

Approve the resolution to accept the completion of this project and approve releasing the retainage amount of \$1,413.81 30 days after approval.

Budget Consideration:

There was a budgeted amount of \$150,000 (CIP#8015-110) in FY 2016 (previous fiscal year). However, the project was not completed in FY 2016, so the budget will need to be amended in FY 2017 (current fiscal year) to reflect the actual expenses.

Digester Upgrade	FY2015	FY2016	FY2017	Total
CL Carroll	\$8,302.00	\$32,244.97	\$6,580.03	\$47,127.00
Vessco	\$0.00	\$48,936.00	\$10,599.00	\$59,535.00
Total	\$8,302.00	\$81,180.97	\$17,179.03	\$106,662.00

Attachments:

Final Acceptance Resolution

RESOLUTION NO. _____

**RESOLUTION ACCEPTING THE WORK OF C. L. CARROLL CO. FOR THE SOUTHWEST
WASTEWATER TREATMENT PLANT DIGESTER UPGRADES**

WHEREAS, the City of Oskaloosa, Iowa entered into an agreement with C. L. Carroll Co. for the Southwest Wastewater Treatment Plant digester upgrades (will be known as the "Project"); and

WHEREAS, the work has been duly completed on this project in compliance with the plans and specifications; and

WHEREAS, during the course of the project, as certain features were uncovered and inspected, changes to the project scope were required to adjust field quantities; and

WHEREAS, these changes resulted in a final contract price of \$47,127.00; and

WHEREAS, the scope of the project included replacing several blocked pipes and dysfunctional valves, crane operations, and labor for the Southwest Wastewater Treatment Plant digester.

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

Section 1. That it is hereby found and determined that the work of the Project, been duly and fully completed by the contractor and is hereby accepted and approved.

Section 2. That it is hereby found and determined that the total cost of said project is in the amount of \$47,127.00 with a retainage of \$1,413.81. This amount should be released to the Contractor 30 days after acceptance of the project if no claims have been filed.

Section 3. That all amounts due to the contractor are hereby ordered to be paid.

PASSED AND APPROVED the _____ day of October, 2016.

David Krutzfeldt, Mayor

ATTEST: _____
Amy Miller, City Clerk



City Council Communication

Meeting Date: October 3, 2016

Requested By: Public Works Department.

Item Title: CONSENT AGENDA

Consider approval of final payment of \$10,599.00 (Pay Request No. 2) to Vessco, Inc. for the materials required for the Southwest Wastewater Treatment Plant digester upgrade.

Explanation:

The City of Oskaloosa has received Pay Request No. 2 from Vessco, Inc., in the amount of \$10,599.00 for materials provided for the Southwest Wastewater Treatment Plant digester upgrade. The items on this pay application are related to purchasing a low pressure check valve (\$2,324.00) and a sediment trap (\$8,275.00) for the total amount of \$10,599.00.

<u>Summary of Contract:</u>	<u>Total Amounts:</u>	<u>Council Approval Date:</u>
Original Quotes	\$54,797.00	November 2, 2015
Change Order No. 1**	+\$ 4,738.00**	September 29, 2016**
Total Contract	\$59,535.00	
Approved amount with contingency	\$60,277.00	November 2, 2015

**Change Orders within the contingency amount require City Manager approval.

<u>Summary of Pay Requests:</u>	<u>Total Amounts:</u>	<u>Council Approval Date:</u>
Pay Request No. 1	\$48,936.00	May 16, 2016
Pay Request No. 2*	\$10,599.00*	October 3, 2016*

Total Amount Paid:	\$59,535.00*
Total Amount Remaining from Approved Contract:	\$0.00*

*Applies only if the motion for Pay Request No. 2 (final) is approved by City Council on October 3, 2016.

Recommended Action:

Staff recommends that the City Council approve Pay Request No. 2 (final) in the amount of \$10,599.00 to Vessco, Inc.

Budget Consideration:

There was a budgeted amount of \$150,000 (CIP#8015-110) in FY 2016 (previous fiscal year). However, the project was not completed in FY 2016, so the budget will need to be amended in FY 2017 (current fiscal year) to reflect the actual expenses.

Digester Upgrade	FY2015	FY2016	FY2017	Total
CL Carroll	\$8,302.00	\$32,244.97	\$6,580.03	\$47,127.00
Vessco	\$0.00	\$48,936.00	\$10,599.00	\$59,535.00
Total	\$8,302.00	\$81,180.97	\$17,179.03	\$106,662.00

Attachments:

Invoice from Vessco Inc. (Pay Request No. 2) and Change Order No. 1.

VESSCO, INC.

8217 Upland Circle
Chanhassen, MN 55317

(952) 941-2678
FAX (952) 941-0796

INVOICE

67371

Bill To: Accounts Payable

OSKALOOSA, CITY OF
220 SOUTH MARKET ST.
OSKALOOSA, IA 52577

Date 09/15/16

Terms Net 30

Order #	43234	Ordered	01/06/16
Cust Account #	13731	Job #	7330116
Cust PO #	01493		
Ship Via	BEST	Shipped	9/8/2016
FOB	SHIPPING POINT	Rep	850

Ship To:

PO 01493
Oskaloosa Waste Water Department
City Clerk
220 S. Market St.
Oskaloosa, IA 52577

TAX ID EX

Ship Info.

Customer Phone (641) 673-9431

Item Num	Description	Order	Ship	B/O	Unit Price	Ext Price
999EQ	Change Order No. 1	1	1	0	10,599.00	10,599.00
233-04-F-E-C	Sediment trap, 4" w/cooling coil	1	1	0	0.00	0.00
218	Sight Glass	1	1	0	0.00	0.00
246-6	Drip Trap, manual, 6 quart	1	1	0	0.00	0.00
211-04-F	4" Flgd 211 Check Valves	1	1	0	0.00	0.00

ORDER COMPLETE FREIGHT INCLUDED

Amount	10,599.00
Tax	0.00
Freight	0.00
TOTAL	10,599.00

CHANGE ORDER NO. 1

OWNER: City of Oskaloosa
 CONTRACTOR: VESSCO, INC.
 PROJECT: DIGESTER UPGRADE
 OWNER'S PROJECT NO. _____

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

Description:

- 1) *The original contract included a 4" Varec (8811-4-1) valve for a price of \$5,861, which is no longer needed as a part of this contract.*
- 2) *Also, an inspection of the digester indicated that the check valve (item 7/33) and sediment trap (item 8/33) are defective. Therefore, these parts will need to be replaced to bring the digester into full operation.*

Reason for Change Order:

- 1) *Since the 4" Varec (8811-4-1) valve is not needed, an amount of \$5,861 will need to be deducted from this contract.*
- 2) *The check valve and sediment trap will need to be purchased, from Vessco Inc., and installed. Vessco Inc. will be charging an additional amount of \$10,599.00 to deliver these parts for the digester. The cost breakdown for these parts are as follows:*
 - *\$8,275.00 for Sediment Trap including freight. The individual parts for the sediment trap includes a 4" Sediment Trap (Varec # 233-04-F-E-C), a Sight Glass (Varec # 218), and a 6 quart manual drip trap (Varec # 246-6).*
 - *\$2,324.00 for Check Valve (Model 211-04-F Low Pressure Check Valve, 4", Flanged) including freight.*

Attachments: *(List documents supporting change and justifying cost and time)*

CHANGE IN CONTRACT PRICE:	CHANGE IN CONTRACT TIMES:
Original Contract Price: <u>\$54,797.00</u>	Original Contract Times: <u>_____ (calendar days or dates) _____</u>
Net Increase (decrease) from previous Change Order No.'s ___ to ___: <u>\$0.00</u>	Net changes from previous Change Orders No.'s ___ to ___: <u>_____ (calendar days) _____</u>
Contract Price prior to this Change Order: <u>\$54,797.00</u>	Contract Times prior to this Change Order: <u>_____ (calendar days or dates) _____</u>
Net Increase (decrease) of this Change Order: <u>\$4,738.00 (-\$5,861+\$10,599.00)</u>	Net Increase (decrease) of this Change Order: <u>_____ (calendar days) _____</u>
Contract Price with all Approved Change Orders: <u>\$59,535.00</u>	Contract Times with all Approved Change Orders: <u>_____ (calendar days or dates) _____</u>

CHANGE ORDER NO. 1

RECOMMENDED :

City of Oskaloosa

Engineer

Signature

Akhilesh Pal

Name

Date: _____

APPROVED :

City of Oskaloosa

Owner

Signature

Michael Schrock Jr.

Name

Date: _____

ACCEPTED:

Vessco, Inc.

Contractor

Signature

Name

Date: _____



City Council Communication

Meeting Date: October 03, 2016

Requested By: City Manager's Office

Item Title: CONSENT AGENDA

Consider a resolution approving and authorizing the Mayor to execute a grant agreement with the Iowa Department of Transportation for a Land Use Plan and Height Ordinance.

Explanation (summary):

On April 18, 2016 the city council authorized staff to submit a grant application to the Iowa Department of Transportation (Aviation Division) to complete a Land Use Plan and Height Ordinance. In September the city received written notice from the Iowa DOT that the grant application was approved and would be included in the FY2017 State Airport Development Program.

This item seeks city council's authorization to enter into an Iowa Department of Transportation Agreement for the Fiscal Year 2017 – Airport Improvement Project, and authorize the Mayor and City Clerk to execute the necessary grant documentation. The original Agreement with the DOT is on file and available for inspection with the City Clerk's Office.

Staff recommends approval of this item as presented.

(More detailed project information)

The proposed South Central Regional Airport and the US Highway 63 Bypass will require the acquisition of land to accommodate the ultimate development of these public improvements. If these proposed improvements are implemented, existing land uses are expected to change.

Recognizing that existing land use patterns may change, the City of Oskaloosa recognizes the need to develop a future land use plan for the area that may be affected as a result of the two public improvements being implemented. The City desires to advocate future land uses that are compatible with the proposed South Central Regional Airport as well as the US Highway 63 Bypass.

To that end, the City desires to develop a Future Land Use Plan for an area described generally as the northwest quadrant of the City and the area extending to the northwest. The existing Comprehensive Future Land Use Plan may be amended to incorporate future land use

recommendations.

The existing Zoning District Regulations will be reviewed. The Zoning District Regulations (City of Oskaloosa) provide a tool to implement the Future Land Use Plan.

Since the imaginary surfaces of the proposed airport extend over the incorporated city and corporate boundary; the City desires to develop an Airport Height Restriction Zoning Ordinance for consideration. The purpose of the Airport Height Restriction Zoning Ordinance is to protect the airport air space and approaches to the Proposed South Central Regional Airport. Mahaska County will be encouraged to adopt similar language.

Budget Consideration:

Funding for this item is available in the city council approved FY2017 budget. According to the grant agreement, the Iowa DOT will provide a 70% match for the project, in an amount not to exceed \$16,562.

Attachments:

Resolution
Iowa DOT Letter of award (w/o enclosures)

RESOLUTION NO. _____

A RESOLUTION APPROVING AND AUTHORIZING THE MAYOR TO EXECUTE A GRANT AGREEMENT WITH THE IOWA DEPARTMENT OF TRANSPORTATION FOR A LAND USE PLAN AND HEIGHT ORDINANCE

WHEREAS, the City Council of Oskaloosa, Iowa on April 18, 2016, authorized city staff, by Resolution No. 16-04-57, to submit a grant application to the Iowa Department of Transportation for the purpose of jointly funding and completing a Land Use Plan and Height Ordinance; and

WHEREAS, the Iowa Department of Transportation approved funding for the project in the Fiscal Year 2017 State Airport Development Program in the amount of \$16,562, seventy percent of eligible project costs; and

WHEREAS, the Iowa Department of Transportation requires the city to execute a grant agreement for the Land Use Plan and Height Ordinance.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF OSKALOOSA that the City Council of the City of Oskaloosa hereby approves and directs the Mayor and City Clerk to execute the necessary documents associated with the Agreement with the Iowa Department of Transportation for a Land Use Plan and Height Ordinance.

PASSED AND APPROVED this _____ day of _____, 2016.

David Krutzfeldt, Mayor

ATTEST: _____

Amy Miller, City Clerk

August 23, 2016

City of Oskaloosa
Michael Schrock
220 S. Market Street
Oskaloosa, IA 52577

Dear Michael:

Congratulations! The FY 2017 State Airport Development Program project you requested was approved for funding by the Iowa Transportation Commission on August 9, 2016. The Iowa DOT grant award is for 70% of eligible costs up to a maximum state share of \$16562 for the following project: Land Use Plan and Height Ordinance.

Enclosed are two copies of an agreement between the airport sponsor and the Iowa Department of Transportation (Iowa DOT). The authorized sponsor should sign both copies, return one copy to my office, and keep one copy for your file. You are authorized to begin your project after the sponsor signature is applied and one copy is mailed back to the Iowa DOT.

Please review the agreement noting your required responsibilities and assurances, required affirmative action, targeted small business and audit requirements. If you will be requesting reimbursement for engineering services, you will need to provide me with a copy of the agreement. The Iowa DOT recommends that your engineering agreements are either lump sum, or cost plus with fixed overhead rate and maximum dollar amount. Any engineering agreement more than \$50,000 must have a pre-audit completed by the Iowa DOT. All engineering agreements that are paid with state funds are subject to a final audit. Please include state related nondiscrimination and targeted small business clauses in your agreements.

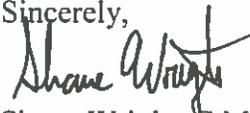
The project must be under obligation within 12 months. Please note that only expenses incurred on or after the signature date on the agreement are eligible for reimbursement. Submit claims for reimbursement with copies of invoices, canceled checks or other

documentation that the bills have been paid. Reimbursement will be in whole dollars, rounding down; however, the final reimbursement request may include any 'lost cents' up to the maximum grant amount. Reimbursement requests should be made in the same fiscal year that the work is completed. Reimbursement for work done near the end of a state fiscal year (June 30) must be requested by August 1.

A final acceptance form must be completed and submitted with the final claim for reimbursement. Required forms can be downloaded from the Office of Aviation Web site at <http://www.iowadot.gov/aviation/managersandsponsors/forms.html>.

If you have any questions regarding this information, please call me at 515-239-1048. Good luck with your airport project!

Sincerely,



Shane Wright, C.M.
Program Manager

Enclosures

cc: Stuart Anderson - Planning, Programming and Modal Division Director



City Council Communication

Meeting Date: October 03, 2016

Requested By: City Manager's Office

Item Title: CONSENT AGENDA

Consider a motion accepting and authorizing the execution and payments for an Expedited Informal Settlement Agreement with Iowa OSHA, and a civil penalty with the Iowa Workforce Development.

Explanation:

The city of Oskaloosa was issued a citation by the Iowa Occupational Safety and Health Administration as a result of city employees assisting with the demolition of a house at 115 South M Street. The citation states the city failed to meet eight specific criterion for lead and asbestos removal, training, and planning.

The initial penalty for the safety violations is \$3,000, however the city is offered an opportunity to enter into an Expedited Informal Settlement Agreement (EISA) and reduce the penalties by 50%. This would reduce the penalties to \$1,500, and the city would need to agree not to contest the citations and correct the violations by the date specified in the citations (the citations state the items were "Corrected During Inspection.")

Based upon the practicality of the situation (attorney's fees to contest versus receiving a 50% reduction in penalties), staff recommends the city council approve entering into the EISA and issuing payment. The city attorney has reviewed the agreement and finds it acceptable.

In addition, the city has been put on notice that an additional \$500 civil penalty is being issued by the Iowa Workforce Development for the same matter. Staff also recommends issuing payment for that item with this motion/item.

Budget Consideration:

Funding for this item is available in the city council approved FY2017 budget, specifically in the demolition project budget of \$25,000 for dilapidated structures.

Attachments:

1. ESIA and associated documents

IOWA OSHA
Expedited Informal Settlement Agreement (EISA)

In the Matter of: City of Oskaloosa
 and its successors
 118 North Market Street
 Oskaloosa, IA 52577

Inspection #: 1171709

C.F. #: 05025

The Employer and the Iowa Occupational Safety and Health Administration (Iowa OSHA) agree to settle this matter as follows:

1. The Employer agrees to correct the violations as cited in the above citation or as amended below.
2. The Employer agrees to complete the abatement form provided with the citation.
3. The Employer will send the completed abatement form to Iowa OSHA. The Employer agrees to post a copy of the completed abatement form for 3 working days in the place where the citations were posted as described in paragraph 6 of this agreement.
4. The Employer agrees to pay the reduced penalties totaling \$1,500.00 and send the payment to Iowa OSHA with this agreement. The employer agrees that failure to comply with the terms of this Agreement shall cause the penalty to revert to the initially proposed penalty of \$3,000.00.
5. The Employer waives its right to contest the citations pursuant to Section 88.8(3) of the Iowa Occupational Safety and Health Act. It is understood and agreed that the citations as amended by this agreement shall be deemed a final order not subject to review by any court or agency.
6. The Employer agrees to immediately post a copy of this Settlement Agreement in a prominent place at or near the location of the violation(s). This Settlement Agreement must remain posted until the violations cited have been corrected, or for 3 working days (excluding weekends and State and Federal Holidays), whichever is longer.
7. The Employer agrees to continue to comply with the applicable provisions of the Iowa Occupational Safety and Health Act, and the applicable safety and health standards.


Jens J. Nissen,
Iowa OSHA Administrator

For the Employer:		
Print Name	Title	Phone
Signature	Date	

Iowa OSHA
1000 E. Grand Ave
Des Moines, IA 50319
Phone: (515) 242-5870
Fax: (515) 281-7995
www.iowaOSHA.gov
iowaOSHA@iwd.iowa.gov

Citation and Notification of Penalty

To: City of Oskaloosa and its successors 118 North Market Street Oskaloosa, IA 52577	Inspection Number: 1171709 Case File Number: 05025 CSHO: B9253 Inspection Date(s): 08/22/2016-09/02/2016 Issuance Date: 09/15/2016
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Inspection Site:
115 South M Street
Oskaloosa, IA 52577

This Citation of Notification of Penalty (Citation) alleges violations of the Iowa Occupational Safety and Health Act and proposes penalties. Fifteen working days after you receive this Citation, the allegations and proposed penalties will become final unless you reach a settlement agreement with Iowa OSHA or contest the Citation. After 15 working days have passed, there will be no further chance to challenge these allegations and penalties.

Each violation described in this Citation is alleged to have occurred on or about the days the inspection was made unless another date is noted.

Contest. You may contest in writing all or part of the Citation. You may file a notice of contest yourself or hire an attorney to help you at your own expense.

Notice to employees. A copy of the Citation must be posted immediately in a prominent place near the location where each violation occurred. If posting near the site of each violation is not feasible, the Citation must be posted where it will be easily seen by all affected employees. The Citation must remain posted until the violation is corrected or for 3 working days, whichever is longer.

Payment. In the absence of a contest or settlement agreement, the penalties must be paid within 15 working days. Make your check or money order payable to "Iowa OSHA" and note the inspection number on it. Iowa OSHA does not agree to any restriction, condition, or endorsement put on any check or money order, and will cash the check or money order as if the restriction, condition or endorsement does not exist.

Working days. Working days are Monday through Friday excluding State and Federal holidays.

Hazard correction. In the absence of a contest or settlement agreement, each violation must be corrected by the date set in the Citation. You are required to provide documentation of abatement to your employees and to Iowa OSHA. The enclosed form and booklet will help you with this process.

Employee right to contest. An employee or employee representative may contest an abatement date set in the Citation. The contest must be mailed to Iowa OSHA within 15 working days of the employer's receipt of this Citation.

Whistleblower protection. An employer may not retaliate against an employee for cooperating with an OSHA inspector, filing an OSHA complaint, or exercising other rights under the OSHA law. An employee may file a complaint within 30 days after retaliation occurred.

Guide to Iowa OSHA Citations. *The Guide to Iowa OSHA Citations* covers topics related to this Citation in more detail. Please review it carefully.

Informal conference. You may request an informal conference or meeting to discuss any part of this Citation. Frequently, citations are settled at informal conferences. Call the number above right away if you wish to schedule an informal conference because after 15 working days an informal settlement agreement is not possible. If you schedule an informal conference you must complete the form on page 3 and post it where affected employees can see it.

NOTICE OF INFORMAL CONFERENCE

7

An informal conference has been scheduled with Iowa OSHA to discuss the citation(s) issued on 09/15/2016 Employees and/or representatives of employees have a right to attend an informal conference.

Employer: Check and complete one of the following*

The informal conference will be held at Iowa OSHA,

1000 E. Grand Ave
Des Moines, IA 50319 on _____.

The informal conference will be held by phone. To participate call:

*This must be completed and posted by the employer *only* if an informal conference is scheduled.

Inspection Number: 1171709
Inspection Date: 08/22/2016-09/02/2016
Issuance Date: 09/15/2016

Citation and Notification of Penalty

Company Name: City of Oskaloosa
Inspection Site: 115 South M Street Oskaloosa, IA 52577

Citation 1 Item 1 Type of Violation: **Serious**

IAC 875 - Chapter 26

1926.62(d)(1)(i): Each employer who had a workplace or operation covered by 1926.62 did not initially determine if any employee was exposed to lead at or above the action level of 30 micrograms per cubic meter of air calculated as an 8-hour time-weighted average (TWA):

(a) At the 115 South M Street Job Site - Employees assisted in the demolition of a house. The house siding was coated with paint that contained 17% lead. There was no initial determination made for lead exposure. This deficiency occurred on or about 8-15-16.

<u>Date by Which Violation Must Be Abated:</u>	<u>Corrected During Inspection</u>
<u>Proposed Penalty:</u>	\$500.00

Citation 1 Item 2 a Type of Violation: **Serious**

IAC 875 - Chapter 26

1926.1101(f)(2)(i): The employer with a work operation covered by the asbestos standard did not ensure that a "competent person" conducted an exposure assessment immediately before or at the initiation of the operation to ascertain expected exposures during that operation or workplace:

(a) At the 115 South M Street Job Site - Employees assisted in the demolition of a house that had asbestos containing material, including duct tape. An initial exposure assessment was not conducted. This deficiency occurred on or about 8-15-16.

<u>Date by Which Violation Must Be Abated:</u>	<u>Corrected During Inspection</u>
<u>Proposed Penalty:</u>	\$625.00

Inspection Number: 1171709
Inspection Date: 08/22/2016-09/02/2016
Issuance Date: 09/15/2016

Citation and Notification of Penalty

Company Name: City of Oskaloosa
Inspection Site: 115 South M Street Oskaloosa, IA 52577

Citation 1 Item 2 b Type of Violation: **Serious**

IAC 875 - Chapter 26

1926.1101(f)(3)(i): The employer failed to conduct daily monitoring that was representative of the exposure of each employee assigned to work in regulated areas and performing Class I or II work:

(a) At the 115 South M Street Job Site - Employees assisted in the demolition of a house that contained asbestos. No air monitoring was performed to determine airborne levels of asbestos fibers. This deficiency occurred on or about 8-15-16.

Date by Which Violation Must Be Abated:

Corrected During Inspection

Proposed Penalty:

\$0.00

Citation 1 Item 3 a Type of Violation: **Serious**

IAC 875 - Chapter 26

1926.1101(h)(2)(i): The employer failed to implement a respiratory protection program in accordance with 1910.134(b) through (d) [except (d)(1)(iii)], and (f) through (m), which covers each employee required by 1926.1101 to use a respirator:

(a) At the 115 South M Street Job Site - Employees assisted in the demolition of a house that contained asbestos. The employees wore negative pressure half mask respirators with organic vapor cartridges and pre-filters. The employer did not develop and implement a written respiratory protection program, that addressed the wearing of negative pressure half mask respirators. This deficiency occurred on or about 8-15-16.

Date by Which Violation Must Be Abated:

Corrected During Inspection

Proposed Penalty:

\$625.00

Inspection Number: 1171709
Inspection Date: 08/22/2016-09/02/2016
Issuance Date: 09/15/2016

Citation and Notification of Penalty

Company Name: City of Oskaloosa
Inspection Site: 115 South M Street Oskaloosa, IA 52577

Citation 1 Item 3 b Type of Violation: **Serious**

IAC 875 - Chapter 26

1926.1101(i)(1): The employer did not provide and require the use of protective clothing, such as coveralls or similar whole-body clothing, head coverings, gloves, and foot coverings for each employee exposed to airborne concentrations of asbestos that exceed the time weighted average and/or excursion limit in 1926.1101(c) or for which a required negative exposure assessment was not produced:

(a) At the 115 M Street Job Site - Employees assisted in the demolition of a house that contained asbestos. The employees did not wear full body protection. The employer did not have a negative exposure assessment for this work. This deficiency occurred on or about 8-15-16.

<u>Date by Which Violation Must Be Abated:</u>	<u>Corrected During Inspection</u>
<u>Proposed Penalty:</u>	\$0.00

Citation 1 Item 3 c Type of Violation: **Serious**

IAC 875 - Chapter 26

1926.1101(j)(1)(i): The employer did not establish a decontamination area, consisting of an equipment room, shower area, and clean room in series, adjacent and connected to the regulated area:

(a) At the 115 South M Street Job Site - Employees assisted with the demolition of a house that contained asbestos, including duct tape. The employer did not have any provision for the decontamination of employees. This deficiency occurred on or about 8-15-16.

<u>Date by Which Violation Must Be Abated:</u>	<u>Corrected During Inspection</u>
<u>Proposed Penalty:</u>	\$0.00

Inspection Number: 1171709
Inspection Date: 08/22/2016-09/02/2016
Issuance Date: 09/15/2016

Citation and Notification of Penalty

Company Name: City of Oskaloosa
Inspection Site: 115 South M Street Oskaloosa, IA 52577

Citation 1 Item 4 Type of Violation: **Serious**

IAC 875 - Chapter 26

1926.1101(k)(8)(iii): The employer did not ensure that labels of bags or containers of protective clothing and equipment, scrap, waste, and debris containing asbestos fibers bear the following information:

DANGER
CONTAINS ASBESTOS FIBERS
MAY CAUSE CANCER
CAUSES DAMAGE TO LUNGS
DO NOT BREATHE DUST
AVOID CREATING DUST

(a) At the 115 South M Street Job Site - Employees assisted with the demolition of a house that contained asbestos. The asbestos contaminated debris was placed into unlabeled trucks. This deficiency occurred on or about 8-15-16.

<u>Date by Which Violation Must Be Abated:</u>	<u>Corrected During Inspection</u>
<u>Proposed Penalty:</u>	\$625.00

Inspection Number: 1171709

Inspection Date: 08/22/2016-09/02/2016

Issuance Date: 09/15/2016

Citation and Notification of Penalty

Company Name: City of Oskaloosa

Inspection Site: 115 South M Street Oskaloosa, IA 52577

Citation 1 Item 5 Type of Violation: **Serious**

IAC 875 - Chapter 26

1926.1101(k)(9)(i): The employer did not ensure participation in the asbestos training program by each employee who was likely to be exposed to asbestos in excess of the permissible exposure limit (PEL), or for each employee engaged in Class I through Class IV asbestos operations:

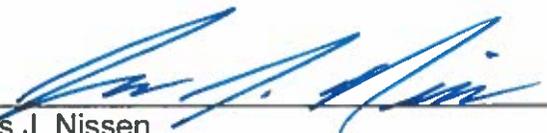
(a) At the 115 South M Street Job Site - Employees assisted in the demolition of a house that contained asbestos. The employees had not received training in performing Class I or II asbestos work. This deficiency occurred on or about 8-15-16.

Date by Which Violation Must Be Abated:

Corrected During Inspection

Proposed Penalty:

\$625.00



Jens J. Nissen
IOWA OSHA Administrator

Iowa OSHA
1000 E. Grand Ave
Des Moines, IA 50319
Phone: (515) 242-5870
Fax: (515) 281-7995
www.iowaOSHA.gov
iowaOSHA@iwd.iowa.gov

PENALTY SUMMARY

Company Name: City of Oskaloosa
Inspection Site: 115 South M Street Oskaloosa, IA 52577
Issuance Date: 09/15/2016

Penalty Summary of Inspection Number: 1171709

Citation 1 Item 1, Serious	\$500.00
Citation 1 Item 2a, Serious	\$625.00
Citation 1 Item 2b, Serious	\$0.00
Citation 1 Item 3a, Serious	\$625.00
Citation 1 Item 3b, Serious	\$0.00
Citation 1 Item 3c, Serious	\$0.00
Citation 1 Item 4, Serious	\$625.00
Citation 1 Item 5, Serious	\$625.00
TOTAL PENALTIES:	\$3,000.00

Make check or money order payable to "IOWA OSHA." Please indicate the inspection number and d/b/a, if company name is different, on the remittance.



City Council Communication

Meeting Date: October 3, 2016

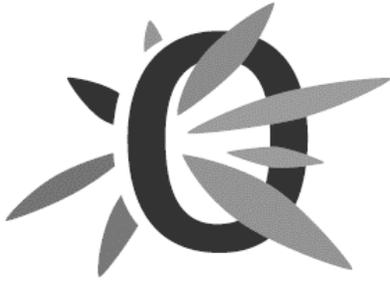
Requested By: Mayor & City Council

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

- a) Airport Commission – One vacancy to fill upon appointment for an unexpired term that ends December 31, 2021; and one vacancy for a six year term that begins January 1, 2017, and ends December 31, 2022. This is a five member board that typically meets the first Monday of the month. (4 males and 0 females currently serve with 1 vacancy)
- b) Board of Adjustment - Two vacancies for five year terms that begin January 1, 2017 and end December 31, 2021. This is a five member board that meets as needed. (5 males currently serve)
- c) Historic Preservation Commission - Five vacancies: one vacancy to fill upon appointment for a term that ends December 31, 2018; two vacancies for three year terms that begin January 1, 2017 and end December 31, 2019; and two vacancies for alternate members. This is a seven member board with two alternate members that meets as needed. (4 males and 2 females currently serve with 3 vacancies, two for alternate members)
- d) Mahaska County Solid Waste Management Commission and Ad Hoc Recycling Committee - Five vacancies to fill for one year terms that begin January 1, 2017 and end December 31, 2017. The City of Oskaloosa is allowed five representatives on the commission. Two of the representatives are also appointed to the Ad Hoc Recycling Committee. (2 males and 1 female currently service with 2 vacancies) Note: MCSWMC appointments must be sent to the MCSWMC by November 30, 2016.
- e) Housing Trust Fund Committee – One vacancy to fill upon appointment for an unexpired term that ends January 31, 2017. Five at-large members serve on the committee that meets every other month. (2 males and 2 females currently serve at-large with 1 vacancy).
- f) Municipal Housing Agency – One vacancy to fill upon appointment for an

unexpired term that ends February 28, 2017. This is a five member board that meets quarterly. (2 males and 2 females currently serve with 1 vacancy).

- g) Planning and Zoning Commission – One vacancy to fill upon appointment for an unexpired term that ends April 30, 2020. This is a seven member board that typically meets once a month. (4 males and 2 females currently serve with 1 vacancy)



City Council Communication
Meeting Date: October 3, 2016

Item Title: REGULAR AGENDA

Explanation:

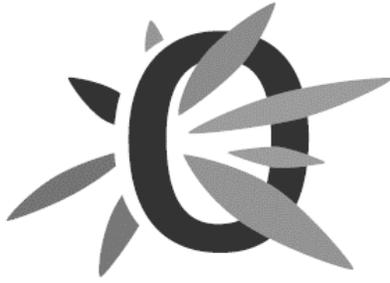
The following agenda items require specific action by the City Council.

Budget Consideration:

Not applicable.

Attachments:

None.



City Council Communication

Meeting Date: October 3, 2016

Requested By: Planning & Zoning Commission

Item Title: PUBLIC HEARING

Consider an ordinance amending Title 17, Chapter 17.08 of the Oskaloosa Municipal Code pertaining sidewalk requirements – 1st Reading. (PUBLIC HEARING)

Explanation:

At their meetings on April 11, 2016, May 9, 2016, June 7, 2016, July 6, 2016, and August 2, 2016 the Planning and Zoning Commission discussed possible sidewalk requirements for commercial and residential developments. The Planning and Zoning (P&Z) Commission has requested that the City Council revise the City Code for sidewalk requirements. The City Council reviewed and discussed the proposed code amendments at their study session meetings on August 15, 2016 and September 19, 2016. At their September 19, 2016 meeting, the Oskaloosa City Council moved forward to schedule the Public Hearing and 1st Reading on the following proposed changes to the Oskaloosa Municipal Code:

17.08.120 – Required Public Sidewalk

- A. *Public sidewalk shall be required for the following:*
 - 1. *All new developments in all zoning districts. New developments include, but are not limited to, projects requiring a site plan review, changes in property use type, and all new residential structures.*
 - 2. *All redevelopments, enlargements, or extensions of more than twenty-five percent (25%) of either the total property area or gross building area in all zoning districts, except for single-family, two-family, and duplex use types.*
 - 3. *All redevelopments, enlargements, or extensions of more than fifty percent (50%) of either the total property area or gross building area for single-family, two-family, and duplex use types in all zoning districts.*
 - 4. *These requirements may be waived by the City Council based on a recommendation after Planning and Zoning Commission review in GI (General Industrial), LI (Limited Industrial), and Residential zoning districts.*
- B. *All new or existing sidewalks required by this section must be constructed, or reconstructed, in concrete and in compliance with current ADA accessibility and meet the local, state, and federal standards.*

In an effort to clarify any ambiguity and to reduce administrative burdens while still pursuing the overall intent of the Planning and Zoning Commission's original proposal, staff has

developed a second option that removes section 17.28.120 A. 3. (3rd point from section 17.08.120 A.) and removes “Residential” in section 17.28.120 A. 4. The second, staff-developed option is as follows:

17.08.120 – Required Public Sidewalk

- A. *Public sidewalk shall be required for the following:*
 - 1. *All new developments in all zoning districts. New developments include, but are not limited to, projects requiring a site plan review, changes in property use type, and all new residential structures.*
 - 2. *All redevelopments, enlargements, or extensions of more than twenty-five percent (25%) of either the total property area or gross building area in all zoning districts, except for single-family, two-family, and duplex use types.*
 - 3. *These requirements may be waived by the City Council based on a recommendation after Planning and Zoning Commission review in GI (General Industrial) and LI (Limited Industrial) zoning districts.*
- B. *All new or existing sidewalks required by this section must be constructed, or reconstructed, in concrete and in compliance with current ADA accessibility and meet the local, state, and federal standards.*

Recommended Action:

Open public hearing, receive comments, close the public hearing and approve the first reading of the preferred ordinance.

Budget Consideration: There will be minimal impact to the City Budget for the cost associated with drafting revisions to Chapter 17.08 of the Oskaloosa Municipal Code.

Attachments:

Ordinances (Option 1 - City Council and Option 2 – Staff-Developed).

OPTION 1 – CITY COUNCIL

ORDINANCE NO. _____

AN ORDINANCE AMENDING TITLE 17, CHAPTER 17.08 OF THE CITY CODE OF THE CITY OF OSKALOOSA, IOWA BY ADDING A NEW SECTION 17.08.120 – “REQUIRED PUBLIC SIDEWALK.”

The City Council of the City of Oskaloosa, Iowa hereby ordains as follows:

SECTION 1: A new Section 17.08.120, entitled “Required Public Sidewalk” is hereby added as follows:

17.08.120 – Required Public Sidewalk

A. *Public sidewalk shall be required for the following:*

1. *All new developments in all zoning districts. New developments include, but are not limited to, projects requiring a site plan review, changes in property use type, and all new residential structures.*
2. *All redevelopments, enlargements, or extensions of more than twenty-five percent (25%) of either the total property area or gross building area in all zoning districts, except for single-family, two-family, and duplex use types.*
3. *All redevelopments, enlargements, or extensions of more than fifty percent (50%) of either the total property area or gross building area for single-family, two-family, and duplex use types in all zoning districts.*
4. *These requirements may be waived by the City Council based on a recommendation after Planning and Zoning Commission review in GI (General Industrial), LI (Limited Industrial), and Residential zoning districts.*

B. *All new or existing sidewalk required by this section must be constructed, or reconstructed, in concrete and in compliance with current ADA accessibility and meet the local, state, and federal standards.*

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 _____ day of _____ 2016, and approved this _____ day of _____ 2016.

OPTION 1 – CITY COUNCIL

David Krutzfeldt, Mayor

ATTEST: _____
Amy Miller, City Clerk

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

Signed

OPTION 2 – STAFF-DEVELOPED

ORDINANCE NO. _____

AN ORDINANCE AMENDING TITLE 17, CHAPTER 17.08 OF THE CITY CODE OF THE CITY OF OSKALOOSA, IOWA BY ADDING A NEW SECTION 17.08.120 – “REQUIRED PUBLIC SIDEWALK.”

The City Council of the City of Oskaloosa, Iowa hereby ordains as follows:

SECTION 1: A new Section 17.08.120, entitled “Required Public Sidewalk” is hereby added as follows:

17.08.120 – Required Public Sidewalk

- A. *Public sidewalk shall be required for the following:*
1. *All new developments in all zoning districts. New developments include, but are not limited to, projects requiring a site plan review, changes in property use type, and all new residential structures.*
 2. *All redevelopments, enlargements, or extensions of more than twenty-five percent (25%) of either the total property area or gross building area in all zoning districts, except for single-family, two-family, and duplex use types.*
 3. *These requirements may be waived by the City Council based on a recommendation after Planning and Zoning Commission review in GI (General Industrial) and LI (Limited Industrial) zoning districts.*
- B. *All new or existing sidewalk required by this section must be constructed, or reconstructed, in concrete and in compliance with current ADA accessibility and meet the local, state, and federal standards.*

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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 _____ day of _____ 2016, and approved this _____ day of _____ 2016.

David Krutzfeldt, Mayor

OPTION 2 – STAFF-DEVELOPED

ATTEST: _____
Amy Miller, City Clerk

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

Signed



City Council Communication

Meeting Date: October 3, 2016

Requested By: Public Works Dept.

Item Title:

Consider an ordinance to approve parking restrictions along Parkview Lane. (2nd Reading)

Explanation:

Residents have signed petitions to change the existing parking conditions on Parkview Lane. As a result staff has performed a study regarding the on-street parking along that street. Currently, 'no-parking' signs exist only along the south side of Parkview Lane, however, the parking restriction is not listed in the Oskaloosa Municipal Code.

The petition received by staff on August 24, 2016, from the residents requested an additional parking restriction along the north side of Parkview Lane and around the cul-de-sac Monday through Friday from 4:00 PM to 10:00 PM. The reason for this parking restriction request was that industrial league softball participants are parking along the north side of Parkview Lane during games. As a result, residents have had their driveways blocked and are concerned about safety due to the reduced visibility.

However, at the September 19, 2016 city council meeting City Council received another petition. The new petition indicated that most of the residents did not want to add any additional parking restrictions on Parkview Lane. One of the residents requested parking restriction only for the industrial league softball participants and another resident requested a parking restriction near the street intersection corner along the north side of Parkview Lane from South F Street to the driveway approach of 605 Parkview Lane (1st house entering onto Parkview Lane along the north side).

Parkview Lane is a 25 foot wide street with a cul-de-sac dead end. In the past 3 years (2013-2015), there have been no crashes along Parkview Lane. Although not a part of the traffic engineering analysis for parking studies, the survey responses from property owners are attached separately.

At their meeting on September 19, 2016 the City Council (1st reading of this ordinance) approved the ordinance with only the existing parking restrictions on Parkview Lane in order to add the existing parking restriction to the Oskaloosa Municipal Code.

Budget Consideration:

Minimal charges associated with changes to the Oskaloosa Municipal Code.

Attachments:

Ordinance, Proposed Parking Restriction Map, Survey Responses and Petitions from residents.

ORDINANCE NO. _____

AN ORDINANCE ESTABLISHING "NO PARKING ZONES" ON PARKVIEW LANE, PROHIBITING THE PARKING OF MOTOR VEHICLES OR OTHER TYPES OF VEHICLES WITHIN SAID NO PARKING ZONE, AMENDING THE OSKALOOSA MUNICIPAL CODE TO REFLECT THE CHANGES, 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" at all times along the south side of Parkview Lane from South F Street to 480 feet east of South F Street.

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

SECTION 3: Regulatory and warning signs to advise as to the above referenced "No Parking Zones" 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 Zones" or allows the same to occur, shall be guilty of a misdemeanor and shall be punishable by a fine.

SECTION 5: The Oskaloosa Municipal Code Section 10.48.240 is amended as follows:

161. Parkview Lane on the south side from South F Street to 480 feet east of South F Street.

SECTION 6: WHEN EFFECTIVE. This ordinance shall be in effect from and after its final passage, approval, and publication by law.

Passed by the Council the ____ day of _____, 2016, and approved this ____ day of _____, 2016.

David Krutzfeldt, Mayor

ATTEST: _____
Amy Miller, City Clerk

I certify that the foregoing was published as Ordinance No. _____ on the _____ day of _____, 2016.

Signed _____

Proposed Parking Restriction Along Parkview Lane

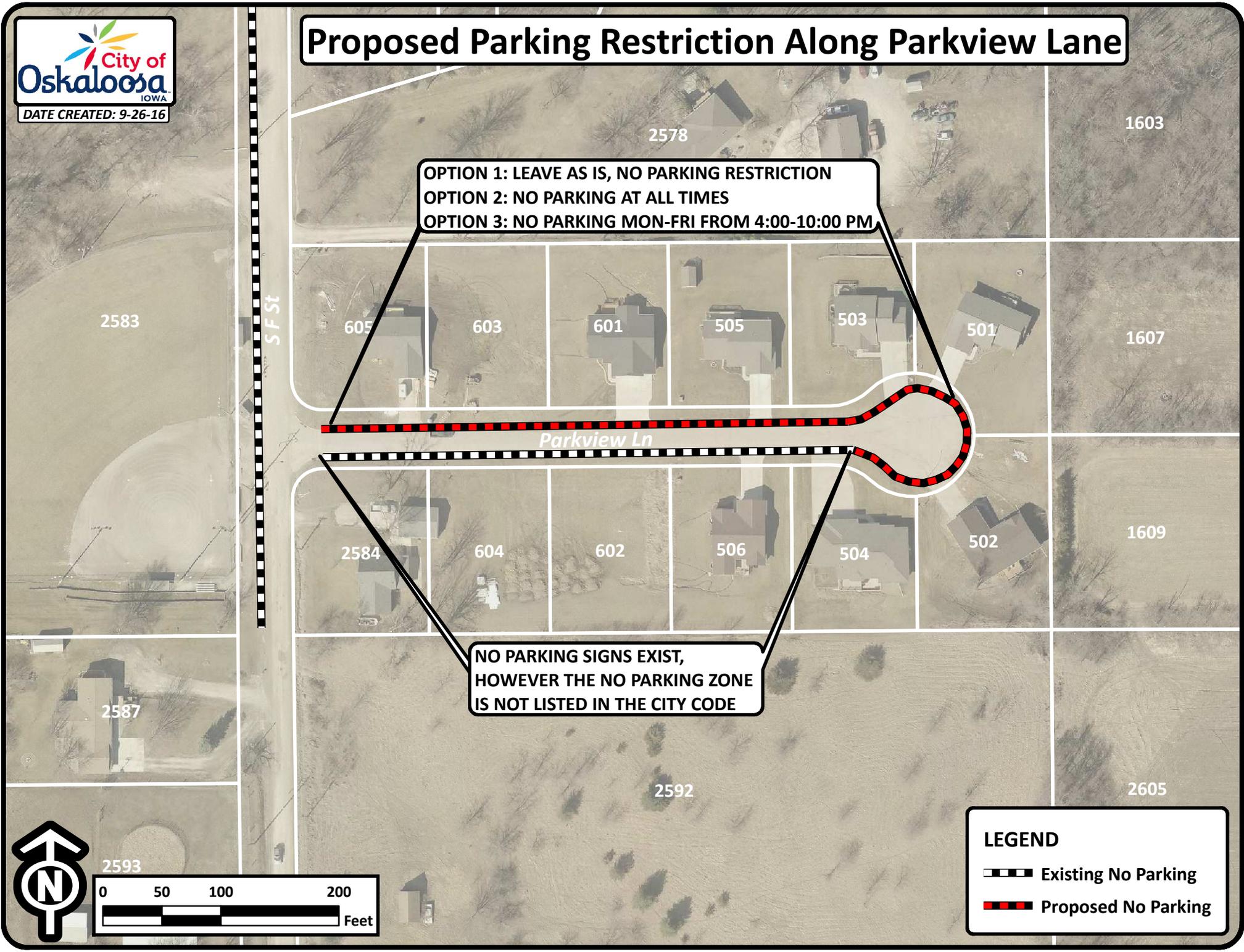
- OPTION 1: LEAVE AS IS, NO PARKING RESTRICTION
- OPTION 2: NO PARKING AT ALL TIMES
- OPTION 3: NO PARKING MON-FRI FROM 4:00-10:00 PM

NO PARKING SIGNS EXIST,
HOWEVER THE NO PARKING ZONE
IS NOT LISTED IN THE CITY CODE



LEGEND

-  Existing No Parking
-  Proposed No Parking



Parkview Lane Parking Restriction Survey Results			
ADDRESS	OWNER/RESIDENT	RESPONSE	COMMENTS
2584 Lincoln Avenue	Howard & Cheryl Spencer	Prohibit on-street parking on the north side and around the cul-de-sac Monday-Friday from 4:00 p.m. - 10:00p.m.	Will need to be enforced better than the current no parking zones on South F/Lincoln Avenue area
501 Parkview Lane	Angella Gambell	No response	
502 Parkview Lane	Linda molyneux	No response	
503 Parkview Lane	Jeffrey & Tamara Lorentzen	Prohibit on-street parking on the north side and around the cul-de-sac Monday-Friday from 4:00 p.m. - 10:00p.m.	
504 Parkview Lane	Douane & Seuam Cavan	No response	
505 Parkview Lane	Richard & Jean Schut	Leave on-street parking as is	
506 Parkview Lane	Ryan Vandalen & Gabrielle Brehm	Prohibit on-street parking on the north side and around the cul-de-sac Monday-Friday from 4:00 p.m. - 10:00p.m.	
601 Parkview Lane	Brandon & Kathryn Kain	No response	
602 Parkview Lane	David & Debbie McKee	Leave on-street parking as is	A letter should be sent to the teams using our street for parking, with safety for the people living here. Drive slow and look out for children in driveways. Do not block our driveways or park in them.
604 Parkview Lane	Andrew & Lynn Stefanik	Prohibit on-street parking on the north side and around the cul-de-sac Monday-Friday from 4:00 p.m. - 10:00p.m.	
605 Parkview Lane	Anthony & Laura Schanilec	No response	

Response Categories:	Number	Percentage
around the cul-de-sac at all times	0	0%
Prohibit on-street parking on the north side and around the cul-de-sac Monday-Friday from 4:00 p.m. - 10:00 p.m.	4	67%
Leave on-street parking as is	2	33%
other-comment	0	0%
Total	6	100%

No response	5
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August 24, 2016

RECEIVED
8/24/2016

Akhilesh Pal
City of Oskaloosa
804 South D Street
Oskaloosa, IA 52577

RE: Parkview Lane Parking Concerns

Mr. Pal,

There are serious safety concerns regarding excessive speeding ,traffic and parking on Parkview Lane during ball games/practice at the field on South F Street. Some ball park patrons wanting to park on Parkview Lane speed up and down the cul-de-sac, turn around in driveways and block driveways.

This is an urgent safety concern as there are many children living in homes on Parkview Lane. They are in danger of being hit while playing in their own driveways. I have included a photo of one such vehicle turning around which happens over and over again on game/practice nights. There have been several instances of parked cars blocking driveways making it nearly impossible for residents to enter or exit their properties or to provide adequate access for an emergency vehicle. The police have been very responsive to the problem and have issued parking tickets and warned violators but unfortunately the problem persists.

The overwhelming response from the residents is to limit parking on the North side of Parkview Lane where there are currently no parking restrictions. Please find attached a petition that the residents have signed stating the immediate need for a no parking ordinance. The bulk of the problems occur between the hours of 4pm to 10pm on weeknights and on various Saturdays. A no parking restriction for the North side of the street during these hours would greatly reduce the problems and substantially increase safety.

Your attention to this matter is greatly appreciated. Please contact me with any questions or additional information you may need.

Sincerely,


Lynn Stefanik

604 Parkview Lane
641-660-8948
flstefanik@gmail.com

1. No Parking north side, 2. No parking
north side M-F 4-10pm, 3. No change

Other/Comments

RECEIVED

SEP 19 2016

Petition to [action]

CITY CLERK OF OSKALOOSA

Petition summary and background	Parkview on street parking
Action petitioned for	We, the undersigned residents of Parkview Ln would like the on street parking to remain as is, due to the lack of alternate parking for the residents of the street to use for family gatherings and such. Instead of making the entire street no parking for all or part of the day, we propose the following: We would like a letter sent to the ball teams, players and coordinators addressing our concerns. We have attached a draft of such letter to this petition.

Printed Name	Signature	Address	Comment	Date
Andrew & Lynn Stefanik		604 Parkview Ln+ 603 Parkview Ln		
David & Debbie Mckee	<i>Debbie Mckee</i>	602 Parkview Ln	Something needs to be done concerning the beer cans in yard.	9-8-16
Ryan Vandalen Gabrielle Brehm	<i>Ryan Vandalen</i>	506 Parkview Ln		9/11/16
Douane & Sejam Cavan	<i>Sejam Cavan</i>	504 Parkview Ln		9/14/16
Linda Molyheux	<i>Linda Molyheux</i>	502 Parkview Ln		9/14/16
Angella M Durian Gambell	<i>Angella M Gambell</i>	501 Parkview Ln		9/17/16
Jeffrey & Tamara Lorenzen	<i>Jeffrey Lorenzen</i>	503 Parkview Ln	Consider a sign that says "no parking for ball players or spectators of ball games."	
Richard Jean Schut	<i>Richard Schut</i>	505 Parkview Ln		9-11-16
Brandon & Kathryn Kain		601 Parkview Ln		
Anthony & Laura Schanlic	<i>Tony Schanlic</i>	605 Parkview Ln	Consider no parking on N. side from last house to F street.	9-18-16

RECEIVED

SEP 19 2016

CITY CLERK OF OSKALOOSA

09/07/16

Dear baseball players, coaches and coordinators:

You may or may not know about the parking issue that is up for vote at the next city council meeting. They are currently considering a full or part time ban with on street parking on Parkview Ln. Because of a recent incident that the cops were called to, due to some people parking in and blocking private drives on Parkview Ln. The residents would like to keep the ability to park on the north side of Parkview Ln so that our guests at family gatherings, garage sales, and such can have space to park. We are more than willing to share the public parking spaces with the people attending events at the ball diamond, if we can get everyone to be cautious and courteous. We do have small children and pets crossing and entering the sidewalks and driveways. We ask that you do not enter or use the private driveways to turn around for safety reasons. Please use the cul-de-sac at the end of the street to turn around. And please use a slow and cautious speed when driving up and down the short dead end road, as it is difficult to see around the parked cars that are on the street. And please be aware of where you are parking, so that you are not blocking the entrance to any driveways. If we can get some cooperation on this, we would like to think the on street parking can remain. This issue is on the agenda for the next 3 council meetings if anyone is interested in attending.

Sincerely,

The residents of Parkview Ln.



City Council Communication

Meeting Date: October 3, 2016

Requested By: City Clerk/Finance Department

Item Title:

Consider a resolution levying a special assessment against private property for cutting and removal of weeds by the city of Oskaloosa, Iowa in accordance with Title 8, Chapter 8.20 of the City Code of the city of Oskaloosa, Iowa.

Explanation:

A public hearing was held on September 19, 2016 for weed cutting at 420 North D Street. With a vote of 7-0 it was decided to continue this item so further information could be obtained. The weed mowing was complaint-driven. Owners at 420 North D Street recently put up a privacy fence located 4-5 feet from alley property line. Public works records indicate there was no building permit issued for the fence. The alley is not owned by the property owner of 420 North D Street; however, City Code Section 8.20.050 indicates that property owners of land abutting any streets and alleys shall keep them free from brush, weeds and rubbish. If approved, the property owner will have 30 days to pay for weed cutting in the City Clerk's office. After the 30 days it will be assessed to their property taxes with a payment schedule of 1 year at 9% interest.

Budget Consideration:

\$250 revenue to the Sanitary Sewer Fund to offset expenses related to the work performed by the City, plus \$27 in interest.

Attachments:

Resolution
Exhibit A
Pictures

EXHIBIT "A"
 2016 WEED CUTTING ASSESSMENTS
 June 2016

OWNER	OFFENSE	ADDRESS/LEGAL	DATE MOWED	LABOR	COST
Debra Sue Osborn Parcel ID 1013403002	1st	420 North D St N 42' Lot 3 & S 3' Lot 2 O L 8 O P	6/16/2016	1 hour	\$ 250.00

Weed removal on private property:

Minimum of one hour charged. After first hour, fee shall be charged by the quarter hour.

1 st cleanup	\$200.00 fee + \$50.00 per hr.
2 nd cleanup	\$250.00 fee + \$50.00 per hr.
3 rd cleanup	\$300.00 fee + \$50.00 per hr.
4 th cleanup	\$350.00 fee + \$50.00 per hr.
5 th cleanup	\$400.00 fee + \$50.00 per hr.
6 th cleanup	\$450.00 fee + \$50.00 per hr.

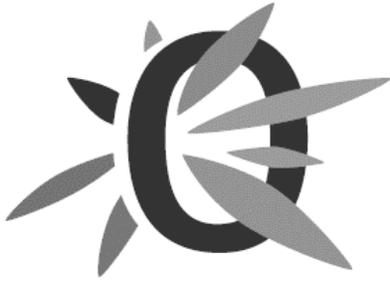




06/16/2016 10:25







City Council Communication
Meeting Date: October 3, 2016
Requested By: Council Appointed Staff

Item Title: Report on Items from City Staff

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

Explanation:

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

Budget Consideration:

Not applicable, report(s) only.

Attachments:

None.



City Council Communication
Meeting Date: October 3, 2016
Requested By: Mayor & City Council

Item Title: City Council Information

Explanation:

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

Budget Consideration:

Not applicable, report(s) only.

Attachments:

None.