



**City of Oskaloosa  
City Council Meeting Regular Session  
Council Chambers  
City Hall, 220 S. Market Street  
Oskaloosa, IA 52577  
Agenda  
October 17, 2016**

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

**1. Invocation: Pastor Bill Hines, Gateway Church of the Nazarene**

**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:

[20161017 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:

[20161017 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:

[20161017 CONSENT AGENDA PAGE BURST BW.DOCX](#)

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

1. October 3, 2016 Regular City Council Meeting Minutes
2. October 17, 2016 Agenda

Documents:

[20161017 CONSENT AGENDA CITY CLERK MINUTES.DOCX](#)  
[CITY COUNCIL MINUTES OCTOBER 3, 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:

[20161017 CONSENT AGENDA BOARDS AND COMMISSIONS.DOCX](#)  
[2016-03-29 SCRAA MINUTES.PDF](#)  
[2016-06-28 SCRAA MINUTES.PDF](#)  
[SEP 2016 LIB MINUTES.DOC](#)

**C. Consider approval of a renewal application for a Class E Liquor License with Carryout Beer and Wine Permit from Fareway Stores, Inc. dba Fareway Stores, Inc. #625, 311 3rd Avenue West.**

Who is submitting this item. City Clerk/Finance Department

Documents:

[CITY COMM FAREWAY 625 11152016.DOCX](#)

**D. Consider approval of a renewal application for a Class C Liquor License with Catering Privilege, Outdoor Service and Sunday Sales for SPSZ, LLC dba On the Green, 2214 South 11th Street.**

Who is submitting this item. City Clerk/Finance Department

Documents:

[CITY COMM ON THE GREEN 11052016.DOCX](#)

**E. Consider approval of a renewal application for a Class E Liquor License with Carryout Beer and Wine and Sunday Sales for Kabal Chauchan dba Cork & Bottle, 309 A Avenue West.**

Who is submitting this item. City Clerk/Finance Department

Documents:

[CITY COMM CORK BOTTLE 12092016.DOCX](#)

**F. Consider a motion to receive and file financial report for September 2016.**

Who is submitting this item. City Clerk/Finance Department

Documents:

[CITY COMM FINANCIAL REPORTS \(9\).DOCX](#)  
[OSKALOOSA IA TREASURERS REPORT SEPTEMBER 2016.PDF](#)

**G. Consider approval of Change Order No. 1 for the Sidewalk Improvement Project.**

Who is submitting this item. Public Works Director

Documents:

[SIDEWALK PROJECT CHANGE ORDER EXPLANATION \(1\).DOCX](#)  
[CHANGE ORDER 1.PDF](#)

**H. Consider approval of Pay Request No. 5 in the amount of \$216,101.13 to DDVI, Inc. for work completed on the Oskaloosa Fire Department Expansion and Renovation Project.**

Who is submitting this item. Fire Department

Documents:

[DDVI PAY APP NO. 5 EXPLANATION REVISED.DOCX](#)  
[DDVI PAY APP NO.5 REVISED.PDF](#)

**I. Consider approval of payments of \$4,462.79 to Area 15 RPC and \$31,817.50 to Curtis Architecture & Design, totaling \$36,280.29, for work completed on the Façade Improvement Project.**

Who is submitting this Development Services Department  
item.

Documents:

[FACADE OCTOBER 2016 PAYMENT EXPLANATION\\_1 \(2\).DOCX](#)  
[16DTR001 DRAW 1 INVOICES.PDF](#)  
[16DTR001 DRAW 1 BALANCE SHEET.PDF](#)  
[PROGRESS REPORT 02 - 201610.DOCX](#)

**J. Consider an ordinance to approve parking restrictions along Parkview Lane. (3rd and final reading)**

Who is submitting this Public Works Director  
item.

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](#)

**K. Consider a resolution scheduling a public hearing for November 21, 2016 to consider levying a special assessment against private property for weed cutting by the city in accordance with section 8.20 of the city code of the city of Oskaloosa, Iowa, and directing notice to the owners of the property to be assessed.**

Who is submitting this City Clerk/Finance Department  
item.

Documents:

[CITY COMM WEED SCHEDULE PH \(4\).DOCX](#)  
[EXHIBIT A AUGUST 2016.PDF](#)  
[RESOLUTION NO PH WEEDS AUGUST 2016.DOCX](#)

**L. Consider a resolution authorizing internal advance to tax increment revenue fund.**

Who is submitting this City Clerk/Finance Department  
item.

Documents:

[CITY COMM TIF INTERNAL ADVANCE.DOCX](#)  
[RESOLUTION NO INTERNAL ADVANCE TIF FUNDS \(2\).DOCX](#)

**M. Consider a resolution authorizing a professional engineering**

**services agreement with Fox Engineering Associates, Inc. to develop a pretreatment agreement with Oskaloosa Food Products Corp.**

Who is submitting this item. Public Works Director

Documents:

[PRETREATMENT AGREEMENT FOX.DOCX](#)  
[RESOLUTION.DOCX](#)  
[LETTER AGREEMENT 2016 10 10 OSKALOOSA HOURLY SERVICES REV 1.PDF](#)  
[HRLYRATE-2016.PDF](#)

**N. Consider a resolution approving the Mayor to execute a service agreement for the repair of the roof at city hall.**

Who is submitting this item. City Manager's Office

Documents:

[20161017\\_CITY HALL ROOF REPAIR.DOCX](#)  
[OSKALOOSA CITY HALL TILE REPAIR QUOTE 14 SEP 16.PDF](#)  
[20161017\\_CITY HALL ROOF RESO.DOC](#)

**O. ----- END OF CONSENT AGENDA -----**

**6. Regular Agenda**

Documents:

[20161017 REGULAR AGENDA BURST.DOCX](#)

**A. 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. (PUBLIC HEARING)**

Who is submitting this item. City Clerk/Finance Department

Documents:

[CITY COMM WEED ASSESSMENT.DOCX](#)  
[RESOLUTION ASSESSMENT JULY 2016.DOCX](#)  
[EXHIBIT A JULY 2016 10172016.PDF](#)

**B. Presentation of 3rd Quarter Code Enforcement Report.**

Who is submitting this item. Fire Department

item.

Documents:

[CITY COUNCIL COMMUNICATION FOR CODE ENFORCEMENT.DOCX](#)  
[JULY-SEP 2016 FD REPORT.PDF](#)

**C. Presentation on the Fire Station Expansion and Renovation Project.**

Who is submitting this item. Fire Department

Documents:

[CITY COUNCIL COMMUNICATION FOR STATION EXPANSION AND RENOVATION \(003\).DOCX](#)  
[OSKALOOSA FIRE STATION RENOVATION AND REMODEL.PDF](#)

**D. Consider a resolution authorizing a professional services agreement with HR Green to prepare a comprehensive Geographic Information Systems database for the City's sanitary and storm sewer systems.**

Who is submitting this item. Public Works Director

Documents:

[HR GREEN CONTRACT GIS \(3\).DOCX](#)  
[RESOLUTION.DOCX](#)  
[HR GREEN CONTRACT.PDF](#)

**E. Consider an ordinance amending Title 17, Chapter 17.08 of the Oskaloosa Municipal Code pertaining to sidewalk requirements – 1st Reading.**

Who is submitting this item. Development Services Department

Documents:

[EXPLANATION SIDEWALK REQUIREMENT\\_1 - AJEDITS\\_1.DOCX](#)  
[SIDEWALK ORDINANCE\\_OPTION 1 AJEDITS \(1\).DOCX](#)  
[SIDEWALK ORDINANCE\\_OPTION 2 AJEDITS.DOCX](#)  
[EXPLANATION SIDEWALK REQUIREMENT 2\\_1.DOCX](#)  
[SIDEWALK ORDINANCE\\_OPTION 3 \(1\)\\_1.DOCX](#)

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

- a) City Manager i. Project Update - Oskaloosa Hotel Market Analysis Study
- b) City Clerk.
- c) City Attorney.

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

Who is submitting this City Manager Department item.

Documents:

[20161017 REPORTS FROM STAFF.DOCX](#)

## **8. City Council Information**

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

Documents:

[20161017 CITY COUNCIL INFORMATION BURST.DOCX](#)

## **9. Adjournment**

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

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



City Council Communication  
Meeting Date: October 17, 2016  
Requested By: Mayor & City Council

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

1. Invocation: Pastor Bill Hines, Gateway Church of the Nazarene
2. Pledge of Allegiance
3. Roll Call: \_\_\_\_\_ Mayor David Krutzfeldt, Council Members:

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

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

**Explanation:**

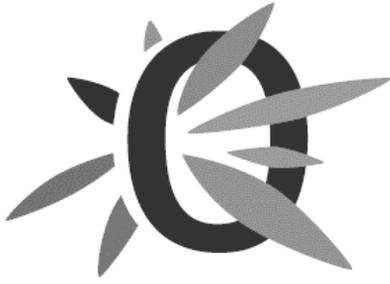
Not applicable.

**Budget Consideration:**

Not applicable.

**Attachments:**

None.



City Council Communication  
Meeting Date: October 17, 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 17, 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 17, 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. October 3, 2016 City Council Regular Meeting Minutes
2. October 17, 2016 Agenda

**Budget Consideration:**

Not applicable.

**Attachments:**

October 3, 2016 City Council Regular Meeting Minutes

OSKALOOSA CITY COUNCIL  
REGULAR MEETING  
October 3, 2016

The Oskaloosa City Council met in regular session on Monday, October 3, 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.

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

1. September 19, 2016 City Council Regular Meeting Minutes
  2. October 3, 2016 Agenda
  3. Receive and file reports and communications from advisory and operating boards and commissions:
    - a. August 15, 2016 Water Board Minutes
    - b. September 21, 2016 Civil Service Commission Minutes
    - c. September 7, 2016 Airport Commission Minutes
    - d. December 16, 2015 Historic Preservation Commission Minutes
  4. Claims for September 2016.
  5. Receive and file Safety Committee report for the third quarter of 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.

Caligiuri 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 third reading. Ver Steeg 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. 1387.

Caligiuri introduced Resolution No. 16-10-138 entitled "RESOLUTION APPROVING THE 2016 FISCAL YEAR URBAN RENEWAL REPORT" and moved its approval. Ver Steeg 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.

Caligiuri introduced Resolution No. 16-10-139 entitled "RESOLUTION ADOPTING AN OSKALOOSA SAFETY MANUAL" and moved its approval. Ver Steeg 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.

Caligiuri introduced Resolution No. 16-10-140 entitled "A RESOLUTION APPROVING THE QUIT CLAIM DEED TO VACATE AND AUTHORIZE THE SALE OF THE EAST-WEST PUBLIC ALLEY ADJACENT TO 701 1<sup>ST</sup> AVENUE EAST" and moved its approval. Ver Steeg 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 Caligiuri, seconded by Ver Steeg to approve 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. The roll was called and the vote was:

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

NAYS: None

Whereupon the Mayor declared said motion approved.

It was moved by Caligiuri, seconded by Ver Steeg to approve Pay Request No. 1 in the amount of \$26,591.00 to Popson Construction for work completed on the 2017 Storm Sewer Intake Repairs Project. The roll was called and the vote was:

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

NAYS: None

Whereupon the Mayor declared said motion approved.

It was moved by Caligiuri, seconded by Ver Steeg to approve Pay Request No. 6 in the amount of \$5,166.22 to C. L. Carroll Co., Inc. for completion of the upgrades to the Southwest Wastewater Treatment Plant digester. 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.

Caligiuri introduced Resolution No. 16-10-141 entitled "RESOLUTION ACCEPTING THE WORK OF C. L. CARROLL CO. FOR THE SOUTHWEST WASTEWATER TREATMENT PLANT DIGESTER UPGRADES" and moved its approval. Ver Steeg 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 Caligiuri, seconded by Ver Steeg to approve Pay Request No. 2 (final payment) in the amount of \$10,599.00 to Vessco, Inc. for the materials required

for the Southwest Wastewater Treatment Plant digester upgrade. 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.

Caligiuri introduced Resolution No. 16-10-142 entitled "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" and moved its approval. Ver Steeg 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 Caligiuri, seconded by Ver Steeg to accept and authorize the execution and payments for an Expedited Informal Settlement Agreement with Iowa OSHA, and a civil penalty with Iowa Workforce Development. 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 there were vacancies on the Airport Commission, Board of Adjustment, Historic Preservation Commission, Mahaska County Solid Waste Management Commission and Ad Hoc Recycling Committee, Housing Trust Fund Committee, Municipal Housing Agency and Planning and Zoning Commission.

The Mayor announced this is the time and place for the public hearing regarding amending Title 17, Chapter 17.08 of the Oskaloosa Municipal Code pertaining to sidewalk requirements and that citizens would now have the opportunity to comment. Scott Ver Steeg, 2064 245<sup>th</sup> Street, Jason Van Zetten, 423 North Park, Christian Ray, and Wyndell Campbell, chair of Planning and Zoning Commission, 118 High Avenue East, commented. There were no written comments received. The Mayor declared said hearing closed.

It was moved by Yates, seconded by Caligiuri to continue the first reading of 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 roll was called and the vote was:

AYES: Burnett, Caligiuri, Moore and Yates

NAYS: Jimenez, Ver Steeg and Walling

Whereupon the Mayor declared said motion approved.

Caligiuri 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” and moved its approval on the second reading. Ver Steeg seconded the motion. The roll was called and the vote was:

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

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

Yates introduced Resolution No. 16-10-143 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” and moved its approval. Moore seconded the motion. The roll was called and the vote was:

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

Whereupon the Mayor declared said resolution duly adopted.

It was moved by Caligiuri, seconded by Ver Steeg that the meeting adjourn. Motion carried unanimously. The meeting adjourned at 7:03 p.m.

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David Krutzfeldt, Mayor

ATTEST:

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Amy Miller, City Clerk



## City Council Communication

Meeting Date: October 17, 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. March 29, 2016 South Central Regional Airport Agency Minutes
2. June 28, 2016 South Central Regional Airport Agency Minutes
3. September 26, 2016 Library Board Minutes

**Budget Consideration:**

Not applicable.

**Attachments:**

March 29, 2016 South Central Regional Airport Agency Minutes  
June 28, 2016 South Central Regional Airport Agency Minutes  
September 26, 2016 Library Board Minutes

South Central Regional Airport Agency  
Meeting Minutes  
Tuesday, March 29, 2016

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

SCRAA Staff Present: Mike Nardini, Pella City Administrator and Michael Schrock Jr., Oskaloosa City Manager.

SCRAA Staff Absent: David Shanahan, Mahaska County.

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

It was moved by Barnes, seconded by Blomgren to approve the December 21, 2015 minutes. Motion carried 6-0.

Chairman Hansen presented a proclamation thanking Steve Van Weelden for his years of service to the South Central Regional Airport Agency.

Chairman Hansen opened the call to the public. Comments were received by Bert Bandstra. Jack Rempe submitted written comments.

It was moved by Blomgren, seconded by Smith to approve the resolution entitled, "RESOLUTION APPOINTING OFFICER POSITIONS FOR FISCAL YEAR 2016-17". Motion carried 6-0.

It was moved by Barnes, seconded by Smith to accept 2015-16 audited financial statements.

It was moved by Barnes, seconded by Smith to approve the resolution entitled, "RESOLUTION APPROVING FISCAL YEAR 2016-17 BUDGET AND AUTHORIZING SUBMITTAL TO THE CITY OF OSKALOOSA AND THE CITY OF PELLA". Motion carried 6-0.

Jerry Searle provided an update on the Federal Aviation Planning Studies.

No staff reports were presented.

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

It was moved by Blomgren, seconded by Smith to adjourn. Motion carried 6-0.

The meeting adjourned at 6:34 p.m.

Minutes prepared by Mike Nardini

Site A Landowners Response to Meeting  
I am Jack Rempe and I appear on behalf of myself  
as well as the  
landowners adversely affected by the proposed  
airport.

We have organized ourselves into a group called  
Site A Landowners, and we are represented by  
Gary Dickey of Dickey & Campbell Law Firm.  
We ask that Mr. Dickey be included in all future  
notices involving the proposal. I ask that the  
minutes reflect that we vigorously oppose the  
airport and intend to use every legal means at  
our disposal to prevent its construction.

We urge you to withdraw the proposed airport  
altogether in light of the clear public opinion  
in opposition to it. Alternatively, we ask you  
to relocate the airport project from its  
proposed location.

South Central Regional Airport Agency  
Meeting Minutes  
June 28, 2016

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

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

Meeting called to order by Chairman Hansen at 6:12 p.m. in Oskaloosa Public Library, 301 South Market Street, Oskaloosa, Iowa.

It was moved by Barnes, seconded by Blomgren to approve the March 29, 2016 minutes. Motion carried 5-0.

Chairman Hansen opened the call to the public. Comments and questions were received from one member of the public (Mr. Jack Rempe) for a maximum of three minutes each.

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

Barnes moved and Blomgren seconded a motion to approve Resolution No. 16 entitled "Authorize staff to schedule and publish a public hearing notice on the Draft Environmental Assessment report." Motion carried 5-0.

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

The meeting adjourned at 6:29 p.m.

Minutes prepared by Mike Schrock

**MINUTES**  
**OSKALOOSA PUBLIC LIBRARY BOARD OF TRUSTEES**  
**MONDAY—SEPTEMBER 26, 2016—4:00 P.M.**

The meeting was called to order by Board President Michael Collins. Roll call was taken by Board secretary Susan Hasso with Trustees Ken Allsup, Keith Comfort, Chris Harbour, Jane Ireland, Sally Posovich, and Kathy Rothfus present. Also present was Library Director Nicole Morgan.

**Minutes:** Motion was made by Rothfus, seconded by Comfort, to approve the minutes of the August 22, 2016, Board meeting. Motion passed.

**Board Correspondence, Public Input or Friends Report:** At the next Library Board meeting, there will be a representative from the Friends. Allsup suggested that there be a teen representative from the Teen Advisory Board.

**Director's Report:** Nicole highlighted some of the items in her director's report to the Board.

**Programs and Events:** Nicole said that the Teen Advisory Board has a new logo that includes the library window design and bright colors. Preschool story times are going well. The Friends are sponsoring the 1000 Books Before Kindergarten program. We are celebrating National Library Card Sign-up Month in September. Children who get their first library card receive a gift bag. Nicole told the Board that staff would like to dress up for Halloween. Board members suggested that the staff have family friendly costumes. Rothfus said that staff should dress like literary characters.

**Roof Repairs:** Nicole said that J & M Roofing had come to repair the counterflashing on the ledge. The Board had approved this work to be done last October, 2015.

**Youth Services Librarian:** Nicole told the Board that she and Susan had interviewed two candidates for the Youth Librarian position. Nicole will be checking references.

Rothfus asked about updated policy notebooks for the Board members. Rothfus thought that the notebooks would be handed out at this meeting. Several Board members did not want paper copies of the policies. It was pointed out that an up-to-date copy of the policies is on the library's web site. Susan is to bring a paper copy of the policies to each Board meeting.

Rothfus asked about the status of the contract with Rose Hill. Nicole said that originally Rose Hill had been sent the wrong numbers. She has sent them the correct numbers, which will make a slight decrease in what they owe. Rose Hill has not yet made a decision. If Rose Hill does not sign a contract with the library, does the Board want to deny services or ask individuals to pay a membership fee? Board members asked Nicole to check with other libraries who have contracting cities to see how they charge.

**Committee Reports:**

**Staff Committee – Jane Ireland, chair:** None.

**Budget & Finance Committee – Michael Collins, chair:** The Budget and Finance Committee met to discuss the Rose Hill contract and the line item for salaries in the budget. Because of an extra pay period, the target for salaries should be at 11% rather than 8.33%. This month the salaries line item is more closely aligned to the target rate.

**Policy & Planning Committee – Judy Bishop, chair:** The Policy and Planning Committee met and went over the library's fee schedule.

**Technology Committee – Ken Allsup, chair:** None

**Building & Grounds – Chris Harbour, chair:** The Building and Grounds Committee met. They discussed the concrete repair in the parking lot. They also discussed drainage and landscaping around the front door to stop the water from coming in the front doors and running into the duct system.

### **Unfinished Business**

**Strategic Planning Follow-up Meeting:** Nicole asked the Board to pick a date to schedule a 3-hour follow-up special Library Board meeting now that the community groups have met. This meeting would review the roles picked for the library and set goals. She gave the dates that Becky Heil from the State Library was unable to meet. After a discussion of possible dates, it was decided to set the Library Board's regular meeting to Tuesday, October 18, with the Strategic Planning Meeting to follow, because this was the date that most Board members would be able to attend.

**Approval of Concrete Bid:** Nicole requested approval of concrete work to be completed by Concrete Works LLC in the front marked areas of the library at an estimated bid of \$5655.00. The Building and Grounds Committee recommends this approval. Motion was made by Harbour, seconded by Allsup, to approve the concrete work in the front marked areas of the library to be completed by Concrete Works LLC at an estimated bid of \$5655.00. Motion passed.

### **New Business:**

**Iowa Paranormal Program:** Nicole asked for approval of the Iowa Paranormal program. The group will present a program on Friday, October 7, from 7:00-9:00 p.m. for the public. Then from 9:00 p.m. to 1:00 a.m. when the building is closed, the group will stay and search for any unusual activity at the library. Nicole said that a staff person would stay with the group from 9:00 p.m. to 1:00 a.m. After discussion, the Board decided that they did not want a staff person to stay with the group after closing. They would rather have a volunteer. Board member Ken Allsup volunteered to stay. Motion was made by Allsup, seconded by Comfort, to approve the Iowa Paranormal program with a volunteer to stay with the group after hours. Motion passed.

**Borrowing and Circulation Policy:** In the Borrowing and Circulation Policy, the late fee for the GPS was removed, because the library no longer has a GPS to circulate. Motion was made by Harbour, seconded by Rothfus, to approve the revised Borrowing and Circulation Policy. Motion passed.

**Library Unser Survey:** Nicole said that as part of the Strategic Planning process, she wants to survey all library patrons both online and in the library. A copy of the proposed survey was included in the Board packets. Nicole asked for approval to distribute the survey both electronically and in paper copy. Motion was made by Ireland, seconded by Posovich, to approve the distribution of the survey. Motion passed.

**Approval of Claims:** Motion was made by Ireland, seconded by Allsup, to approve payment of September claims. Allsup asked about the numbers for usage with the Constant Contact. Nicole said that she would again send him the numbers for usage. Motion passed.

**President's Remarks:** None

**Adjournment:** Motion was made by Harbour, seconded by Comfort, to adjourn. Motion passed.

The next regular meeting will be on Tuesday, October 18 at 4:00 p.m. in the library meeting room.

Respectfully submitted,

Susan Hasso  
For the Board



## City Council Communication

Meeting Date: October 17, 2016

Requested By: City Clerk/Finance Department

**Item Title: CONSENT AGENDA**

Consider approval of a renewal application for a Class E Liquor License with Carryout Beer and Wine Permit from Fareway Stores, Inc. dba Fareway Stores, Inc. #625, 311 3<sup>rd</sup> Avenue West.

**Explanation:**

The application is complete and in order for approval.

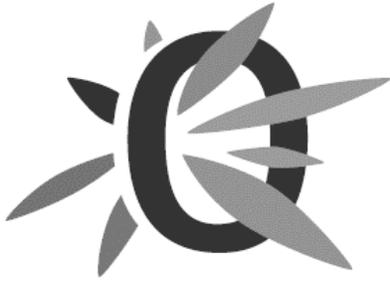
Staff recommends approval.

**Budget Consideration:**

\$300.00 revenue to the General Fund.

**Attachments:**

None



## City Council Communication

Meeting Date: October 17, 2016

Requested By: City Clerk/Finance Department

**Item Title: CONSENT AGENDA**

Consider approval of a renewal application for a Class C Liquor License with Catering Privilege, Outdoor Service and Sunday Sales for SPSZ, LLC dba On The Green, 2214 South 11<sup>th</sup> Street.

**Explanation:**

The application is complete and in order for approval.

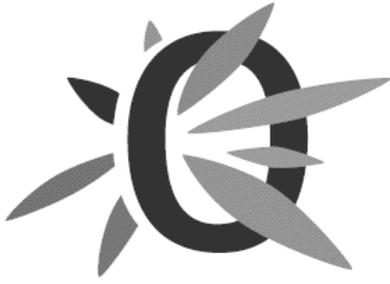
Staff recommends approval.

**Budget Consideration:**

\$845.00 revenue to the General Fund.

**Attachments:**

None



## City Council Communication

Meeting Date: October 17, 2016

Requested By: City Clerk/Finance Department

**Item Title: CONSENT AGENDA**

Consider approval of a renewal application for a Class E Liquor License with Carryout Beer and Wine and Sunday Sales for Kabal Chauchan dba Cork & Bottle, 309 A Avenue West.

**Explanation:**

The application is complete and in order for approval.

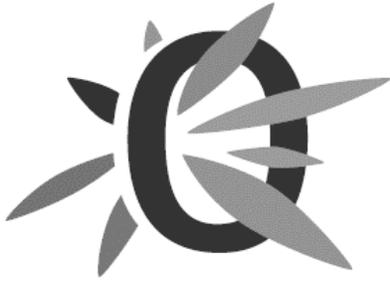
Staff recommends approval.

**Budget Consideration:**

\$100.00 revenue to the General Fund.

**Attachments:**

None



## City Council Communication

Meeting Date: October 17, 2016

Requested By: City Clerk/Finance Department

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

Consider a motion to receive and file financial reports for September 2016.

### **Explanation:**

The financial reports for September 2016 are included in your agenda packets. The target percentage for expenses this month is 25% except for the seasonal or once-a-year purchases. The figures below show the expenses by program.

The following five funds contain a negative fund balance for September 2016.

- General Fund Insurance – Insurance invoices are paid in the first few months of the fiscal year. September 2016 tax receipts received in October and March 2017 tax receipts received in April will help to clear up this negative fund balance.
- General Fund Band – Band payroll is paid during the summer months and the September 2016 tax receipts received in October will clear up this negative fund balance.
- Employee Benefit Fund – October 2016 tax receipts will clear up this negative fund balance.
- Brownfield Sites Assessment Grant Fund – Grant reimbursement will clear up this negative fund balance.
- Employee Flex Plan Fund – Payroll contributions will clear up this negative fund balance.

### **Budget Consideration:**

None

### **Attachments:**

September 2016 Financial Reports



# City of Oskaloosa, IA Treasurer's Report

## September 1-30, 2016

Fund	Beginning Cash Balance	Revenue (+)	Expenses (-)	Change in Pending Payables	Change in Investments	Ending Cash Balance
001: GENERAL FUND	1,704,454.97	242,584.39	379,192.15	(68,009.48)	(160,992.13)	1,499,837.73
002: GENERAL FUND INSURANCE FUND	(109,489.60)	7,050.46	(39,830.30)	(326.20)	0.00	(62,935.04)
003: GENERAL FUND CAPITAL EQUIPMENT	25,060.31	2.04	0.00	0.00	2.04	25,062.35
004: LIBRARY COPIER REVOLVING FUND	12,011.24	514.05	120.23	(291.61)	1,001.80	12,113.45
005: GENERAL FUND BAND	(12,945.24)	883.97	327.78	0.00	0.00	(12,389.05)
006: GENERAL FUND - LOST	896,103.44	128,880.21	0.00	0.00	129,152.79	1,024,983.65
007: GENERAL FUND - UTILITY FRANCHISE FEES	255,963.61	42.05	0.00	0.00	42.05	256,005.66
110: ROAD USE TAX FUND	649,482.01	150,792.68	102,840.92	(60,810.21)	(12,368.12)	636,623.56
112: EMPLOYEE BENEFIT FUND	22,634.42	49,726.91	73,532.83	0.00	(20,998.60)	(1,171.50)
119: EMERGENCY FUND	0.00	4,537.21	4,537.21	0.00	0.00	0.00
121: LOCAL OPTION SALES TAX FUND	0.00	93,954.53	93,954.53	0.00	0.00	0.00
122: HOTEL/MOTEL TAX REVENUE FUND	0.00	30,929.95	30,929.95	0.00	0.00	0.00
128: ADMINISTRATION TIF	1,053.13	302.11	0.00	0.00	0.17	1,355.24
135: STREETScape PROJECT TIF	0.00	2,323.41	0.00	0.00	2,000.21	2,323.41
136: DOWNTOWN BUILDING RENOVATION/REHAB TIF	0.00	13,020.69	0.00	0.00	13,001.35	13,020.69
138: HOUSING DONATED FUNDS	34,740.74	0.00	0.00	0.00	0.00	34,740.74
140: HOUSING FUND	206,782.21	5,183.06	32,196.01	0.00	(28,965.77)	179,769.26
165: RIEFE MEMORIAL FUND	12,374.98	1.75	0.00	0.00	1.75	12,376.73
167: LIBRARY MEMORIAL FUND	610,050.42	22,317.21	1,327.15	(2,746.73)	18,854.58	628,293.75
169: MISCELLANEOUS GIFT FUND	21,050.05	48.50	0.00	0.00	1.50	21,098.55
172: WOODEN PLAYGROUND MAINT FUND	3,288.83	0.45	0.00	0.00	0.45	3,289.28
177: POLICE FORFEITURE FUND	10,593.84	1.47	200.00	(555.25)	(998.53)	9,840.06
178: LIBRARY MAINTENANCE FUND	1,201,597.06	7,669.53	2,580.00	2,580.00	7,669.53	1,209,266.59
180: MISCELLANEOUS GRANTS FUND	36,794.61	5.01	15,545.23	6,138.59	(7,994.99)	27,392.98
181: BROWNFIELD SITES ASSESSMENT GRANT FUND	(9,318.19)	9,318.19	0.00	(7,477.03)	0.00	(7,477.03)
182: FACADE GRANT	169,598.13	27.79	0.00	0.00	27.79	169,625.92
200: DEBT SERVICE FUND	148,276.26	41,851.84	0.00	0.00	41,427.68	190,128.10
301: PARK SHELTER CAPITAL IMPROVEMENT	22,504.40	83.62	53.00	(55.21)	3.62	22,479.81
302: CITY HALL IMPROVEMENTS	9,974.66	1.58	0.00	(8.66)	1.58	9,967.58
304: FIRE STATION ADDITION AND REMODEL PROJECT	2,445,769.20	0.00	2,591.77	2,591.77	0.00	2,445,769.20
321: NE BRIDGE REPLACEMENT PROJECT	200,076.78	32.68	16,000.10	14,399.90	(1,967.32)	198,509.26
322: BURLINGTON ROAD RECONSTRUCTION FUND	2,677.11	0.33	0.00	(163.49)	0.33	2,513.95

<b>Fund</b>	<b>Beginning Cash Balance</b>	<b>Revenue (+)</b>	<b>Expenses (-)</b>	<b>Change in Pending Payables</b>	<b>Change in Investments</b>	<b>Ending Cash Balance</b>
325: PAVEMENT MANAGEMENT	307,046.60	47.82	64,537.00	40,026.00	(23,952.18)	282,583.42
326: SIDEWALK IMPROVEMENTS PROJECT	30,872.01	2,142.02	30,350.33	0.00	(27,885.98)	2,663.70
344: 2016 GO REFUNDING NOTES	18,315.23	0.00	0.00	0.00	0.00	18,315.23
600: WATER O&M FUND	1,232,638.50	0.00	0.00	0.00	0.00	1,232,638.50
601: WATER CONSUMER DEPOSIT FUND	89,935.00	0.00	0.00	0.00	0.00	89,935.00
603: WATER SINKING FUND	34,943.35	0.00	0.00	0.00	0.00	34,943.35
604: WATER RESERVE FUND	51,419.03	0.00	0.00	0.00	0.00	51,419.03
610: SANITARY SEWER O&M FUND	161,874.80	108,194.14	109,708.14	(4,193.88)	0.00	156,166.92
611: SANITARY SEWER REVENUE FUND	1,989,657.62	239,774.26	145,409.14	0.00	97,336.50	2,084,022.74
612: SANITARY SEWER SINKING FUND	72,528.00	36,265.00	0.00	0.00	36,000.00	108,793.00
614: SANITARY SEWER IMPROVEMENT FUND	110,114.89	950.00	0.00	0.00	0.00	111,064.89
660: AIRPORT FUND	293,031.01	11,032.08	12,027.58	5,398.58	5,047.33	297,434.09
664: AIRPORT CULVERT REHABILITATION	(1,100.00)	11,000.00	9,900.00	0.00	0.00	0.00
740: STORM WATER UTILITY FUND	991,851.30	22,082.22	1,574.72	(5,598.88)	14,128.76	1,006,759.92
750: EDMUNDSON GOLF COURSE FUND	38,518.06	6.24	346.26	(619.17)	(993.76)	37,558.87
760: RACI MAIN STREET LOAN FUND	21,588.48	4,275.18	0.00	0.00	4,003.20	25,863.66
810: COPIER/FAX REVOLVING FUND	14,756.82	505.56	241.43	(258.82)	2.30	14,762.13
820: EMPLOYEE HEALTH SELF-INSURANCE	694,120.27	51,991.91	25,570.91	1,489.36	28,095.65	722,030.63
830: EMPLOYEE FLEX PLAN FUND	(765.14)	2,718.93	2,339.30	0.00	0.15	(385.51)



# REVENUE REPORT

## Account Detail

For Fiscal: 2016-2017 Period Ending: 09/30/2016

ObjectCa...	Total Budget	Period Activity	Fiscal Activity	Budget Remaining	Actual %
<b>Fund: 001 - GENERAL FUND</b>					
41 - TAXES	-2,658,439.00	-136,303.52	-153,455.15	-2,504,983.85	5.77 %
42 - LICENSES AND PERMITS	-255,744.00	-9,114.50	-57,692.24	-198,051.76	22.56 %
43 - USE OF MONEY & PROPERTY	-3,950.00	-408.67	-1,209.72	-2,740.28	30.63 %
44 - INTERGOVERNMENTAL	-364,400.00	-7,783.10	-7,962.66	-356,437.34	2.19 %
45 - CHARGES FOR SERVICES	-132,200.00	-2,115.83	-20,359.91	-111,840.09	15.40 %
47 - MISCELLANEOUS REVENUES	-78,050.00	-8,788.73	-30,016.07	-48,033.93	38.46 %
48 - OTHER FINANCING SOURCES	-1,349,225.00	-78,070.04	-279,227.15	-1,069,997.85	20.70 %
<b>Fund 001 Total:</b>	<b>-4,842,008.00</b>	<b>-242,584.39</b>	<b>-549,922.90</b>	<b>-4,292,085.10</b>	<b>11.36 %</b>
<b>Fund: 002 - GENERAL FUND INSURANCE FUND</b>					
41 - TAXES	-115,538.00	-5,927.46	-6,647.17	-108,890.83	5.75 %
43 - USE OF MONEY & PROPERTY	0.00	0.00	-0.17	0.17	
44 - INTERGOVERNMENTAL	-3,645.00	0.00	0.00	-3,645.00	0.00 %
47 - MISCELLANEOUS REVENUES	0.00	-1,123.00	-1,123.00	1,123.00	
<b>Fund 002 Total:</b>	<b>-119,183.00</b>	<b>-7,050.46</b>	<b>-7,770.34</b>	<b>-111,412.66</b>	<b>6.52 %</b>
<b>Fund: 003 - GENERAL FUND CAPITAL EQUIPMENT</b>					
43 - USE OF MONEY & PROPERTY	0.00	-2.04	-5.73	5.73	
<b>Fund 003 Total:</b>	<b>0.00</b>	<b>-2.04</b>	<b>-5.73</b>	<b>5.73</b>	
<b>Fund: 004 - LIBRARY COPIER REVOLVING FUND</b>					
43 - USE OF MONEY & PROPERTY	0.00	-1.80	-5.43	5.43	
47 - MISCELLANEOUS REVENUES	-6,500.00	-512.25	-1,548.75	-4,951.25	23.83 %
<b>Fund 004 Total:</b>	<b>-6,500.00</b>	<b>-514.05</b>	<b>-1,554.18</b>	<b>-4,945.82</b>	<b>23.91 %</b>
<b>Fund: 005 - GENERAL FUND BAND</b>					
41 - TAXES	-17,231.00	-883.97	-1,000.41	-16,230.59	5.81 %
44 - INTERGOVERNMENTAL	-544.00	0.00	0.00	-544.00	0.00 %
<b>Fund 005 Total:</b>	<b>-17,775.00</b>	<b>-883.97</b>	<b>-1,000.41</b>	<b>-16,774.59</b>	<b>5.63 %</b>
<b>Fund: 006 - GENERAL FUND - LOST</b>					
43 - USE OF MONEY & PROPERTY	-1,800.00	-152.79	-419.42	-1,380.58	23.30 %
47 - MISCELLANEOUS REVENUES	-900,000.00	-128,727.42	-376,355.82	-523,644.18	41.82 %
<b>Fund 006 Total:</b>	<b>-901,800.00</b>	<b>-128,880.21</b>	<b>-376,775.24</b>	<b>-525,024.76</b>	<b>41.78 %</b>
<b>Fund: 007 - GENERAL FUND - UTILITY FRANCHISE FEES</b>					
42 - LICENSES AND PERMITS	-410,000.00	0.00	-83,516.73	-326,483.27	20.37 %
43 - USE OF MONEY & PROPERTY	-900.00	-42.05	-142.60	-757.40	15.84 %
<b>Fund 007 Total:</b>	<b>-410,900.00</b>	<b>-42.05</b>	<b>-83,659.33</b>	<b>-327,240.67</b>	<b>20.36 %</b>
<b>Fund: 110 - ROAD USE TAX FUND</b>					
44 - INTERGOVERNMENTAL	-1,359,950.00	-148,631.88	-413,502.70	-946,447.30	30.41 %
45 - CHARGES FOR SERVICES	0.00	0.00	-147.00	147.00	
47 - MISCELLANEOUS REVENUES	0.00	-156.80	-403.30	403.30	
48 - OTHER FINANCING SOURCES	0.00	-2,004.00	-2,004.00	2,004.00	
<b>Fund 110 Total:</b>	<b>-1,359,950.00</b>	<b>-150,792.68</b>	<b>-416,057.00</b>	<b>-943,893.00</b>	<b>30.59 %</b>
<b>Fund: 112 - EMPLOYEE BENEFIT FUND</b>					
41 - TAXES	-969,264.00	-49,725.51	-55,714.28	-913,549.72	5.75 %
43 - USE OF MONEY & PROPERTY	0.00	-1.40	-29.63	29.63	
44 - INTERGOVERNMENTAL	-30,575.00	0.00	0.00	-30,575.00	0.00 %
<b>Fund 112 Total:</b>	<b>-999,839.00</b>	<b>-49,726.91</b>	<b>-55,743.91</b>	<b>-944,095.09</b>	<b>5.58 %</b>
<b>Fund: 119 - EMERGENCY FUND</b>					
41 - TAXES	-88,438.00	-4,537.21	-5,108.62	-83,329.38	5.78 %
44 - INTERGOVERNMENTAL	-2,790.00	0.00	0.00	-2,790.00	0.00 %
<b>Fund 119 Total:</b>	<b>-91,228.00</b>	<b>-4,537.21</b>	<b>-5,108.62</b>	<b>-86,119.38</b>	<b>5.60 %</b>

REVENUE REPORT

For Fiscal: 2016-2017 Period Ending: 09/30/2016

ObjectCa...	Total Budget	Period Activity	Fiscal Activity	Budget Remaining	Actual %
<b>Fund: 121 - LOCAL OPTION SALES TAX FUND</b>					
41 - TAXES	-1,027,059.00	-93,954.53	-271,743.85	-755,315.15	26.46 %
<b>Fund 121 Total:</b>	<b>-1,027,059.00</b>	<b>-93,954.53</b>	<b>-271,743.85</b>	<b>-755,315.15</b>	<b>26.46 %</b>
<b>Fund: 122 - HOTEL/MOTEL TAX REVENUE FUND</b>					
41 - TAXES	-125,000.00	-30,929.95	-30,929.95	-94,070.05	24.74 %
<b>Fund 122 Total:</b>	<b>-125,000.00</b>	<b>-30,929.95</b>	<b>-30,929.95</b>	<b>-94,070.05</b>	<b>24.74 %</b>
<b>Fund: 128 - ADMINISTRATION TIF</b>					
41 - TAXES	-5,799.00	-301.94	-387.56	-5,411.44	6.68 %
43 - USE OF MONEY & PROPERTY	0.00	-0.17	-0.44	0.44	
<b>Fund 128 Total:</b>	<b>-5,799.00</b>	<b>-302.11</b>	<b>-388.00</b>	<b>-5,411.00</b>	<b>6.69 %</b>
<b>Fund: 135 - STREETScape PROJECT TIF</b>					
41 - TAXES	-44,620.00	-2,323.20	-2,323.20	-42,296.80	5.21 %
43 - USE OF MONEY & PROPERTY	0.00	-0.21	-0.21	0.21	
<b>Fund 135 Total:</b>	<b>-44,620.00</b>	<b>-2,323.41</b>	<b>-2,323.41</b>	<b>-42,296.59</b>	<b>5.21 %</b>
<b>Fund: 136 - DOWNTOWN BUILDING RENOVATION/REHAB TIF</b>					
41 - TAXES	-250,000.00	-13,019.34	-13,019.34	-236,980.66	5.21 %
43 - USE OF MONEY & PROPERTY	0.00	-1.35	-1.35	1.35	
<b>Fund 136 Total:</b>	<b>-250,000.00</b>	<b>-13,020.69</b>	<b>-13,020.69</b>	<b>-236,979.31</b>	<b>5.21 %</b>
<b>Fund: 140 - HOUSING FUND</b>					
43 - USE OF MONEY & PROPERTY	-450.00	-34.23	-105.92	-344.08	23.54 %
45 - CHARGES FOR SERVICES	-1,700.00	-167.00	-381.00	-1,319.00	22.41 %
47 - MISCELLANEOUS REVENUES	-37,056.00	-4,981.83	-14,260.91	-22,795.09	38.48 %
<b>Fund 140 Total:</b>	<b>-39,206.00</b>	<b>-5,183.06</b>	<b>-14,747.83</b>	<b>-24,458.17</b>	<b>37.62 %</b>
<b>Fund: 165 - RIEFE MEMORIAL FUND</b>					
43 - USE OF MONEY & PROPERTY	0.00	-1.75	-5.32	5.32	
<b>Fund 165 Total:</b>	<b>0.00</b>	<b>-1.75</b>	<b>-5.32</b>	<b>5.32</b>	
<b>Fund: 167 - LIBRARY MEMORIAL FUND</b>					
43 - USE OF MONEY & PROPERTY	-10,225.00	-1,854.58	-2,975.83	-7,249.17	29.10 %
45 - CHARGES FOR SERVICES	0.00	-7.50	-27.50	27.50	
47 - MISCELLANEOUS REVENUES	-38,500.00	-20,390.88	-49,421.00	10,921.00	128.37 %
48 - OTHER FINANCING SOURCES	0.00	-64.25	-252.59	252.59	
<b>Fund 167 Total:</b>	<b>-48,725.00</b>	<b>-22,317.21</b>	<b>-52,676.92</b>	<b>3,951.92</b>	<b>108.11 %</b>
<b>Fund: 169 - MISCELLANEOUS GIFT FUND</b>					
43 - USE OF MONEY & PROPERTY	0.00	-1.50	-4.10	4.10	
47 - MISCELLANEOUS REVENUES	0.00	-47.00	-297.00	297.00	
<b>Fund 169 Total:</b>	<b>0.00</b>	<b>-48.50</b>	<b>-301.10</b>	<b>301.10</b>	
<b>Fund: 172 - WOODEN PLAYGROUND MAINT FUND</b>					
43 - USE OF MONEY & PROPERTY	0.00	-0.45	-1.38	1.38	
<b>Fund 172 Total:</b>	<b>0.00</b>	<b>-0.45</b>	<b>-1.38</b>	<b>1.38</b>	
<b>Fund: 177 - POLICE FORFEITURE FUND</b>					
43 - USE OF MONEY & PROPERTY	0.00	-1.47	-4.29	4.29	
<b>Fund 177 Total:</b>	<b>0.00</b>	<b>-1.47</b>	<b>-4.29</b>	<b>4.29</b>	
<b>Fund: 178 - LIBRARY MAINTENANCE FUND</b>					
43 - USE OF MONEY & PROPERTY	-40,000.00	-7,669.53	-13,441.18	-26,558.82	33.60 %
<b>Fund 178 Total:</b>	<b>-40,000.00</b>	<b>-7,669.53</b>	<b>-13,441.18</b>	<b>-26,558.82</b>	<b>33.60 %</b>
<b>Fund: 179 - FIRE DEPT FEMA GRANT FUND</b>					
44 - INTERGOVERNMENTAL	-129,105.00	0.00	0.00	-129,105.00	0.00 %
48 - OTHER FINANCING SOURCES	-6,795.00	0.00	0.00	-6,795.00	0.00 %
<b>Fund 179 Total:</b>	<b>-135,900.00</b>	<b>0.00</b>	<b>0.00</b>	<b>-135,900.00</b>	<b>0.00 %</b>
<b>Fund: 180 - MISCELLANEOUS GRANTS FUND</b>					
43 - USE OF MONEY & PROPERTY	0.00	-5.01	-18.41	18.41	
44 - INTERGOVERNMENTAL	0.00	0.00	-408.95	408.95	
47 - MISCELLANEOUS REVENUES	-20,000.00	0.00	-680.00	-19,320.00	3.40 %
<b>Fund 180 Total:</b>	<b>-20,000.00</b>	<b>-5.01</b>	<b>-1,107.36</b>	<b>-18,892.64</b>	<b>5.54 %</b>

REVENUE REPORT

For Fiscal: 2016-2017 Period Ending: 09/30/2016

ObjectCa...	Total Budget	Period Activity	Fiscal Activity	Budget Remaining	Actual %
<b>Fund: 181 - BROWNFIELD SITES ASSESSMENT GRANT FUND</b>					
44 - INTERGOVERNMENTAL	-140,000.00	-9,318.19	-18,332.73	-121,667.27	13.09 %
<b>Fund 181 Total:</b>	<b>-140,000.00</b>	<b>-9,318.19</b>	<b>-18,332.73</b>	<b>-121,667.27</b>	<b>13.09 %</b>
<b>Fund: 182 - FACADE GRANT</b>					
43 - USE OF MONEY & PROPERTY	0.00	-27.79	-85.26	85.26	
44 - INTERGOVERNMENTAL	-250,000.00	0.00	0.00	-250,000.00	0.00 %
47 - MISCELLANEOUS REVENUES	-189,953.00	0.00	0.00	-189,953.00	0.00 %
48 - OTHER FINANCING SOURCES	-44,470.00	0.00	0.00	-44,470.00	0.00 %
<b>Fund 182 Total:</b>	<b>-484,423.00</b>	<b>-27.79</b>	<b>-85.26</b>	<b>-484,337.74</b>	<b>0.02 %</b>
<b>Fund: 200 - DEBT SERVICE FUND</b>					
41 - TAXES	-739,929.00	-38,891.16	-43,659.04	-696,269.96	5.90 %
43 - USE OF MONEY & PROPERTY	-800.00	-427.68	-1,362.18	562.18	170.27 %
44 - INTERGOVERNMENTAL	-23,274.00	0.00	0.00	-23,274.00	0.00 %
46 - SPECIAL ASSESSMENTS	0.00	-2,533.00	-2,533.00	2,533.00	
<b>Fund 200 Total:</b>	<b>-764,003.00</b>	<b>-41,851.84</b>	<b>-47,554.22</b>	<b>-716,448.78</b>	<b>6.22 %</b>
<b>Fund: 301 - PARK SHELTER CAPITAL IMPROVEMENT</b>					
43 - USE OF MONEY & PROPERTY	-3,400.00	-83.62	-561.05	-2,838.95	16.50 %
<b>Fund 301 Total:</b>	<b>-3,400.00</b>	<b>-83.62</b>	<b>-561.05</b>	<b>-2,838.95</b>	<b>16.50 %</b>
<b>Fund: 302 - CITY HALL IMPROVEMENTS</b>					
43 - USE OF MONEY & PROPERTY	0.00	-1.58	-4.63	4.63	
48 - OTHER FINANCING SOURCES	-2,000.00	0.00	-495.00	-1,505.00	24.75 %
<b>Fund 302 Total:</b>	<b>-2,000.00</b>	<b>-1.58</b>	<b>-499.63</b>	<b>-1,500.37</b>	<b>24.98 %</b>
<b>Fund: 304 - FIRE STATION ADDITION AND REMODEL PROJECT</b>					
47 - MISCELLANEOUS REVENUES	0.00	0.00	-23.00	23.00	
<b>Fund 304 Total:</b>	<b>0.00</b>	<b>0.00</b>	<b>-23.00</b>	<b>23.00</b>	
<b>Fund: 321 - NE BRIDGE REPLACEMENT PROJECT</b>					
43 - USE OF MONEY & PROPERTY	0.00	-32.68	-100.69	100.69	
44 - INTERGOVERNMENTAL	-320,000.00	0.00	0.00	-320,000.00	0.00 %
<b>Fund 321 Total:</b>	<b>-320,000.00</b>	<b>-32.68</b>	<b>-100.69</b>	<b>-319,899.31</b>	<b>0.03 %</b>
<b>Fund: 322 - BURLINGTON ROAD RECONSTRUCTION FUND</b>					
43 - USE OF MONEY & PROPERTY	0.00	-0.33	-1.24	1.24	
48 - OTHER FINANCING SOURCES	-50,000.00	0.00	0.00	-50,000.00	0.00 %
<b>Fund 322 Total:</b>	<b>-50,000.00</b>	<b>-0.33</b>	<b>-1.24</b>	<b>-49,998.76</b>	<b>0.00 %</b>
<b>Fund: 323 - SOUTH D STREET RECONSTRUCTION FUND</b>					
44 - INTERGOVERNMENTAL	-120,000.00	0.00	0.00	-120,000.00	0.00 %
48 - OTHER FINANCING SOURCES	-30,000.00	0.00	0.00	-30,000.00	0.00 %
<b>Fund 323 Total:</b>	<b>-150,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>-150,000.00</b>	<b>0.00 %</b>
<b>Fund: 324 - CORRIDOR IMPROVEMENTS</b>					
48 - OTHER FINANCING SOURCES	-80,000.00	0.00	0.00	-80,000.00	0.00 %
<b>Fund 324 Total:</b>	<b>-80,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>-80,000.00</b>	<b>0.00 %</b>
<b>Fund: 325 - PAVEMENT MANAGEMENT</b>					
43 - USE OF MONEY & PROPERTY	0.00	-47.82	-154.61	154.61	
48 - OTHER FINANCING SOURCES	-520,000.00	0.00	0.00	-520,000.00	0.00 %
<b>Fund 325 Total:</b>	<b>-520,000.00</b>	<b>-47.82</b>	<b>-154.61</b>	<b>-519,845.39</b>	<b>0.03 %</b>
<b>Fund: 326 - SIDEWALK IMPROVEMENTS PROJECT</b>					
43 - USE OF MONEY & PROPERTY	0.00	-2.15	-13.02	13.02	
44 - INTERGOVERNMENTAL	-92,800.00	-2,111.87	-2,111.87	-90,688.13	2.28 %
46 - SPECIAL ASSESSMENTS	0.00	-28.00	-518.00	518.00	
48 - OTHER FINANCING SOURCES	-63,200.00	0.00	0.00	-63,200.00	0.00 %
<b>Fund 326 Total:</b>	<b>-156,000.00</b>	<b>-2,142.02</b>	<b>-2,642.89</b>	<b>-153,357.11</b>	<b>1.69 %</b>
<b>Fund: 600 - WATER O&amp;M FUND</b>					
43 - USE OF MONEY & PROPERTY	-25,735.00	0.00	0.00	-25,735.00	0.00 %
45 - CHARGES FOR SERVICES	-2,816,788.00	0.00	0.00	-2,816,788.00	0.00 %
47 - MISCELLANEOUS REVENUES	-394,223.00	0.00	0.00	-394,223.00	0.00 %
<b>Fund 600 Total:</b>	<b>-3,236,746.00</b>	<b>0.00</b>	<b>0.00</b>	<b>-3,236,746.00</b>	<b>0.00 %</b>

## REVENUE REPORT

For Fiscal: 2016-2017 Period Ending: 09/30/2016

ObjectCa...	Total Budget	Period Activity	Fiscal Activity	Budget Remaining	Actual %
<b>Fund: 603 - WATER SINKING FUND</b>					
48 - OTHER FINANCING SOURCES	-419,320.00	0.00	0.00	-419,320.00	0.00 %
<b>Fund 603 Total:</b>	<b>-419,320.00</b>	<b>0.00</b>	<b>0.00</b>	<b>-419,320.00</b>	<b>0.00 %</b>
<b>Fund: 604 - WATER RESERVE FUND</b>					
48 - OTHER FINANCING SOURCES	-102,000.00	0.00	0.00	-102,000.00	0.00 %
<b>Fund 604 Total:</b>	<b>-102,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>-102,000.00</b>	<b>0.00 %</b>
<b>Fund: 610 - SANITARY SEWER O&amp;M FUND</b>					
48 - OTHER FINANCING SOURCES	-2,649,099.00	-108,194.14	-503,556.75	-2,145,542.25	19.01 %
<b>Fund 610 Total:</b>	<b>-2,649,099.00</b>	<b>-108,194.14</b>	<b>-503,556.75</b>	<b>-2,145,542.25</b>	<b>19.01 %</b>
<b>Fund: 611 - SANITARY SEWER REVENUE FUND</b>					
43 - USE OF MONEY & PROPERTY	-3,000.00	-336.50	-941.27	-2,058.73	31.38 %
45 - CHARGES FOR SERVICES	-2,267,300.00	-239,338.26	-758,035.14	-1,509,264.86	33.43 %
46 - SPECIAL ASSESSMENTS	0.00	0.00	-611.00	611.00	
47 - MISCELLANEOUS REVENUES	0.00	-99.50	-223.71	223.71	
<b>Fund 611 Total:</b>	<b>-2,270,300.00</b>	<b>-239,774.26</b>	<b>-759,811.12</b>	<b>-1,510,488.88</b>	<b>33.47 %</b>
<b>Fund: 612 - SANITARY SEWER SINKING FUND</b>					
48 - OTHER FINANCING SOURCES	-435,178.00	-36,265.00	-108,793.00	-326,385.00	25.00 %
<b>Fund 612 Total:</b>	<b>-435,178.00</b>	<b>-36,265.00</b>	<b>-108,793.00</b>	<b>-326,385.00</b>	<b>25.00 %</b>
<b>Fund: 614 - SANITARY SEWER IMPROVEMENT FUND</b>					
48 - OTHER FINANCING SOURCES	-11,400.00	-950.00	-2,850.00	-8,550.00	25.00 %
<b>Fund 614 Total:</b>	<b>-11,400.00</b>	<b>-950.00</b>	<b>-2,850.00</b>	<b>-8,550.00</b>	<b>25.00 %</b>
<b>Fund: 660 - AIRPORT FUND</b>					
43 - USE OF MONEY & PROPERTY	-195,387.00	-48.33	-149.44	-195,237.56	0.08 %
47 - MISCELLANEOUS REVENUES	-11,000.00	-1,083.75	-3,556.95	-7,443.05	32.34 %
48 - OTHER FINANCING SOURCES	0.00	-9,900.00	-9,900.00	9,900.00	
<b>Fund 660 Total:</b>	<b>-206,387.00</b>	<b>-11,032.08</b>	<b>-13,606.39</b>	<b>-192,780.61</b>	<b>6.59 %</b>
<b>Fund: 664 - AIRPORT CULVERT REHABILITATION</b>					
44 - INTERGOVERNMENTAL	-68,586.00	-9,900.00	-9,900.00	-58,686.00	14.43 %
48 - OTHER FINANCING SOURCES	-7,621.00	-1,100.00	-1,100.00	-6,521.00	14.43 %
<b>Fund 664 Total:</b>	<b>-76,207.00</b>	<b>-11,000.00</b>	<b>-11,000.00</b>	<b>-65,207.00</b>	<b>14.43 %</b>
<b>Fund: 740 - STORM WATER UTILITY FUND</b>					
43 - USE OF MONEY & PROPERTY	0.00	-128.76	-376.41	376.41	
45 - CHARGES FOR SERVICES	-230,000.00	-21,953.46	-71,323.26	-158,676.74	31.01 %
<b>Fund 740 Total:</b>	<b>-230,000.00</b>	<b>-22,082.22</b>	<b>-71,699.67</b>	<b>-158,300.33</b>	<b>31.17 %</b>
<b>Fund: 750 - EDMUNDSON GOLF COURSE FUND</b>					
43 - USE OF MONEY & PROPERTY	-8,500.00	-6.24	-19.52	-8,480.48	0.23 %
47 - MISCELLANEOUS REVENUES	-300.00	0.00	0.00	-300.00	0.00 %
<b>Fund 750 Total:</b>	<b>-8,800.00</b>	<b>-6.24</b>	<b>-19.52</b>	<b>-8,780.48</b>	<b>0.22 %</b>
<b>Fund: 760 - RACI MAIN STREET LOAN FUND</b>					
43 - USE OF MONEY & PROPERTY	-262.00	-80.60	-86.16	-175.84	32.89 %
45 - CHARGES FOR SERVICES	0.00	-7.00	-7.00	7.00	
47 - MISCELLANEOUS REVENUES	-1,713.00	-4,187.58	-4,516.72	2,803.72	263.67 %
<b>Fund 760 Total:</b>	<b>-1,975.00</b>	<b>-4,275.18</b>	<b>-4,609.88</b>	<b>2,634.88</b>	<b>233.41 %</b>
<b>Fund: 810 - COPIER/FAX REVOLVING FUND</b>					
43 - USE OF MONEY & PROPERTY	0.00	-2.30	-7.06	7.06	
47 - MISCELLANEOUS REVENUES	0.00	-503.26	-1,875.98	1,875.98	
<b>Fund 810 Total:</b>	<b>0.00</b>	<b>-505.56</b>	<b>-1,883.04</b>	<b>1,883.04</b>	
<b>Fund: 820 - EMPLOYEE HEALTH SELF-INSURANCE</b>					
43 - USE OF MONEY & PROPERTY	0.00	-95.65	-286.34	286.34	
47 - MISCELLANEOUS REVENUES	0.00	-51,896.26	-160,003.08	160,003.08	
<b>Fund 820 Total:</b>	<b>0.00</b>	<b>-51,991.91</b>	<b>-160,289.42</b>	<b>160,289.42</b>	
<b>Fund: 830 - EMPLOYEE FLEX PLAN FUND</b>					
43 - USE OF MONEY & PROPERTY	0.00	-0.15	-1.08	1.08	
45 - CHARGES FOR SERVICES	0.00	-42.00	-118.00	118.00	
47 - MISCELLANEOUS REVENUES	0.00	-2,676.78	-9,278.54	9,278.54	

REVENUE REPORT

For Fiscal: 2016-2017 Period Ending: 09/30/2016

ObjectCa...	Total Budget	Period Activity	Fiscal Activity	Budget Remaining	Actual %
<b>Fund: 830 - EMPLOYEE FLEX PLAN FUND</b>					
47 - MISCELLANEOUS REVENUES					
<b>Fund 830 Total:</b>	<b>0.00</b>	<b>-2,718.93</b>	<b>-9,397.62</b>	<b>9,397.62</b>	
<b>Report Total:</b>	<b>-22,802,730.00</b>	<b>-1,303,073.03</b>	<b>-3,615,760.67</b>	<b>-19,186,969.33</b>	<b>15.86 %</b>



# EXPENSE TRIAL BALANCE

## Account Detail

For Fiscal: 2016-2017 Period Ending: 09/30/2016

Activit...	Total Budget	Period Activity	Fiscal Activity	Budget Remaining	Actual %
<b>Fund: 001 - GENERAL FUND</b>					
1010 - POLICE OPERATIONS	1,788,705.00	150,525.30	458,063.55	1,330,641.45	25.61 %
1050 - FIRE DEPARTMENT	788,290.00	56,740.94	200,111.02	588,178.98	25.39 %
1055 - RENTAL INSPECTIONS	25,000.00	0.00	0.00	25,000.00	0.00 %
1070 - BUILDING INSPECTIONS	122,433.00	7,718.92	47,313.12	75,119.88	38.64 %
1090 - ANIMAL CONTROL	134,500.00	0.00	0.00	134,500.00	0.00 %
2010 - ROADS, BRIDGES, SIDEWALKS	20,000.00	0.00	0.00	20,000.00	0.00 %
2030 - STREET LIGHTING	93,700.00	0.00	30,716.47	62,983.53	32.78 %
2080 - AIRPORT	50,000.00	0.00	6,034.86	43,965.14	12.07 %
4010 - LIBRARY SERVICES	596,234.00	45,739.13	148,813.96	447,420.04	24.96 %
4030 - PARKS	217,897.00	31,045.81	79,481.87	138,415.13	36.48 %
4031 - POOL	197,611.00	2,633.19	82,886.84	114,724.16	41.94 %
4050 - CEMETERY	100,000.00	0.00	50,000.00	50,000.00	50.00 %
5020 - ECONOMIC DEVELOPMENT	42,500.00	10,000.00	20,000.00	22,500.00	47.06 %
5030 - HOUSING & URBAN RENEWAL	95,091.00	9,826.67	21,530.22	73,560.78	22.64 %
5040 - PLANNING & ZONING	1,300.00	252.47	426.40	873.60	32.80 %
6010 - CITY MANAGER	318,366.00	16,639.82	57,098.78	261,267.22	17.93 %
6011 - CITY COUNCIL & MAYOR	82,405.00	5,698.02	31,922.62	50,482.38	38.74 %
6020 - CLERK, TREAS. & FINANCIAL ADMIN	303,622.00	29,210.72	87,676.64	215,945.36	28.88 %
6030 - ELECTIONS	0.00	0.00	10,277.96	-10,277.96	
6040 - LEGAL SERVICES & CITY ATTORNEY	79,600.00	5,759.00	17,559.92	62,040.08	22.06 %
6050 - CITY HALL & GENERAL BUILDINGS	134,519.00	5,559.66	66,085.88	68,433.12	49.13 %
9500 - ENGINEERING (ALLOCATED)	0.00	1,842.50	23,339.18	-23,339.18	
<b>Fund 001 Total:</b>	<b>5,191,773.00</b>	<b>379,192.15</b>	<b>1,439,339.29</b>	<b>3,752,433.71</b>	<b>27.72 %</b>
<b>Fund: 002 - GENERAL FUND INSURANCE FUND</b>					
6060 - TORT LIABILITY	123,674.00	-39,830.30	79,146.90	44,527.10	64.00 %
<b>Fund 002 Total:</b>	<b>123,674.00</b>	<b>-39,830.30</b>	<b>79,146.90</b>	<b>44,527.10</b>	<b>64.00 %</b>
<b>Fund: 003 - GENERAL FUND CAPITAL EQUIPMENT</b>					
6050 - CITY HALL & GENERAL BUILDINGS	12,528.00	0.00	0.00	12,528.00	0.00 %
<b>Fund 003 Total:</b>	<b>12,528.00</b>	<b>0.00</b>	<b>0.00</b>	<b>12,528.00</b>	<b>0.00 %</b>
<b>Fund: 004 - LIBRARY COPIER REVOLVING FUND</b>					
4010 - LIBRARY SERVICES	5,300.00	120.23	427.73	4,872.27	8.07 %
<b>Fund 004 Total:</b>	<b>5,300.00</b>	<b>120.23</b>	<b>427.73</b>	<b>4,872.27</b>	<b>8.07 %</b>
<b>Fund: 005 - GENERAL FUND BAND</b>					
4020 - BAND	22,518.00	327.78	18,594.40	3,923.60	82.58 %
<b>Fund 005 Total:</b>	<b>22,518.00</b>	<b>327.78</b>	<b>18,594.40</b>	<b>3,923.60</b>	<b>82.58 %</b>
<b>Fund: 006 - GENERAL FUND - LOST</b>					
2010 - ROADS, BRIDGES, SIDEWALKS	693,200.00	0.00	0.00	693,200.00	0.00 %
<b>Fund 006 Total:</b>	<b>693,200.00</b>	<b>0.00</b>	<b>0.00</b>	<b>693,200.00</b>	<b>0.00 %</b>
<b>Fund: 007 - GENERAL FUND - UTILITY FRANCHISE FEES</b>					
2010 - ROADS, BRIDGES, SIDEWALKS	129,470.00	0.00	35,000.00	94,470.00	27.03 %
5030 - HOUSING & URBAN RENEWAL	95,091.00	0.00	95,091.00	0.00	
<b>Fund 007 Total:</b>	<b>224,561.00</b>	<b>0.00</b>	<b>130,091.00</b>	<b>94,470.00</b>	<b>57.93 %</b>
<b>Fund: 110 - ROAD USE TAX FUND</b>					
2010 - ROADS, BRIDGES, SIDEWALKS	1,202,676.00	96,848.84	486,309.18	716,366.82	40.44 %
2030 - STREET LIGHTING	45,150.00	0.00	0.00	45,150.00	0.00 %
2040 - TRAFFIC CONTROL & SAFETY	33,252.00	902.07	5,841.94	27,410.06	17.57 %
2050 - SNOW REMOVAL	80,016.00	942.04	942.04	79,073.96	1.18 %
2070 - STREET CLEANING	41,642.00	4,147.97	14,070.25	27,571.75	33.79 %
<b>Fund 110 Total:</b>	<b>1,402,736.00</b>	<b>102,840.92</b>	<b>507,163.41</b>	<b>895,572.59</b>	<b>36.16 %</b>

## EXPENSE TRIAL BALANCE

For Fiscal: 2016-2017 Period Ending: 09/30/2016

Activit...	Total Budget	Period Activity	Fiscal Activity	Budget Remaining	Actual %
<b>Fund: 112 - EMPLOYEE BENEFIT FUND</b>					
9100 - TRANSFER OUT	1,080,704.00	73,532.83	172,694.20	908,009.80	15.98 %
<b>Fund 112 Total:</b>	<b>1,080,704.00</b>	<b>73,532.83</b>	<b>172,694.20</b>	<b>908,009.80</b>	<b>15.98 %</b>
<b>Fund: 119 - EMERGENCY FUND</b>					
9100 - TRANSFER OUT	91,228.00	4,537.21	5,108.62	86,119.38	5.60 %
<b>Fund 119 Total:</b>	<b>91,228.00</b>	<b>4,537.21</b>	<b>5,108.62</b>	<b>86,119.38</b>	<b>5.60 %</b>
<b>Fund: 121 - LOCAL OPTION SALES TAX FUND</b>					
5900 - COMMUNITY SCHOOLS	1,027,059.00	93,954.53	271,743.85	755,315.15	26.46 %
<b>Fund 121 Total:</b>	<b>1,027,059.00</b>	<b>93,954.53</b>	<b>271,743.85</b>	<b>755,315.15</b>	<b>26.46 %</b>
<b>Fund: 122 - HOTEL/MOTEL TAX REVENUE FUND</b>					
4040 - RECREATION	125,000.00	30,929.95	30,929.95	94,070.05	24.74 %
<b>Fund 122 Total:</b>	<b>125,000.00</b>	<b>30,929.95</b>	<b>30,929.95</b>	<b>94,070.05</b>	<b>24.74 %</b>
<b>Fund: 128 - ADMINISTRATION TIF</b>					
5020 - ECONOMIC DEVELOPMENT	5,993.00	0.00	0.00	5,993.00	0.00 %
<b>Fund 128 Total:</b>	<b>5,993.00</b>	<b>0.00</b>	<b>0.00</b>	<b>5,993.00</b>	<b>0.00 %</b>
<b>Fund: 135 - STREETSCAPE PROJECT TIF</b>					
5020 - ECONOMIC DEVELOPMENT	44,620.00	0.00	0.00	44,620.00	0.00 %
<b>Fund 135 Total:</b>	<b>44,620.00</b>	<b>0.00</b>	<b>0.00</b>	<b>44,620.00</b>	<b>0.00 %</b>
<b>Fund: 136 - DOWNTOWN BUILDING RENOVATION/REHAB TIF</b>					
5020 - ECONOMIC DEVELOPMENT	250,000.00	0.00	0.00	250,000.00	0.00 %
<b>Fund 136 Total:</b>	<b>250,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>250,000.00</b>	<b>0.00 %</b>
<b>Fund: 138 - HOUSING DONATED FUNDS</b>					
5030 - HOUSING & URBAN RENEWAL	17,370.00	0.00	0.00	17,370.00	0.00 %
<b>Fund 138 Total:</b>	<b>17,370.00</b>	<b>0.00</b>	<b>0.00</b>	<b>17,370.00</b>	<b>0.00 %</b>
<b>Fund: 140 - HOUSING FUND</b>					
5030 - HOUSING & URBAN RENEWAL	131,100.00	32,196.01	40,425.86	90,674.14	30.84 %
<b>Fund 140 Total:</b>	<b>131,100.00</b>	<b>32,196.01</b>	<b>40,425.86</b>	<b>90,674.14</b>	<b>30.84 %</b>
<b>Fund: 167 - LIBRARY MEMORIAL FUND</b>					
4010 - LIBRARY SERVICES	79,650.00	1,327.15	10,132.12	69,517.88	12.72 %
<b>Fund 167 Total:</b>	<b>79,650.00</b>	<b>1,327.15</b>	<b>10,132.12</b>	<b>69,517.88</b>	<b>12.72 %</b>
<b>Fund: 169 - MISCELLANEOUS GIFT FUND</b>					
1050 - FIRE DEPARTMENT	0.00	0.00	227.07	-227.07	
4020 - BAND	0.00	0.00	28.41	-28.41	
<b>Fund 169 Total:</b>	<b>0.00</b>	<b>0.00</b>	<b>255.48</b>	<b>-255.48</b>	
<b>Fund: 172 - WOODEN PLAYGROUND MAINT FUND</b>					
4030 - PARKS	1,642.00	0.00	0.00	1,642.00	0.00 %
<b>Fund 172 Total:</b>	<b>1,642.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,642.00</b>	<b>0.00 %</b>
<b>Fund: 177 - POLICE FORFEITURE FUND</b>					
1010 - POLICE OPERATIONS	0.00	200.00	1,751.95	-1,751.95	
<b>Fund 177 Total:</b>	<b>0.00</b>	<b>200.00</b>	<b>1,751.95</b>	<b>-1,751.95</b>	
<b>Fund: 178 - LIBRARY MAINTENANCE FUND</b>					
4010 - LIBRARY SERVICES	42,500.00	2,580.00	9,324.00	33,176.00	21.94 %
<b>Fund 178 Total:</b>	<b>42,500.00</b>	<b>2,580.00</b>	<b>9,324.00</b>	<b>33,176.00</b>	<b>21.94 %</b>
<b>Fund: 179 - FIRE DEPT FEMA GRANT FUND</b>					
1050 - FIRE DEPARTMENT	135,900.00	0.00	0.00	135,900.00	0.00 %
<b>Fund 179 Total:</b>	<b>135,900.00</b>	<b>0.00</b>	<b>0.00</b>	<b>135,900.00</b>	<b>0.00 %</b>
<b>Fund: 180 - MISCELLANEOUS GRANTS FUND</b>					
1010 - POLICE OPERATIONS	0.00	1,387.39	11,504.38	-11,504.38	
4030 - PARKS	20,000.00	14,157.84	16,373.01	3,626.99	81.87 %
4040 - RECREATION	6,000.00	0.00	2,505.75	3,494.25	41.76 %
<b>Fund 180 Total:</b>	<b>26,000.00</b>	<b>15,545.23</b>	<b>30,383.14</b>	<b>-4,383.14</b>	<b>116.86 %</b>
<b>Fund: 181 - BROWNFIELD SITES ASSESSMENT GRANT FUND</b>					
2900 - OTHER PUBLIC WORKS	140,000.00	0.00	25,809.76	114,190.24	18.44 %
<b>Fund 181 Total:</b>	<b>140,000.00</b>	<b>0.00</b>	<b>25,809.76</b>	<b>114,190.24</b>	<b>18.44 %</b>

## EXPENSE TRIAL BALANCE

For Fiscal: 2016-2017 Period Ending: 09/30/2016

Activit...	Total Budget	Period Activity	Fiscal Activity	Budget Remaining	Actual %
<b>Fund: 182 - FACADE GRANT</b>					
5010 - COMMUNITY BEAUTIFICATION	505,529.00	0.00	0.00	505,529.00	0.00 %
<b>Fund 182 Total:</b>	<b>505,529.00</b>	<b>0.00</b>	<b>0.00</b>	<b>505,529.00</b>	<b>0.00 %</b>
<b>Fund: 200 - DEBT SERVICE FUND</b>					
7010 - DEBT SERVICE	763,203.00	0.00	0.00	763,203.00	0.00 %
<b>Fund 200 Total:</b>	<b>763,203.00</b>	<b>0.00</b>	<b>0.00</b>	<b>763,203.00</b>	<b>0.00 %</b>
<b>Fund: 301 - PARK SHELTER CAPITAL IMPROVEMENT</b>					
4030 - PARKS	15,840.00	53.00	213.05	15,626.95	1.35 %
<b>Fund 301 Total:</b>	<b>15,840.00</b>	<b>53.00</b>	<b>213.05</b>	<b>15,626.95</b>	<b>1.35 %</b>
<b>Fund: 302 - CITY HALL IMPROVEMENTS</b>					
6050 - CITY HALL & GENERAL BUILDINGS	175.00	0.00	8.66	166.34	4.95 %
<b>Fund 302 Total:</b>	<b>175.00</b>	<b>0.00</b>	<b>8.66</b>	<b>166.34</b>	<b>4.95 %</b>
<b>Fund: 304 - FIRE STATION ADDITION AND REMODEL PROJECT</b>					
1050 - FIRE DEPARTMENT	2,141,790.00	2,591.77	305,338.11	1,836,451.89	14.26 %
<b>Fund 304 Total:</b>	<b>2,141,790.00</b>	<b>2,591.77</b>	<b>305,338.11</b>	<b>1,836,451.89</b>	<b>14.26 %</b>
<b>Fund: 321 - NE BRIDGE REPLACEMENT PROJECT</b>					
2010 - ROADS, BRIDGES, SIDEWALKS	400,000.00	16,000.10	17,600.30	382,399.70	4.40 %
<b>Fund 321 Total:</b>	<b>400,000.00</b>	<b>16,000.10</b>	<b>17,600.30</b>	<b>382,399.70</b>	<b>4.40 %</b>
<b>Fund: 322 - BURLINGTON ROAD RECONSTRUCTION FUND</b>					
2010 - ROADS, BRIDGES, SIDEWALKS	50,000.00	0.00	730.43	49,269.57	1.46 %
<b>Fund 322 Total:</b>	<b>50,000.00</b>	<b>0.00</b>	<b>730.43</b>	<b>49,269.57</b>	<b>1.46 %</b>
<b>Fund: 323 - SOUTH D STREET RECONSTRUCTION FUND</b>					
2010 - ROADS, BRIDGES, SIDEWALKS	150,000.00	0.00	0.00	150,000.00	0.00 %
<b>Fund 323 Total:</b>	<b>150,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>150,000.00</b>	<b>0.00 %</b>
<b>Fund: 324 - CORRIDOR IMPROVEMENTS</b>					
2010 - ROADS, BRIDGES, SIDEWALKS	80,000.00	0.00	0.00	80,000.00	0.00 %
<b>Fund 324 Total:</b>	<b>80,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>80,000.00</b>	<b>0.00 %</b>
<b>Fund: 325 - PAVEMENT MANAGEMENT</b>					
2010 - ROADS, BRIDGES, SIDEWALKS	520,000.00	64,537.00	97,145.46	422,854.54	18.68 %
<b>Fund 325 Total:</b>	<b>520,000.00</b>	<b>64,537.00</b>	<b>97,145.46</b>	<b>422,854.54</b>	<b>18.68 %</b>
<b>Fund: 326 - SIDEWALK IMPROVEMENTS PROJECT</b>					
2010 - ROADS, BRIDGES, SIDEWALKS	156,000.00	30,350.33	33,063.25	122,936.75	21.19 %
<b>Fund 326 Total:</b>	<b>156,000.00</b>	<b>30,350.33</b>	<b>33,063.25</b>	<b>122,936.75</b>	<b>21.19 %</b>
<b>Fund: 344 - 2016 GO REFUNDING NOTES</b>					
6900 - OTHER GEN'L GOVT	0.00	0.00	6,578.52	-6,578.52	
<b>Fund 344 Total:</b>	<b>0.00</b>	<b>0.00</b>	<b>6,578.52</b>	<b>-6,578.52</b>	
<b>Fund: 600 - WATER O&amp;M FUND</b>					
8000 - WATER PLANT OPERATIONS	588,441.00	0.00	0.00	588,441.00	0.00 %
8001 - WATER DISTRIBUTION	1,564,827.00	0.00	0.00	1,564,827.00	0.00 %
8006 - WATER OFFICE	670,115.00	0.00	0.00	670,115.00	0.00 %
8009 - WASTE WATER OPERATIONS - TREATMENT	169,325.00	0.00	0.00	169,325.00	0.00 %
8010 - WASTE WATER OPERATIONS - COLLECTION	217,398.00	0.00	0.00	217,398.00	0.00 %
<b>Fund 600 Total:</b>	<b>3,210,106.00</b>	<b>0.00</b>	<b>0.00</b>	<b>3,210,106.00</b>	<b>0.00 %</b>
<b>Fund: 603 - WATER SINKING FUND</b>					
8001 - WATER DISTRIBUTION	419,320.00	0.00	0.00	419,320.00	0.00 %
<b>Fund 603 Total:</b>	<b>419,320.00</b>	<b>0.00</b>	<b>0.00</b>	<b>419,320.00</b>	<b>0.00 %</b>
<b>Fund: 604 - WATER RESERVE FUND</b>					
8001 - WATER DISTRIBUTION	100,000.00	0.00	0.00	100,000.00	0.00 %
<b>Fund 604 Total:</b>	<b>100,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>100,000.00</b>	<b>0.00 %</b>
<b>Fund: 610 - SANITARY SEWER O&amp;M FUND</b>					
8015 - SANITARY SEWER-TREATMENT	1,615,191.00	77,273.17	306,520.18	1,308,670.82	18.98 %
8016 - SANITARY SEWER-COLLECTION	1,033,908.00	32,434.97	85,986.71	947,921.29	8.32 %
<b>Fund 610 Total:</b>	<b>2,649,099.00</b>	<b>109,708.14</b>	<b>392,506.89</b>	<b>2,256,592.11</b>	<b>14.82 %</b>

## EXPENSE TRIAL BALANCE

For Fiscal: 2016-2017 Period Ending: 09/30/2016

Activit...	Total Budget	Period Activity	Fiscal Activity	Budget Remaining	Actual %
<b>Fund: 611 - SANITARY SEWER REVENUE FUND</b>					
8015 - SANITARY SEWER-TREATMENT	3,095,677.00	145,409.14	615,199.75	2,480,477.25	19.87 %
<b>Fund 611 Total:</b>	<b>3,095,677.00</b>	<b>145,409.14</b>	<b>615,199.75</b>	<b>2,480,477.25</b>	<b>19.87 %</b>
<b>Fund: 612 - SANITARY SEWER SINKING FUND</b>					
8015 - SANITARY SEWER-TREATMENT	435,178.00	0.00	0.00	435,178.00	0.00 %
<b>Fund 612 Total:</b>	<b>435,178.00</b>	<b>0.00</b>	<b>0.00</b>	<b>435,178.00</b>	<b>0.00 %</b>
<b>Fund: 660 - AIRPORT FUND</b>					
8035 - AIRPORT	231,574.00	12,027.58	36,603.33	194,970.67	15.81 %
<b>Fund 660 Total:</b>	<b>231,574.00</b>	<b>12,027.58</b>	<b>36,603.33</b>	<b>194,970.67</b>	<b>15.81 %</b>
<b>Fund: 664 - AIRPORT CULVERT REHABILITATION</b>					
8035 - AIRPORT	76,207.00	9,900.00	11,000.00	65,207.00	14.43 %
<b>Fund 664 Total:</b>	<b>76,207.00</b>	<b>9,900.00</b>	<b>11,000.00</b>	<b>65,207.00</b>	<b>14.43 %</b>
<b>Fund: 740 - STORM WATER UTILITY FUND</b>					
8065 - STORM WATER	611,974.00	1,574.72	17,815.74	594,158.26	2.91 %
<b>Fund 740 Total:</b>	<b>611,974.00</b>	<b>1,574.72</b>	<b>17,815.74</b>	<b>594,158.26</b>	<b>2.91 %</b>
<b>Fund: 750 - EDMUNDSON GOLF COURSE FUND</b>					
8070 - GOLF GREENS MAINTENANCE	3,000.00	0.00	1,268.68	1,731.32	42.29 %
8071 - GOLF PRO SHOP	26,591.00	346.26	3,540.34	23,050.66	13.31 %
<b>Fund 750 Total:</b>	<b>29,591.00</b>	<b>346.26</b>	<b>4,809.02</b>	<b>24,781.98</b>	<b>16.25 %</b>
<b>Fund: 760 - RACI MAIN STREET LOAN FUND</b>					
8060 - HOUSING & URBAN RENEWAL	11,600.00	0.00	0.00	11,600.00	0.00 %
<b>Fund 760 Total:</b>	<b>11,600.00</b>	<b>0.00</b>	<b>0.00</b>	<b>11,600.00</b>	<b>0.00 %</b>
<b>Fund: 810 - COPIER/FAX REVOLVING FUND</b>					
9310 - COPIER REVOLVING	0.00	241.43	1,355.79	-1,355.79	
<b>Fund 810 Total:</b>	<b>0.00</b>	<b>241.43</b>	<b>1,355.79</b>	<b>-1,355.79</b>	
<b>Fund: 820 - EMPLOYEE HEALTH SELF-INSURANCE</b>					
9320 - EMPLOYEE HEALTH SELF-INSURANCE	0.00	25,570.91	175,760.40	-175,760.40	
<b>Fund 820 Total:</b>	<b>0.00</b>	<b>25,570.91</b>	<b>175,760.40</b>	<b>-175,760.40</b>	
<b>Fund: 830 - EMPLOYEE FLEX PLAN FUND</b>					
9330 - EMPLOYEE FLEX PLAN	0.00	2,339.30	13,673.84	-13,673.84	
<b>Fund 830 Total:</b>	<b>0.00</b>	<b>2,339.30</b>	<b>13,673.84</b>	<b>-13,673.84</b>	
<b>Report Total:</b>	<b>26,527,919.00</b>	<b>1,118,103.37</b>	<b>4,502,724.20</b>	<b>22,025,194.80</b>	<b>16.97 %</b>



## City Council Communication

Meeting Date: October 17, 2016

Requested By: Public Works Dept.

**Item Title: CONSENT AGENDA**

Consider approval of Change Order No. 1 for the Sidewalk Improvement Project.

**Explanation:**

Garden & Associates has prepared Change Order No. 1 for the Sidewalk Improvement Project. This change order is for the storm sewer sub-drain connection of a previously unknown drainage tile that was discovered along D Avenue West. The storm water pipe was discovered below the proposed sidewalk on D Ave West. This storm water pipe releases storm water from the fairgrounds and remains plugged underground, therefore, it was not detected during the survey. This change order also accounts for an increase in storm sewer pipe size from 12 inch to 15 inch because it was erroneously left off the plan bid documents. In order to avoid delay of the construction, both the Public Works Director and City Manager have given their approval of these changes. The net increase in cost of this change order is \$4,142.00.

**Recommended Action:**

Staff recommends that the City Council approve Change Order No. 1 for the Sidewalk Improvement Project.

**Budget Consideration:**

An increase of \$4,142.00 to the contract price for the Sidewalk Improvement Project.

**Attachments:**

Change Order No. 1

**CHANGE ORDER**  
For Local Public Agency Projects

No.: 1

Non-Substantial:

Substantial:

Administering Office  
Concurrence Date

Accounting ID No. (5-digit number): 33417

Project Number: TAP-U-5780(613)--8I-62

Kind of Work: PCC Sidewalk

Local Public Agency: City of Oskaloosa, Iowa

Contractor: DeLong Construction, Inc.

Date Prepared: September 28, 2016

You are hereby authorized to make the following changes to the contract documents.

**A - Description of change to be made:**

- 0120 Line - Reduce LF of Storm Sewer Gravity Main, Trenched, PVC, 12".
- 8001 Change - Add item for 6" Subdrain. Work shall be in accordance with Section 2502 of the Standard Specifications.
- 8002 Change - Add item for Subdrain Outlet - Work shall be in accordance with Section 2502 of the Standard Specifications.
- 8003 Change - Add item for Storm Sewer Gravity Main, Trenched, PVC, 15".

**B - Reason for change:**

- 0120: Change as bid 12" Dia. pipe to 15" Dia.
- 8001 and 8002: An unknown active tile line was discovered at approximate Sta. 5+25 on D Avenue West causing ditch and sidewalk subgrade to be wet and unstable.
- 8003: Add bid item for 15" pipe that was erroneously left off of the plan bid documents.

**C - Settlement for cost(s) of change as follows with items addressed in Sections F and/or G:**

- 8001 Change - agreed unit price.
- 8002 Change - agreed unit price.
- 8003 Change - material cost difference (12" pipe vs 15" pipe).

**D - Justification for cost(s) (See I.M. 3.805, Attachment D, Chapter 2.36, for acceptable justification):**

- 8001 Change - similar costs of items previously contracted by the LPA.
- 8002 Change - similar costs of items previously contracted by the LPA.
- 8003 Change - material cost difference provided by the contractor.

E - Contract time adjustment:  No Working Days added  Working Days added: 2  Unknown at this time

Justification for selection:  
Time necessary to complete additional work.

F - Items included in contract:

Participating		Line Number	Item Description	For deductions enter as "-x.xx"		Amount .xx
Federal-aid	State-aid			Unit Price .xx	Quantity .xxx	
x		0120	Storm Sewer Gravity Main, Trenched, PVC, 12"	-\$34.00	28.000	-\$952.00
<div style="display: flex; justify-content: space-between; align-items: center;"> <span>Add Row</span> <span>Delete Row</span> <span>TOTAL</span> </div>						-\$952.00

G - Items not included in contract:

Participating		Change Number	Item Description	For deductions enter as "-x.xx"		Amount .xx
Federal-aid	State-aid			Unit Price .xx	Quantity .xxx	
x		8001	2502-8212206 Subdrain, Perf. Plastic Pipe, 6" Dia.	\$13.80	250.000	\$3,450.00
x		8002	2502-8221303 Subdrain Outlet, DR-303	\$300.00	1.000	\$300.00
x		8003	2503-0112015 St. Sewer G-Main, Trchd, PVC, 15"	\$48.00	28.000	\$1,344.00
<div style="display: flex; justify-content: space-between; align-items: center;"> <span>Add Row</span> <span>Delete Row</span> <span>TOTAL</span> </div>						\$5,094.00

H. Signatures

Agreed:

Craig Wharton 10/04/2016  
Contractor Date

Recommended:

Debra Nui 10/4/16  
Project Engineer Date

Approved:

Michael Schmal 10/04/2016 Adrian Beal CITY ENGINEER 10/4/16  
Person in Responsible Charge Date Other (optional) Title Date

Contracting Authority (optional)

Date

Other (optional)

Title

Date

Iowa DOT Administering Office

Date

Approval is contingent upon funds being available under the existing project agreement or upon additional Federal-aid funds being made available by a modified project agreement.

FHWA Concurrence:

Federal Highway Division Administration Date  
(if required)

DISTRIBUTION (after fully executed on LPA projects): Original - Finance; Copies - Contractor, Project Engineer, Contracting Authority, Administering Office.

Date distributed: \_\_\_\_\_

Initials: \_\_\_\_\_



## City Council Communication

Meeting Date: October 17, 2016

Requested By: Fire Department

### Item Title: CONSENT AGENDA

Consider approval of Pay Request No. 5 in the amount of \$216,101.13 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. 5 from DDVI, Inc. for a total amount of \$216,101.13 for work completed on the Oskaloosa Fire Department Expansion and Renovation Project. This amount reflects work completed from August 26, 2016 through September 25, 2016. The items on these pay applications are related to electrical installation, concrete pouring and finishing, steel structural supports, steel erection, steel roofing material and plumbing.

<u>Summary of Contract:</u>	<u>Total Amounts:</u>	<u>Council Approval Date:</u>
	\$2,802,983.00	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
Pay Request No. 5	\$216,101.13	October 17, 2016

Total Amount Paid to Date:	\$1,182,747.77*
Retainage:	\$62,249.88*
Total Amount Remaining from Approved Contract:	\$1,620,235.23 (including retainage) *

\*Applies only if Pay Request No. 5 is approved by City Council on October 17, 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. 5

# APPLICATION AND CERTIFICATION FOR PAYMENT

PAGE ONE OF 1 PAGES

AIA DOCUMENT G702

TO OWNER: City of Oskaloosa PROJECT: Osky Fire

APPLICATION NO: 5

Distribution to:

OWNER  
 ARCHITECT  
 CONTRACTOR

PERIOD TO 09/25/16

FROM CONTRACTOR: Rohrbach Associates  
325 East Washington Street  
Iowa City, IA 52240

VIA ARCHITECT:

PROJECT NOS: 14-570

DDVI Inc  
PO Box 743  
Indianola, IA 50125

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)	\$ 1,244,997.65

5 RETAINAGE:	
a. 5% of Completed Work (Column D + E on G703)	\$ 62,249.88
b. 5% of Stored Material (Column F on G703)	\$ 0.00
Total Retainage (Lines 5a + 5b or	

6 TOTAL EARNED LESS RETAINAGE (Line 4 Less Line 5 Total)	\$ 1,182,747.77
7 LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate)	\$ 966,646.64
8 CURRENT PAYMENT DUE	\$ 216,101.13
9 BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6)	\$ 1,620,235.23

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

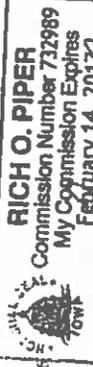
The undersigned Contractor certifies that to the best of the Contractor's knowledge information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates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

CONTRACTOR:

*Rich O. Piper*

Date: 9/26/2016

By: *Rich O. Piper*  
State of: Iowa County of: Warren  
Subscribed and sworn to before me this 26 day of September 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 \$ 216,101.13

(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: *Rich O. Piper*

Date: 10/07/16

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

Only Fee

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PAGE 1 OF PAGE 5

AIA Document G703, APPLICATION AND CERTIFICATION FOR PAYMENT, containing Contractor's signed certification is attached.  
 In tabulation below, amounts are stated to the nearest dollar.  
 Use Column 1 on Contracts where variable retainage for line items may apply.

APPLICATION NO.  
 APPLICATION DATE  
 PERIOD TO  
 ARCHITECT'S PROJECT NO.

A ITEM NO	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED THIS PERIOD		F MATERIALS PRESENTLY STORED (FOR S 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					
1.000	General Conditions	\$12,736.40	\$12,736.40	\$25,768.32		\$138,504.72	43.00%	\$183,599.28	\$4,925.24
1.001	General Conditions/Overhead/Profit	\$50,171.00	\$50,171.00	\$0.00		\$50,171.00	100.00%	\$0.00	\$2,288.55
	Insurance/Bonds	\$750.00	\$675.00	\$0.00		\$675.00	90.00%	\$75.00	\$37.75
	Temp Fence	\$8,000.00	\$7,600.00	\$0.00		\$7,600.00	95.00%	\$400.00	\$180.00
	Submetals	\$2,000.00	\$4,000.00			\$4,000.00	100.00%	\$0.00	\$0.00
	Temp barricades	\$4,000.00	\$4,000.00			\$4,000.00	100.00%	\$0.00	\$0.00
	Mobilization	\$5,500.00	\$5,500.00			\$5,500.00	100.00%	\$0.00	\$0.00
	Allowance #1	\$275,961.00	\$262,162.95	\$13,798.05		\$275,961.00	100.00%	\$0.00	\$15,798.05
31.200	Dem Work	\$3,100.00	\$3,100.00			\$3,100.00	100.00%	\$0.00	\$155.00
	Overexcavation Labor	\$29,539.00	\$29,539.00			\$29,539.00	100.00%	\$0.00	\$1,477.95
	Material equipment	\$16,812.00	\$16,812.00			\$16,812.00	100.00%	\$0.00	\$840.60
	Staking	\$9,000.00	\$9,000.00			\$9,000.00	100.00%	\$0.00	\$405.00
	Demo	\$12,800.00	\$8,400.00	\$0.00		\$8,400.00	50.00%	\$6,400.00	\$100.00
32.131	Concrete Sidewalks Labor	\$13,094.00	\$2,618.80	\$1,964.10		\$4,582.90	35.00%	\$8,511.10	\$229.15
	Concrete Sidewalks Material	\$37,000.00	\$5,400.00	\$4,050.00		\$9,450.00	35.00%	\$17,550.00	\$472.50
	Paving Labor	\$21,457.00	\$5,464.25	\$0.00		\$5,464.25	25.00%	\$16,392.75	\$271.21
	Paving Material	\$49,075.00	\$12,268.75	\$0.00		\$12,268.75	25.00%	\$36,806.25	\$813.44
	Driveway	\$990.00	\$990.00			\$990.00	100.00%	\$0.00	\$0.00
	Driveway	\$361.00	\$361.00			\$361.00	100.00%	\$0.00	\$0.00
	Driveway	\$3,600.00	\$1,620.00	\$0.00		\$1,620.00	55.00%	\$1,980.00	\$99.00
	Driveway	\$2,375.00	\$1,068.75	\$0.00		\$1,068.75	55.00%	\$1,306.25	\$65.31
	Driveway	\$3,698.00	\$3,698.00			\$3,698.00	100.00%	\$0.00	\$0.00
	Driveway	\$11,600.00	\$11,600.00			\$11,600.00	100.00%	\$0.00	\$0.00
	Driveway	\$4,238.00	\$4,238.00			\$4,238.00	100.00%	\$0.00	\$0.00
	Driveway	\$6,898.00	\$6,898.00			\$6,898.00	100.00%	\$0.00	\$0.00
	Sub Total	\$884,545.00	\$335,256.90	\$47,291.57		\$382,548.47	65.86%	\$501,996.53	\$25,137.42

# CONTINUATION SHEET

Only Fire

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APPLICATION NO:  
APPLICATION DATE:  
PERIOD TO:  
ARCHITECTS PROJECT NO:

AIA Document G703, APPLICATION AND CERTIFICATION FOR PAYMENT, containing

Contractor's signed certification is attached.

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

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

ITEM NO.	DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED THIS PERIOD		F MATERIALS PRESENTLY STORED (NOT IN DORE)	G TOTAL COMPLETED AND STORED TO DATE (D+E+F)	H BALANCE TO FINISH (I-C)	I RETAINAGE
			E FROM PREVIOUS APPLICATION (D-E)	F THIS PERIOD				
3.000	Concrete							
3.200	Reinforcing Steel - Labor	\$1,375.00	\$3,375.00	\$0.00		\$1,375.00	100.00%	\$168.75
	Reinforcing Steel - Material	\$12,506.00	\$12,506.00			\$12,506.00	100.00%	\$623.30
3.002	Concrete Footings, Piers, Pads - Labor	\$12,771.00	\$12,771.00			\$12,771.00	100.00%	\$618.55
	Concrete Footings, Piers, Pads - Material	\$12,062.00	\$12,062.00			\$12,062.00	100.00%	\$1,603.10
3.003	Concrete Floors - Labor	\$9,240.00	\$9,240.00			\$9,240.00	100.00%	\$443.00
	Concrete Floors - Material	\$34,420.00	\$34,420.00			\$34,420.00	100.00%	\$1,721.00
	Concrete Floors - Equipment	\$5,845.00	\$5,845.00			\$5,845.00	100.00%	\$292.25
	Concrete Walls - Labor	\$8,515.00	\$8,515.00			\$8,515.00	100.00%	\$426.75
	Concrete Walls - Material	\$14,530.00	\$14,530.00			\$14,530.00	100.00%	\$725.50
	Structural Slab - Labor	\$3,605.00					0.00%	\$3,605.00
	Structural Slab - Material	\$3,241.00					0.00%	\$1,241.00
	Structural Slab - equipment	\$700.00					0.00%	\$700.00
4.200	Masonry						#DIV/0!	
	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	85.00%	\$14,400.00
	Block - Material	\$16,600.00	\$11,620.00			\$11,620.00	85.00%	\$2,490.00
	Spec Mix	\$10,750.00	\$4,500.00			\$4,500.00	55.00%	\$4,837.50
	Cast Stone	\$23,000.00					0.00%	\$23,000.00
	Insulating material	\$7,400.00					0.00%	\$7,400.00
	Metals						#DIV/0!	
5.100	Structural Steel - Material Only	\$121,441.00	\$84,651.00			\$84,651.00	95.37%	\$5,290.90
5.120	Steel Erection - Labor Only	\$70,000.00	\$17,900.00			\$17,900.00	57.14%	\$2,000.00
5.107	Ground Base plates& floor expansions - Labor	\$685.00	\$68.50			\$68.50	50.00%	\$17.13
	Ground Base plates& floor expansions - Material	\$7,027.00	\$202.70			\$202.70	50.00%	\$1,013.50
	Cold Form Metal - Labor	\$70,510.00					0.00%	\$70,510.00
	Cold Form Metal - Material	\$26,670.00					33.31%	\$8,885.00
	<b>Sub Total</b>	<b>\$606,163.00</b>	<b>\$318,336.20</b>	<b>\$94,199.20</b>		<b>\$413,025.30</b>	<b>68.14%</b>	<b>\$193,137.90</b>

# CONTINUATION SHEET

Daily Fee

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AIA Document G703, APPLICATION AND CERTIFICATION FOR PAYMENT, containing Contractor's signed certification is attached.  
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APPLICATION NO. 5  
 APPLICATION DATE: PERIOD TO:  
 ARCHITECTS PROJECT NO.:

A ITEM NO	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		E THIS PERIOD	F MATERIALS PRESENTLY STORED (NOT IN DOOR)	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)							
6100	Carpentry Wood Blocking & Furring - Labor Wood Blocking & Furring - Material	\$2,993.00 \$6,903.00						0.00% 0.00%	\$2,993.00 \$6,903.00	
6402	Casework - Labor Casework - Material	\$4,324.00 \$15,569.00						0.00% 0.00%	\$4,324.00 \$15,569.00	
	Roof Plank - Labor Roof Plank - Material	2,041 2,356						0.00% 0.00%	\$2,041.00 \$2,356.00	
7000	Thermal Medicine Fiber Cement Board Siding - Labor Fiber Cement Board Siding - Material Thermal Insulation - Labor Thermal Insulation - Material	23,960 23,460 2,420 3,050						0.00% 0.00% 0.00% 0.00%	\$23,960.00 \$23,460.00 \$2,420.00 \$3,050.00	
7500	Roof Flat Roof - Material Flat Roof - Labor Soffits - Material Soffits - Labor Metal Roof - Material Metal Roof - Material Alum - Material Alum - Labor	\$10,500.00 \$21,072.00 \$8,240.00 \$18,432.00 \$22,580.00 \$60,902.00 \$3,000.00 \$3,397.00						0.00% 0.00% 0.00% 0.00% 0.00% 0.00% 0.00% 0.00%	\$10,500.00 \$21,072.00 \$8,240.00 \$18,432.00 \$22,580.00 \$60,902.00 \$3,000.00 \$3,397.00	
7920	Joint Sealants - Labor Joint Sealants - Material Waterproofing - Labor Waterproofing - Material Weather Barrier - Labor Weather Barrier - Material	\$9,480.00 \$1,785.00 \$3,240.00 \$2,700.00 \$11,270.00 \$8,000.00	\$1,240.00 \$2,700.00		\$9,016.00 \$8,000.00		\$1,240.00 \$2,700.00 \$9,016.00 \$8,000.00	0.00% 0.00% 100.00% 100.00% 80.00% 100.00%	\$9,480.00 \$1,785.00 \$2,700.00 \$2,700.00 \$2,254.00 \$400.00	\$162.00 \$135.00 \$400.00
8000	Doors & Windows Doors/Hardware - Labor Doors/Hardware - Material	\$3,910.00 \$31,843.00	\$191.00 \$700.00			\$22,800.00	\$191.00 \$22,800.00	10.00% 71.80%	\$3,519.00 \$8,343.00	\$19.55 \$1,175.00
	Access Door - Labor Access Door - Material	\$50.00 \$400.00						0.00% 0.00%	\$50.00 \$400.00	
	OH Doors - Labor OH Doors - Material	\$4,772.00 \$24,037.00						0.00% 0.00%	\$4,772.00 \$24,037.00	
	<b>Sub Total</b>	<b>\$339,078.00</b>	<b>\$7,033.00</b>		<b>\$17,016.00</b>	<b>\$22,800.00</b>	<b>\$46,847.00</b>	<b>13.82%</b>	<b>\$292,231.00</b>	<b>\$7,342.35</b>

# CONTINUATION SHEET

Only For

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APPLICATION NO.  
APPLICATION DATE  
PERIOD TO:  
ARCHITECT'S PROJECT NO:

AIA Document G702, APPLICATION AND CERTIFICATION FOR PAYMENT, containing

Contractor's signed certification is attached

In tabulations below, amounts are stated in the nearest dollar

Use Column 1 on Contracts where variable retainage for bid items may apply.

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

# CONTINUATION SHEET

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APPLICATION AND CERTIFICATION FOR PAYMENT, containing

APPLICATION NO. \_\_\_\_\_  
 PERIOD TO: \_\_\_\_\_  
 ARCHITECTS PROJECT NO. \_\_\_\_\_

Contractor's signed certification is attached  
 In tabulations below, amounts are stated to the nearest dollar  
 Use Column I on Contracts where variable retainage for line items may apply.

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		F MATERIALS STORIED (NOT IN BURE)	G TOTAL COMPLETED AND STORIED TO DATE (D+E+F)	H % (G-C)	II BALANCE TO FINISH (C-G)	I RETAINAGE
			FROM PREVIOUS APPLICATION (D-E)	THIS PERIOD					
10.000	Specialties	\$165.00					0.00%	\$165.00	
10.110	Visual Display Boards - Labor Visual Display Boards - Material	\$1,075.00					0.00%	\$1,075.00	
10.211	Toilet Compartments & Access - Labor Toilet Compartments & Access - Material	\$797.00 \$850.00					0.00% 0.00%	\$797.00 \$850.00	
10.440	Fire Extinguishers - Labor Fire Extinguishers - Material	44 515					0.00% 0.00%	\$44.00 \$515.00	
	Lockers - Labor Lockers - Material	285 1,208					0.00% 0.00%	\$285.00 \$1,208.00	
10.140	Signage - Labor Signage - Material	4,831					0.00% #DIV/0!	\$4,831.00	
	Flagpoles - Labor Flagpoles - Material	154 925					0.00% 0.00%	\$154.00 \$925.00	
	Misc Specialties - Labor Misc Specialties - Material	1,930 7,600					0.00% 0.00%	\$1,930.00 \$7,600.00	
	Storage & Design - Labor Storage & Design - Material	2,500 10,800					0.00% 0.00%	\$2,500.00 \$10,800.00	
	Install TV monitors	135					0.00% #DIV/0!	\$135.00	
	Kitchen Appliances - Labor Kitchen Appliances - Material	263 2,500					0.00% 0.00%	\$263.00 \$2,500.00	
	Sprinkler - Labor Sprinkler - Material	13,938 6,212					0.00% 0.00%	\$13,938.00 \$6,212.00	
	<b>Sub Total</b>	<b>\$56,669.00</b>					<b>#DIV/0!</b>	<b>\$56,669.00</b>	

# CONTINUATION SHEET

AIA DOCUMENT G703

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AIA Document G702, APPLICATION AND CERTIFICATION FOR PAYMENT, containing

APPLICATION NO. \_\_\_\_\_

APPLICATION DATE: \_\_\_\_\_

PERIOD TO: \_\_\_\_\_

ARCHITECTS PROJECT NO. \_\_\_\_\_

Contractor's signed certification is attached.

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

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

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D		E THIS PERIOD	F MATERIALS STORED PRESENTLY (NOT IN DOUBLE)	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)	WORKS COMPLETED THIS PERIOD						
	Mechanical									
	Mobilization	10,000.00	\$10,000.00				\$10,000.00	100.00%		\$500.00
	Plumbing Demo	4,000.00	\$4,000.00				\$4,000.00	100.00%		\$200.00
	Underfloor Plumbing Material	16,000.00	\$16,000.00				\$16,000.00	100.00%		\$800.00
	Underfloor Plumbing Labor	5,500.00	\$5,500.00				\$5,500.00	100.00%		\$275.00
	Above Floor Sewer/Vent Material	8,850.00	\$442.50				\$442.50	5.00%	\$8,407.50	\$22.13
	Above Floor Sewer/Vent Labor	10,000.00	\$500.00				\$500.00	5.00%	\$9,500.00	\$23.00
	Gas Piping - Material	8,000.00						0.00%	\$8,000.00	
	Gas Piping - Labor	4,500.00						0.00%	\$4,500.00	
	Air Line Material	4,000.00						0.00%	\$4,000.00	
	Air Line Labor	4,000.00						0.00%	\$4,000.00	
	Plumbing Fixtures Material	32,130.00	\$8,172.00				\$8,172.00	25.43%	\$23,958.00	\$408.00
	Plumbing Fixtures Labor	8,000.00						0.00%	\$8,000.00	
	Domestic Water Material	10,000.00	\$500.00				\$500.00	5.00%	\$9,500.00	\$23.00
	Domestic Water Labor	14,000.00	\$700.00				\$700.00	5.00%	\$13,300.00	\$33.00
	Hydronic Piping Material	10,000.00	\$1,000.00				\$1,000.00	10.00%	\$9,000.00	\$50.00
	Hydronic Piping Labor	12,000.00	\$1,200.00				\$1,200.00	10.00%	\$10,800.00	\$60.00
	Hydronic Equipment Material	31,600.00						0.00%	\$31,600.00	
	Hydronic Equipment Labor	7,000.00						0.00%	\$7,000.00	
	HVAC									
	Mobilization	5,000.00			\$4,000.00		\$4,000.00	80.00%	\$1,000.00	\$300.00
	Submittals	1,800.00	\$1,800.00				\$1,800.00	100.00%		\$90.00
	Equipment: RTU's AHU's RTC Mat	31,850.00						0.00%	\$31,850.00	
	Equipment: RTU's AHU's RTC Labor	9,000.00						0.00%	\$9,000.00	
	Ductwork Material	14,035.00			\$5,700.00		\$5,700.00	40.53%	\$8,335.00	\$283.00
	Ductwork Labor	20,075.00			\$3,700.00		\$3,700.00	18.43%	\$16,375.00	\$183.00
	Sub Total	\$281,360.00	\$49,814.50	\$13,400.00			\$63,214.50	22.47%	\$218,145.50	\$3,160.73



AIA Document G702, APPLICATION AND CERTIFICATION FOR PAYMENT, consisting of:  
 Application No. \_\_\_\_\_  
 Application Date: \_\_\_\_\_  
 Period To: \_\_\_\_\_  
 Architects Project No. \_\_\_\_\_

In tabulations below, amounts are stated to the nearest dollar.  
 Use Column I on Contracts where variable message for late fees may apply.

A ITEM NO	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED THIS PERIOD		E MATERIALS PRESENTLY STORED (MITEEN DORE)	F TOTAL COMPLETED AND STORED TO DATE (D+E+F)	G % (G-C)	H BALANCE TO FINISH (C-G)	I RETAINAGE
			FROM PREVIOUS APPLICATION (D+E)	THIS PERIOD					
	Electrical								
	Motor & Service Disconnects Material	\$4,210.00	\$420.00		\$2,170.00	\$2,590.00	61.52%	\$1,620.00	\$129.50
	Motor & Service Disconnects Labor	\$3,860.00	\$385.00		\$610.00	\$995.00	10.00%	\$3,465.00	\$19.25
	Enclosed Switches & Circuit Breakers Material	\$1,850.00	\$370.00		\$1,630.00	\$1,972.00	10.00%	\$870.00	\$40.00
	Enclosed Switches & Circuit Breakers Labor	\$1,850.00	\$342.00		\$1,630.00	\$2,899.00	20.00%	\$1,480.00	\$18.50
	Enclosed Controllers Material	\$3,420.00	\$2,895.00		\$1,630.00	\$2,899.00	57.66%	\$1,448.00	\$98.60
	Enclosed Controllers Labor	\$2,895.00	\$289.00		\$1,630.00	\$2,899.00	9.98%	\$2,606.00	\$14.45
	Variable-Frequency Motor Controllers Material	\$650.00			\$11,140.00	\$19,500.00	0.00%	\$650.00	\$650.00
	Variable-Frequency Motor Controllers Labor	\$650.00	\$1,360.00		\$11,140.00	\$19,500.00	100.00%	\$3,490.00	\$972.00
	Engine Generators Material	\$19,500.00	\$610.00		\$2,130.00	\$2,130.00	10.00%	\$2,200.00	\$30.00
	Engine Generators Labor	\$6,100.00	\$610.00		\$2,130.00	\$2,130.00	91.14%	\$350.00	\$116.00
	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. Per Circuits Mat	\$710.00					0.00%	\$710.00	
	Surge Protective Devices for Low Voltage Ele. Per Circuits Lab	\$710.00					0.00%	\$710.00	
	Lighting Material	\$3,975.00			\$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	
	Piping System Material	\$3,420.00					0.00%	\$3,420.00	
	Piping 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				\$412.00	10.00%	\$3,708.00	\$20.60
	Fire Alarm & Detection System (Addressable) Labor	\$1,700.00				\$170.00	10.00%	\$1,530.00	\$4.50
	Access Control System Material	\$16,700.00					0.00%	\$16,700.00	
	Access Control System Labor	\$9,500.00					0.00%	\$9,500.00	
	Sub Total	\$19,236.00	\$4,146.00	\$582.00	\$62,903.18	\$67,631.18	48.57%	\$71,604.82	\$1,381.56
	GRAND TOTALS	2,892,983.00	915,974.60	172,488.87	85,783.18	1,244,997.65	44.47%	1,356,472.35	62,249.88

LINE NO.	PRODUCT AND DESCRIPTION	QUANTITY ORDERED	QUANTITY B.O.	QTY. SHIPPED	QTY. U/M	NET PRICE	AMOUNT (NET)
1	8500GENSALE GENERATOR SALE	1	0	1	E	22880.00	22880.00
2	7090G60REZG8(624001) G60REZG8 60 HZ 120/208V 3PH NAT GAS FUEL Serial #: SGM32GT2F	1	0	1	E	0.00	0.00
3	7090KCSACVA0230S(624001) KCS-ACVA-02300S 208V 60 HZ TRANSFER SWITCH Serial #: SGM32GN8P	1	0	1	E	0.00	0.00
4	8500GSU STARTUP GENERATOR	1	1	0	E	0.00	0.00
4	Lines Total			3	Total Invoice Total		22880.00
							22880.00
							Cash Discount 0.00 If Paid Within Terms

INSTRUCTIONS	REFERENCE	CASH DISCOUNT:
TAX EXEMPT CERT IN HOUSE	GENERATOR ATS	0.00
SHIP POINT	SHIP VIA	IF PAID BY:
3E - GENERATOR DIVISION	OT VanMaanMH	h/n Term

**BILL TO:** VAN MAANEN ELECTRIC, INC  
 627 N 19TH AVE E  
 PO BOX 1131  
 NEWTON, IA 50208

**SHIP TO:** VAN MAANEN ELECTRIC, INC  
 627 N 19TH AVE E  
 OSKALOOSA FIRE DEPT  
 NEWTON, IA 50208

**CUSTOMER:** 274990

**CORRESPONDENCE TO:** Electrical Engineering & Equipment Co.  
 P.O. Box 310365  
 Des Moines, IA 50331-0365

INVOICE DATE	ORDER NO.
107092-00	
P.O. NO.	PAGE #
OSKY FR DPT/JB#1050-19	1

**INVOICE**

**ELECTRICAL ENGINEERING & EQUIPMENT CO.**  
 953 73RD ST  
 WINDSOR HEIGHTS, IA 50324  
 (515)266-8890 FAX (515)266-1181

**3**  
 LIAI ROL ENGINEERING & EQUIPMENT COMPANY

**ELECTRICAL ENGINEERING & EQUIPMENT CO.**



953 73RD ST  
WINDSOR HEIGHTS, IA 50324  
(515)273-0100 FAX (515)273-0108

ELECTRICAL ENGINEERING & EQUIPMENT COMPANY

CUST.#: 274990

VAN MAANEN ELECTRIC, INC  
OSKALOOSA FIRE DEPT  
627 N 19TH AVE E  
NEWTON, IA 50208

BILL TO:

00000 L203931  
VAN MAANEN ELECTRIC, INC  
627 N 19TH AVE E  
PO BOX 1131  
NEWTON, IA 50208

CORRESPONDENCE TO:

Electrical Engineering & Equipment Company  
P.O. Box 310365  
Des Moines, IA 50331-0365

INVOICE DATE	08/18/16	ORDER NO	4785634-00
P.O. NO		PAGE#	1
OSKY FIRE DEPT			

**INVOICE**

PLACED BY	INSTRUCTIONS	REFERENCE	CASH DISCOUNT
SCOTT	TAX EXEMPT CERT IN HOUSE		0.00
	SHIP POINT	SHIP VIA	SHIPPED
	** Drop Ship **	Fedex Grnd	08/16/16
	QUANTITY ORDERED	QUANTITY B.O.	QUANTITY SHIPPED
	PRODUCT AND DESCRIPTION	QTY	QTY
		U/M	PRICE
			NET PRICE
			AMOUNT (NET)
			08/18/16

1	SDD SPE LP	1	E	1	818.00	818.00				
	SDD SMALL PROJECT LOT PRICE									
	PER Q2C 37852805									
2	SDD HU362RB	2		0	0.00	0.00	2 each			
	50561 SWITCH NOT FUSIBLE HD 600V 60A 3P N									
	CUI & 2									
3	SDD HU361RB	1		0	0.00	0.00	1 each			
	50560 SWITCH NOT FUSIBLE HD 600V 30A 3P N									
	VEXI									
4	SDD GTK0610	2		0	0.00	0.00	2 each			
	75138 KIT EQUIPMENT GROUND CU/AL									
	CUI & 2									
5	SDD GTK03	1		0	0.00	0.00	1 each			
	42181 KIT EQUIPMENT GROUND CU/AL									
	VEXI									
6	SDD HU362	1		0	0.00	0.00	1 each			
	50580 SWITCH NOT FUSIBLE HD 600V 60A 3P N									
	CABINET DRYER									
7	SDD GTK0610	1		0	0.00	0.00	1 each			
	75138 KIT EQUIPMENT GROUND CU/AL									
	CABINET DRYER									
8	SDD 8501C016V20	2		0	0.00	0.00	2 each			
	05213 RELAY 600VAC 5AMP TYPE C +OPTIONS									
	ROOM LTG									
9	SDD 9991UE1	2		0	0.00	0.00	2 each			
	49303 RELAY ENCLOSURE NEMA									
	ROOM LTG									

Cash Discount 0.00 If Paid By 08/18/16

Continued





**ELECTRICAL ENGINEERING & EQUIPMENT CO.**

953 73RD ST  
 WINDSOR HEIGHTS, IA 50324  
 (515)273-0100 FAX (515)273-0108

Electrical Engineering & Equipment Company

CUST.#: 274990

SHIP TO:  
 VAN MAANEN ELECTRIC, INC  
 OSKALOUSA FIRE DEPT  
 627 N 19TH AVE E  
 NEWTON, IA 50208

BILL TO:

00006 L203B1  
 VAN MAANEN ELECTRIC, INC  
 627 N 19TH AVE E  
 PO BOX 1131  
 NEWTON, IA 50208

CORRESPONDENCE TO:  
 Electrical Engineering &  
 Equipment Company  
 P.O. Box 310365  
 Des Moines, IA 50331-0365

INVOICE DATE	08/18/16
ORDER NO.	4785634-00
P.O. NO.	OSKY FIRE DEPT
PAGE #	2

**INVOICE**

PLACED BY	INSTRUCTIONS	REFERENCE	CASH DISCOUNT:
SCOTT	TAX EXEMPT CERT IN HOUSE		0.00
	SHIP POINT	SHIP VIA	SHIPPED
	** Drop Ship **	Fedex Grnd	08/18/16
PRODUCT AND DESCRIPTION	QUANTITY	QUANTITY	NET PRICE
	ORDERED	SHIPPED	AMOUNT (NET)
	B.O.	QTY	
		QTY	
		U/M	
		PRICE	

10	SOD 9001KR1B13	06679 PUSHBUTTON 600VAC 10A 30MM TYPE K	1	0	1	each	0.00	0.00
11	SOD 9001KY1	87442 30MM CONTROL STATION 1HOLE ALUMINUM	1	0	1	each	0.00	0.00
12	SOD 9001KR9RH13	82109 PUSHBUTTON 600VAC 10A 30MM TYPE K	1	0	1	each	0.00	0.00
13	SOD 9001KY1	87442 30MM CONTROL STATION 1HOLE ALUMINUM	1	0	1	each	0.00	0.00
14	SOD 2510KG1	55447 MANUAL SWITCH 600VAC K+OPTIONS	4	0	4	each	0.00	0.00
15	SOD LOTPRICE-1	Non Stock	1	1	0	each	7593.00	0.00

15 Lines Total Qty Shipped Total 818.00 Invoice Total 818.00



**ELECTRICAL ENGINEERING & EQUIPMENT CO.**



953 73RD ST  
WINDSOR HEIGHTS, IA 50324  
(515)273-0100 FAX (515)273-0108

**ELECTRICAL ENGINEERING & EQUIPMENT COMPANY**

CUST.#:  
SHIP TO:

274990  
VAN MAANEN ELECTRIC, INC  
NEWTON SHOP STOCK MATERIALS  
627 N 19TH AVE E  
NEWTON, IA 50208

BILL TO:

000007 L209339  
VAN MAANEN ELECTRIC, INC  
627 N 19TH AVE E  
PO BOX 1131  
NEWTON, IA 50208

CORRESPONDENCE TO:  
Electrical Engineering &  
Equipment Company  
P.O. Box 310365  
Des Moines, IA 50331-0365

ORDER NO.	4803363-00
INVOICE DATE	08/26/16
P.O. NO.	OSKY FIRE
PAGE #	1

**INVOICE**

LINE NO.	PRODUCT AND DESCRIPTION	QUANTITY ORDERED	QUANTITY B.O.	QTY SHIPPED	QTY U/M	NET PRICE	AMOUNT (NET)	
1	HOF FB8660 52640 MM TI STRAIGHT SECTION B.00XB.00X60.00	1	0	1	E	86.11	86.11	
2	HOF FB890E 52780 MM TI ELBOW/90D B.00XB.00	1	0	1	E	47.47	47.47	
3	HOF FB89UC 52690 MM TI U-COMM FITS B.00XB.00 STEEL/GRY	3	0	3	E	6.58	19.74	
3 Lines Total								153.32
Dly Shipped Total								153.32
5 Total Taxes								153.32
Invoice Total								153.32

~~153.32~~  
~~153.32~~

Cash Discount 0.00 if Paid By 08/26/16

Last Page



L203539 000007 239221807116 \*\*\*\*\*

**ELECTRICAL ENGINEERING & EQUIPMENT CO.**



953 73RD ST  
 WINDSOR HEIGHTS, IA 50324  
 (515)273-0100 FAX (515)273-0108

CUST.#:  
 SHIP TO:

274990  
 VAN MAANEN ELECTRIC, INC  
 OSKALOOSA FIRE DEPT  
 627 N 19TH AVE E  
 NEWTON, IA 50208

BILL TO:

00007 230232  
 VAN MAANEN ELECTRIC, INC  
 627 N 19TH AVE E  
 PO BOX 1131  
 NEWTON, IA 50208

CORRESPONDENCE TO:  
 Electrical Engineering &  
 Equipment Company  
 P.O. Box 310365  
 Des Moines, IA 50331-0365

INVOICE DATE	08/26/16	ORDER NO	4785658-00
P.O. NO.		PAGE #	1
OSKY FIRE DEPT			

**INVOICE**

PLACED BY	INSTRUCTIONS	REFERENCE	CASH DISCOUNT:
SCOTT	TAX EXEMPT CERT IN HOUSE		0.00
	SHIP POINT	SHIP VIA	SHIPPED
			IF PAID BY:
	3E - WINDSOR HEIGHTS	DT VanHaramH	08/26/16
LINE NO	PRODUCT AND DESCRIPTION	QUANTITY ORDERED	QUANTITY SHIPPED
		B.O	QTY
			QTY
			U/M
			PRICE NET
			AMOUNT (NET)

1	MISC UC7445XL-1	1	0	1	E	176.00	176.00
2	MFC A7551	1	0	1	E	3.00	3.00
2	ALUM CLOSING PLATE						
Qty Shipped Total							179.00
2 Lines Total							179.00
Invoice Total							179.00

Cash Discount 0.00 If Paid By 08/26/16

Last Page



L203E39 000007 23022100716 \*\*\*\*\*



**ELECTRICAL ENGINEERING & EQUIPMENT CO.**



953 73RD ST  
WINDSOR HEIGHTS, IA 50324  
(515)273-0100 FAX (515)273-0108

SHIP TO:

CUST.#: 274990  
VAN MAANEN ELECTRIC, INC

OSKALOOSA FIRE DEPT  
627 N 19TH AVE E

NEWTON, IA 50208

BILL TO:

00008 1203E8  
VAN MAANEN ELECTRIC, INC

627 N 19TH AVE E

PO BOX 1131

NEWTON, IA 50208

CORRESPONDENCE TO:  
Electrical Engineering &  
Equipment Company  
P.O. Box 310365  
Des Moines, IA 50331-0365

ORDER NO	4685895-00
INVOICE DATE	09/14/16
P.O. NO	OSKY FR DPT/08#1050-19
PAGE #	1

**INVOICE**

LINE NO	PRODUCT AND DESCRIPTION	QUANTITY ORDERED	B.O.	QUANTITY SHIPPED	QTY	U/M	NET PRICE	AMOUNT (NET)
1	DANFOSS LOT (2) VLT HVAC 3HP VFD (1) TRIP OF STARTUP	1	0	1	each		3395.00	3395.00
1 Lines Total								3395.00
Qty Shipped Total								3395.00
1 Total								3395.00
Invoice Total								3395.00

PLACED BY	INSTRUCTIONS	REFERENCE	CASH DISCOUNT
NATE	TAX EXEPT CERT IN HOUSE		0.00
	SHIP POINT	SHIP VIA	IF PAID BY:
	** Drop ship **	Direct	09/12/16
			09/14/16



120208 00000 9525172116 3112712556 34000 084242



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

T: 5152658121 F: 5152658126

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

INVOICE NO.	1884-781905
INVOICE DATE	09/02/2016
PLEASE SHOW INVOICE NO. AND REMIT TO:	
P.O. BOX 978 COLUMBIA, MO 65205	

Invoice

ACCOUNT #/NAME		JOB NAME		CUSTOMER ORDER NO.	
D9-89828		OSKALOOSA FIRE DEPT		OSKALOOSA FD REBID	
SALESPERSON		SHIPPING INFORMATION		SHIP DATE	
1014 MJM		PREPAID		SHIP VIA	
PRODUCT CODE		DESCRIPTION		EXTENSION	
SHIPPER TRACKING NBR: 1235012 037739413		1		401.00 0.0	
1		MCGRA GWC-AE-02-LED-120-T4		401.00 E	
TYPE/DESIGNATION: LSD		FT-BZ-P			
<p>THIS TO REMOVED PARTS AT POINT OF SHIPMENT. CLAIMS FOR SHORT OR DAMAGED MERCHANDISE SHOULD BE MADE TO CARRIER.</p> <p>THIS CODE IS USED ON OUR INVOICES.</p> <p>CODE TO ADVISE YOU PROMPTLY CONCERNING YOUR ORDER.</p> <p>1. MERCHANDISE RETURNED WITHOUT OUR CONSENT WILL NOT BE ACCEPTED. A RESTOCKING CHARGE WILL BE MADE ON RETURNED GOODS UNLESS DEFECTIVE OR THIRD PARTY ON OUR PART TO CANCEL.</p> <p>2. BACK ORDERED. WILL SHIP AS SOON AS RECEIVED UNLESS INSTRUCTED OTHERWISE.</p> <p>3. CANCELLED. NOT IN STOCK. UNABLE TO PURCHASE LOCALLY.</p> <p>4. 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.</p> <p>5. THIS SALE IS SUBJECT TO OUR TERMS LOCATED AT SALES OUR TERMS.COM, WHICH WE MAY CHANGE FROM TIME TO TIME WITHOUT PRIOR NOTICE.</p>					
NET PAYMENT IS DUE BY THE 15TH OF THE MONTH FOLLOWING PURCHASE		TOTAL DUE		401.00	
SALES TAX		SHIPPING CHARGE		7.00000	
MERCHANDISE		SALES TAX		7.00000	
SHIPPING CHARGE		SALES TAX		7.00000	
TOTAL DUE		SHIPPING CHARGE		7.00000	

INVOICE NO.	1884-782431
INVOICE DATE	08/16/2016
PLEASE SHOW INVOICE NO. AND REMIT TO:	
P.O. BOX 978 COLUMBIA, MO 65205	

**Invoice**

**SHIP TO:**  
 VAN MAANEN ELECTRIC INC  
 627 N 19TH AVE  
 NEWTON, IA 50208

**SOLD TO:**  
 VAN MAANEN ELECTRIC INC  
 627 N 19TH AVE  
 NEWTON, IA 50208

**GED** CONSOLIDATED ELECTRICAL DISTRIBUTORS, INC.  
 C.E.D., INC.  
 1901 E. UNIVERSITY AVE.  
 DES MOINES, IA 50318  
 T: 5152858121 F: 5152858128

ACCOUNT #/NAME	JOB NAME		CUSTOMER ORDER NO.
D9-69828	OSKALOOSA FIRE DEPT		OSKALOOSA FD REBID
SALESPERSON	SHIPPING INFORMATION		SHIP DATE
1014 MJM	PREPAID		08/31/2016

ORDERED QTY	PRODUCT CODE	DESCRIPTION	REDOC	QTY SHIPPED	PRICE	REP	DISC.	EXTENSION	C / D
2	BEGH PLX-14-WT35-120/27TV	-RM		2	146.26	E		282.52	0.0
2	BEGH PLX14RM			2	88.65	E		177.30	0.0
3	BEGH PLX-2-WT35-120/27TV	RM		3	124.59	E		373.77	0.0
3	BEGH PLX22RM			3	70.30	E		210.90	0.0
1	BEGH SHIPPING & HANDLING			1	92.52	E		92.52	0.0

NET PAYMENT IS DUE BY THE 15TH OF THE MONTH FOLLOWING PURCHASE	TOTAL DUE
1147.01	1147.01
SALES TAX	7.00000
SHIPPING CHARGE	
MERCHANDISE	

NOTE TO MERCHANDISE AGENTS AT POINT OF SHIPMENT: CLAIMS FOR SHORT OR DAMAGED MERCHANDISE SHOULD BE MADE TO CARRIER.

REWORKED WITH/OUT OUR CONSENT WILL NOT BE ACCEPTED. A RESTOCKING CHARGE WILL BE MADE ON RETURNED GOODS UNLESS DEFECTIVE 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.

CODE: TO ADVISE YOU PROBABLY CONCERNING YOUR ORDER. THIS CODE IS USED ON OUR INVOICES.

8 - BACK ORDERED, WILL BE FAS SOON AS RECEIVED UNLESS INSTRUCTED TO CANCEL.

C - CANCELLED, NOT IN STOCK, UNABLE TO PURCHASE LOCALLY.

*Pay App. #5*

Page 1	Page 2	Page 3	Page 6	Page 7	Page 8
\$ 138,504.72	\$ 3,375.00	\$ 3,240.00	\$ 10,000.00	\$ 7,250.00	\$ 2,590.00
\$ 50,171.00	\$ 12,506.00	\$ 2,700.00	\$ 4,000.00	\$ 2,666.00	\$ 385.00
\$ 675.00	\$ 12,771.00	\$ 9,016.00	\$ 16,000.00	\$ 1,430.00	\$ 980.00
\$ 7,600.00	\$ 31,062.00	\$ 8,000.00	\$ 5,500.00	\$ 1,286.00	\$ 370.00
\$ 4,000.00	\$ 9,240.00	\$ 391.00	\$ 442.50	\$ 2,050.00	\$ 1,972.00
\$ 5,500.00	\$ 34,420.00	\$ 23,500.00	\$ 500.00	\$ 2,050.00	\$ 289.00
\$ 275,961.00	\$ 5,845.00		\$ 8,172.00	\$ 3,140.00	\$ 19,500.00
\$ 3,100.00	\$ 8,535.00		\$ 500.00	\$ 1,680.00	\$ 610.00
\$ 29,559.00	\$ 14,530.00		\$ 700.00	\$ 439.00	\$ 2,320.00
\$ 16,812.00	\$ 81,600.00		\$ 1,000.00	\$ 300.00	\$ 38,033.18
\$ 8,100.00	\$ 14,110.00		\$ 1,200.00	\$ 1,670.00	\$ 412.00
\$ 6,400.00	\$ 5,912.50		\$ 4,000.00	\$ 3,230.00	\$ 170.00
\$ 4,582.90	\$ 115,818.00		\$ 1,800.00	\$ 12,560.00	
\$ 9,450.00	\$ 40,000.00		\$ 5,700.00	\$ 19,350.00	
\$ 5,464.25	\$ 342.50		\$ 3,700.00	\$ 285.00	
\$ 12,268.75	\$ 1,013.50			\$ 225.00	
\$ 1,980.00	\$ 12,060.00			\$ 9,390.00	
\$ 1,306.25	\$ 8,885.00			\$ 2,730.00	
\$ 423.80					
\$ 689.80					
\$ 582,548.47	\$ 413,025.50	\$ 46,847.00	\$ 63,214.50	\$ 71,731.00	\$ 67,631.18
Sub-Total	Sub-Total	Sub-Total	Sub-Total	Sub-Total	Sub-Total

GRAND TOTAL \$ 1,244,997.65



## City Council Communication

Meeting Date: October 17, 2016

Requested By: Development Services Dept.

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

Consider approval of payments of \$4,462.79 to Area 15 RPC and \$31,817.50 to Curtis Architecture & Design, totaling \$36,280.29, for work completed on the Façade Improvement Project.

### **Explanation:**

The city has received five (5) invoices totaling \$4,462.79 from Area 15 Regional Planning Commission for Grant Administration. The city has also received one (1) invoice for \$31,817.50 from Curtis Architecture & Design for architectural services. The city will be requesting Community Development Block Grant (CDBG) reimbursement from the Iowa Economic Development Authority (IEDA) for the amount of \$19,294.00.

The Oskaloosa City Council approved contracts with Area 15 RPC, Curtis Architecture & Design, and the Iowa Economic Development Authority at the August 15, 2016 regular city council meeting.

### **Recommended Action:**

Staff recommends that the City Council approve the payment of \$4,462.79 to Area 15 RPC and \$31,817.50 to Curtis Architecture & Design for work completed on the Oskaloosa Façade Improvement Project.

### **Budget Consideration:**

This item is specifically included in the council approved FY 2017 budget in the amount of \$505,529. The project will be funded through a combination of TIF, Grant, and private contributions.

### **Attachments:**

Area 15 RPC Invoices (5)

Curtis Architecture & Design Invoice

Oskaloosa Façade Improvement Project Cost Summary

Oskaloosa Façade Improvement Project Progress Report

Area 15 Regional Planning Commission  
 P.O. Box 1110  
 224 East Second Street  
 Ottumwa, IA 52501



# Invoice

Date	Invoice #
5/31/2016	440

Bill To

City of Oskaloosa  
 220 S. Market  
 Oskaloosa, IA 52577

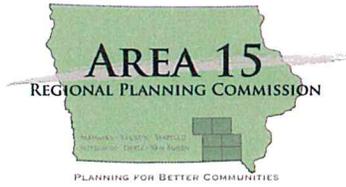
Project
16-DTR-001

Quantity	Description	Rate	Amount
8.02	Administration (16-DTR-001) - May 2016	53.44	428.59
		<b>Total</b>	<b>\$428.59</b>

I certify that this invoice is correct and that payment for the amount claimed has not been recieved.

Signature

Area 15 Regional Planning Commission  
P.O. Box 1110  
224 East Second Street  
Ottumwa, IA 52501



# Invoice

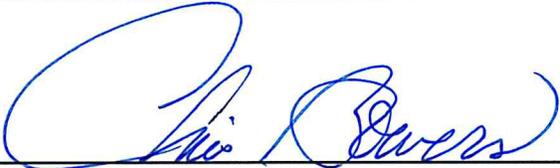
Date	Invoice #
6/30/2016	458

Bill To
City of Oskaloosa 220 S. Market Oskaloosa, IA 52577

Project
16-DTR-001

Quantity	Description	Rate	Amount
16.33	Administration (16-DTR-001) - June 2016	53.44	872.68
		<b>Total</b>	<b>\$872.68</b>

I certify that this invoice is correct and that payment for the amount claimed has not been recieved.

  
\_\_\_\_\_  
Signature

Area 15 Regional Planning Commission  
 P.O. Box 1110  
 224 East Second Street  
 Ottumwa, IA 52501



# Invoice

Date	Invoice #
8/1/2016	480

Bill To
City of Oskaloosa 220 S. Market Oskaloosa, IA 52577

Project
16-DTR-001

Quantity	Description	Rate	Amount
10.49	Administration (16-DTR-001) - July 2016	53.44	560.59
		<b>Total</b>	<b>\$560.59</b>

I certify that this invoice is correct and that payment for the amount claimed has not been recieved.

  
 \_\_\_\_\_  
 Signature

Area 15 Regional Planning Commission  
P.O. Box 1110  
224 East Second Street  
Ottumwa, IA 52501



# Invoice

Date	Invoice #
8/31/2016	498

Bill To
City of Oskaloosa 220 S. Market Oskaloosa, IA 52577

Project
16-DTR-001

Quantity	Description	Rate	Amount
2.29	Administration (16-DTR-001) - August 2016	53.44	122.38
		<b>Total</b>	<b>\$122.38</b>

I certify that this invoice is correct and that payment for the amount claimed has not been recieved.

Signature

Area 15 Regional Planning Commission  
P.O. Box 1110  
224 East Second Street  
Ottumwa, IA 52501



# Invoice

Date	Invoice #
9/30/2016	517

Bill To
City of Oskaloosa 220 S. Market Oskaloosa, IA 52577

Project
16-DTR-001

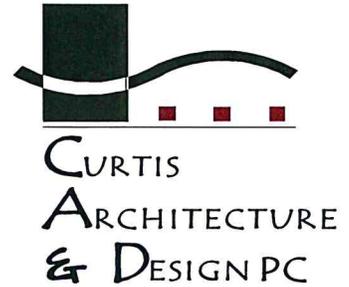
Quantity	Description	Rate	Amount
46.38	Administration (16-DTR-001) - September 2016	53.44	2,478.55
		<b>Total</b>	<b>\$2,478.55</b>

I certify that this invoice is correct and that payment for the amount claimed has not been recieved.

Signature

October 1, 2016

Job # 1632-1



City of Oskaloosa  
 220 South Market Street  
 Oskaloosa, Iowa 52577  
 Attn : Michael Schrock Jr.  
 RE : Downtown Oskaloosa CDBG Façade Improvement Project

**Invoice :**

Contracted for architectural services – Per contract dated May 31, 2016.  
 Fee amount billed hourly not to exceed \$75,839.00. Mortar testing is  
 also included in the contract at \$1,000.00 each up to 10 total (\$10,000).

Billing Period / Time frame : 06/1/16 – 9/30/2016

**Statement of Services this period :**

Personnel	Hours	Rate	Totals
Rodney (Architect)	2.0	\$140.00	\$ 280.00
Tyler (Intern Arch.)	171.25	\$ 85.00	\$14,556.25
Brady (Assoc.)	30.75	\$ 65.00	\$ 1,998.75
Amanda (Assoc.)	7.0	\$ 65.00	\$ 455.00
Joe (Assoc.)	223.50	\$ 65.00	\$14,527.50
<b>Total invoiced for Hourly Services</b>			<b>\$31,817.50</b>

**Reimbursable Expenses:**

Plots - \$ 0.00

**Total amount due :** \$31,817.50

**Maximum Total Project breakdown per contract :**

Maximum not to exceed	\$ 75,839.00
October Invoice	<u>\$ 31,817.50</u>
<b>Total Fee Available</b>	<b>\$ 44,021.50</b>

Please remit balance due (\$31,817.50) by Nov. 1, 2016

CDBG: \$ 14,831.68  
 LOCAL: \$ 16,985.82

Commercial  
 Residential  
 Interiors  
 Planning  
 Revitalization  
 Consulting

223 East Main Street  
 Ottumwa, Iowa 52501  
 phone : 641 814 - 1500  
 cell : 641 660 - 9625  
 rod.curtis@curtisarchitecture.com



## Oskaloosa Façade Improvement Project Progress Report

Community Development Block Grant: # 16-DTR-001

Report Date: October 2016

Percent Complete: 4.5%

Costs have been incurred by Curtis Architecture for design and Area 15 RPC for administration and the first set of invoices have been submitted to the City of Oskaloosa. The first invoices will be presented to the City for consideration of payment in October 2016.

### 1. Observations

- a. At this early stage in the project, everything is continuing to move forward as expected.

### 2. Project Progress

- a. The IEDA Award Letter and Contract have been received.
- b. Oskaloosa City Council approved contracts with IEDA, Curtis Architecture & Design, and Area 15 RPC. This approval officially set the project in motion.
- c. Oskaloosa City Council also approved seven policies and an Administrative Plan, which are all required for compliance with the Community Development Block Grant program.
- d. A meeting was held in September with the majority of the property owners attending. Karen and Andrew followed up with the others.
- e. The majority of easement agreements have been signed. Once all easements are signed, copies will be sent to all property owners and to Area 15 RPC for uploading into the State's grant management system.
- f. The first tier environmental review is in progress and should be complete by Oct. 31. A public comment period will follow before requesting the release of funds which will enable the project to go to procurement for construction-type activities [incl. asbestos testing].

### 3. Items of Discussion

- a. Mortar tests on all buildings will be conducted by Curtis Architecture in the coming weeks.
- b. Procurement for asbestos testing needs to be completed by the City (with assistance from Area 15 RPC).
- c. Curtis Architecture will be meeting with each property owner to verify and finalize finishes, as well as take inventory of existing interior finishes and upper level windows.

### 4. Change Orders

- a. None.

Responsible Entity:	Project Manager:	Grant Administrator:	Architect:
City of Oskaloosa	Oskaloosa Main Street	Area 15 RPC	Curtis Arch. & Design
Andrew Jensen	Karen Hafner	Bradley J. Grefe	Rod Curtis
Development Services Dir.	Director	Senior Planner	Principle



## City Council Communication

Meeting Date: October 17, 2016

Requested By: Public Works Dept.

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

Consider an ordinance to approve parking restrictions along Parkview Lane. (3rd and final 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 (1<sup>st</sup> 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 previous two meetings on September 19, 2016 and October 3, 2016, the City Council (1<sup>st</sup> & 2<sup>nd</sup> 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

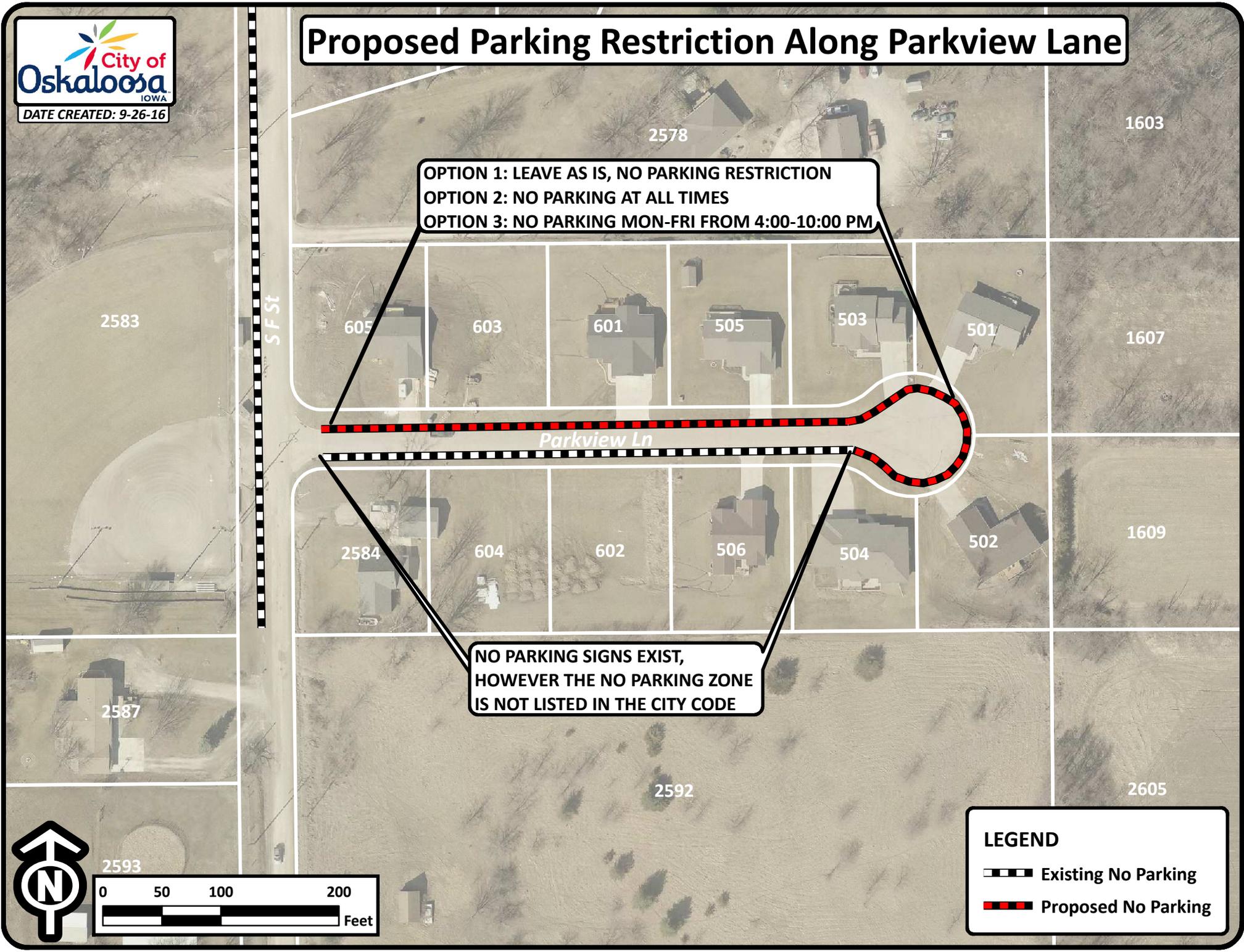
- OPTION 1: LEAVE AS IS, NO PARKING RESTRICTION
- OPTION 2: NO PARKING AT ALL TIMES
- OPTION 3: NO PARKING MON-FRI FROM 4:00-10:00 PM

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
<del>STREET</del> 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 <del>on N.</del> side from last house to F street.	9-18-16

# RECEIVED

SEP 19 2016

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**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 17, 2016

Requested By: City Clerk/Finance Department

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

Consider a resolution scheduling a public hearing for November 21, 2016 to consider levying a special assessment against private property for weed cutting by the city in accordance with section 8.20 of the city code of the city of Oskaloosa, Iowa, and directing notice to the owners of the property to be assessed.

### **Explanation:**

This resolution schedules the public hearing for November 21, 2016 for levying a special assessment against private property for weed cutting. A notice will be published in the Oskaloosa Herald and certified notices will be sent to the property owners.

### **Budget Consideration:**

\$1,500 Revenue to the Sanitary Sewer Fund to offset expenses related to the work performed by the city.

### **Attachments:**

Resolution  
Weed Cutting Assessment Exhibit "A"

EXHIBIT "A"  
2016 WEED CUTTING ASSESSMENTS  
August 2016

OWNER	OFFENSE	ADDRESS/LEGAL	DATE MOWED	LABOR	COST
Kabal Singh Chauchan/Darbara Singh Parcel ID 1013183003	1st	604 North E St S 1/2 O L 23 & S 66' E Ave Adj Myers Modified Add	8/25/2016	1 hour	\$ 250.00
Carroll Kirk Parcel ID 1024252018	1st	921 South C St Lot 31 Gilmores Add	8/25/2016	1 hour	\$ 250.00
Shad Baltimore Parcel ID 1013255026	1st	801 N Market St Lot 7 Whitakers Add	8/25/2016	1 hour	\$ 250.00
Ketsia Chauve Parcel ID 1013403015	1st	411 North C St Lot 9 O L 8 O P	8/23/2016	1 hour	\$ 250.00
Kelly W/Debra K Blunt Superior Properties and Management LLC Blew Estates LLC Parcel ID 1013410010	1st	327 North B St N 1/2 Lot 1 O L 12 O P	8/23/2016	1 hour	\$ 250.00
C & NW Railway Co Parcel ID 1013501005	1st	No address (G Ave W) O L 8 & 9 Myers Mod Add	8/16/2016	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 <sup>st</sup> cleanup	\$200.00 fee + \$50.00 per hr.
2 <sup>nd</sup> cleanup	\$250.00 fee + \$50.00 per hr.
3 <sup>rd</sup> cleanup	\$300.00 fee + \$50.00 per hr.
4 <sup>th</sup> cleanup	\$350.00 fee + \$50.00 per hr.
5 <sup>th</sup> cleanup	\$400.00 fee + \$50.00 per hr.
6 <sup>th</sup> cleanup	\$450.00 fee + \$50.00 per hr.

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

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

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

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

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

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

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

SECTION 1. That the City Council of the City of Oskaloosa, Iowa shall meet at City Hall Council Chambers in Oskaloosa, Iowa on the 21<sup>st</sup> day of November, 2016 at 6:00 p.m. at which time a hearing shall be held on the matter of levying a special assessment against the properties listed in Exhibit "A" for weed cutting assessment by the City of Oskaloosa, Iowa, at which hearing the owner of said premises or anyone liable to pay such assessment may appear with the same rights as given by law before Boards of Review, in reference to assessments for general taxation, and at said time and place the Council shall consider and dispose of all objections made thereto; after which hearing the City Council shall by Resolution levy such assessment as may be appropriate against said properties.

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

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

PASSED AND APPROVED this 17<sup>th</sup> day of October, 2016.

---

David Krutzfeldt, Mayor

ATTEST:

---

Amy Miller, City Clerk



## City Council Communication

Meeting Date: October 17, 2016

Requested By: City Clerk/Finance Department

**Item Title: CONSENT AGENDA**

Consider a resolution authorizing internal advance to tax increment revenue fund.

**Explanation:**

The city of Oskaloosa will undertake urban renewal projects in the Oskaloosa Urban Renewal Area and the city has and will incur administrative and legal costs in connection with the planning, authorizing and carrying out of such project.

In order to cover the administrative costs and to make such costs eligible to be recouped from future incremental property tax revenues, it is necessary to facilitate an internal advance of funds.

This resolution authorizes that amount not to exceed \$9,132 be advanced from the General Fund in order to fund administrative and legal costs. The advance shall be repaid to the General Fund without interest out of future incremental property tax revenue received with respect to the Urban Renewal Area.

**Budget Consideration:**

An amount not to exceed \$9,132 be advanced from the General Fund. The advance shall be repaid in one (1) annual installment, on or before June 1, 2018.

**Attachments:**

Resolution

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

RESOLUTION AUTHORIZING INTERNAL ADVANCE TO TAX INCREMENT REVENUE FUND

WHEREAS, the City of Oskaloosa, Iowa (the "City"), has established the Oskaloosa Urban Renewal Plan for the Oskaloosa Urban Renewal Area (The "Oskaloosa Urban Renewal Area" or "Area") and has created the TIF Administration Fund in connection therewith; and

WHEREAS, the City will undertake urban renewal projects in the Oskaloosa Urban Renewal Area, and the City has and will incur administrative and legal costs in the estimated amount of \$9,132 (the "Administrative Costs"), in connection with the planning, authorizing and carrying out of such projects; and

WHEREAS, in order to cover the Administrative Costs and to make such costs eligible to be recouped from future incremental property tax revenues, it is necessary to facilitate an internal advance of funds;

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

Section 1. It is hereby directed that an amount not to exceed \$9,132 be advanced from the General Fund (the "Advance") in order to fund the Administrative Costs. The Advance shall be repaid to the General Fund without interest, out of future incremental property tax revenues received with respect to the Urban Renewal Area.

It is intended that the Advance shall be repaid in one (1) annual installment, on or before June 1, 2018, provided, however, that repayment of the Advance is subject to the determination of future City Councils that there are incremental property tax revenues available for such purpose which have been allocated to or accrued in the Tax Increment Fund relative to the Advance, and the City Council reserves the right to appropriate funds to the repayment of the Advance, or to withhold such appropriation, at its discretion.

Section 2. A copy of this Resolution shall be filed in the offices of the County Auditor of Mahaska County, Iowa, to evidence the Advance. Pursuant to Section 403.19 of the Code of Iowa, the City Clerk is hereby directed to certify, no later than December 1, 2016, the original amount of the Advance.

Section 3. All resolutions or parts thereof in conflict herewith, are hereby repealed, to the extent of such conflict.

PASSED AND APPROVED this 17<sup>th</sup> day of October, 2016.

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

ATTEST:

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



## City Council Communication

Meeting Date: October 17, 2016

Requested By: Public Works Dept.

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

Consider a resolution authorizing a professional engineering services agreement with Fox Engineering Associates, Inc. to develop a pretreatment agreement with Oskaloosa Food Products Corp.

### **Explanation:**

The Iowa Department of Natural Resources is requiring the City of Oskaloosa to create a pretreatment agreement with Oskaloosa Food Products Corp. The City of Oskaloosa would like to enter into a professional engineering services agreement with Fox Engineering Associates, Inc. to develop that pretreatment agreement. The engineering services will generally include a review of current procedures and records, assistance and compliance with Iowa DNR permits, evaluating the existing pretreatment program, evaluating future needs, and creating the pretreatment agreement. A complete scope of services from Fox Engineering is outlined in the attached package.

Fox Engineering is presently estimating the engineering fees to be \$8,000. However, staff is requesting to add a contingency amount of \$5,000. This will allow the work to be performed on a time and material basis with the total amount not to exceed \$13,000. The contingency amount of \$5,000, under the supervision of the City Manager, is for unforeseen circumstances such as additional meetings, submittal reviews, and negotiations with Oskaloosa Food Products Corp.

Staff recommends that council approve the resolution authorizing the agreement between Fox Engineering Associates, Inc. and the City of Oskaloosa for the professional services required to complete this Project.

### **Budget Consideration:**

The funding for this work is not specifically included in the city council approved FY2017 sanitary sewer budget. The budget for this fiscal year will need to be amended to include this additional expense of \$13,000.

**Attachments:**

Resolution and Agreement with Fox Engineering.

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

RESOLUTION TO APPROVE AN AGREEMENT BETWEEN FOX ENGINEERING ASSOCIATES, INC. AND THE CITY OF OSKALOOSA TO PROVIDE PROFESSIONAL ENGINEERING SERVICES FOR THE PREPARATION OF A PRETREATMENT AGREEMENT WITH OSKALOOSA FOOD PRODUCTS CORP.

WHEREAS, the City Council has determined it appropriate to prepare a pretreatment agreement with Oskaloosa Food Products Corp (will be known as the "Project"); and

WHEREAS, the City desires to contract for professional services to complete the scope of work required for this project; and

WHEREAS, Fox Engineering Associates, Inc. has prepared and presented an engineering services agreement, and

WHEREAS, the Council finds that the proposed engineering services agreement with Fox Engineering Associates, Inc. to prepare a pretreatment agreement with Oskaloosa Food Products Corp should be approved and the Mayor authorized to execute the same.

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

1. The City Council hereby approves the Engineering Services Agreement between the City of Oskaloosa and Fox Engineering Associates, Inc. in the amount of \$8,000 and authorizes the Mayor to execute all related contract documents.
2. The City Council authorizes the City Manager to allow a contingency of \$5,000.00 for the project as necessary in order to complete this project.

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

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

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



October 10, 2016

Akhilesh Pal, P.E.  
Public Works Director  
City of Oskaloosa  
804 South D Street  
Oskaloosa, Iowa-52577

RE: Agreement for Engineering Services – Treatment Agreement with Oskaloosa Foods  
FOX File No. 2070-16B.200

Dear Mr. Pal:

Thank you for contacting FOX Engineering Associates, Inc. regarding your need for engineering services related to development of a treatment agreement with Oskaloosa Foods. In response to your request, we are pleased to submit this proposal/agreement for your consideration.

FOX Engineering Associates, Inc. proposes to provide general consultation professional engineering services as described below, hereinafter referred to as the Project.

### **Scope of Services**

Our Services will consist generally of:

1. Meet with City staff to confirm the scope of the project, review historical data, discuss required additional data and discuss anticipated future needs regarding industrial flows and loadings.
2. Meet with City staff and Oskaloosa Foods to discuss collection of additional data, Pretreatment Agreement terms and anticipated future loadings.
3. Confirm design capacity of the Southwest Wastewater Treatment Plant for flow, biochemical oxygen demand (BOD), total suspended solids (TSS), ammonia (NH<sub>3</sub>), and total Kjeldahl nitrogen (TKN) under a separate contract with City for Evaluation of Wastewater Treatment Facilities (FOX PN: 2070-16A.300) to be used in conjunction with the Pretreatment Agreement preparation.
4. Evaluate five years total plant influent flows and loadings to the Southwest Wastewater Treatment Plant regarding existing loading to the treatment plant and estimate the available capacity for the future under a separate contract with City for Evaluation of Wastewater Treatment Facilities (FOX PN: 2070-16A.300) to be used in conjunction with the Pretreatment Agreement preparation.
5. Evaluate five years Oskaloosa Foods influent flows and loadings data to the Southwest Wastewater Treatment Plant to confirm existing and future pretreatment loadings. Evaluate the need for additional industrial sampling.
6. Provide an industrial pretreatment questionnaire to Oskaloosa Foods and assist in its completion as needed. The questionnaire will provide the City with the background information and data regarding the anticipated frequency and nature of the wastewater flows and loads and allow you to address Iowa Department of Natural Resources (IDNR) staff concerns during inspections. Questionnaire may be reviewed with Oskaloosa Foods in person.
7. Based on the completed questionnaire and available loadings, provide a draft treatment agreement between the City and Oskaloosa Foods for wastewater treatment that will include language detailing the rights and responsibilities of both parties.
8. Providing additional services as requested by the City.

---

**Fees and Schedule**

The engineering fees for the Project will be billed monthly based on actual time and expenses incurred by employees providing such services at standard hourly charge rates (see attached) and reimbursable expenses. Total project fees shall not exceed \$8,000.

We will begin work on the Project immediately upon receipt of a signed agreement from you and anticipate that the work can be completed within 60-90 days depending on cooperation with the industry.

This Agreement and the accompanying General Terms and Conditions consisting of two (2) pages represent the entire understanding between the City of Oskaloosa and FOX Engineering Associates, Inc. in respect to the Project, and may only be modified in writing signed by both parties. If this Agreement satisfactorily sets forth your understanding of the Project, our services, and your responsibilities, please execute each of two (2) copies in the space provided below and return one (1) copy to us as notice to proceed.

Respectfully submitted,  
FOX Engineering Associates, Inc.



Laurie Twitchell, P.E.  
Project Manager

Attachments: 1. General Terms and Conditions (2 pages)

Accepted this \_\_\_\_ day of \_\_\_\_\_, 2016,

For: City of Oskaloosa

By authorized contracting official:

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
(printed name & title)

(This Proposal is open for acceptance for 30 days from the date of issuance, unless extended in writing by us.)



## 2016 Fee Schedule

<u>Staff Category</u>	<u>Hourly Billing Rate</u>
Engineer	\$110.00
Project Engineer	\$137.00
Senior Project Engineer	\$148.00
Project Manager	\$160.00
Senior Project Manager	\$198.00
Principal	\$225.00
Engineering Technician I	\$76.00
Engineering Technician II	\$86.00
Engineering Technician III	\$96.00
Engineering Technician IV	\$111.00
Engineering Technician V	\$127.00
Administrative Assistant I	\$65.00
Administrative Assistant II	\$80.00

Hourly billing rates include salary costs, normal employee benefits, overhead, profit, and general office expenses such as telephone, facsimile, photocopy, word processing, postage, and basic supplies.

Listed rates are effective through December 31, 2016.

**BILLABLE EXPENSES:** Billable expenses include specialty vehicles (\$0.65/mile) and use of personal vehicles (at current IRS rate). A listing of all billable expense charges is available as applicable.

**REIMBURSABLE EXPENSES:** Reimbursable expenses include costs for meals and lodging when overnight stay is required for the project, costs for special mailing/printing, costs for materials and supplies purchased for specific use on the project, and costs of outside consultants used on the project.

## GENERAL TERMS AND CONDITIONS

Attached to and made a part of the letter agreement dated \_\_\_\_\_ 2016, between the City of Oskaloosa (CLIENT) and **FOX Engineering Associates, Inc.** (CONSULTANT) in respect of the work described as therein.

### 1.0 CLIENT'S RESPONSIBILITIES

1.1 CLIENT shall provide all criteria and full information as to CLIENT'S requirements for the project: designate a person to act with authority on CLIENT'S behalf in respect of all aspects of the project; examine and respond promptly to CONSULTANT'S submissions; and give prompt written notice to CONSULTANT whenever CLIENT observes or otherwise becomes aware of any defect in the work.

1.2 CLIENT shall also do the following and pay all costs incident thereto:

- a. Furnish to CONSULTANT all pertinent information, which may include but not be limited to borings, probings, and subsurface explorations, laboratory tests and inspections of samples, materials, and equipment; appropriate professional interpretations of all of the foregoing, environmental assessment and impact statements, property and utility surveys; property descriptions, zoning and deed restrictions; all of which CONSULTANT may rely upon in performing services.
- b. Guarantee access to and make all provisions for CONSULTANT to enter upon public and private property where required to perform services under this agreement.
- c. Provide such legal, accounting, independent cost estimating, inspection, auditing and insurance counseling services as may be required for the Project.
- d. Furnish approvals and permits from all governmental authorities having jurisdiction over the Project.

### 2.0 STANDARD OF CARE

Services provided by the CONSULTANT under this Agreement will be performed in a manner consistent with that degree of care and skill ordinarily exercised by members of the same profession practicing contemporaneously under similar circumstances and in the same locality. CONSULTANT makes no warranties, expressed or implied, under this Agreement or otherwise, in connection with CONSULTANT'S services.

**3.0 OWNERSHIP OF INSTRUMENTS OF SERVICE:** All reports, plans, specifications, computer files, field data, notes and other documents prepared by the CONSULTANT as instruments of service shall remain the property of the CONSULTANT. The CONSULTANT shall retain all common law, statutory and other reserved rights, including the copyright thereto and the rights of reuse. CLIENT may make and retain copies for information and reference in connection with the use and occupancy of the

Project by CLIENT and others; however, such documents are not intended or represented to be suitable for reuse by CLIENT and others on extensions of the Project or on any other project. Any reuse without written verification or adaptation by CONSULTANT for the specific purpose intended will be at CLIENT'S sole risk and without liability to CONSULTANT.

### 4.0 USE OF ELECTRONIC MEDIA

The CLIENT agrees not to reuse electronic files, in whole or in part, for any purpose other than for the Project. The CLIENT agrees not to transfer to others any electronic files provided by the CONSULTANT without the prior written consent of the CONSULTANT. Electronic data files provided by the CONSULTANT to the CLIENT are subject to an acceptance period of 30-days during which time the CLIENT may perform appropriate acceptance reviews. After the acceptance period, the electronic files shall be deemed to be accepted and Consultant shall have no obligation to correct errors or maintain the electronic files. Because data and/or drawings stored on electronic media can deteriorate undetected or be modified without the CONSULTANT'S knowledge, the CLIENT agrees that the CONSULTANT shall not be held liable for the completeness or correctness of electronic data once the electronic media have left the possession of the CONSULTANT.

### 5.0 PAYMENTS

If CLIENT fails to make any payment due CONSULTANT for services and expenses within thirty days after receipt of CONSULTANT'S statement therefore, the amounts due CONSULTANT will be increased at the rate of 1.5% per month from said thirtieth day, and in addition, CONSULTANT may, after giving seven days written notice to CLIENT, suspend services under this Agreement until CONSULTANT has been paid in full all amounts due for services, expenses, and charges.

### 6.0 TERMINATION

The obligation to provide further services under this Agreement may be terminated by either party upon seven days written notice. In the event of any termination, CONSULTANT will be paid for all services performed to the date of termination and all Reimbursable Expenses. CONSULTANT shall have no liability to CLIENT on account of termination.

### 7.0 CONFIDENTIALITY

The CONSULTANT shall hold confidential and not disclose to any person or entity, other than the CONSULTANT'S employees, subconsultants, and suppliers if necessary for performance of services under this Agreement, any business or technical information not previously known to and generated by the CONSULTANT or furnished to the CONSULTANT and marked CONFIDENTIAL by the CLIENT. These provisions shall not apply to information in whatever form that is in the public domain, nor shall it restrict the CONSULTANT from giving notices required by law or complying with an order to provide information or data when such order is issued by a court, administrative agency or other legitimate authority,

or if disclosure is reasonably necessary for the CONSULTANT to defend itself from any legal action or claim.

## 8.0 ALLOCATION OF RISKS

**8.1. INDEMNIFICATION.** CLIENT agrees, to the fullest extent permitted by law, to indemnify and hold harmless the CONSULTANT, its officers, directors, employees and subconsultants against all damages, liabilities or costs, including reasonable attorneys' fees and defense costs, arising out of or in any way connected with this Project or the performance of the services under this Agreement by any of the parties named above, excepting only those damages, liabilities or costs attributable to the negligent acts or negligent failure to act by the CONSULTANT.

**8.2 LIMITATION OF LIABILITY.** To the fullest extent permitted by law, and notwithstanding any other provision of this Agreement, the total liability, in the aggregate, of the CONSULTANT and the CONSULTANT'S officers, directors, employees and subconsultants, and any of them, to the CLIENT and anyone claiming by or through the CLIENT, for any and all claims, losses, costs or damages, including attorneys' fees and costs and expert-witness fees and costs of any nature whatsoever or claims expenses resulting from or in any way related to the Project or the Agreement from any cause or causes shall not exceed the total compensation received by the CONSULTANT under this Agreement or the amount of **\$10,000.00**, whichever is greater. It is intended that this limitation apply to any and all liability or cause of action however alleged or arising, unless otherwise prohibited by law.

## 9.0 CORPORATE PROTECTION

It is intended by the parties to this Agreement that the CONSULTANT'S services in connection with the project shall not subject the CONSULTANT'S individual employees, officers, or directors to any personal legal exposure for the risks associated with this project. Therefore, and notwithstanding anything to the contrary contained herein, and CLIENT agrees that as the CLIENT'S sole and exclusive remedy, any claim, demand or suit shall be directed and asserted only against CONSULTANT, an Iowa corporation, and not against any of the CONSULTANT'S employees, officers, or directors.

## 10.0 EFFECT OF PURCHASE ORDERS

In the event that CLIENT issues to CONSULTANT a purchase order, order acknowledgement, order confirmation, or similar document, none of the terms or conditions stated or referred to thereon shall alter or add to any of the terms of this Agreement. Such document, whether or not signed by the CONSULTANT, shall be considered only as a document for CLIENT'S internal management of its operations.

## 11.0 SUCCESSORS AND ASSIGNS

Neither CLIENT nor CONSULTANT shall assign, sublet or transfer any rights under or interest in this Agreement without

the written consent of the other, except to the extent that any assignment, subletting or transfer is mandated by law or the effect of this limitation may be restricted by law. Unless specifically stated to the contrary in any written consent to an assignment, no assignment will release or discharge the assignor from any duty or responsibility under this Agreement. Nothing contained in this provision shall prevent CONSULTANT from employing such independent professional associates and consultants as CONSULTANT may deem appropriate to assist in the performance of services hereunder.

Nothing under this Agreement shall be construed to give any rights or benefits in the Agreement to anyone other than CLIENT and CONSULTANT, and all duties and responsibilities undertaken pursuant to this Agreement will be for the sole and exclusive benefit of CLIENT and CONSULTANT and not for the benefit of any other party.

## 12.0 OTHER

The titles used in this instrument are for general reference only and are not part of the Agreement.

Any provisions of this Agreement later held to be unenforceable for any reason shall be deemed void, and all remaining provisions shall continue in full force and effect.

All obligations arising prior to the termination of this Agreement and all provisions of this Agreement allocating responsibility or liability between the CLIENT and the CONSULTANT shall survive the completion of the services hereunder and the termination of this Agreement.

This Agreement is to be governed by the law of the state in which the Project is located.

---

*End of General Terms and Conditions*



## 2016 Fee Schedule

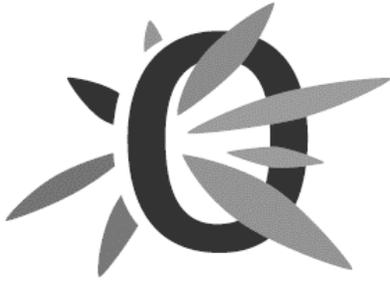
<u>Staff Category</u>	<u>Hourly Billing Rate</u>
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## City Council Communication

Meeting Date: October 17, 2016

Requested By: City Manager's Office

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

Consider a resolution approving the Mayor to execute a service agreement for the repair of the roof at city hall.

### **Explanation:**

A couple of months ago city staff noted a visible depression on the exterior surface of the city hall facility. As a result, contractors were contacted and asked to provide a time and materials bid to inspect and repair a section of the roof, approximately 20'x 25'.

Four contractors were contacted (Deever, Duerson, Bakeris and Wood Roofing Company) with three of the four declining to provide a bid. Wood Roofing Company provided a not to exceed time and materials bid of \$13,600 to complete the work. If this item is approved, the work is anticipated to begin within the next two to three weeks.

Staff recommends approval of this item as presented.

### **Budget Consideration:**

This item is not specifically included in the city council approved FY2017 budget. Funding for building maintenance is annually budgeted at \$25,000. In addition to the roof repair, the elevator at city hall failed and needed to be repaired for approximately \$36,480. Funding to complete these costly repairs will presumably come from the city's General Fund contingency funds.

### **Attachments:**

1. Wood Roofing Company Bid
2. Resolution



## Repair Quotation

14 September 2016

Page one of two

Oskaloosa City Hall  
220 S Market St.  
Oskaloosa, IA. 52577

Re: Roof repair 20' x 25' area to eliminate hump/dip in roof.

We propose to furnish all labor, material, and equipment to complete roof repairs as outlined below.

- Remove existing tile roofing and salvage as much as possible
- Remove old underlayments, and flashings; haul away debris.
- Remove existing roof deck and rafters to get to sub rafters.
- Complete any additional carpentry work at our material cost plus 15%, plus labor at \$76.00 per man-hour.
- Reinstall rafters and roof deck.
- Install an ice and water barrier along valley areas.
- Install new 16 oz. copper valley metal and apply two layers of # 30 felt underlayments.
- Reinstall salvaged tile and tile from our inventory to complete the tile roof system.

For a price not to exceed \$13,600.00 without prior approval.

**Note:** Although these repairs will certainly improve the performance and extend the life of the roof, this is not a guarantee the roof will be leak and trouble free. The actual life of the roof will vary depending on the severity of weather conditions and how well the roof is maintained.

Ben Wilder  
Wood Roofing Company  
Special Projects Division  
515 208-8741  
Ben.wilder@woodroofingco.com

# Repair Quotation

14 September 2016

Page two of two

Oskaloosa City Hall  
220 S Market St.  
Oskaloosa, IA. 52577

Re: Roof repair 20' x 25' to eliminate hump/dip in roof

**ACCEPTANCE – The above prices, specifications, and conditions are satisfactory and hereby accepted. You are authorized to do the work as specified. 100% of material costs will be made prior to start in order to secure materials, the remainder will be made as progress billings or when the job is completed. The penalty on past due accounts will be 1.5% per month (up to 10% annually). Further in the event that suit is brought to collect this account, Purchase, his heirs and assigns, promises to pay reasonable collection cost including attorney's fee.**

For a price not to exceed \$13,600.00 without prior approval.

Base price  
Authorized Signature \_\_\_\_\_

Title \_\_\_\_\_ Date Signed \_\_\_\_\_

**Ben Wilder  
Wood Roofing Company  
Special Projects Division  
515 208-8741  
Ben.wilder@woodroofingco.com**

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

**RESOLUTION APPROVING A PROFESSIONAL SERVICES  
AGREEMENT FOR THE REPAIR OF THE ROOF AT CITY HALL**

**WHEREAS**, staff has noted a maintenance issue on the roof of the city hall facility; and

**WHEREAS**, staff contacted four companies for the purpose of receiving a time and material bid for services to repair and inspect 20' x 25' of the city hall roof; and

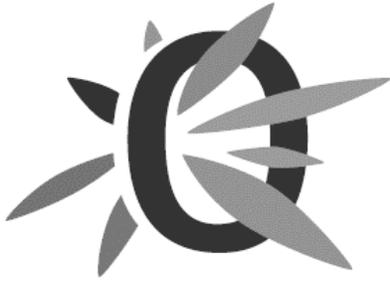
**WHEREAS**, three of the four firms contacted were non-responsive to the city's request, but Wood Roofing Company from Des Moines did provide a not to exceed bid in the amount of \$13,600.

**NOW THEREFORE, BE IT RESOLVED** by the city council of the city of Oskaloosa, Iowa, that the mayor and city clerk are hereby authorized and directed to execute the necessary documents to complete a services agreement between the city of Oskaloosa and Wood Roofing Company for a total cost not to exceed \$13,600 on behalf of the city of Oskaloosa, Iowa.

**PASSED AND APPROVED** this 17<sup>th</sup> day of October, 2016.

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

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



City Council Communication  
Meeting Date: October 17, 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 17, 2016

Requested By: City Clerk/Finance Department

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

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. (PUBLIC HEARING)

### **Explanation:**

This is the time for the public hearing on levying a special assessment against private property for weed cutting as outlined in Exhibit A. Certified notices regarding this public hearing were sent to each property owner and a notice was published in the Oskaloosa Herald. 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.

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

### **Budget Consideration:**

\$300 revenue to the Sanitary Sewer Fund to offset expenses related to the work performed by the City, plus \$30 in interest.

### **Attachments:**

Resolution  
Exhibit A

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

**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.**

WHEREAS, the City of Oskaloosa, Iowa did cut and remove weeds and brush from private properties listed in Exhibit "A" attached hereto and by this reference incorporated within; and

WHEREAS, the City Council of the City of Oskaloosa, Iowa is empowered to levy such assessment as may be appropriate against said properties for such cutting and removal of weeds and brush by Title 8, Chapter 8.20 of the City Code of the City of Oskaloosa, Iowa; and

WHEREAS, hearing on said assessments was duly scheduled for the 17<sup>th</sup> day of October, 2016 at 6:00 p.m., proper notice of said hearing was given; and

WHEREAS, hearing before the City Council of the City of Oskaloosa, Iowa was held at the above mentioned date and time, and all objections to said assessments were heard; and

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Oskaloosa, Iowa that special assessments for the cutting and removal of weeds and brush are hereby levied against the properties described in Exhibit "A" unless said special assessments are paid in full within thirty days. All unpaid assessments will draw annual interest at nine per cent computed to the December 1<sup>st</sup> next following the due dates. The unpaid assessments shall constitute a lien against the property and shall be collected by the County Treasurer in the same manner as other taxes. Any assessments more than five hundred dollars will be paid in annual installments that will not exceed fifteen.

PASSED AND APPROVED this 17<sup>th</sup> day of October, 2016.

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

ATTEST:

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

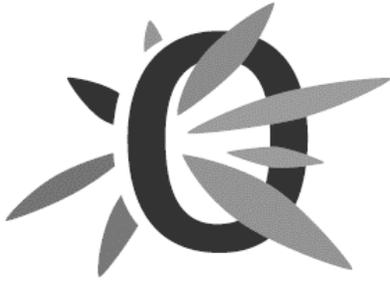
EXHIBIT "A"  
 2016 WEED CUTTING ASSESSMENTS  
 July 2016

OWNER	OFFENSE	ADDRESS/LEGAL	DATE MOWED	LABOR	COST
Pauline L Arballo/Mary Wims Parcel ID 1118353003	2nd	710 A Ave E Lot B Smith Block	7/19/2016	1 hour	\$ 300.00

Weed removal on private property:

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

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



## City Council Communication

Meeting Date: October 17, 2016

Requested By: Fire Department

**Item Title:**

Presentation of 3<sup>rd</sup> Quarter Code Enforcement Report.

**Explanation:**

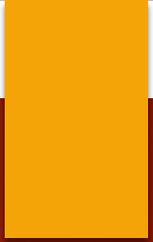
The fire department will give a brief report on code enforcement activities for the 3<sup>rd</sup> quarter beginning July 1 and ending September 30 of 2016.

**Budget Consideration:**

None

**Attachments:**

3rd Quarter presentation



**CODE ENFORCMENT**

**JULY-SEPTEMBER 2016**

# 2<sup>nd</sup> Quarter Activity

	Total	Closed	City Attorney
<b>July</b>			
Hard Surface Parking/Inoperable vehicle	3	3	0
Junk/Debris Weeds	4	3	1
<b>Totals</b>	<b>7</b>	<b>6</b>	<b>1</b>

# 2<sup>nd</sup> Quarter Activity

	Total	Complete	City Attorney
<b>August</b>			
Hard Surface Parking/ Inoperable Vehicle	4	2	2
Junk/Debris Weeds	8	6	2
<b>Totals</b>	<b>12</b>	<b>8</b>	<b>4</b>

# 2<sup>nd</sup> Quarter Activity

	Total	Complete	City Attorney
<b>September</b>			
Hard Surface Parking/Inoperable Vehicle	3	3	0
Junk/Debris Weeds	9	5	4
<b>Totals</b>	<b>12</b>	<b>8</b>	<b>4</b>

## 2<sup>nd</sup> Quarter Activity

	Total	Closed	City Attorney
July	7	6	1
August	12	8	4
Sept.	12	8	4
<b>Totals</b>	<b>31</b>	<b>22</b>	<b>9</b>

▶ **71% of the violations were resolved without the city attorney taking any action. Last qtr. 85.8%**

# BEFORE



# BEFORE



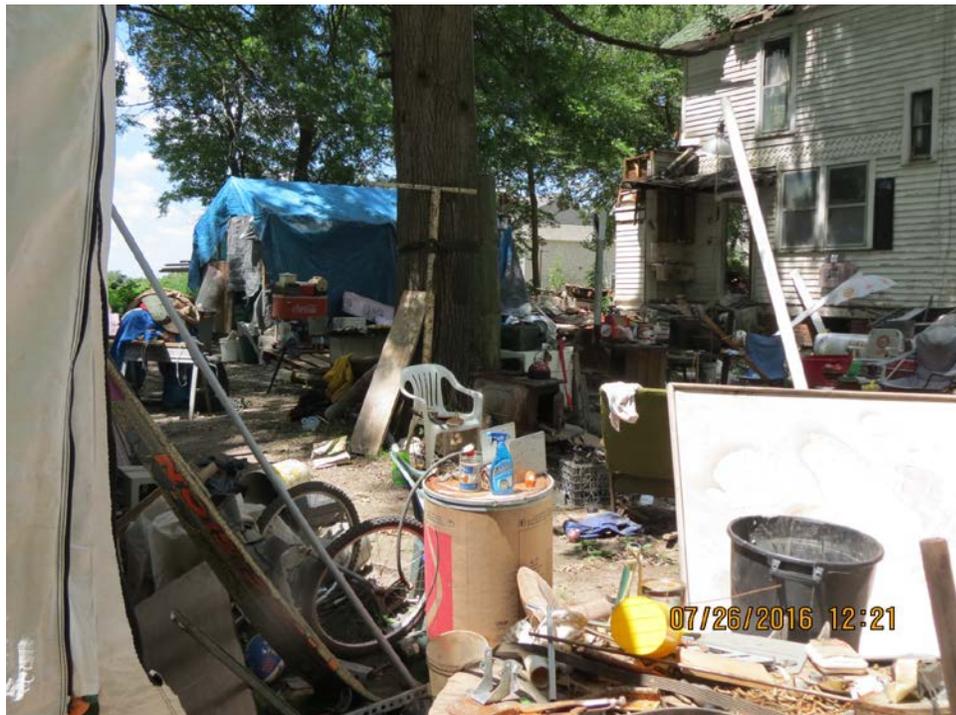
# AFTER



# AFTER



# BEFORE



# BEFORE



# AFTER



# LONG TERM PROJECTS

JUNE 2014



MAY 2015



FEBRUARY 2016



# LONG TERM PROJECTS

October 2016



OCTOBER 2016



# QUESTIONS ???????



## City Council Communication

Meeting Date: October 17, 2016

Requested By: Fire Department

**Item Title:**

Presentation on the Fire Station Expansion and Renovation Project.

**Explanation:**

The fire department will give a brief report on the fire station expansion and renovation project activities that occurred from July 1 through September 30 of 2016.

**Budget Consideration:**

None

**Attachments:**

Presentation

**OSKALOOSA FIRE STATION  
RENOVATION AND  
REMODEL  
PROJECT UPDATE**









06/18/2016 09:35



09 18 2016

LOAD

OSKA  
62-71



09 18 2016



09 18 2016



09 18 2016



09 18 2016



09 19 2016



09 19 2016



10 04 2016



10 04 2016







10 04 2016



10 04 2016

# WHERE WE ARE AT TO DATE

- START DATE: MARCH 28, 2016
- TOTAL CONTRACTED WORKING DAYS: 440
- TOTAL WORKING DAYS USED: 197
- TOTAL WORKING DAYS REMAINING: 243
- OWNER OCCUPY TARGET DATE: FEBRUARY 28, 2017
- ESTIMATED 45% OF THE TOTAL PROJECT IS COMPLETED
- **PROJECTED TOTAL COMPLETION DATE: AUGUST 1, 2017**

# BUDGET TO DATE

• Original Contract with DDVI:	\$2,802,983.00
• Retainage:	\$62,194.20
• Total paid out (less retainage)	\$1,181,689.85
• Balance to Finish	\$1,621,293.15
• Percentage paid out:	44%

# WHAT'S NEXT

- Roof insulation, vapor barrier and roof covering to be installed by October 31
- Stone and brick to work completed 30 days after start date of October 17
- Sidewalk along 2<sup>nd</sup> Ave poured as soon as masons have finished placing stone and brick
- All concrete in alleys, parking lot, and apron poured by November 11
- Overhead doors in place by November 11
- Building weather tight by November 15

**QUESTIONS?????**



## City Council Communication

Meeting Date: October 17, 2016

Requested By: Public Works Dept.

### **Item Title:**

Consider a resolution authorizing a professional services agreement with HR Green to prepare a comprehensive Geographic Information Systems database for the City's sanitary and storm sewer systems.

### **Explanation:**

The City of Oskaloosa would like to enter into a professional services agreement with HR Green, Inc. to prepare a comprehensive Geographic Information Systems (GIS) database for its sanitary and storm sewer systems. The scope of services for this project generally includes creating a high-accuracy asset inventory of the storm and sanitary sewer systems.

City staff prepared a Request for Qualifications (RFQ) for the professional services required to complete this project and received proposals from two consultants. Each proposal was then evaluated and scored by staff. After careful consideration, HR Green Inc. was found to be the firm most qualified to perform the tasks required by this project.

HR Green, Inc. is presently estimating the fees to be \$137,000 to complete this project. However, staff is requesting to add a contingency amount of \$13,000. This will allow the work to be performed on a time and material basis with the total amount not to exceed \$150,000. The contingency amount of \$13,000, under the supervision of the City manager, is for unforeseen circumstances such as the survey of additional sanitary and storm sewer system assets.

Staff recommends that the council approve the resolution authorizing the agreement between HR Green Inc. and the City of Oskaloosa for the professional services required to complete this Project.

### **Budget Consideration:**

The funding for this work is included in the City Council approved FY2017 sanitary sewer (CIP#8016-104 for \$75,000) and storm water (CIP#8065-20 for \$75,000) budget.

**Attachments:**

Resolution and Professional Services Agreement with HR Green Inc.

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

RESOLUTION TO APPROVE AN AGREEMENT BETWEEN HR GREEN INC. AND THE CITY OF OSKALOOSA TO PROVIDE PROFESSIONAL SERVICES FOR PREPARATION OF A GEOGRAPHIC INFORMATION SYSTEMS DATABASE FOR SANITARY AND STORMWATER SEWER INFRASTRUCTURE SYSTEMS MAPPING.

WHEREAS, the City Council has determined it appropriate to prepare a comprehensive Geographic Information Systems (GIS) database for the City’s sanitary and storm sewer systems (will be known as the “Project”); and

WHEREAS, the City desires to contract for the professional services required to complete the scope of work required for this project; and

WHEREAS, the City extended a Request for Qualifications (RFQ) for professional services and received two (2) proposals; and

WHEREAS, City staff evaluated and scored each proposal and determined that HR Green, Inc. was the most qualified firm; and

WHEREAS, HR Green, Inc. has prepared and presented a professional services agreement, and

WHEREAS, the Council finds that the proposed engineering services agreement with HR Green, Inc. to prepare a comprehensive Geographic Information Systems (GIS) database for the City’s sanitary and storm sewer systems should be approved and the Mayor authorized to execute the same.

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

1. The City Council hereby approves the Professional Services Agreement between the City of Oskaloosa and HR Green, Inc. in the amount of \$137,000 and authorizes the Mayor to execute all related contract documents.
2. The City Council authorizes the City Manager to allow a contingency of \$13,000 for the project as necessary in order to complete this project.

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

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

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

**PROFESSIONAL SERVICES AGREEMENT**

**For**

**City of Oskaloosa  
GIS Wastewater Collection and Stormwater Infrastructure Mapping**

Mr. Akhilesh Pal, P.E., Public Works Director  
City of Oskaloosa  
Public Works Department  
804 South D Street  
Oskaloosa, IA 52577  
(641) 673-7472

Scott Mattes, Project Manager  
HR Green, Inc.  
5525 Merle Hay Road  
Johnston, IA 50131  
HR Green Project Numbers:  
40120071

October 10, 2016

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- 1.0 PROJECT UNDERSTANDING
- 2.0 SCOPE OF SERVICES
- 3.0 DELIVERABLES AND SCHEDULES INCLUDED IN THIS AGREEMENT
- 4.0 ITEMS NOT INCLUDED IN AGREEMENT/SUPPLEMENTAL SERVICES
- 5.0 SERVICES BY OTHERS
- 6.0 CLIENT RESPONSIBILITIES
- 7.0 PROFESSIONAL SERVICES FEE
- 8.0 TERMS AND CONDITIONS

## **ATTACHMENTS**

Attachment A: Scope of Services is stated in Statement of Qualifications for Professional Services for GIS Wastewater Collection and Stormwater Infrastructure Mapping

Attachment B: HR Green, Inc. 2016 Billing Rate Schedule

THIS **AGREEMENT** is between City of Oskaloosa (hereafter "CLIENT") and HR GREEN, INC. (hereafter "COMPANY").

## **1.0 Project Understanding**

### **1.1 General Understanding**

CLIENT would like to develop and implement an asset management plan for the sanitary sewer collection system and storm sewer system infrastructure that will assist in data management, inventory assessment, modeling and other functions. This project should allow the CLIENT to obtain a current inventory of the sanitary sewer collection and storm water sewer systems.

The objectives of this project include, but are not limited to, the following:

- Create an asset inventory of storm and sanitary assets located inside the administrative boundary of the City of Oskaloosa. Ninety-five percent (95%) of all point assets (manholes, inlets, outlets) collected in this inventory must have a horizontal accuracy within at least 2 cm and a vertical accuracy within at least 6 cm. COMPANY will use ESRI Data Reviewer to document Fixed and Floating positions.
- Develop specific GIS attributes for each sanitary and storm asset to include physical characteristics, condition assessment, certain spatial measurements (depth, diameter, etc.), and the ability to link photographs and city-collected video files to asset records in the GIS.
- Deliver the populated GIS database as well as a report summarizing the sanitary and storm assets inventoried for this project. The report should provide a summary of asset conditions.

COMPANY will assist CLIENT with meeting objectives of this project.

### **1.2 Design Criteria/Assumptions**

Work activities will be completed in accordance with Scope of Services outlined in Attachment A.

Safety for COMPANY's staff at or in site surroundings (i.e., traffic, environment, etc.) is the responsibility of the COMPANY and acceptable weather conditions for the field asset inventory (i.e., electronic GPS and data collector) will be required to perform the services. Delays due to weather or limited site access are outside of COMPANY's control.

Rescheduling and completing work activities to meet safety and weather requirements will be billed according to COMPANY's Standard Bill Rates.

## **2.0 Scope of Services**

CLIENT agrees to employ COMPANY to perform the following services:

The Scope of Services is outlined in Attachment A to this Professional Service Agreement (AGREEMENT). COMPANY developed the Scope of Services to align with the CLIENT's project objectives. The Required Services discussed in Attachment A are hereby incorporated into this AGREEMENT.

### **3.0 Deliverables and Schedules Included in this Contract**

Deliverables and schedules are outlined with the work scope in Attachment A.

This schedule was prepared to include reasonable allowances for review and approval times required by the CLIENT and public authorities having jurisdiction over the project. This schedule shall be equitably adjusted as the project progresses, allowing for changes in the scope of the project requested by the CLIENT or for delays or other causes beyond the control of COMPANY including access to assets or weather.

### **4.0 Items not included in Agreement/Supplemental Services**

COMPANY will provide Required Services as outlined in the Scope of Services to the point that the budget allows.

Supplemental services not included in the AGREEMENT can be provided by COMPANY under separate AGREEMENT, if desired.

### **5.0 Services by Others**

COMPANY does not plan to utilize services by others.

### **6.0 Client Responsibilities**

CLIENT will be responsible for submitting reports and documents to the Iowa DNR, if required. COMPANY sees itself as a partner in CLIENT'S stormwater and wastewater compliance efforts and requests that copies of information that the Iowa DNR provides the CLIENT be forwarded to the COMPANY for reference.

CLIENT will need to provide support for obtaining site access to all assets located on properties and right-of-way owned by third parties. In cases where site access is denied, COMPANY staff will return to collect these remaining assets at end of project IF budget remains. If no asset collection budget remains, this effort will be treated as a supplemental service and be billed according to the current HR Green Schedule of Hourly Fees.

CLIENT will aid in locating lost, inaccessible, or difficult to reach assets on an as-needed basis during the asset inventory. In cases where assets cannot be reached on first attempt for these reasons, COMPANY staff will return to collect said assets at end of project IF budget remains. If no asset collection budget remains, this effort will be treated as a supplemental service and be billed according to the current HR Green Schedule of Hourly Fees.

CLIENT will provide access inside of all manholes. Manholes that cannot be accessed within five minutes of being located will be noted in the GIS as being inaccessible and will be considered addressed by the asset inventory. Any effort to subsequently revisit and inspect these manholes after they have been made accessible will be treated as a supplemental service and be billed according to the current HR Green Schedule of Hourly Fees.

CLIENT will provide COMPANY with access to CLIENT GIS data and offer timely GIS support to COMPANY in regards to this data.

CLIENT will be responsible for hardware and software updates to CLIENT-end personal computers, tablets, and smart phones as COMPANY's maintenance responsibilities to the CLIENT only apply to server-end (COMPANY-end) software and systems. CLIENT responsibilities include making necessary web browser updates to maximize the performance of the CLIENT's web-based GIS applications.

## **7.0 Professional Services Fee**

### **7.1 Fees**

The fee for services will be based on COMPANY standard hourly rates that are consistent with COMPANY'S lump sum contract and unit pricing for additional assets not included in the COMPANY'S Required Services. Supplemental Services will be billed according to the COMPANY'S Standard Published Bill Rates (see Attachment B). In the event that the project transitions into future year(s) the unit costs and Standard Bill Rates may be adjusted to be consistent with the COMPANY'S published bill rates for those years. These unit cost and Standard Bill Rates are subject to change upon 30 days' written notice. Non-salary expenses directly attributable to Supplemental Services required by the CLIENT such as: (1) living and traveling expenses of employees when away from the home office on business connected with the project; (2) identifiable communication expenses; (3) identifiable reproduction costs applicable to the work; and (4) subconsultant services will be charged in accordance with the rates current at the time the work is done. In the event that the project transitions into future year(s) the hourly rates will be adjusted to be consistent with COMPANY'S published rates for those years. Over the duration of this AGREEMENT, COMPANY'S rates in subsequent years will not exceed five percent of the previous year's published rates.

### **7.2 Invoices**

Invoices for COMPANY's services shall be submitted, on a monthly basis. Invoices shall be due and payable upon receipt. If any invoice is not paid within 30 days, COMPANY may, without waiving any claim or right against CLIENT, and without liability whatsoever to CLIENT, suspend or terminate the performance of services. Accounts unpaid 45 days after the invoice date may be subject to a monthly service charge of 1.5% on the unpaid balance. In the event any portion of an account remains unpaid 75 days after the billing, COMPANY may institute collection action and CLIENT shall pay all costs of collection, including reasonable attorney's fees.

### **7.3 Supplemental Services**

Any work required by CLIENT but not included as part of this AGREEMENT shall be considered Supplemental Services. Supplemental Services will be billed on a Time and Material basis with prior written approval of CLIENT. See Attachment B for current published rates.

### **7.4 Exclusion**

This fee does not include attendance at any meetings or public hearings other than those specifically listed in the Scope of Services (Attachment A). These work items are considered extra and are billed separately on an hourly basis.

## 7.5 Payment

CLIENT Agrees to pay COMPANY on the following basis:

Per current Rate Schedule with an estimated fee of:

One hundred thirty-seven thousand dollars and zero cents (\$137,000.00). To collect additional assets HR Green's unit price is \$30/asset for storm sewer assets and \$55/asset for sanitary sewer assets.

The fee for Required Services will be based on COMPANY'S lump sum fee. Supplemental Services will be based on standard hourly rates that are consistent with COMPANY'S annual published rates. In the event that the project transitions into future year(s) the hourly rates will be adjusted to be consistent with COMPANY'S published rates for those years. Over the duration of this AGREEMENT, COMPANY'S rates in subsequent years will not exceed five percent of the previous year's published rates.

## 8.0 Terms and Conditions

The following Terms and Conditions are incorporated into this AGREEMENT and made a part of it.

### 8.1 Standard of Care

Services provided by COMPANY under this AGREEMENT will be performed in a manner consistent with that degree of care and skill ordinarily exercised by members of the same profession currently practicing at the same time and in the same or similar locality.

### 8.2 Entire Agreement

This AGREEMENT, and its attachments, constitutes the entire understanding between CLIENT and COMPANY relating to professional engineering services. Any prior or contemporaneous AGREEMENTS, promises, negotiations, or representations not expressly set forth herein are of no effect. Subsequent modifications or amendments to this AGREEMENT shall be in writing and signed by the parties to this AGREEMENT. If CLIENT, its officers, agents, or employees request COMPANY to perform extra work or services pursuant to this AGREEMENT, CLIENT will pay for the additional services even though an additional written AGREEMENT is not issued or signed.

### 8.3 Time Limit and Commencement of Work

This AGREEMENT must be executed within ninety (90) days to be accepted under the terms set forth herein. The work will be commenced immediately upon receipt of this signed AGREEMENT.

### 8.4 Suspension of Services

If the Project or COMPANY'S services are suspended by CLIENT for more than thirty (30) calendar days, consecutive or in the aggregate, over the term of this AGREEMENT, COMPANY shall be compensated for all services performed and reimbursable expenses incurred prior to the receipt of notice of suspension. In addition, upon resumption of services, CLIENT shall compensate COMPANY for expenses incurred as a result of the suspension and resumption of its services, and COMPANY'S schedule and fees for the remainder of the Project shall be equitably adjusted.

If COMPANY'S services are suspended for more than ninety (90) days, consecutive or in the aggregate, COMPANY may terminate this AGREEMENT upon giving not less than five (5) calendar days' written notice to CLIENT.

If CLIENT is in breach of this AGREEMENT, COMPANY may suspend performance of services upon five (5) calendar days' notice to CLIENT. COMPANY shall have no liability to CLIENT, and CLIENT agrees to make no claim for any delay or damage as a result of such suspension caused by any breach of this AGREEMENT by CLIENT. Upon receipt of payment in full of all outstanding sums due from CLIENT, or curing of such other breach which caused COMPANY to suspend services, COMPANY shall resume services and there shall be an equitable adjustment to the remaining project schedule and fees as a result of the suspension.

8.5 Book of Account

COMPANY will maintain books and accounts of payroll costs, travel, subsistence, field, and incidental expenses for a period of five (5) years. Said books and accounts will be available at all reasonable times for examination by CLIENT at the corporate office of COMPANY during that time.

8.6 Insurance

COMPANY will maintain insurance for claims under the Worker's Compensation Laws, and from General Liability and Automobile claims for bodily injury, death, or property damage arising from the negligent performance by COMPANY's employees of the functions and services required under this AGREEMENT.

8.7 Termination or Abandonment

Either party has the option to terminate this AGREEMENT. In the event of failure by the other party to perform in accordance with the terms hereof through no fault of the terminating party, then the obligation to provide further services under this Agreement may be terminated upon seven days written notice. If any portion of the work is terminated or abandoned by CLIENT, the provisions of this Schedule of Fees and Conditions in regard to compensation and payment shall apply insofar as possible to that portion of the work not terminated or abandoned. If said termination occurs prior to completion of any phase of the project, the fee for services performed during such phase shall be based on COMPANY's reasonable estimate of the portion of such phase completed prior to said termination, plus a reasonable amount to reimburse COMPANY for termination costs.

8.8 Waiver

COMPANY's waiver of any term, condition, or covenant or breach of any term, condition, or covenant, shall not constitute a waiver of any other term, condition, or covenant, or the breach thereof.

8.9 Severability

If any provision of this AGREEMENT is declared invalid, illegal, or incapable of being enforced by any Court of competent jurisdiction, all of the remaining provisions of this AGREEMENT shall nevertheless continue in full force and effect, and no provision shall be deemed dependent upon any other provision unless so expressed herein.

8.10 Successors and Assigns

All of the terms, conditions, and provisions hereof shall inure to the benefit of and be binding upon the parties hereto, and their respective successors and assigns, provided, however, that no assignment of this AGREEMENT shall be made without written consent of the parties to this Agreement.

8.11 Third-Party Beneficiaries

Nothing contained in this AGREEMENT shall create a contractual relationship with or a cause of action in favor of a third party against either CLIENT or COMPANY. COMPANY's services under this AGREEMENT are being performed solely for the CLIENT's benefit, and no other party or entity shall have any claim against COMPANY because of this Agreement or the performance or nonperformance of services hereunder. CLIENT and COMPANY agree to require a similar provision in all contracts with contractors, subcontractors, subconsultants, vendors and other entities involved in this project to carry out the intent of this provision.

8.12 Governing Law and Jurisdiction

CLIENT and COMPANY agree that this AGREEMENT and any legal actions concerning its validity, interpretation and performance shall be governed by the laws of the State of Iowa without regard to any conflict of laws provisions, which may apply the laws of other jurisdictions.

It is further agreed that any legal action between CLIENT and COMPANY arising out of this Agreement or the performance of the services shall be brought in a court of competent jurisdiction in the State of Iowa.

8.13 Dispute Resolution

Mediation. In an effort to resolve any conflicts that arise during the design or construction of the project or following the completion of the project, CLIENT and COMPANY agree that all disputes between them arising out of or relating to this Agreement shall be submitted to non-binding mediation unless the parties mutually agree otherwise. CLIENT and COMPANY further agree to include a similar mediation provision in all agreements with independent contractors and consultants retained for the project and to require all independent contractors and consultants also to include a similar mediation provision in all AGREEMENTS with subcontractors, sub-consultants, suppliers or fabricators so retained, thereby providing for mediation as the primary method for dispute resolution between the parties to those agreements.

Arbitration. In the event the parties to this AGREEMENT are unable to reach a settlement of any dispute arising out of the services under this AGREEMENT, involving an amount of less than \$50,000, in Mediation, then such disputes shall be settled by binding arbitration by an arbitrator to be mutually agreed upon by the parties, and shall proceed in accordance with the Construction Industry Arbitration Rules of the American Arbitration Association currently in effect. If the parties cannot agree on a single arbitrator, then the arbitrator(s) shall be selected in accordance with the above-referenced rules.

#### 8.14 Attorney's Fees

If litigation arises for purposes of collecting fees or expenses due under this AGREEMENT, the Court in such litigation shall award reasonable costs and expenses, including attorney fees, to the party justly entitled thereto. In awarding attorney fees, the Court shall not be bound by any Court fee schedule, but shall, in the interest of justice, award the full amount of costs, expenses, and attorney fees paid or incurred in good faith.

#### 8.15 Ownership of Instruments of Service

All reports, plans, specifications, field data, field notes, laboratory test data, calculations, estimates and other documents including all documents on electronic media prepared by COMPANY as instruments of service shall become the property of CLIENT. COMPANY shall retain these records for a period of five (5) years following completion/submission of the records, during which period they will be made available to the CLIENT at all reasonable times. Except as otherwise provided herein, engineering documents, drawings, and specifications prepared by COMPANY as part of the Services shall become the sole property of CLIENT, however, that both CLIENT and COMPANY shall have the unrestricted right to their use. COMPANY shall retain its rights in its standard drawing details, specifications, data bases, computer software, and other proprietary property protected under the copyright laws of the United States. Rights to intellectual property developed, utilized, or modified in the performance of services shall remain the property of COMPANY. CLIENT shall have the unlimited right to the use of intellectual property developed, utilized, or modified in the performance of the Services at no additional cost to CLIENT. CLIENT must comply with COMPANY GEOSPATIAL NONDISCLOSURE AGREEMENT as discussed in Section 8.23.

#### 8.16 Reuse of Documents

All project documents including, but not limited to, plans and specifications furnished by COMPANY under this project are intended for use on this project only. Any reuse, without specific written verification or adoption by COMPANY, shall be at CLIENT's sole risk, and CLIENT shall defend, indemnify and hold harmless COMPANY from all claims, damages and expenses including attorney's fees arising out of or resulting therefrom.

Under no circumstances shall delivery of electronic files for use by CLIENT be deemed a sale by COMPANY, and COMPANY makes no warranties, either express or implied, of merchantability and fitness for any particular purpose. In no event shall COMPANY be liable for indirect or consequential damages as a result of CLIENT's use or reuse of the electronic files.

#### 8.17 Information Provided by Others

CLIENT shall furnish, at CLIENT's expense, all information, requirements, reports, data, surveys and instructions required by this AGREEMENT. COMPANY may use such information, requirements, reports, data, surveys and instructions in performing its services and is entitled to rely upon the accuracy and completeness thereof. COMPANY shall not be held responsible for any errors or omissions that may arise as a result of erroneous or incomplete information provided by CLIENT and/or CLIENT's consultants and contractors.

COMPANY is not responsible for accuracy of any plans, surveys or information of any type including electronic media prepared by any other consultants, etc. provided to COMPANY unless specifically engaged by COMPANY for use in preparation of plans. CLIENT agrees, to the fullest extent permitted by law, to indemnify and hold harmless COMPANY from any damages, liabilities, or costs, including reasonable attorneys' fees and defense costs, arising out of or connected in any way with the services performed by other consultants engaged by CLIENT.

COMPANY is not responsible for accuracy of topographic surveys provided by others. A field check of a topographic survey provided by others will not be done under this contract unless indicated in the Scope of Work.

#### 8.18 Force Majeure

CLIENT agrees that COMPANY is not responsible for damages arising directly or indirectly from any delays for causes beyond COMPANY's control. CLIENT agrees to defend, indemnify, and hold COMPANY, its consultants, agents, and employees harmless from any and all liability, other than that caused by the

negligent acts, errors, or omissions of COMPANY, arising out of or resulting from the same. For purposes of this AGREEMENT, such causes include, but are not limited to, strikes or other labor disputes; severe weather disruptions or other natural disasters or acts of God; fires, riots, war or other emergencies; failure of any government agency to act in timely manner; failure of performance by CLIENT or CLIENT'S contractors or consultants; or discovery of any hazardous substances or differing site conditions. Severe weather disruptions include but are not limited to extensive rain, high winds, snow greater than two (2) inches and ice. In addition, if the delays resulting from any such causes increase the cost or time required by COMPANY to perform its services in an orderly and efficient manner, COMPANY shall be entitled to a reasonable adjustment in schedule and compensation.

#### 8.19 Hazardous Materials

CLIENT hereby understands and agrees that COMPANY has not created nor contributed to the creation or existence of any or all types of hazardous or toxic wastes, materials, chemical compounds, or substances, or any other type of environmental hazard or pollution, whether latent or patent, at CLIENT'S premises, or in connection with or related to this project with respect to which COMPANY has been retained to provide professional engineering services. The compensation to be paid COMPANY for said professional engineering services is in no way commensurate with, and has not been calculated with reference to, the potential risk of injury or loss which may be caused by the exposure of persons or property to such substances or conditions. Therefore, to the fullest extent permitted by law, CLIENT agrees to defend, indemnify, and hold COMPANY, its officers, directors, employees, and consultants, harmless from and against any and all claims, damages, and expenses, whether direct, indirect, or consequential, including, but not limited to, attorney fees and Court costs, arising out of, or resulting from the discharge, escape, release, or saturation of smoke, vapors, soot, fumes, acid, alkalis, toxic chemicals, liquids gases, or any other materials, irritants, contaminants, or pollutants in or into the atmosphere, or on, onto, upon, in, or into the surface or subsurface of soil, water, or watercourses, objects, or any tangible or intangible matter, whether sudden or not.

In consideration of the substantial risks to the Consultant in rendering its services in connection with the Project due to the presence or suspected presence of hazardous materials (as defined in this AGREEMENT) at or near the jobsite, the Client agrees to make no claim and hereby waives, to the fullest extent permitted by law, any claim or cause or causes of action of any kind, including but not limited to negligence, breach of contract or warranty, either express or implied, strict liability or any other causes, against the Consultant, its officers, directors, partners, employees and subconsultants (collectively, Consultant), which may arise out of or may in any way be connected to the presence of such hazardous materials. The Client acknowledges that the Consultant is not and shall not be required to be in any way an *arranger, generator, operator or transporter* of hazardous materials present at or near the Project site (as these terms are defined in applicable federal or state statutes and all related regulations).

#### 8.20 Limitation of Liability

CLIENT agrees, to the fullest extent permitted by law, to limit the liability of COMPANY and COMPANY'S officers, directors, partners, employees, shareholders, owners and subconsultants to CLIENT for any and all claims, losses, costs, damages of any nature whatsoever or claims expenses from any cause or causes, including attorneys' fees and costs and expert witness fees and costs, so that the total aggregate liability of COMPANY and its officers, directors, partners, employees, shareholders, owners and subconsultants to all those named shall not exceed COMPANY'S total available insurance limit under any applicable insurance coverage. It is intended that this limitation apply to any and all liability or cause of action however alleged or arising, unless otherwise prohibited by law.

#### 8.21 Environmental Audits/Site Assessments

Environmental Audit/Site Assessment report(s) are prepared for CLIENT'S sole use. CLIENT agrees to defend, indemnify, and hold COMPANY, its consultants, agents, and employees harmless against all damages, claims, expenses, and losses arising out of or resulting from any reuse of the Environmental Audit/Site Assessment report(s) without the written authorization of COMPANY.

#### 8.22 DGPS Signal Accuracy

Regional RTN, local RTK, or Omnistar Data Service may be interrupted, or the validity of the data changed, by local conditions such as blockage by trees and buildings or radio interference. Published system accuracies are dependent on the CLIENT'S GPS receiver and CLIENT'S location. The Regional RTN, local RTK, or Omnistar Data Services coverage is approximate and CLIENTS intending to operate on the extremes of the published coverage area are advised to verify the anticipated Data Services performance with vendor prior to use.

8.23 Intellectual Property Ownership of Tendered Materials

COMPANY retains title and full intellectual property ownership of all tendered documents and materials, including without limitation, analysis methods and equations, calculations, print layouts, layer operational definitions, drawings, models, plans, set of tools, etc. All such documents and materials are considered confidential and CLIENT shall not copy such documentation or materials or disclose them to third parties without COMPANY'S prior written consent. CLIENT shall sign the HR GREEN GEOSPATIAL NONDISCLOSURE AGREEMENT and take reasonable precautions to prevent unauthorized access and use of the software and documentation by third parties. To the extent permitted by HR Green Geospatial Nondisclosure Agreement and relevant law, CLIENT shall not, nor allow any third party to copy, decompile, disassemble or otherwise reverse engineer the COMPANY'S analysis, reports, maps, or other products, or attempt to do so.

8.24 The COMPANY is not a Municipal Advisor registered with the Security and Exchange Commission (SEC) as defined in the Dodd-Frank Wall Street Reform and Consumer Protection Act. When the CLIENT is a municipal entity as defined by said Act, and the CLIENT requires project financing information for the services performed under this AGREEMENT, the CLIENT will provide the COMPANY with a letter detailing who their independent registered municipal advisor is and that the CLIENT will rely on the advice of such advisor. A sample letter can be provided to the CLIENT upon request.

This AGREEMENT is approved and accepted by the CLIENT and COMPANY upon both parties signing and dating the AGREEMENT. Work cannot begin until COMPANY receives a signed agreement. The effective date of the AGREEMENT shall be the last date entered below.

Sincerely,

HR GREEN, INC.



\_\_\_\_\_  
Scott Mattes, P.E.

Approved by:



Printed/Typed Name: Andrew Marsh, PE

Title: Vice President

Date: 10/10/16

CITY OF OSKALOOSA

Accepted by:

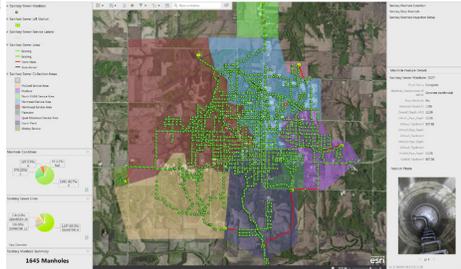
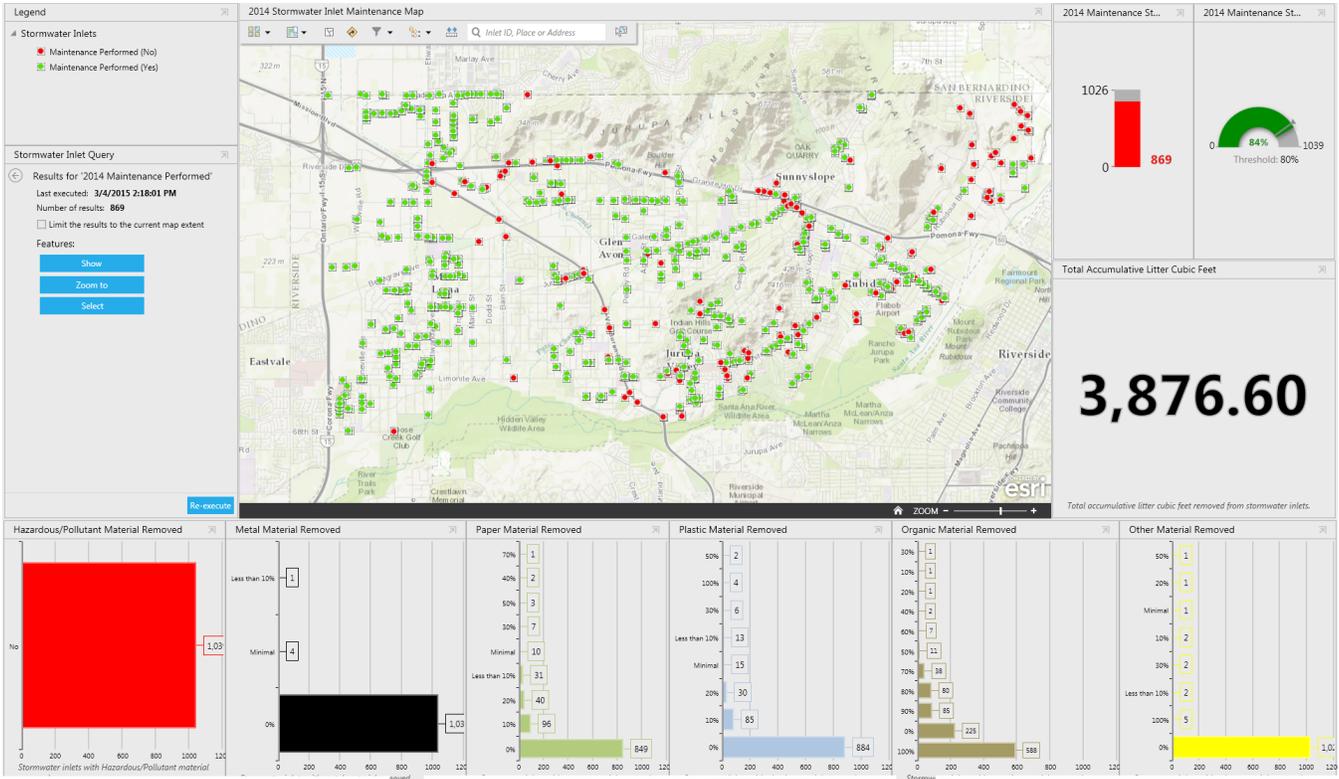
Printed/Typed Name: David Krutzfeldt

Title: Mayor

Date: \_\_\_\_\_

Attachment A: Scope of Services is stated in Statement of Qualifications for Professional Services for GIS Wastewater Collection and Stormwater Infrastructure Mapping

STATEMENT OF QUALIFICATIONS FOR GIS WASTEWATER COLLECTION & STORMWATER INFRASTRUCTURE MAPPING



Prepared for the City of Oskaloosa, IA

In Response to the Request for Qualifications, Professional Services for  
GIS Wastewater Collection and Stormwater Infrastructure Mapping

September 29, 2016

Submitted By



Scott Mattes, P.E., CIH  
Project Manager  
5525 Merle Hay Road  
Suite 200  
Johnston, IA 50131  
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Email smattes@hrgreen.com  
HRGreen.com



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Main 515.278.2913 + Fax 515.278.1846

▷ [HRGREEN.COM](http://HRGREEN.COM)

September 29, 2016

City of Oskaloosa Public Works  
Attn: Akhilesh Pal  
804 South D Street  
Oskaloosa, IA 50219

**RE: Statement of Qualifications for Professional Services for GIS Wastewater Collection and Stormwater Infrastructure Mapping**

Dear Akhilesh Pal:

On behalf of the HR Green, Inc. (HR Green) team, we are pleased to present the enclosed Statement of Qualifications for Professional Services for Geographic Information Systems (GIS) Wastewater Collection and Stormwater Infrastructure Mapping. In addition to being a full-service engineering firm, our staff has in-depth knowledge of GIS, NASSCO (National Association of Sewer Service Companies) certification for standardized infrastructure ratings, and proven leadership that has helped communities implement their vision for asset management utilizing GIS.

**Key elements that set HR Green apart:**

- **Technical Expertise** – HR Green has extensive experience executing similar GIS projects involving database development, existing data conversion, field data collection, quality validation checks, and web mapping portal design. While this experience provides an excellent starting point for delivering a high-quality product to the City of Oskaloosa, HR Green GIS specialists leverage their NASSCO credentials and support staff from a full-service engineering firm to exceed the city's specific needs. We have the technical expertise to adapt your GIS to meet your challenges and deliver efficient asset management solutions.
- **Resources** – HR Green has a project team very familiar with GIS development for wastewater and stormwater utility infrastructure and project implementation. Our team of NASSCO- certified GIS specialists bring both breadth and depth of experience to the table and has developed project-wide GIS deployments for numerous municipal clients. Our Trimble GPS field equipment is nearly identical to the equipment used by the City and municipal water department. Because of our state-of-the-art resources, both in staff and equipment, you can be confident in the data we collect for this project!
- **Responsiveness** – HR Green has a proven track record of responsiveness and accountability. We are an Iowa-based company made up of responsive team members located less than two hours from your community. As you know from our brownfield work, we are always available to answer your questions and help solve problems. Everyone on my team carries smartphones to ensure we are always available when you need us. When we submit a proposal for your project, you can be certain we have the resources and technical knowledge to excel. HR Green will rely on City staff to be part of the team; we listen when you make suggestions. Our goal is to respond to your GIS needs as if they were our own.
- **Knowledge of the City of Oskaloosa and Your Infrastructure** – HR Green is familiar with Oskaloosa and has been working with the City for the past several years on projects ranging from implementing your EPA Brownfield Assessment Grants to working with the Municipal Water Department to map their drinking water assets in GIS. This work has helped HR Green become more acquainted with the City's infrastructure and grow trusted relationships with City staff. This project's GIS inventory and GIS application development will realize benefits in quality and efficiency as a result of this familiarity and shared resources. By leveraging existing GIS infrastructure, **the City will save time and money!**



HR Green will manage sewer assets inside the City's existing GIS database for drinking water assets – allowing shared viewing of both assets while saving costs for the community!

We believe in the City of Oskaloosa's vision and have dedicated a team of professionals with considerable GIS and engineering experience to successfully complete this work. The synergies that result from this combination of experience differentiate HR Green from other GIS firms and engineering firms. HR Green's ability to offer this all "under one roof" helps our clients make well-informed decisions about their water and wastewater systems.

HR Green's goal is, first and foremost, to help the City of Oskaloosa obtain an accurate inventory of the sanitary sewer collection and storm water sewer systems. We appreciate the opportunity to present our qualifications and look forward to helping you realize your vision.

Thank you for your thoughtful consideration.

Sincerely,

A handwritten signature in black ink that reads "Scott R. Mattes".

Scott Mattes, P.E., CIH  
Project Manager

## Firm Background

HR Green, Inc. (HR Green) is a multi-discipline professional services and construction firm offering planning, technical consulting, architectural, engineering, environmental services, and construction to clients in diverse markets.

One of America's oldest design and construction firms, HR Green enjoys a longstanding reputation for environmental stewardship, public service and technical excellence. The Iowa-based firm is consistently ranked among ENR's Top 500 Design Firms in the United States.

Founded, and headquartered, in Cedar Rapids, Iowa in 1913 by Howard R. Green, the firm now employs over 400 people in

California, Colorado, Illinois, Iowa, Minnesota, Missouri, Pennsylvania, South Dakota and Texas. HR Green is an employee-owned corporation and last year's revenues exceeded \$60 Million. The majority of the work to be done for Oskaloosa will be in Iowa at our Cedar Rapids and Des Moines, IA offices. HR Green does not plan to use subconsultants for this project.



**HR Green, Inc.**  
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Suite 200  
Johnston, IA 50131

**PHONE**  
515.278.2913

**Contact Person**  
Scott Mattes, PE, CIH  
515.657.5277 Direct  
515.473.0978 Cell  
[smattes@hrgreen.com](mailto:smattes@hrgreen.com)  
[www.hrgreen.com](http://www.hrgreen.com)

HR Green staff has developed project-wide GIS deployments for numerous municipal clients. Our GIS professionals have vast experience leading NASSCO-based asset management collection efforts for clients all across the Midwest. HR Green's team has developed mobile data collection applications linked to customized automated reporting tools. In addition, we can manage the design and configuration of interactive web mapping "geo-portals" that integrate a variety of project data (CAD, GIS, and tabular) into a seamless web browser interface powered by ArcGIS Server technology. This technology gives you instant access to your data anywhere you have an internet connection!

We've been in business without interruption since 1913. We carefully target our technical services to address the most timely needs of society, and thus to succeed as sustainable businesses. Our six business units provide comprehensive services as follows:

- **Transportation** – Highways – streets, pedestrian facilities, traffic engineering and bridge design services.
- **Water** – Water resources, treatment and distribution; wastewater collection, pumping and treatment; residuals handling and disposal, sustainable solutions for water quality on transportation projects.
- **Governmental Services** – Community redevelopment – brownfields and downtown revitalization to include visioning and land use planning to create a sustainable future. **GIS assistance to help local government infrastructure & asset management.** Program management for local and state government
- **Energy** – Methane – landfill gas-to-energy (LFGE). Wind power – single-turbine installations. Solar – fixed array and tracking photovoltaic systems.
- **Construction** – Extensive project experience includes the construction management of bridges, roads and highways; storm and sanitary sewers; water distribution systems; water treatment facilities; wells, storage facilities, pumps and lift stations; and wastewater facilities.
- **Land Development** – Residential, commercial, industrial, and institutional land planning, engineering, surveying and landscape architecture services.

### Did You Know?

HR Green is an **Iowa-based, full service engineering firm** that can help with things such as:  
GIS Data,  
Hydraulic Modeling,  
CIP Planning  
and much more!

## References

City	Contact Name	Contact Information (address and phone)
Indianola, IA	Rick Graves, Superintendent rgraves@cityofindianola.com	Indianola Water Pollution Control 11870 Hoover St., Indianola, IA 50125 515.962.5284
Anamosa, IA	Alan Johnson, City Administrator Or Jim Henson, Water Department – Water Superintendent (contact for project information)	107 South Ford Street. Anamosa, Iowa 52205 Alan: 319.821.0304 Jim: 319.821.0306
Shenandoah, IA	Tim Martin, Assistant Water Superintendent	City of Shenandoah 500 W Clarinda Ave, Shenandoah, IA 712.246.4411
Walker, IA	James Voss, Mayor	City of Walker 408 Rowley St., Walker, IA 52352 319.448.4359
Oskaloosa Water Department	Chad Coon, General Manager	Oskaloosa Water Dept. 1208 S 7th Street, Oskaloosa, Iowa 52577 641.673.8476

## Project Team

The team will be led by Scott Mattes and his staff in our HR Green offices located in Iowa in Des Moines and Cedar Rapids, as well as supported by additional staff in Yorkville, IL, and St. Louis, MO. Each staff member has their own unique areas of focus, but all are well-rounded professionals capable of managing multi-disciplinary projects. HR Green has assembled a diversified team comprised of technical staff that has been engaged in a wide array of GIS mapping projects. In addition to the key personnel assigned to your project, additional staffing and expertise can be utilized from HR Green's over 400 person staff. HR Green has provided below an Organizational Chart that demonstrates the lines of responsibility and communication to perform the services outlined in the RFQ. The following pages include resumes with the qualifications and specific locations of our key personnel and support staff.

### Did You Know?

HR Green has collected  
 & inspected nearly **17,000**  
**sanitary and storm**  
**sewer assets over the**  
**last 4 years**

### Availability and Experience

Our team possesses overlapping experience across many areas of the GIS Mapping and asset management process. Our team takes advantage of this bench strength in order to meet tight deadlines and make the best use of the entire team's skills. Team members outside of Iowa are used to support desktop activities as needed in order to meet our client's expectations. **Our proposed Project Manager and staff currently have workload availability to complete the project and meet all compliance schedule dates.**

### Roles of our key personnel:

**Scott Mattes, PE, CIH:** Scott is the Environmental/GIS Services Group Leader and is a Senior Project Manager for HR Green. As the Project Manager and GIS Technical Advisor for the project, Scott will coordinate the City's GIS database and application development, data QA/QC, and final project deliverables.

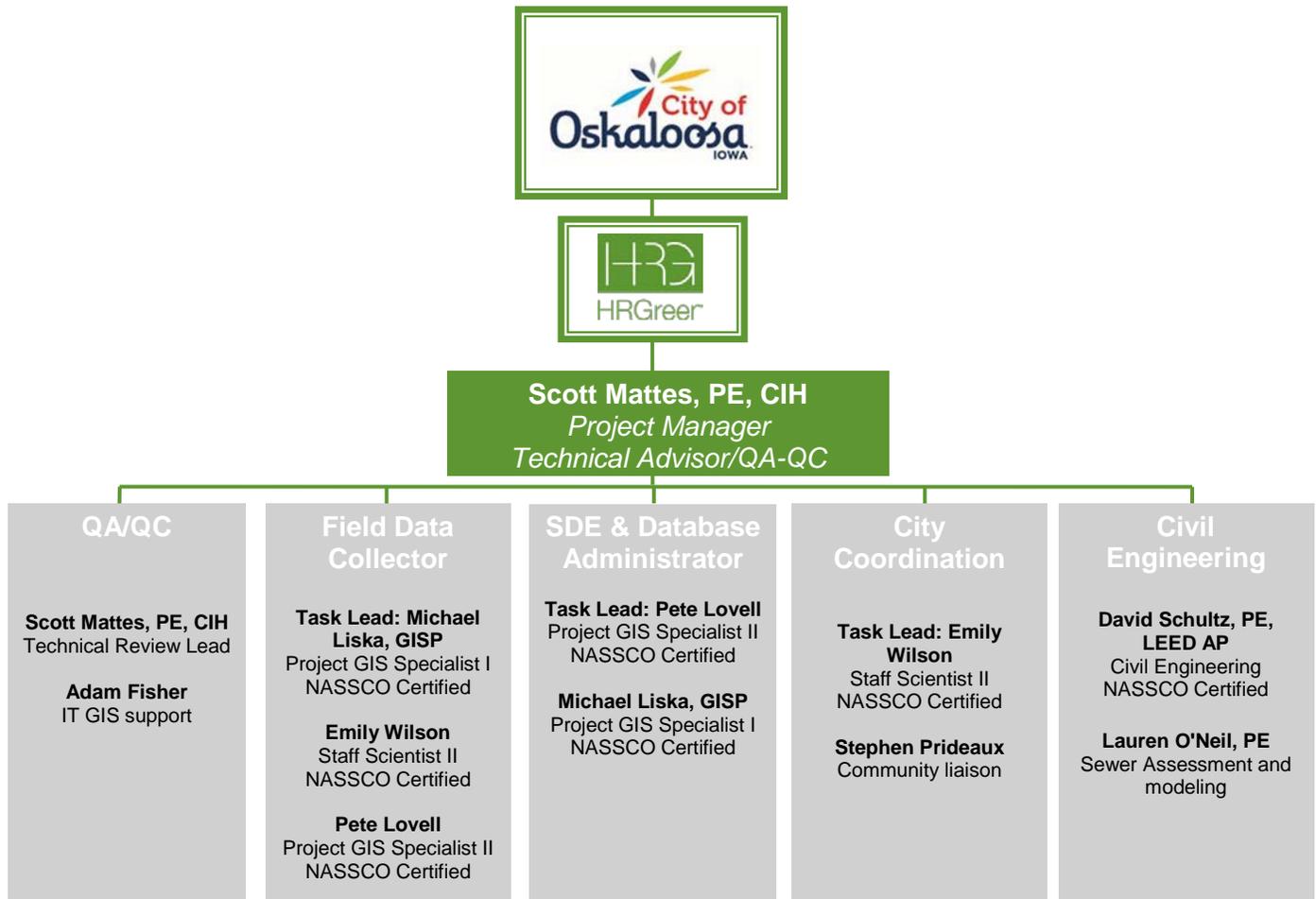
**Peter Lovell:** Pete is a NASSCO-certified Project GIS Specialist for HR Green. For this project, Pete will be responsible for developing mobile GIS applications, designing web mapping applications, and conducting database design quality control.

**Michael Liska, GISP:** Mike is a NASSCO-certified Project GIS Specialist for HR Green. Mike will be responsible for GIS database design, mobile and dashboard application design, data migration, asset inventory field work, and design quality control.

**Emily Wilson:** Emily is a NASSCO-certified Staff Scientist for HR Green. Emily will be responsible for GIS mobile and dashboard application design, data migration, asset inventory field work, and design quality control.

**Support Staff:** Staff resumes follow that highlight supporting staff and qualifications.

Proposed Organizational Chart



### Scott Mattes, PE, CIH | Project Manager and GIS Technical Lead

*Office Location: Des Moines, IA*

Scott has extensive experience managing the architecture, development, and implementation of geographic information systems (GIS). Scott has developed project-wide GIS deployments for numerous municipal and transportation clients. He has experience developing mobile data collection applications linked to customized automated reporting tools. Scott manages the design and configuration of several interactive web mapping "geo-portals" that integrate a variety of project data (CAD, GIS, and tabular) into a seamless web browser interface powered by ArcGIS Server technology. As a licensed Professional Engineer and Certified Industrial Hygienist, his engineering background includes technical oversight and management of projects dealing with groundwater contamination, drinking water, hazardous waste and materials, and environmental risk assessments. He has managed industrial hygiene surveys for industrial work centers and designed solutions to mitigate physical, chemical, biological and radiological hazards.

Scott was previously an instructor of engineering with the US Air Force Academy where he instructed cadets on GIS and environmental engineering.

#### *Relevant Project Experience:*

- **Davenport, Iowa** – Project Manager for GIS Services, 14<sup>th</sup> District Basin East I&I Sanitary Sewer Study
- **Oskaloosa Municipal Water, Iowa** – Project Manager for GIS Services for Water Utility
- **Indianola, Iowa** – Project Manager for GIS Services, Sanitary Sewer Data Collection and Hydraulic Study
- **Liberty, Texas** – Project Manager for GIS Services, Sanitary Sewer Assessment
- **Minneapolis, Minnesota** – Project Manager for GIS Database Administration, Sanitary Sewer Condition Assessment
- **Shenandoah, Iowa** – Project Manager for GIS Services for Municipal Utilities
- **Oskaloosa, IA** Project Manager for GIS Services and Brownfield Redevelopment Prioritization Modeling

#### EXPERIENCE

20 Years

#### EDUCATION

BS, Civil Engineering, US Air Force Academy – 1996  
BS, Environmental Engineering, US Air Force Academy – 1996  
MS, Civil and Construction Engineering, Iowa State University – 1997

#### REGISTRATION / LICENSE

Professional Engineer - Environmental, IA - 18035 - 2006  
Professional Engineer - Environmental, NE, E-10197, 2001  
Certified Industrial Hygienist - 8408CP - 2002

### Peter Lovell | Project GIS Specialist II

*Office Location: Des Moines, IA*

Pete's innovative geographic information systems (GIS) solutions have helped many clients understand and solve complex problems. He has developed geospatial applications and performed GIS analysis to streamline processes and inform decision-making for brownfield redevelopment, environmental site assessment, transportation, and municipal projects. Pete has created numerous web mapping applications that integrate GIS data with an intuitive internet browser interface to facilitate use by non-GIS users. He has conducted Level 1 NASSCO manhole inspections, developing data entry forms and scripts that promote efficient data collection and data integrity. Pete is a GIS Technical Advisor at HR Green, establishing company-wide GIS standards, leading company GIS initiatives, and helping staff with technical questions regarding the use of GIS.

Prior to joining HR Green, Pete was a GIS technician at the Iowa State University GIS Support Facility, where he worked on GIS projects for external clients while also providing GIS support for student and faculty research.

#### *Relevant Project Experience:*

- **Davenport, Iowa** – GIS Services, 14<sup>th</sup> District Basin East I&I Sanitary Sewer Study
- **Oskaloosa Municipal Water, Iowa** – GIS Services for Water Utility
- **Indianola, Iowa** – GIS Services, Sanitary Sewer Data Collection and Hydraulic Study
- **Liberty, Texas** – GIS Services, Sanitary Sewer Assessment
- **Minneapolis, Minnesota** – GIS Database Administration, Sanitary Sewer Condition Assessment
- **Shenandoah, Iowa** – GIS Services for Municipal Utilities
- **Oskaloosa, IA** GIS Services and Brownfield Redevelopment Prioritization Modeling

#### EXPERIENCE

9 Years

#### EDUCATION

BS, Biology, Drake University – 2002  
BS, Environmental Science and Policy, Drake University – 2002

#### SPECIALIZED TRAINING

Graduate Certificate in Geographic Information Systems, Iowa State University, 2007  
NASSCO Certified in PACP, MACP, and LACP

**Michael Liska, GISP | Project GIS Specialist I**

*Office Location: Cedar Rapids, IA*

Mike's knowledge of water and wastewater systems and expertise in geographic information systems (GIS) has made him an authority in utilities database design at HR Green. He has developed and managed geospatial databases for water and wastewater utilities. He has used GIS to create construction drawings for water distribution lines. While utilizing GIS data, Mike has designed several detailed maps and map books for clients. Mike has performed several Level 1 NASSCO inspections on manholes and has performed QA/QC on CCTV Inspections using NASSCO Grading. Mike is a GIS Technical Advisor at HR Green, establishing company-wide GIS standards, leading company GIS initiatives, and helping staff with technical questions regarding the use of GIS

Prior to joining HR Green, Mike was a GIS Specialist for a rural water district that covered 11 counties in Iowa, where he designed and managed a water and wastewater GIS database and geometric network that served approximately 9200 customers. He also provided geospatial technical support and training for employees using GPS and GIS.

*Relevant Project Experience:*

- **Davenport, Iowa** – GPS data collection, 14<sup>th</sup> District Basin East I&I Sanitary Sewer Study
- **Anamosa, Iowa** – GIS Services with Water, Sanitary Sewer, and Storm Sewer Data Collection
- **Oskaloosa Municipal Water, Iowa** – GIS Services for Water Utility
- **Indianola, Iowa** – Sanitary Sewer Data Collection and Hydraulic Study
- **Palo, Iowa** – GPS data collection and GIS Services, Water System Mapping
- **Walker, Iowa** – GPS data collection and GIS Services, Water and Sanitary Sewer Mapping
- **Agency, Iowa** – GPS data collection and GIS Services, Wasterwater Treatment System Improvements
- **Keota, Iowa** – GPS data collection and GIS Services, Sanitary Sewer System Modeling
- **Liberty, Texas** – GPS data collection and GIS Services, Sanitary Sewer Assessment
- **Minneapolis, Minnesota** – Sanitary Sewer Condition Assessment

**EXPERIENCE**

9 Years

**EDUCATION**

BS, Information Systems – GIS, American Sentinel University, Aurora, Colorado – 2013  
AAS, Agriculture GPS/GIS Technology – Kirkwood CC, Cedar Rapids, IA – May 2005

**SPECIALIZED TRAINING**

NASSCO Certified in PACP, MACP, and LACP

**REGISTRATION / LICENSE**

Certified Geographic Information Systems (GIS) Professional (GISP) - 67890 - 2014  
First Aid and CPR Certified

**Emily Wilson | Staff Scientist II**

*Office Location: Cedar Rapids, IA*

Emily Wilson has five years of experience working in a variety of different capacities within the environmental field. Emily's experience includes working with groundwater, wastewater, stormwater, industrial pre-treatment sampling, wastewater flow monitoring, Phase I and Phase II Environmental Assessments, and geographic information systems (GIS) asset management projects.

Prior to HR Green, Emily was a field technician for the Milwaukee Metropolitan Sewerage District where she monitored and inspected the sanitary system for the entire Milwaukee County. Emily performs Level 1 NASSCO inspections on sanitary and stormwater systems for GIS projects using high accuracy mobile GPS equipment.

*Relevant Project Experience:*

- **Anamosa, Iowa** – GIS Services with Water, Sanitary Sewer, and Storm Sewer Data Collection
- **Liberty, Texas** – Sanitary Sewer Assessment
- **Oskaloosa, IA** EPA Brownfield Hazardous Substance Assessment Grant, EPA Brownfield Petroleum Assessment Grant - *Project Planner*

**EXPERIENCE**

5 Years

**EDUCATION**

BS, Environmental Science, University of Iowa- 2011

**SPECIALIZED TRAINING**

NASSCO Certified in PACP, MACP, and LACP  
OSHA 40-Hour Hazardous Waste and Emergency Response (HAZWOPER) Certified  
First Aid and CPR Certified

### Stephen Prideaux, AICP | Project Planner, Phase I Assessments and Redevelopment Planning

*Office Location: Cedar Rapids, IA*

Steve has extensive knowledge of the EPA Brownfields Program. His work includes helping communities identify and inventory potential brownfields sites, conducting Phase I Environmental Site Assessments, and creating outreach tools to educate local residents on the brownfields process. Additionally, Steve specializes in leveraging funds for client projects. He has written numerous successful grant applications including the following: EPA Brownfields Program, IDED Iowa Brownfields Redevelopment Program, IDNR Derelict Buildings Grant Program, EPA Re-Powering America's Land Program Feasibility Study Program, Iowa OEI Energy Conservation Block Grant, USDA Rural Energy for America Program, and the EPA Environmental Justice Small Grants Program.

Steve has also demonstrated outstanding capabilities as an urban planner and environmental consultant since beginning his career with HR Green in 2007. For an extended period he served as a resident part-time city planner for a key client of the company located within ECIA's jurisdiction. In that role he earned high marks for assisting the development process in a growing city of nearly 30,000 people. Steve served as the primary author of two sub-area plans, drafted zoning ordinances, reviewed site plans and preliminary/final plats, and created staff reports for presentation at City Planning Commission, Zoning Board of Adjustment, and City Council meetings.

#### EDUCATION - *Prideaux*

MS, Urban and Regional Planning, University of Iowa- 2008  
BA, Political Science, University of Iowa- 2006  
BA, History, University of Iowa- 2006

#### EXPERIENCE

9 Years

#### REGISTRATION / LICENSE

American Institute of Certified Planners, IA,  
242953, 2012

#### PROFESSIONAL AFFILIATIONS

American Planning Association

#### *Relevant Project Experience:*

- **Dubuque, IA**- EPA Brownfield Hazardous Substances Assessment, EPA Brownfield Petroleum Assessment - *Project Planner*
- **Ottumwa, IA** - EPA Brownfield Hazardous Substances Assessment, EPA Brownfield Petroleum Assessment - *Project Planner*
- **Waterloo, IA** - EPA Brownfield Hazardous Substances Assessment, EPA Brownfield Petroleum Assessment - *Staff Planner*
- **Council Bluffs, IA** – EPA Brownfield Hazardous Substances Assessment, EPA Brownfield Petroleum Assessment - *Staff Planner*
- **Oskaloosa, IA** EPA Brownfield Hazardous Substance Assessment Grant , EPA Brownfield Petroleum Assessment Grant - *Project Planner*

### David Schultz, PE, LEED AP | Project Manager and Site Civil Engineer

*Office Location: Yorkville, IL*

David specializes in the Civil Engineering aspects of residential, commercial, and industrial land development along with specialty in redeveloped of brownfield sites in communities of Iowa, including municipal water and sanitary sewer design, storm sewer design, stormwater management, site layout, grading and earthwork balance, cost analysis and feasibility studies, roadway design and road geometrics. He also has general experience as a municipal engineering contact, including the design and project management of roadway and sewer and water improvement projects. David is also an experienced Project/Design Engineer for municipal, educational, and commercial projects, including conceptual design through Final Engineering approval leading through to construction closeout. Also as a LEED Accredited Professional, he is well versed in implementing principles of sustainable design procedures and green design.

#### *Relevant Project Experience:*

- **Coralville, IA** – Iowa River Landing, redevelopment of former industrial area using sustainable design practices for stormwater – *Assistant Project Manager and Design Engineer*
- **Council Bluffs, IA** – Katelman Site Redevelopment Project –South Main Brownfields Area Project, EPA Assessment Grants, Cleanup Grant, Former Katelman Foundry; & Cleanup Grant proposing design of self-contained earthen berms to house the contaminated soils and remediation onsite - *Civil/Sitework Project Manager*
- **City of Dubuque, IA** – Jule New Transit Facility - redevelopment of former Peoples Natural Gas Superfund site for a re-use project to house the Jule bus fleet and office operation. The US EPA listed the site on the National Priorities List.

#### EDUCATION - *Schultz*

BS, General/Civil Engineering, University of Illinois - 1998

#### EXPERIENCE

18 Years

#### REGISTRATION / LICENSE

Professional Engineer - Civil, IA, 19890, 2010  
Professional Engineer - Civil, NE,  
E-15546, 2015  
Professional Engineer, IL, 062-057616, 2004

#### SPECIALIZED TRAINING & CERTIFICATIONS

LEED Accredited Professional  
OSHA Construction Safety and Health Training – 2013  
American Public Works Association (APWA) Project of the Year Transportation Less than Five Million Dollars - 2012

Environmental constraints/covenants of the site were taken into design requirements to make a safe and sustainable project.

### Lauren O'Neil, PE I Project Engineer I

*Office Location: Cedar Rapids, IA*

Lauren is a civil engineer with significant experience in water and wastewater engineering. Prior to joining HR Green, Lauren studied civil and environmental engineering at the University of Iowa. She attained her masters in environmental engineering at the University of Iowa in 2015. Lauren has had a variety of experience, including construction observation of several storm water projects. She observed the construction of several pumping stations, berm construction and restoration, and various other improvements to protect from future flooding. Lauren has also been involved in the design, bidding and construction of flood walls.

#### EDUCATION – O'Neil

BS, Civil and Environmental Engineering,  
University of Iowa- 2010  
MS, Environmental Engineering, University of  
Iowa- 2015

#### EXPERIENCE

6 Years

#### REGISTRATION / LICENSE

Professional Engineer. IA. 22545. 2014

#### Relevant Project Experience:

- **Walker - Wastewater System Improvements Construction Administration - City of Walker, IA - Construction Observer**  
Lauren was responsible for construction observation of a lagoon upgradin in Walker, Iowa. This included the installation of a SAGR system. Lauren was responsible for coordination with the contractor, was an onsite representative for the City of Walker, and reviewed pay applications and change orders.
- **1st Avenue Corridor Flood Recovery and Protection 2008-2013 - City of Coralville, IA - Construction Observer**  
Lauren was responsible for construction observation for multiple storm water pumping stations in Coralville, Iowa. Lauren worked with the contractor to answer construction related questions as well as reviewed change orders and pay applications.
- **2nd St SE Sanitary Sewer & Street Reconstruction - City of Cedar Rapids, IA - Staff Engineer.** Involved of conceptual, preliminary and final design for the reconstruction of the flood damaged sanitary sewer line along 2nd Street SE from 9th Avenue SE approximately 2800' to the dead end on 2nd Street SE. In 2008, this area was inundated with flood waters in excess of 9 feet in depth above the roadway.

### Adam Fisher I Junior Application Administrator

*Office Location: St. Louis, MO*

Adam is a Field Technician II with experience working on Brownfield redevelopment and NEPA projects; along with extensive experience conducting Phase I and II Environmental Site Assessments. Adam is 40-hour Hazardous Waste Operations and Emergency Response (HAZWOPER) certified, has completed Wetland Delineation training, and has GIS experience.

#### EDUCATION - Fisher

BA, Finance, University of Iowa- 2008

#### EXPERIENCE

7 Years

#### SPECIALIZED TRAINING & CERTIFICATIONS

OSHA 40-Hour HAZWOPER

#### Relevant Project Experience:

- **South Main Brownfields Project - City of Council Bluffs, IA - Staff Scientist** Adam conducted Phase I and Phase II ESA's on various properties. HR Green developed and implemented a brownfield area GIS database and geo-web portal for the project. This web mapping application highlights the City's efforts to revitalize the downtown district, and improves access to project data for interested developers.
- **US 30 Mt. Vernon Bypass - Iowa DOT - GIS Specialist** Adam produced GIS maps relating to the identified environmental constraints. He also conducted the contaminated sites review for the project. HR Green prepared an Environmental Assessment and two Interchange Operation Reports for an eight mile long bypass of Mount Vernon and Lisbon, Iowa. The project included a bypass and two new interchanges on new alignment. The key environmental components of this project included an extensive tree survey, mist netting for Indiana bats, extensive wetland delineation, and conversion of farmland.

## Experience of the Firm

### Sanitary Sewer System GIS Asset Inventory and Hydraulic Modeling | *Indianola, Iowa*

Sanitary sewer issues such as collection and conveyance, capacity, management, operations, wet weather system impacts, maintenance and expansion created a need for a holistic analysis providing clear and quantifiable solutions for the City of Indianola. It was decided in August 2013 that a hydraulic model of the City's sanitary system was necessary to integrate rainfall impacts with existing sanitary sewer flows to provide Indianola with the information needed to make informed infrastructure decisions. In order to create this model, however, a comprehensive data collection effort for the entire City's sanitary system was necessary.

This inventory, consisting predominantly of manhole inspections, involved not only collecting high-accuracy locations and depths on system assets but also collecting additional attributes, such as asset sizes, materials, and condition ratings. All of this data was collected in the field using mobile GIS/GPS technology equipped with custom collection forms built to maximize efficiency and minimize user error. This field data was synced daily with a project GIS database designed both to accommodate the field data and the subsequent analysis outputs from the SewerGEMS modeling software.

HR Green set an ambitious schedule for the GIS development and asset inventory field work to avoid delays due to winter weather, allow sufficient time for conducting the hydraulic analysis, and to be as responsive as possible to the needs of the client. Existing GIS databases and mobile applications were leveraged to hasten development efforts, allowing field work to commence less than a week after the contract was approved. Despite delays due to weather, City support staff availability that only allowed for a single crew at any given time, and challenges locating assets that were in many cases buried, sealed shut, or tucked in overgrown or otherwise difficult settings, **the City's 1600+ manholes were inventoried in less than three months.** This allowed hydraulic modeling to commence in December 2013. While an updated GIS for the City's sanitary system was not the primary focus for this project, the asset inventory GIS should be a significant value-added deliverable that Indianola can use to aid in operations and in prioritizing system improvements going forward.

### Utilities GIS Services | *City of Anamosa, Iowa*

Over the course of multiple HR Green projects, the City of Anamosa has incrementally grown its Utilities GIS. HR Green was originally hired to evaluate the City's existing water distribution system and prioritize improvements in the form of a comprehensive capital improvement plan. This need served as the impetus for HR Green's development of a City GIS database and a comprehensive field inventory of the City's water distribution system. GIS database design and collection efforts allowed for efficient integration with WaterGEMS V8i hydraulic modeling software.

In a subsequent project, HR Green added stormwater and sanitary sewer utilities into the City's GIS database, migrated existing electronic data into the GIS, and performed a phased GIS inventory of the city's storm and sanitary manholes, ultimately to include a NASSCO Level 1 Inspection. Data and inspections were performed on 524 sanitary sewer manholes, 44 stormwater manholes, 456 storm inlets and 95 stormwater outlets. Topologically-correct digitizing of sewer and storm water mains was performed inside GIS following the field inventory. For the

#### PROJECT SIMILARITIES

- GIS database of City's sanitary system developed
- Mobile GIS integrated with GIS database
- Asset inventory completed for City's manholes
- Project completed under tight time frame

#### COMPLETION

GIS - November 2013

#### CONTACT

Rick Graves, Superintendent  
Indianola Water Pollution Control  
11870 Hoover St.  
Indianola, IA 50125  
rgraves@cityofindianola.com  
515.961.9416

#### ROLE OF PROJECT TEAM

Scott Mattes – GIS Project Manager  
Peter Lovell – GIS database administrator  
Mike Liska – GIS data collection



#### PROJECT SIMILARITIES

- GIS database of City's water distribution system developed
- Mobile GIS integrated with GIS database
- Asset inventory completed for water assets
- Developed City web mapping portal

#### COMPLETION

January 2011

#### CONTACT

Jim Henson - Water Department – Water Superintendent  
107 South Ford Street  
Anamosa, Iowa 52205  
jimhenson@live.com  
319.821.0306

#### ROLE OF PROJECT TEAM

Scott Mattes – GIS Project Manager  
Michael Liska – GIS Data Collector Lead  
Emily Wilson - GIS Services with Water, Sanitary Sewer, and Storm Sewer Data Collection  
Pete Lovell – GIS Database Administrator

# Statement of Qualifications for Professional Services for GIS Wastewater Collection and Stormwater Infrastructure Mapping City of Oskaloosa Public Works



sanitary system, flows and inverts were associated with all pipes. An asset condition was given to each sanitary structure to aide in CIP decision-making.

City GIS data is accessed through the internet under a secured password and username. Mobile applications were created for updating and collecting data in the field via tablets or smart phones. In addition, color 11x17 mapbooks were developed for use by field personnel.



## Davenport Sanitary Sewer I&I Project | City of Davenport, Iowa

The City of Davenport was concerned with increasing wet weather flows to the wastewater treatment plant as well as sewer inundation during periods of heavy rainfall. The City contracted with HR Green to perform an inflow and infiltration (I&I) study and recommend projects for the removal of storm water from the system. To gain a better understanding of the sewer network, flow meters were strategically placed throughout the system and data from the flow meters was then utilized to develop a dynamic sewer model of the project area. HR Green used survey-grade GPS data collectors to inventory manhole and pipe assets in the sewer system and document key infrastructure details within a mobile GIS database. NASSCO-certified GIS professionals reviewed the asset inventory in GIS and applied custom quality control tools from ESRI's GIS Data ReViewer software to identify and correct more complicated network errors to ensure the final GIS deliverable conformed to the latest manhole and pipeline inspection standards from the National Association of Sewer Service Companies (NASSCO). The GIS database was directly integrated with the project hydraulic model to deliver seamless results. Using the dynamic sewer model, HR Green was able to identify regions suffering from I&I and accurately recommend further investigation.

Smoke testing, televising, and manual inspections were then utilized to determine specific points of I&I and provide detailed improvement recommendations to the system in a Capital Improvements Plan (CIP). The CIP included a complete description of the problems encountered during the investigations including locations, links to investigative data, recommended improvements, relative priorities, and an opinion of probable cost for each. HR Green provided an asset inventory report of all surveyed assets within an asset class (e.g. manholes, pipes) that detailed information about the asset including its current condition, site photo graphs, NASSCO condition, and field sketches.

### PROJECT SIMILARITIES

Seamlessly integrated desktop and mobile GIS

### COMPLETION

January 2013

### CONTACT

Dan Miers

Water Pollution Control Plant Manager

City of Davenport

226 West 4th Street

Davenport, IA 52801

dmiers@ci.davenport.ia.us

563.326.7923

### ROLE OF PROJECT TEAM

Scott Mattes – GIS Project Manager

Michael Liska – GIS Data Collector Lead

Pete Lovell – GIS Database Administrator



## Project Understanding & Approach

The HR Green project approach will demonstrate not only HR Green's expertise in GIS but also our broad engineering expertise in order to deliver a comprehensive community GIS solution for the City of Oskaloosa.

### Project Understanding

The City of Oskaloosa requests a comprehensive Geographic Information Systems (GIS) database for its sanitary sewer and storm water sewer systems that will be made accessible to staff through web mapping applications consumed on both desktop and mobile platforms. The City requests a high-accuracy asset inventory of sanitary sewer and storm water sewer assets that will populate the City GIS. In addition to high-accuracy locations, the asset inventory will include the entry of City-specified attribute data and asset photos. On-site training for the City's GIS applications is to be provided to City staff after development is complete.

By leveraging existing GIS infrastructure, **the City will save time and money!** HR Green will manage sewer assets inside the City's existing GIS database for drinking water assets – allowing shared viewing of both assets while saving costs for the community!

### Project Priorities

The following priorities have been identified for this project:

- Provide efficient project management. Include key city staff in a project kick-off meeting. Prepare periodic status updates. Provide all equipment, software, hardware, labor, transportation, and scheduling to perform this project.
- Compile from city and review existing available data of sewer infrastructure.
- Develop ESRI GIS database to hold the asset management data needed by the City.
- Populate the GIS with sanitary system data and storm water system data using high-accuracy GPS coupled with smart data collection forms.
- Perform a modified or full Level 1 National Association of Sewer Service Companies (NASSCO) Inspection on sanitary sewer manholes.
- Create user-friendly mapping applications that provides City staff with easy access to their GIS data in the office and the field. Set up and administer an ArcGIS Online account for the City and develop a City of Oskaloosa Collector for ArcGIS map and Operations Dashboard. The Collector map will be used for data collection and asset locating in the field. The Operations Dashboard will serve as a command center for viewing and analyzing City assets in real time. Finally, ArcGIS Online mapping portals for will be developed for both the sanitary system and the storm water system. These applications will provide City staff with easy access to their GIS data and the user-friendly tools to manage the data and inform decision-making.
- Train City staff and provide instructional documentation on how to use the custom mapping applications.

### Assumptions

#### General Assumptions

- Safe surroundings (i.e., traffic, environment, etc.) and acceptable weather conditions for the field asset inventory will be present.
- HR Green's standard GIS database design (which includes all required attributes listed in the RFQ), mobile GIS form design, and web map design will be used to develop the City GIS. HR Green will define the tabular GIS database structure and establish the valid feature values, attribute ranges, and classifications for use in attribute "pick-lists." The City is welcome to provide feedback regarding desired feature values, default values, attribute ranges, and "pick-list" classifications. Specific design changes desired by the City must be communicated to HR Green prior to a signed agreement.
- HR Green will import existing City electronic CAD/GIS utility files into the GIS database as long as they have a spatial reference. Under this agreement, HR Green will not perform any georeferencing or digitizing as part of the data migration into the GIS database. City requests for additional data upload that require digitizing or georeferencing will be treated as a supplemental service and be billed according to the current HR Green Schedule of Hourly Fees.
- Without exact counts on the number of assets within the City's sanitary and storm water systems, the following assumptions on asset totals was made for the sake of putting together the fee for this proposal:
  - Sanitary Manholes – 1,200 or fewer assets
  - Sanitary Lift Stations – 3 or fewer assets
  - Sanitary Gravity Main – 15 miles of main or less
  - Sanitary Force Main – 1 mile of main or less

- Storm Manholes – 600 or fewer assets
- Storm Inlets – 400 or fewer assets
- Storm Outlets – 100 or fewer assets
- Storm Gravity Main – 6 miles of main or less
- A reasonable effort will be made to locate each sanitary and storm asset. Known assets that cannot be located with reasonable effort will be noted and the inventory will proceed to the next asset to be respective of budget and project schedule. If budget remains, HR Green staff will return to these remaining assets after the remainder of the City has been inventoried. Otherwise, this effort will be treated as a supplemental service and be billed according to the current HR Green Schedule of Hourly Fees.

#### City Responsibilities

- A City representative will read, sign, and comply with the HR Green non-disclosure agreement (NDA) protecting the HR Green-unique GIS design features we've developed from our experience performing thousands of asset inspections. This agreement says the data is always yours and you may share the data within anyone using shapefiles.
- City staff will provide as-builts and paper maps associated with the City's sanitary and storm water systems.
- The City will arrange for access to assets located on private property.
- During the data collection phase, the City will aid in locating lost, inaccessible, or difficult to reach features on an as-needed basis.
- City staff will provide access inside of all manholes.
- City staff will deliver to HR Green any available City data that is needed for inclusion in the City GIS. This data will include but is not limited to CAD utility data, paper maps, and parcel information.
- The City will provide a knowledgeable staff member to answer questions and provide information.
- The City will arrange for HR Green access to private property and make all provisions for HR Green staff to enter upon public and private property as required for consultant to perform services under this agreement.

#### Scope of Services

##### Phase 1 – GIS Database

**Overview:** In developing the sanitary sewer and storm water GIS for the City of Oskaloosa, **HR Green will build upon the existing Oskaloosa Water Department GIS database for more efficient production and to allow greater data sharing in GIS applications.** HR Green GIS database development will be based on industry standard design that will accommodate all elements required in RFQ and the other data necessary to manage the City of Oskaloosa's sanitary sewer conveyance and storm water conveyance systems.

HR Green will  
provide access to the  
City's GIS database  
on HR Green's server  
**at no additional cost  
to the City**

#### Anticipated Tasks:

- HR Green will develop the GIS database based on industry standards. The structure of the GIS database will be informed by ESRI data models as well as the expertise of HR Green NASSCO GIS specialists and engineers.
- Considerable efficiencies will be realized as previous project database design will be leveraged in the development of the City's sanitary sewer and storm water GIS datasets. Even greater efficiencies will result from building upon the existing GIS database used by the Oskaloosa Water Department.
- HR Green will develop a GIS database structure that will accommodate the necessary spatial features and tabular data fields required in the RFQ for the City's sanitary sewer and storm water systems.
- HR Green will fulfill the following duties for a year's duration (365 days) beginning upon delivery of the City's web mapping applications:
  - Provide access to the City's GIS database on HR Green's server at no additional cost to the City.
  - Maintain the City GIS database and make all needed updates and repairs necessary for its use.
  - Provide the City with access to the web mapping applications developed by HR Green as part of this professional services agreement.

After this initial year passes, the renewal of these services will require an annual supplemental agreement.

- HR Green will set up the City GIS database as an enterprise SQL Server SDE geodatabase. HR Green will develop this GIS database using strictly non-proprietary software available “off-the-shelf” from ESRI, the world’s leading GIS software provider. The GIS database will be designed using a recent version of ESRI’s ArcGIS software. Using this GIS format allows the City to access its GIS data inside ArcGIS and take full advantage of ESRI software functionality should the City request a hard copy of its GIS data. Upon request, HR Green will provide the City with its GIS data in ESRI shapefile format at no additional cost to the City.
- HR Green will set the City GIS database to a horizontal coordinate system of State Plane Iowa South 1402 US Foot with a datum of NAD83 (NSRS 2007). This format is the most accurate projection currently available for GIS data and is fully compatible with the Iowa RTN GPS network.
- HR Green will design the City GIS database to include the following asset classes for the sanitary sewer conveyance system: gravity mains, force mains, **main breaks**, manholes, and a **general asset class for other network structures**.
- HR Green will design the City GIS database to include the following asset classes for the storm water conveyance system: gravity mains, inlets, manholes, and outlets. Additionally, the City GIS database **will also include an asset class for main breaks and a general asset class for other network structures**.
- HR Green will design the City GIS database’s sanitary system to be **compatible to NASSCO standards**. It will be able to accommodate data from Pipeline Assessment and Certification Program (PACP) and Manhole Assessment and Certification Program (MACP) inspections. As a result of this, the database structure will allow for the documentation of asset conditions based on the PACP grading system (5 – Most significant defect grade; 4 – Significant; 3 – Moderate defect grade; 2 – Minor to Moderate; 1 – Minor defect grade).
- HR Green will design each asset class in the City GIS database to include important progress and status fields that allow City staff to keep track of the completeness and quality of City GIS data. These fields include: Collection Method, GPS Service Used, and GPS Collection Quality.
- HR Green will design the City GIS database to be compatible with hydraulic modeling software (e.g., SewerGEMS, XPSWMM) recommended and used by HR Green engineers. The City GIS database can then be leveraged to help streamline future modeling work.
- HR Green will design the City GIS database to include numerous data quality fields in each point asset class. When collecting GPS locations using HR Green-designed ArcPad deployments, these data fields will populate automatically, providing a useful record of the age of these assets and accuracy of their locations in GIS. The following data fields are scripted to auto-populate: GPS Date, GPS Time, Number of GPS Satellites Used, GPS Quality Score, GPS Horizontal Dilution of Precision (HDOP), GPS Vertical Dilution of Precision (VDOP), and GPS Positional Dilution of Precisions (PDOP).
- HR Green will obtain available electronic base map data from the City and publicly-available sources and load it into the GIS database “as-is.” This base map data will be limited to the following: Parcel polygon, topographic contour, and road centerline shapefiles.
- HR Green will convert data from the City’s existing, georeferenced CAD as-built drawings into the GIS database. Asset locations and attributes shown in the as-built drawings for sanitary manholes, sanitary mains, storm manholes, storm inlets, storm outlets, and storm mains will be brought into GIS.

HR Green will design the City GIS database’s sanitary system to be **compatible to NASSCO standards**

### Phase 2 – Asset Inventory

**Overview:** HR Green will conduct a thorough asset inventory of the City’s sanitary sewer system and storm water system. Existing City as-built records and field notes may be used to assist in locating assets as part of this field inventory.

#### Anticipated Tasks:

- HR Green will prepare mobile data collection applications that provide access to the City GIS database. Additions and changes to the GIS database can be made from the field. HR Green will leverage its standard mobile form design to facilitate accurate and efficient data collection. HR Green field staff will make use of forms equipped with custom pick-lists in order to record asset information. Use of these pick-lists promotes efficiency and protects data integrity.
- HR Green field staff will collect high-accuracy asset positions, photos, depth, pipe inverts, pipe diameters, and pipe materials among a variety of other attributes. The following asset types and attributes represent the core elements of the asset inventory that will be conducted by HR Green:

- Storm sewer gravity main
  - ID, Length (ft.), Diameter (in.) / Dimension, Material, Flow Direction
- Storm sewer inlets
  - ID, X Coordinate, Y Coordinate, Elevation (ft.), GPS Date, Inspection Date, Condition Rating, Inside Structure Photo (attached to GIS feature), Site Photo (attached to GIS feature)
- Storm sewer outlets
  - ID, X Coordinate, Y Coordinate, Elevation (ft.), GPS Date, Inspection Date, Condition Rating, Inside Structure Photo (attached to GIS feature), Site Photo (attached to GIS feature)
- Storm sewer manholes
  - ID, X Coordinate, Y Coordinate, Rim Elevation (ft.), Elevation at Bottom of Structure (ft.), GPS Date, Inspection Date, Condition Rating, Inside Structure Photo (attached to GIS feature), Site Photo (attached to GIS feature)
- Sanitary sewer gravity main
  - ID, Length (ft.), Diameter (in.), Material, Upstream Manhole ID, Upstream Manhole Elevation (ft.), Downstream Manhole ID, Downstream Manhole Elevation (ft.), Flow Direction
- Sanitary sewer force main
  - ID, Length (ft.), Diameter (in.), Material, Upstream Manhole ID, Upstream Manhole Elevation (ft.), Downstream Manhole ID, Downstream Manhole Elevation (ft.), Flow Direction
- Sanitary sewer manholes
  - ID, X Coordinate, Y Coordinate, Rim Elevation (ft.), Elevation at Bottom of Structure (ft.), GPS Date, Inspection Date, Condition Rating, Inside Structure Photo (attached to GIS feature), Site Photo (attached to GIS feature)
- Sanitary sewer lift stations
  - ID/Name, X Coordinate, Y Coordinate, Elevation (ft.), Elevation at Bottom of Structure (ft.), GPS Date, Inspection Date, Inside Structure Photo (attached to GIS feature), Site Photo (attached to GIS feature)
- HR Green will use a high-accuracy Trimble R8/R10 receiver tied into the Iowa Real-Time Network (RTN) to field map the City's assets. Using a R8/R10 receiver with a RTN provides a high accuracy solution both horizontally (2 cm. accuracy with fixed position) and vertically (6 cm. accuracy with fixed position).
- HR Green field staff will check into local control monuments on a daily basis throughout the data collection effort and perform calibrations/adjustments as needed to refine vertical position accuracy.
- HR Green staff will review the field data to determine network connectivity and use desktop GIS to create/update line features (e.g. mains in the case of the sanitary system; mains and culverts in the case of the storm system). These line features will demonstrate correct topology (i.e., pipe and network connectivity) with the field-located point assets in their respective systems. Existing City as-built records and field notes may be used as references to assist in the digitization process.
- HR Green will provide the City with the populated GIS database once the asset inventory has been completed. A copy of this GIS database will be placed on two different thumb drives and delivered to the City.
- HR Green will develop and deliver to the City the following maps: one (1) full-system 36"x48" laminated wall map, four (4) bound books of maps on 11"x17" pages and two (2) bound books with 1:66 scale maps of the sanitary and storm water sewer networks.
- HR Green will deliver a database-linked report summarizing the sanitary and storm assets inventoried for this project. The report will detail the attributes collected in the field and will include the asset conditions recorded by HR Green's NASSCO-trained field staff.

### *Phase 3 – Mapping Applications*

**Overview:** HR Green will develop mapping applications that provide City staff with easy access to their GIS data in both the office and the field. These applications will include powerful GIS functionality that not only allows users to view community assets, but also provides the ability to enter searches, make edits, and conduct analyses on these assets.

#### **Anticipated Tasks:**

- HR Green will purchase a \$2,500 Level 1 ArcGIS Online (AGOL) annual subscription from ESRI for the City of Oskaloosa. The cost of this transaction, without any accompanying markup or service fee, will ultimately be paid by the City and is included in the fees section of this proposal. In order to retain access to HR Green-developed AGOL map applications, this subscription must be renewed by the City annually.
- HR Green will set up and configure a new AGOL organizational account for the City. HR Green will serve as the account administrator for the City's AGOL organization. Four (4) named user accounts and 2,500 credits can be used at the discretion of the City as part of this annual subscription. Additional user accounts and credits can be purchased

- by the City, if desired.
- HR Green will develop, maintain and provide the City with secure, multi-user access to ArcGIS Online (AGOL) maps and applications (e.g. Collector for ArcGIS, Operations Dashboard).
  - HR Green will develop the following AGOL map applications for the City of Oskaloosa: 1) two (2) Collector applications to perform data collection in the field, 2) two (2) Operations Dashboard sites to use as command centers for viewing and analyzing City GIS data from the office, and 3) two (2) AGOL web maps meant for desktop viewing and editing. For each application type, one application will be dedicated to the sanitary sewer system and the other application will be dedicated to the storm water system. Additional applications can be developed under supplemental agreements.
  - HR Green will make the City's sanitary sewer system and storm water system GIS asset classes accessible via the City's AGOL map applications. These map applications will include multiple basemap options such as aerial imagery, streets, and topography, among others. These applications will provide valuable GIS functionality to the City while remaining user-friendly to staff without a GIS background. This functionality will include but is not limited to data editing capabilities, reporting, printing, and the ability to use map navigation to access asset documents, photos, linked CCTV video files, and other files linked via a Google Drive file library.
  - HR Green will develop two (2) Operations Dashboard applications and AGOL web maps meant for use on City personal computers and tablets. In both cases, one application will be devoted to sanitary sewer assets and the other to storm water assets. The AGOL web maps will provide an intuitive environment for reviewing and editing existing data as well as adding new features to the City's GIS. Each Operations Dashboard site is a powerful planning and management tool that will allow City staff to monitor data collection progress and examine infrastructure needs. It can be used to inform everyday decision making as well as long-term capital improvement planning.
  - An Operations Dashboard application will be made available to City staff during the asset inventory phase to allow for the monitoring of data collection progress. This is a powerful tool for reporting progress and providing quality control on the data collected.
  - HR Green will develop two (2) Collector applications for use with mobile smart phones and tablets, allowing the City to extend the reach of its GIS to the field. One Collector application will be developed for the sanitary sewer system and the other will be for the storm water system. The City's custom Collector applications will promote efficiency and consistency in data collection through intuitive forms and pre-loaded pick-list menus. City staff will be able to view and edit GIS data in the field by leveraging inexpensive consumer-grade technology (smart phones, portable tablets) that may already be on hand.
  - HR Green will conduct training on the City's AGOL mapping applications once development has been completed and data has been collected. A HR Green GIS specialist will instruct City staff on the various capabilities available in these applications. Copies of a How-To manual will be made for all staff in attendance.
  - HR Green GIS staff will provide up to 10 hours of on-call phone support for addressing post-training questions pertaining to the use of the mapping applications. Any additional technical support desired by the City would be billed according to the current HR Green Schedule of Hourly Fees.

### *Organization of Team and Reporting*

The project team will be organized according to HR Green's organization chart, discussed earlier. The Project Manager and Community liaison will work directly with the City staff to report progress. The City will be in frequent communication with HR Green field staff during the data collection phase and throughout the project. HR Green will also provide the City with a web-based tool to monitor the progress of the data collection phase. This tool will be useful for City Staff to conduct internal QA/QC checks on data quality. HR Green's approach will create an efficient project where the City has instant access to the collected data and is always aware of project status.

### *Supplemental Services (optional)*

The City may also agree to employ HR Green to perform additional optional services according to the HR Green Schedule of Hourly Fees.

HR Green recognizes the value of an incremental approach to developing a community GIS – one that evolves as the needs of the community evolve and as users develop greater familiarity with their GIS applications. The City of Oskaloosa may see opportunity to expand its GIS further, perhaps to include other community asset classes such as signage and parks infrastructure. After becoming more familiar with their GIS from day-to-day operations, City staff may also find that improvements to the existing database design and AGOL applications would be desirable. HR Green is ready to adapt and grow the City's GIS to provide a solution that meets the ever-changing asset management needs of the community.

Please feel free to inquire about HR Green's supplemental services and solutions. HR Green's supplemental services include but are not limited to those detailed in the following list.

#### **Selected Supplemental Services:**

- HR Green further develops the GIS database to include additional utility systems (e.g. electric, gas) and/or community asset classes (e.g. signage, parks and recreation).
- HR Green makes changes to the GIS database structure (e.g. adding new datasets, adding new attribute fields, adding or altering attribute "pick-lists") based on City feedback.
- HR Green loads base map data to the GIS database and mapping applications at the request of the City. This base map data may represent new map layers or updates to existing base map data.
- HR Green performs additional asset inventories on community infrastructure that the City would like incorporated into its GIS. This work can range from the collection of high-accuracy GPS locations to highly-detailed asset inspections or a combination of both.
- HR Green conducts QA/QC reviews of City data utilizing ESRI Data ReViewer and provides the City with reports detailing errors and corrective measures.
- HR Green makes corrections to City data based on errors identified in Data ReViewer reports.
- HR Green develops new Collector maps for the City.
- HR Green makes changes to the organization and functionality of the existing Collector map.
- HR Green develops new Operations Dashboard applications for the City.
- HR Green makes changes to the organization and functionality of the existing Operations Dashboard.
- HR Green develops new AGOL desktop web maps for the City.
- HR Green makes changes to the organization and functionality of the existing AGOL desktop web maps.
- HR Green develops web mapping portals for the City. Web mapping portals provide users with access to mapping data via an internet website. Functionality can include but is not limited to viewing, querying, and editing City GIS data. Portals can be tailored for internal or general public use.
- HR Green develops hard-copy and/or electronic mapping products such as poster-sized infrastructure maps and map books.

Supplemental services not included in the agreement can be provided by HR Green under separate agreement, if desired.

## Cost

### Schedule

The schedule outlined is subject to change due to weather, City staff availability, and other project assumptions already detailed.

Project Management	<ul style="list-style-type: none"> <li>• Kick-off meeting</li> <li>• Prepare and Maintain Project Schedules</li> <li>• Status Updates</li> <li>• Equipment, software, hardware, labor, transportation, locates</li> </ul>	Project Duration
Technical Services	<ul style="list-style-type: none"> <li>• Compile Data</li> <li>• GIS Database Development</li> <li>• Data Collection               <ul style="list-style-type: none"> <li>○ Storm Sewer Gravity Main</li> <li>○ Storm Sewer Inlets</li> <li>○ Storm Sewer Outlets</li> <li>○ Storm Sewer Manholes</li> <li>○ Sanitary Sewer Gravity Main</li> <li>○ Sanitary Sewer Force Main</li> <li>○ Sanitary Sewer Manholes</li> <li>○ Sanitary Sewer Lift Stations</li> </ul> </li> <li>• Network Connectivity</li> <li>• Photos</li> <li>• Web Based GIS Applications</li> <li>• Maps, asset reports and database delivery</li> <li>• Training</li> </ul>	Two Weeks 1 Month 6 Months          1 Month Project Duration 1 Month Two Weeks One Day

Fee

Required Professional Services

Project Management	<ul style="list-style-type: none"> <li>• Kick-off meeting</li> <li>• Prepare and Maintain Project Schedules</li> <li>• Status Updates</li> <li>• Equipment, software, hardware, labor, transportation, locates</li> </ul>	\$5,500
	<ul style="list-style-type: none"> <li>• ESRI ArcGIS On-Line Subscription</li> </ul>	\$2,500
Technical Services	<ul style="list-style-type: none"> <li>• Compile Data</li> </ul>	\$1,000
	<ul style="list-style-type: none"> <li>• GIS Database Development</li> </ul>	\$1,500
	<ul style="list-style-type: none"> <li>• Data Collection               <ul style="list-style-type: none"> <li>○ Sanitary Sewer</li> <li>○ Storm Sewer</li> </ul> </li> </ul>	\$65,000
	<ul style="list-style-type: none"> <li>○ Storm Sewer</li> </ul>	\$42,000
	<ul style="list-style-type: none"> <li>• Network Connectivity</li> </ul>	\$8,250
	<ul style="list-style-type: none"> <li>• Web Based GIS Applications</li> </ul>	\$7,250
	<ul style="list-style-type: none"> <li>• Maps, asset reports, and database delivery</li> </ul>	\$2,000
	<ul style="list-style-type: none"> <li>• Training</li> </ul>	\$2,000
<b>Total Project Cost</b>		<b>\$137,000</b>

Preferred Professional Services

<p>Asset Conditions</p>	<ul style="list-style-type: none"> <li>• NASSCO-certified inspection for Sewer Assets</li> <li>• Hybrid NASSCO Inspection (includes up to 20 additional NASSCO attributes)</li> <li>• Full NASSCO Inspection (includes up to 50 additional NASSCO attributes)</li> </ul>	<p>Included in Base Price            Add \$54,000 to Base Price             Add \$135,000 to Base Price</p>
<p>GPS Quality Statistics</p>	<ul style="list-style-type: none"> <li>• GPS Date</li> <li>• GPS Time</li> <li>• GPS Satellites Used</li> <li>• GPS Quality</li> <li>• GPS HDOP</li> <li>• GPS VDOP</li> <li>• GPS PDOP</li> <li>• GPS Service Used</li> <li>• GPS Collection Quality</li> </ul>	<p>Included in Base Price</p>
<p>CCTV and other File Attachments in GIS Database</p>	<ul style="list-style-type: none"> <li>• Photos</li> <li>• Videos</li> <li>• PDF</li> <li>• Word Documents</li> <li>• Many other types of files</li> </ul>	<p>Included in Base Price</p>
<p>Experienced and Licensed Professional Staff</p>	<ul style="list-style-type: none"> <li>• Engineers</li> <li>• GIS Specialists</li> <li>• Scientists</li> </ul>	<p>Included in Base Price</p>

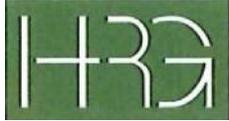
Preferred Service Items indicated above are included in HR Green's base cost with no additional fee.

**A final note regarding the Annual Maintenance Renewal Agreement:**

- HR Green understands that the City of Oskaloosa would want this investment in GIS to last for years to come. With this in mind, HR Green will continue to host the City's GIS database at no cost, only expecting compensation for labor costs associated with ensuring that the City's GIS applications remain fully functional and stable as we react to inevitable hardware and software updates. These labor costs are addressed by the annual maintenance renewal agreement that would become due one year after delivery of the City's GIS solution and be renewed on or before that date for each subsequent year in order to continue receiving maintenance.

HR Green welcomes the opportunity to meet with you to answer any questions about our proposal and services. A detailed scope and fee will be determined with the City of Oskaloosa after selection. We appreciate your consideration.

Attachment B: HR Green, Inc. 2016 Billing Rate Schedule



**HR Green**

**HR GREEN, INC.**  
Billing Rate Schedule  
Effective January 1, 2016

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**Professional Services**

**Billing Rate Range**

Principal	\$195- \$280
Senior Professional	\$165- \$240
Professional	\$110- \$180
Junior Professional	\$85- \$135
Senior Technician	\$90- \$125
Technician	\$45- \$105
Senior Field Personnel	\$100- \$165
Field Personnel	\$60- \$145
Junior Field Personnel	\$50- \$90
Administrative Coordinator	\$85-\$140
Administrative	\$55- \$115
Corporate Admin	\$70- \$120

**Reimbursable Expenses**

1. All materials and supplies used in the performance of work on this project will be billed at cost plus 10%.
2. Auto mileage will be charged per the standard mileage reimbursement rate established by the Internal Revenue Service. Survey and construction vehicle mileage will be charged on the basis of \$0.85 per mile or \$65.00 per day.
3. Charges for sub-consultants will be billed at their invoice cost plus 15%.
4. A rate of \$6.00 will be charged per HR Green labor hour for a technology and communication fee.
5. All other direct expenses will be invoiced at cost plus 10%.



## City Council Communication

Meeting Date: October 17, 2016

Requested By: Planning & Zoning Commission

### Item Title:

Consider an ordinance amending Title 17, Chapter 17.08 of the Oskaloosa Municipal Code pertaining to sidewalk requirements – 1<sup>st</sup> Reading.

### Explanation:

This item was continued from the October 3, 2016 Oskaloosa City Council meeting.

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 1<sup>st</sup> 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 (3<sup>rd</sup> 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.*

Staff has also attached a separate 3<sup>rd</sup> option, which was developed based on council comments during the October 3, 2016 city council meeting.

**Recommended Action:**

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)  
3<sup>rd</sup> Staff-Developed Option and Ordinance

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.*

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.

\_\_\_\_\_  
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

### 3<sup>rd</sup> Sidewalk Ordinance Option – Staff-Developed

Following the October 3, 2016 City Council meeting, staff developed another alternative for the proposed sidewalk ordinance. From the comments from City Council, staff sought to incorporate the following items:

- Allowing the sidewalk requirement on Residential developments to be waived by city council.
- Language that requires city council to consider constructing the connecting sidewalks when a new development is required to install sidewalks with no adjacent connections.
- Referencing the sidewalk master plan in the consideration of constructing sidewalk connections.

With these items in mind, staff-developed the following option for 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. *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.*
- C. *Where sidewalks are required by this section, but are not adjacent to properties with existing sidewalks, city council shall consider installing sidewalks to connect the new development to existing sidewalks in accordance with the city-adopted sidewalk plan.*

OPTION 3 – 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), 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.*
- C. *Where sidewalks are required by this section but are not adjacent to properties with existing sidewalks, city council shall consider installing sidewalks to connect the new development to existing sidewalks in accordance with the city-adopted sidewalk plan.*

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.

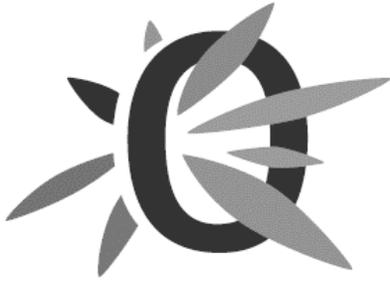
OPTION 3 – STAFF DEVELOPED

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

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 17, 2016  
Requested By: Council Appointed Staff

**Item Title: Report on Items from City Staff**

- a) City Manager.
  - i. Project Update – Oskaloosa Hotel Market Analysis Study
- 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 17, 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.