



City of Oskaloosa
City Council Meeting Regular Session
Council Chambers
City Hall, 220 S. Market Street
Oskaloosa, IA 52577
Agenda
November 7, 2016

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

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

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:

[20161107 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:

[20161107 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:

[20161107 CONSENT AGENDA PAGE BURST BW.DOCX](#)

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

1. October 17, 2016 Regular City Council Meeting Minutes
2. November 7, 2016 Agenda

Documents:

[20161107 CONSENT AGENDA CITY CLERK MINUTES.DOCX](#)
[CITY COUNCIL MINUTES OCTOBER 17, 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:

[20161107 CONSENT AGENDA BOARDS AND COMMISSIONS.DOCX](#)
[BOA MIN 9-27-2016.DOCX](#)
[20161018 PZ MINUTES.DOCX](#)
[HPC MINUTES-10-21-2016.DOC](#)
[20161027 OHTF MINUTES W EDITS.DOCX](#)
[20161003 AIRPORT COMMISSION MINUTES.PDF](#)

C. Consider payment of claims for October 2016.

Who is submitting this item. City Clerk/Finance Department

Documents:

[CITY COMM CLAIMS.DOCX](#)
[MANUAL CHECK REPORT10252016 .PDF](#)
[COUNCIL CLAIMS LIST 10312016.PDF](#)
[CLAIMS OVER 500.PDF](#)
[ADD CLAIMS OVER 500.PDF](#)

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

Who is submitting this item. City Clerk/Finance Department

Documents:

[CITY COMM KUM GO 1273 1107216.DOCX](#)

E. Consider appointment to the Planning and Zoning Commission.

Who is submitting this item. City Manager Department

Documents:

[20161107 P AND Z APPOINTMENT ITEM.DOCX](#)
[HOLDEN BARNHART APPLICATION.PDF](#)
[SPOELSTRA APP FOR PZ.PDF](#)
[KURTZ PZ APPLICATION.PDF](#)

F. Consider appointment to the Housing Trust Fund Committee.

Who is submitting this item. City Manager Department

Documents:

[20161107 HOUSING TRUST FUND COMMITTEE.DOCX](#)
[SPOELSTRA APPLICATION FOR OHTF.PDF](#)

G. Consider approval of Pay Request No. 2 in the amount of \$5,220.00 to Popson Construction for work completed on the 2017 Storm Sewer Intake Repairs Project.

Who is submitting this item. Public Works Director

Documents:

[2017 INTAKE PROJECT PAYMENT 2 EXPLANATION.DOCX](#)
[PAY APP 2.PDF](#)

H. Consider a resolution scheduling a public hearing to amend the zoning ordinance of the City of Oskaloosa, Iowa, by rezoning the properties located at 1317 A Avenue East from R-3 (Multiple Family Residential) to CC (Community Commercial)

Who is submitting this item. Development Services Department

Documents:

[20161107_REZONE PUBLIC HEARING \(2\).DOCX](#)
[1317 A AVE REZONE RESOLUTION.DOC](#)
[1317 A AVE E REZONE APPLICATION.PDF](#)
[1317 A AVE E REZONE MAP.PDF](#)
[1317 A AVE REZONE PETITION.PDF](#)
[1317 A AVE REZONE PETITION 2.PDF](#)
[REZONE-RESPONSE LETTER.PDF](#)

[REZONE-RESPONSE LETTER\(2\).PDF](#)
[RESPONSE LETTER\(3\).PDF](#)
[1317 A AVE REZONE LETTER.PDF](#)
[1317 A AVE E REZONING EMAIL.PDF](#)

- I. **Consider a resolution scheduling a public hearing to amend Title 17, Table 17.08C of the Oskaloosa Municipal Code pertaining to minimum lot requirements in the R-1, R-2, and R-3 zoning districts.**

Who is submitting this item. Development Services Department

Documents:

[20161107_ZONING CODE PUBLIC HEARING.DOCX](#)
[NEW TABLE 17.08C.DOCX](#)
[RESOLUTION ZONING PUBLIC HEARING V2.DOCX](#)

- J. **Consider a resolution approving the 2016 Fiscal Year Financial Report.**

Who is submitting this item. City Clerk/Finance Department

Documents:

[CITY COMM AFR FY16.DOCX](#)
[RESOLUTION APPROVAL ANNUAL REPORT 16.DOC](#)
[AFR2016.PDF](#)

- K. **Consider a resolution adopting supplement to the Oskaloosa Municipal Code of Ordinances through Ordinance No. 1386.**

Who is submitting this item. City Clerk/Finance Department

Documents:

[CITY COMM CODE SUPPLEMENT \(1\).DOCX](#)
[RESOLUTION ADOPT SUPPLEMENT \(2\).DOC](#)

- L. **Consider a resolution authorizing the Mayor to enter into a one-year Subscription Agreement with Emergency Services Marketing Corporation for iamResponding.com services.**

Who is submitting this item. Fire Department

Documents:

[CITY COUNCIL COMMUNICATION I AM RESPONDING .DOCX](#)
[I AM RESPONDING SUBSCRIPTION AGREEMENT.PDF](#)

- M. Consider approval of Change Order No. 1 for final quantity adjustments and Pay Request No. 1 (Final) in the amount of \$160,058.80 to Norris Asphalt Paving Co. for the West Mall (Hy-Vee) Parking Lot Rehabilitation Project.**

Who is submitting this item. Public Works Director

Documents:

[HYVEE PROJECT PAYMENT EXPLANATION.DOCX](#)
[HYVEE PAY APP 1.PDF](#)
[HYVEE PAY ESTIMATE 1.PDF](#)
[HYVEE CHANGE ORDER 1.PDF](#)
[HYVEE ATTACHMENT TO CHANGE ORDER 1.PDF](#)

- N. Consider a resolution accepting completion of the West Mall (Hy-Vee) Parking Lot Rehabilitation Project by Norris Asphalt Paving Co. and approval of the retainage amount of \$8,424.15.**

Who is submitting this item. Public Works Director

Documents:

[HYVEE PROJECT COMPLETION EXPLANATION.DOCX](#)
[HYVEE PROJECT COMPLETION RESOLUTION.DOCX](#)
[HYVEE PROJECT CERTIFICATE OF FINAL COMPLETION.DOCX](#)

- O. Consider approval of payment of \$62,100.08 to Van Maanen Inc. for work completed on the Northeast Wastewater Plant Generator Replacement Project.**

Who is submitting this item. Public Works Director

Documents:

[NE WW PLANT GENERATOR PAYMENT NO 1 EXPLANATION.DOCX](#)
[NE WW GENERATOR GARDENS LETTER PAY APP 1.PDF](#)
[NE WW GENERATOR PAY APP 1.PDF](#)

- P. Consider an agreement with Union Pacific Railroad authorizing the installation of a railroad sidewalk crossing between 618 and 702 A Avenue West.**

Who is submitting this item. Public Works Director

Documents:

Q. Consider approval of payment of \$100,764.33 to DeLong Construction for work completed on the Sidewalk Improvement Project.

Who is submitting this item. Public Works Director

Documents:

SIDEWALK IMPROVEMENT PROJECT PAYMENT NO. 1 EXPLANATION.DOCX
LETTER FROM GARDEN ASSOCIATES.PDF
PAY APPLICATION NO. 1.PDF

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

Who is submitting this item. City Manager's Office

Documents:

20161107_TIF ADVANCEMENT A AVENUE DEMOLITION_1.DOCX
20161107_TIF ADVANCEMENT 703 A AVENUE EAST DEMO RESO.DOC
703 A AVENUE EAST DEMOLITION AERIAL.PDF

S. Consider a resolution of support for Oskaloosa Downtown Development's application seeking Workforce Housing Tax Credits.

Who is submitting this item. City Manager's Office

Documents:

20161107_SWIMS ODD WORKFORCE TAX CREDIT SUPPORT.DOCX
20161107_SWIMS WORKFORCE TAX CREDIT SUPPORT RESO.DOCX

T. ----- END OF CONSENT AGENDA -----

6. Announcement of Vacancies

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

- Airport Commission - One vacancy to fill upon appointment for an unexpired term that ends December 31, 2021; and one vacancy for a six year term that begins January 1, 2017, and ends December 31, 2022. This is a five member board that typically meets the first Monday of the month. (4 males and 0 females currently serve with 1 vacancy)
- Board of Adjustment - Two vacancies for five year terms that begin January 1, 2017 and end December 31, 2021. This is a five member board that meets as needed. (5 males currently serve)
- Historic Preservation Commission - Five vacancies: one vacancy to fill upon appointment for a term that ends December 31, 2018; and two vacancies for three year terms that begin January 1, 2017 and end December 31, 2019; and two vacancies for alternate members. This is a seven member board with two alternate members that meets as needed. (4 males and 2 females currently serve with 3 vacancies, two for alternate members)
- Mahaska County Solid Waste Management Commission and Ad Hoc Recycling Committee - Five vacancies to fill for one year terms that begin January 1, 2017 and end December 31, 2017. The City of Oskaloosa is allowed five representatives on the commission. Two of the representatives are also appointed to the Ad Hoc Recycling Committee. (2 males and 1 female currently service with 2 vacancies)
- Municipal Housing Agency - One vacancy to fill upon appointment for an unexpired term that ends February 28, 2017; and one vacancy for a two year term that begins March 1, 2017 and ends February 28, 2019. This is a five member board that meets quarterly. (2 males and 2 females currently serve with 1 vacancy)

Who is submitting this City Manager Department item.

Documents:

[20161107 BOARD AND COMMISSION VACANCIES BURST.DOCX](#)

7. Regular Agenda

Documents:

[20161107 REGULAR AGENDA BURST.DOCX](#)

- A. Consider a motion to receive and file the audit report and authorize payment of \$8,850 to Martens & Company, CPA, LLP and \$625 to the Auditor of the State.**

Who is submitting this City Clerk/Finance Department item.

Documents:

[CITY COMM AUDIT.DOCX](#)

- B. Consider request from Scott Ver Steeg for reduction of sanitary sewer charges for the property located at 2064 245th Street.**

Who is submitting this City Manager Department item.

Documents:

[20161107 REQUEST FOR REDUCTION IN SEWER CHARGES.DOCX](#)
[SANITARY SEWER LEAK POLICY.PDF](#)
[LETTER FROM SCOTT VER STEEG.PDF](#)
[WATER DEPARTMENT EXHIBIT.PDF](#)

C. Consider an ordinance amending Title 17, Chapter 17.08 of the Oskaloosa Municipal Code pertaining to sidewalk requirements – 2nd Reading.

Who is submitting this Development Services Department
item.

Documents:

[EXPLANATION SIDEWALK REQUIREMENT \(1\).DOCX](#)
[20161107 SIDEWALK ORDINANCE_OPTION 3 \(1\)_1.DOCX](#)

D. Consider a resolution to approve and direct the Mayor to execute a professional services contract with Garden and Associates, Ltd. for engineering and construction inspection services for the South D Street Reconstruction Project [Iowa DOT Project No. STP-U-5780(615)--70-62] in an amount not to exceed \$308,763.95.

Who is submitting this Public Works Director
item.

Documents:

[EXPLANATION SOUTH D STREET ENGINEERING CONTRACT.DOCX](#)
[RESOLUTION.DOCX](#)
[CONSULTANT AGREEMENT STP-U-5780\(615\)--70-62 10-21-16.PDF](#)
[FORM 517010 DBE COMMITMENT INFORMATION.PDF](#)

E. Consider a resolution authorizing a professional services agreement with Maxfield Research & Consulting to prepare a Comprehensive Housing Needs Analysis for the City of Oskaloosa, Iowa.

Who is submitting this Oskaloosa Housing Trust Fund
item.

Documents:

[HOUSING NEEDS ASSESSMENT EXPLANATION.DOCX](#)
[HOUSING NEEDS ASSESSMENT RESOLUTION.DOCX](#)
[OSKALOOSA IOWA_COMPHOUSINGPROPOSAL_11022016.PDF](#)

F. Consider a motion waiving the late filing of Developer Annual Certification by Oskaloosa Downtown Development LLC and accepting the October 12, 2016 filing.

Who is submitting this City Clerk/Finance Department item.

Documents:

[CITY COMM ODD LATE FILING \(1\).DOCX](#)
[DEVELOPER ANNUAL CERTIFICATION 2016 ODD.PDF](#)

- G. Consider a motion extending deadline of Minimum Improvements pursuant to a Development Agreement with Ironwoods Partners, LLC dated October 2, 2014, from December 31, 2015 to December 31, 2016, and approving and authorizing certification for tax increment for payment of an Economic Development Grant to Ironwoods Partners, LLC on June 1, 2018, based on the partially assessed value as of January 1, 2016.**

Who is submitting this City Clerk/Finance Department item.

Documents:

[CITY COMM IRONWOOD ANNUAL CERTIFICATION.DOCX](#)
[IRONWOOD ANNUAL CERTIFICATION 101216.PDF](#)
[MAHASKA COUNTY IA 1013355001.PDF](#)
[MAHASKA COUNTY IA 1014477027.PDF](#)
[IRONWOOD TIF 102716 1.PDF](#)
[OSKALOOSA_TIF_CASHFLOW_NO_LMI_11-03-2016.PDF](#)

8. Report on Items from City Staff.

- a) City Manager
- b) City Clerk.

- c) City Attorney.

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

Documents:

[20161107 REPORTS FROM STAFF BURST.DOCX](#)

9. City Council Information

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

Documents:

[20161107 CITY COUNCIL INFORMATION BURST.DOCX](#)

10. Adjournment

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

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